

Foster Care Policy and Plan

SOUTHERN NEVADA TRADES HIGH SCHOOL

2023 – 2024



SNTHS

SOUTHERN NEVADA
TRADES
HIGH SCHOOL

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1 ABOUT SOUTHERN NEVADA TRADES HIGH SCHOOL (SNTHS)

Southern Nevada Trades High School will provide families in the Las Vegas area with a college and career preparatory high school option designed to support their children to graduation.

1.1 SCHOOL MISSION STATEMENT

Southern Nevada Trades High School (SNTHS) promotes excellence in academic and career and technical education, preparing students for post-secondary education and careers in construction related professions.

1.2 SCHOOL VISION STATEMENT

Through innovative career and technical training integrated with aligned academics, community partnerships, and individualized college and career-readiness planning, students' passions for learning are ignited and they are prepared for success in postsecondary education and the workplace.

- **Integrated Curriculum:** We believe that hands-on career technical education (CTE) – in the classroom, in the workshop, and on the job-site – prepares students with the knowledge and skills for successful futures in construction-related careers. We believe that pairing CTE with aligned academics provides students with the skills necessary to adapt and grow throughout their careers.
- **Passion for Life-long Learning:** We believe that the unique combination of CTE and aligned academics spark student passion for learning while encouraging other essential life skills such as critical thinking, communication, and teamwork.
- **Individualized Planning and Support:** We believe that engaging students 1:1 in planning and refining their course of study throughout their high school career prepares graduates for success in their chosen educational and career paths.
- **Community Partnerships:** We believe that close collaboration with local industry and postsecondary institutions provides students with access to work experiences, industry-recognized credentials, and post-secondary credit that set them up for immediate success upon graduation.
- **Career and College Readiness:** We believe that an explicit focus on the skills necessary in college and careers provides students with opportunities to receive feedback and develop these skills.

1.3 SCHOOL WEBSITE AND SCHOOL PERFORMANCE PLAN

For additional information about the SNTHS, please refer to the website at <https://www.snvtradeshighschool.org/>

2 INTRODUCTION

This manual serves as a reference for SNTHS regarding the topic of Foster Care.

2.1 PURPOSE

The purpose of the Foster Care Policy and Plan is to define procedures and specify program elements ensure equal participation in all education programs for Foster Care students. An effective policy, plan, and program, ensures that all students have been provided with the necessary support and have been given the opportunity meet all requirements for high school graduation.

2.2 LEGAL REQUIREMENTS

[Nevada's Assembly Bill \(AB\) 491 of 2017](#) describes educational legal requirements for students in foster care that are codified in [Nevada Revised Statute \(NRS\) Chapter 388E](#). Additionally the [Every Student Succeeds Act \(ESSA\) of 2015 \(20](#)

[U.S.C. § 6311](#)) led to states being required to have procedures for children in foster care to remain in their school of origin.

Programs must be in compliance with [NRS Chapter 385](#) and [NRS Chapter 388](#) and the components that govern public schools, along with [NRS chapter 388A](#) which are the provisions that govern charter schools. Nevada's [Senate Bill \(SB\) 147 \(2019\)](#) resulted in additional provisions for homeless, unaccompanied, and foster care pupils that are codified in [NRS388.205](#), [NRS388A.489](#), and [NRS389.320](#).

The Family Educational Rights and Privacy Act (FERPA) ([20 U.S.C. § 1232g](#); [34 CFR Part 99](#)) is a Federal law that protects the privacy of student education records is also referenced in this manual.

2.3 BOARD APPROVAL

2.3.1 Board Approval

Each SPCSA school is required to have the Foster Care Policy and Plan approved by their school board.

This manual was approved on: **[INSERT DATE HERE]**

2.3.2 Stakeholders

The following stakeholders participated in the review and approval process of this plan:

- Julie Carver, Executive Director
- Candi Wadsworth, Principal
- Brett Willis, Board Chair
- Rebecca Merrihew, Vice Chair & Facilities Chair
- Lisa Jones, Treasurer & Finance Chair
- Kelly Gaines, Secretary & Marketing Chair
- Tina Morgan, Academics Chair
- Amber Karweick, Board Member
- Kent Lay, Board Member
- Amanda Moss, Board Member
- Kelly Suiter, Board Member
- Dan Wright, Board Member
- Michael C. Van, Board Member

2.4 DESCRIPTION

This manual contains information regarding:

- Definitions relevant to McKinney-Vento and homeless youth

2.5 DEFINITIONS AND ACRONYMS

Throughout this manual you will encounter a variety of terms that are relevant to this process. Additionally, some items may be referred to using acronyms. Please review the following items to familiarize yourself with the terminology and acronyms used throughout this manual.

- Best Interests Determination:
 - When a child enters foster care or changes placement while in foster care, the agency which provides child welfare services to the child shall determine whether it is in the best interests of the child for the child to remain in his or her school of origin. In making this determination, there is a rebuttable

presumption that it is in the best interests of the child to remain in his or her school of origin ([NRS 388E.105](#))

- Every Student Succeeds Act (ESSA):
 - is the federal K-12 education law of the United States. ESSA was signed into law in 2015 and replaced the previous education law called “No Child Left Behind.” It is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965.
- Family Educational Rights and Privacy Act (FERPA):
 - The Family Educational Rights and Privacy Act (FERPA) ([20 U.S.C. § 1232g](#); [34 CFR Part 99](#)) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Additional information about FERPA may be reviewed at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.
- Foster Care:
 - Based on [NAC 432B.017](#), the term “foster care” means any out-of-home placement of a child. The term includes:
 1. The placement of a child into:
 - (a) A family foster home, as that term is defined in NRS 424.013;
 - (b) A group foster home, as that term is defined in NRS 424.015; or
 - (c) Any other similar institution having the appropriate qualifications and facilities to provide the necessary and desirable degree and type of care to the child.
 2. The placement of a child with a relative other than the relative who had a legal responsibility for providing a home for the child before the child was placed into the custody of the agency which provides child welfare services.
 3. An independent living arrangement approved by the agency which provides child welfare services in accordance with NAC 432B.410, made by the agency which provides child welfare services for a child in the custody of the agency which provides child welfare services pursuant to NRS 127.050 or 432B.550, or for whom the agency which provides child welfare services is responsible pursuant to NRS 432B.360. (Added to NAC by Div. of Child & Fam. Services by R221 97, eff. 6 5 98; A by R045 02, 7 23 2002)
- Infinite Campus (IC):
 - Infinite Campus is the Student Information System (SIS) used by all public schools in Nevada.
- Nevada Department of Education (NDE):
 - The Nevada Department of Education or NDOE, autonomous of the governor and the Nevada State Legislature, administers primary and secondary public education in the state of Nevada.
- Nevada Revised Statute (NRS):
 - The Nevada Revised Statutes are all the current codified laws of the State of Nevada. Nevada law consists of the Constitution of Nevada and Nevada Revised Statutes.
- Participating school:
 - A charter school that is sponsored by the State Public Charter School Authority.
- School of Origin:
 - The public school in which a child was enrolled at the time that the child was placed in foster care or the school in which a child who is in foster care is enrolled at the time of the most recent change in the placement of the child.
- State Public Charter School Authority (SPCSA):
 - The State Public Charter School Authority (SPCSA) authorizes public charter schools across Nevada and is responsible for the oversight and monitoring of those schools to ensure positive academic outcomes for students and strong stewardship of public dollars.
- US Department of Education (USED):
 - The U.S. Department of Education is the agency of the federal government that establishes policy for, administers, and coordinates most federal assistance to education.

3 SCHOOL OF ORIGIN AND BEST INTERESTS DETERMINATION

The school of origin is the public school in which a child was enrolled at the time that the child was placed in foster care or the school in which a child who is in foster care is enrolled at the time of the most recent change in the placement of the child.

When a child enters foster care or is moved to a new foster home, a best interests determination is conducted to determine if the student should remain in the school of origin or enroll in a different public school. The best interests determination should occur in conjunction with the relevant schools (school of origin and potential new school), the SPCSA foster care liaison, and the local family services agency to determine the appropriate placement.

Per [NRS 388E.105 \(2\)](#):

In determining whether it is in the best interests of a child in foster care to remain in his or her school of origin, the agency which provides child welfare services, in consultation with the local education agency and the educational decision maker appointed for the child pursuant to [NRS 432B.462](#), must consider, without limitation:

- (a) The wishes of the child;
- (b) The educational success, stability and achievement of the child;
- (c) Any individualized education program or academic plan developed for the child;
- (d) Whether the child has been identified as an English learner;
- (e) The health and safety of the child;
- (f) The availability of necessary services for the child at the school of origin;
- (g) Whether the child has a sibling enrolled in the school of origin; and
- (h) A plan for the continued education of the child, developed pursuant to [NRS 432B.60847](#), if the child is admitted to a psychiatric hospital or facility which provides residential treatment for mental illness.

The costs of transporting the child to the school of origin must not be considered when determining whether it is in the best interests of the child to remain at his or her school of origin.

Once the best interests determination has been conducted, if a dispute arises regarding the placement, the local family services agency will make the final decision regarding the child's school which will be subject to court approval if any party objects.

Additionally, upon exit from foster care, the child may remain in the school of origin until the child enters a grade level that is no longer served by the school, or reaches an age where they are no longer eligible to attend the level of school.

4 ENROLLMENT

4.1 IMMEDIATE ENROLLMENT

In accordance with subsection 2 of NRS 388A.453, when it is determined that it is in the best interests of the child to change schools, immediate enrollment means the school's legal requirement to immediately enroll the child into the new school regardless if the new school has received all the child's educational records; school transfer records, immunization records or any other unmet educational or academic requirements. Enrollment for a child in foster care cannot be denied or delayed. The enrolling school shall immediately contact the school of origin to obtain relevant academic and other records and those records will be promptly transferred.

4.2 RECORDING FOSTER CARE STATUS IN INFINITE CAMPUS

Foster Care status will be recorded in Infinite Campus by the Registrar.

Foster Care students must be correctly entered in Infinite Campus for a variety of purposes including grant eligibility and desktop monitoring. SPCSA must be able to accurately obtain data regarding the numbers of Foster Care students for reporting to NDE via Infinite Campus. Please use the instructions below to accurately identify Foster Care students in Infinite Campus.

1. In the Campus Tools menu on the “Index” tab, choose “Student Information” then click “Program Participation”, then choose “Foster Care” from the index that appears.
2. Locate the student using the search tab.
3. Once you have pressed “Go” to locate the student, press “New” to enter the information for the Foster Care student. You must enter:
 - Placement type
 - “Start Date”
 - “End Date” should be entered if available from the department of family services if the expected end date is known. If the student exits foster care status during the school year, you should update the end date when notified.
 - Enter the social worker name.
 - Enter the school name for the “Owner”.
4. Return to the “Index” tab and select “General”. It will display the student “Summary” tab. Click the “Flags” tab.
5. On the “Flags” tab, press the “New” button to add the Foster Care flag for the student. You should enter a “Start Date” and “End Date”.

5 IDENTIFICATION AND TRACKING OF FOSTER STUDENTS

5.1 IDENTIFICATION

Guardians will indicate if a student is a foster child on enrollment paperwork. Registrar is responsible for ensuring students is identified in infinite campus, and proper paperwork is provided by guardian. Registrar will then notify administration and add student to foster student list.

5.2 TRACKING OF FOSTER CARE STUDENTS

Students will be tracked internally on a shared spreadsheet. Registrar will run monthly adhoc reports in infinite campus to verify that spreadsheet is up to date. Grade updates are provided to foster agency 4 times a year.

5.3 DATA VALIDATION

Data will be tracked infinite campus, registrar will be responsible for preparing, submitting and validating reports for NDE. Administration will oversee the process and perform regular internal checks.

6 TRANSPORTATION

Transportation procedures are determined according to current the Memorandum of Understanding (MOU)/Interlocal agreements with the local family services agencies in the state of Nevada.

In addition to ESSA and Fostering Connections, NRS Chapters 388 and 388E provides guidance on addressing school transportation in the rural school districts. The SPCSA, each Participating School and the local family service agency will regularly monitor compliance with ESSA, the Fostering Connections Act, state law and this Memorandum of Understanding.

General: When a child's foster home placement is outside of the boundary of his/her school of origin, the local family service agency conduct a Best Interest Determination in accordance with NRS 388E.105. the local family service agency will notify the SPCSA of its decision. The SPCSA will in turn notify the relevant Participating School, within one school day. If it is determined that remaining in the school of origin is in the student's best interest, the SPCSA, relevant Participating School and the local family service agency will collaborate under this understanding to establish the most cost-effective method of transportation available for the student within five (5) school days after the best interest determination is made. While the student's transportation plan is being finalized, the local family service agency, the SPCSA, and the Participating School will immediately identify and provide temporary transportation for the child to ensure that there is no interruption or disruption in the child's educational programming.

No- or Low-Cost Options: The Participating School will examine existing transportation options available to the student, including incorporating the student into an existing bus route, modifying an existing bus route, and other no-cost or low-cost options. Transportation will be provided by the Participating School if a no-cost solution is available.

Additional Costs: Participating Schools must continue to pay what they would otherwise normally spend to transport a child to school. Only "additional costs" necessary to transport the child to the school of origin can be the subject of a funding agreement or dispute with the responsible child welfare agency. Moreover, if the Participating School in which the school of origin is located can arrange or provide transportation at no or minimal cost, that Participating School shall arrange, fund, and provide that transportation. Examples include adding an additional stop to an existing bus route.

Funding for Additional Costs of School Stability Transportation: the local family service agency can use Title IV-E funds as appropriate. Participating School's written transportation plans must describe how school stability transportation will be ensured in the event of a dispute over which agency or agencies will pay any additional costs incurred and which agency or agencies will initially pay the additional costs so transportation is provided promptly during pendency of the dispute.

Other Cost/Funding: When other options are exhausted and transportation will require "additional costs," the following will be considered:

- The Participating School and the local family service agency will assess whether the child's transportation costs may be covered by other state or local funds.
- The local family service agency will assess whether resources are available for the foster care provider to provide transportation to a bus stop on the Participating School's existing bus route; or contract with a private entity such as a transportation service.
- The Participating School and the local family service agency are jointly responsible for the additional costs of school stability transportation, unless the local family service agency and the Participating School mutually agree otherwise.

Shared Transportation Funding Agreement: Pursuant to ESSA, the local family service agency can utilize Title IV-E funds as available and appropriate for the partial reimbursement of the Participating School's transportation expenses to maintain foster students in their out of zone enrollments. Title IV-E funds may be available to cover out of zone transportation costs for foster children who meet Title IV-E eligibility criteria. The Federal funds requested may be for 50% of the "additional costs" as submitted by the Participating School. The offsetting 50% must be "matching" funds in the Participating School budget that are not federal funds or utilized as matching funds for any other funding source. Due Dates: Invoice for the cost of, and back up for, out of zone transportation services for children in foster care needs to be received no later than the 15th of the month following the end of the service quarter being billed. The Interlocal to

be reimbursed quarterly shall be based on actual costs reported monthly by the Participating School to the local family service agency and corresponding funds received by the local family service agency. the local family service agency shall absorb all administrative costs incurred through the processing of Title IV-E reimbursements to the Participating School.

Transportation Funding Dispute Resolution: If any dispute arises between the local family service agency and the Participating School related to the transportation of the child in foster care to the school of origin, the local family service agency and the Participating School shall first notify the SPCSA. The SPCSA will work to facilitate a solution to the Dispute. If the dispute is not resolved within 5 business days, matter should be submitted to the juvenile or family court with jurisdiction over the child for a resolution by court order within 5 business days. During any dispute between the local family service agency and the Participating School regarding transportation, the local family service agency and the Participating School must provide the child with transportation to the school of origin until the dispute is resolved.

Duration of Transportation:

1. Transportation will be provided for the duration of the child’s time in foster care if it continues to be in the child’s best interest. A redetermination that it remains in the youth’s best interest to remain in their school of origin at the start of a new school year may be conducted collaboratively by the SPCSA, the relevant Participating School, the local family service agency and any other relevant parties.
2. If a child is released from child welfare custody before the end of a school year, the local family service agency loses the authority to access child welfare funds, therefore loses the ability to continue to pay the costs of a non-custody child’s transportation once released into their parents or legal guardian’s care.
3. If a child is released from child welfare custody, the child’s parents or legal guardian have the responsibility and authority to make the child’s education decisions, including educational stability.

7 FOSTER CARE LIAISON

Every school is required to have a Foster Care Liaison. It is the job of the Liaison to ensure that foster care students have the same opportunities as all other students, which includes ensuring that foster care students are able to attend school, arranging for transportation in a timely manner, keeping the school staff informed of the rights of foster care students, communicating with the parents/guardians of foster children and youth, and communicating with the local family services agency.

The foster care liaison may communicate and provide information through a variety of methods including but not limited to:

- Email.
- Phone.
- Professional Development for school staff.
- Informational materials such as flyers and posters regarding the rights of foster care students.
- Distribution of internet-based resources regarding foster care matters.

The foster care liaison at our school is:

Dawn Marsh

[LIAISON PHONE NUMBER]

Dawn.marsh@snvtradeshighschool.org

8 EDUCATIONAL RECORDS AND CONFIDENTIALITY

The policies for sharing educational records and confidentiality for students in foster care determined according to current the Memorandum of Understanding (MOU)/Interlocal agreements with the local family services agencies in the state of Nevada.

In January 2013, Family Educational Rights and Privacy Act (FERPA) was amended in the U.S. Department of Education through the enactment of the Federal Uninterrupted Scholars Act (USA). The USA made key revisions to FERPA that permits educational agencies to disclose a student's education records, without parental consent, to a caseworker or other representatives of child welfare agencies.

8.1 LOCAL FAMILY SERVICE AGENCY REQUEST OF EDUCATION RECORDS:

The local family service agency caseworker requesting the records will provide a badge identifying the caseworker as a local family service agency employee and proof of custody of the student with the one of the following:

- A written notification on the local family service agency letterhead indicating that the agency has legal custody or is otherwise legally responsible for the care and protection of the child or
- A court order.

8.2 LOCAL FAMILY SERVICE AGENCY USE OF EDUCATIONAL RECORDS:

The manner in which the local family service agency may use a child's education records, including, without limitation, electronic education records maintained by the school and/or Participating School:

- To ensure the child's education needs are met.
- Effectively implement a child's case plan.
- Maintain the child's educational stability.
- Provide services to address a student's educational needs.
- Monitor a child's educational outcomes and promote success.

8.3 STUDENT CONFIDENTIALITY

Consistent with the MOU/Interlocal and with state and federal law, the SPCSA, each Participating School and the local family service agency shall protect confidential information from re-disclosure unless specifically authorized by state or federal law. The SPCSA, each Participating School and the local family service agency shall report any unauthorized releases of exchanged data to the other party and cooperate in taking appropriate corrective action.

The local family service agency, the SPCSA and each Participating School acknowledge that each entity has a legal obligation to maintain the confidentiality and privacy of student records and information identifying a student or child being in foster care. Parties agree to maintain compliance with the Uninterrupted Scholars Act, FERPA and with any other federal and state laws protecting the rights of children who are in the protective custody of a child welfare agency. the local family service agency, the SPCSA and each Participating School agree to safeguard all such information.

8.4 DESIGNATION OF THE LOCAL FAMILY SERVICE AGENCY AS SCHOOL OFFICIAL

In accordance with the Family Education Rights and Privacy Act (FERPA) ([20 U.S.C. §1232g and 34 C.F.R Part 99](#)), the Participating School shall designate the local family service agency as a School Official.

9 FULL OR PARTIAL CREDIT REQUIREMENTS

Nevada's [Senate Bill \(SB\) 147 \(2019\)](#) resulted in additional provisions for homeless, unaccompanied, and foster care pupils that are codified in [Nevada Revised Statute \(NRS\) 388.205](#), [NRS388A.489](#), and [NRS389.320](#).

Per this legislation, schools may not deny homeless students or unaccompanied youth credit for a course due to attendance. Regardless of the number of hours of classroom instruction, students should still receive credit for the coursework that has been satisfactorily completed. Evidence that may be considered in determining how much credit should be awarded for the coursework may include:

- (a) Demonstration of competency by a pupil;
- (b) Performance by a pupil on an examination;
- (c) Successful completion of a program of independent study, or any part of such a program, by the pupil;
- (d) Full or partial credit for coursework completed by a pupil at an accredited public or private school located within or outside of this State that is sought to be transferred;
- (e) Full or partial credit for coursework completed by a pupil at a summer school conducted by an accredited public or private school or institution of higher learning located within or outside of this State that is sought to be transferred;
- (f) Completion by a pupil of a correspondence or distance education course provided by a high school which is nationally accredited or by an entity which appears on the list published by the Department pursuant to NRS 388.834;
- (g) Completion of an apprenticeship program by a pupil;
- (h) Completion of a program by a pupil at a trade or vocational school which is accredited;
- (i) Work experience of a pupil;
- (j) Community service performed by a pupil; and
- (k) Any other evidence or method which is determined to be appropriate by the board of trustees of a school district or sponsor of a charter school, as applicable, and approved by the Department.

Additionally, A pupil who receives partial credit for coursework or a course of study pursuant to subsection 1 or 2 must be allowed to appropriately combine the partial credit, including, without limitation, for the purposes of the total number of credits required for graduation from high school or the minimum number of units of credit required in a core academic subject pursuant to NRS 389.018.

10 REFERENCES

Additional reference materials have all been linked in within the text of this manual, and will be listed in "Appendix A: Links" of this manual.

11 APPENDIX A: LINKS

A variety of links have been provided throughout this manual and are listed below in the order that they appear in this manual:

- AB491 of 2017:
 - <https://www.leg.state.nv.us/Session/79th2017/Bills/AB/AB491.pdf>
- NRS Chapter388E:
 - <https://www.leg.state.nv.us/nrs/NRS-388E.html>
- ESSA:

- <https://www.law.cornell.edu/uscode/text/20/6311>
- NRS Chapter 385:
 - <https://www.leg.state.nv.us/nrs/nrs-385.html>
- NRS Chapter 388:
 - <https://www.leg.state.nv.us/nrs/nrs-388.html>
- NRS Chapter 388A:
 - <https://www.leg.state.nv.us/nrs/NRS-388A.html>
- NRS Chapter 388E:
 - <https://www.leg.state.nv.us/nrs/NRS-388E.html>
- SB147 of 2019:
 - https://www.leg.state.nv.us/Session/80th2019/Bills/SB/SB147_EN.pdf
- FERPA:
 - 20 U.S.C. § 1232g: <https://www.law.cornell.edu/uscode/text/20/1232g>
 - 34 CFR Part 99: <https://www.ecfr.gov/current/title-34/subtitle-A/part-99?toc=1>
- NRS Chapter 388E:
 - <https://www.leg.state.nv.us/nrs/NRS-388E.html>
- General information about FERPA:
 - <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- NAC 432B.017
 - <https://www.leg.state.nv.us/nac/NAC-432B.html#NAC432BSec017>

McKinney-Vento/Homeless Policy and Plan

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1 ABOUT SOUTHERN NEVADA TRADES HIGH SCHOOL (SNTHS)

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Southern Nevada Trades High School (SNTHS) promotes excellence in academic and career and technical education, preparing students for post-secondary education and careers in construction related professions.

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Through innovative career and technical training integrated with aligned academics, community partnerships, and individualized college and career-readiness planning, students' passions for learning are ignited and they are prepared for success in postsecondary education and the workplace.

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- **Passion for Life-long Learning:** We believe that the unique combination of CTE and aligned academics spark student passion for learning while encouraging other essential life skills such as critical thinking, communication, and teamwork.
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1.3 SCHOOL WEBSITE AND SCHOOL PERFORMANCE PLAN

For additional information about the SNTHS, please refer to the website at <https://www.snvtradeshighschool.org/>

2 INTRODUCTION

This manual serves as a reference for SNTHS regarding the topic of McKinney-Vento.

2.1 PURPOSE

The purpose of the McKinney-Vento Policy and Plan is to define procedures and specify program elements ensure equal participation in all education programs for homeless youth. An effective policy, plan, and program, ensures that all students have been provided with the necessary support and have been given the opportunity meet all requirements for high school graduation.

2.2 LEGAL REQUIREMENTS

[Subtitle VI-B of The McKinney-Vento Homeless Assistance Act](#) authorizes the federal Education for Homeless Children and Youth (EHCY) Program and is the primary piece of federal legislation related to the education of children and youth

experiencing homelessness. It was reauthorized in December 2015 by Title IX, Part A, [of Every Student Succeeds Act \(ESSA\)](#).

Programs must be in compliance with [Nevada Revised Statute \(NRS\) Chapter 385](#) and [NRS Chapter 388](#) and the components that govern public schools. Additionally, Nevada's [Senate Bill \(SB\) 147 \(2019\)](#) resulted in additional provisions for homeless, unaccompanied, and foster care pupils that are codified in [NRS388.205](#), [NRS388A.489](#), and [NRS389.320](#).

2.3 BOARD APPROVAL

2.3.1 Board Approval

Each SPCSA school is required to have the McKinney-Vento/Homeless Policy and Plan approved by their school board.

This manual was approved on: **[INSERT DATE HERE]**

2.3.2 Stakeholders

The following stakeholders participated in the review and approval process of this plan:

- Julie Carver, Executive Director
- Candi Wadsworth, Principal
- Brett Willis, Board Chair
- Rebecca Merrihew, Vice Chair & Facilities Chair
- Lisa Jones, Treasurer & Finance Chair
- Kelly Gaines, Secretary & Marketing Chair
- Tina Morgan, Academics Chair
- Amber Karweick, Board Member
- Kent Lay, Board Member
- Amanda Moss, Board Member
- Kelly Suiter, Board Member
- Dan Wright, Board Member
- Michael C. Van, Board Member

2.4 DESCRIPTION

This manual contains information regarding:

- Definitions relevant to McKinney-Vento and homeless youth
- The rights of children and homeless youth.
- Dissemination of information regarding educational rights for homeless youth.
- Identification of homeless youth.
- School selection.
- Transportation.
- Disputes.
- Services provided.
- Free meals.
- Training.
- Coordination.
- Preschool.
- Full or partial credit requirements.

2.5 DEFINITIONS AND ACRONYMS

Throughout this manual you will encounter a variety of terms that are relevant to this process. Additionally, some items may be referred to using acronyms. Please review the following items to familiarize yourself with the terminology and acronyms used throughout this manual.

- Child find:
 - In general All children with disabilities residing in the State, including children with disabilities who are homeless children or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.
- Every Student Succeeds Act (ESSA):
 - is the federal K-12 education law of the United States. ESSA was signed into law in 2015 and replaced the previous education law called “No Child Left Behind.” It is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965.
- Homeless children and youths:
 - Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines homeless as follows:
 - The term "homeless children and youths"--
 - (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and
 - (B) includes--
 - (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;*
 - (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
 - (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).
 - *Per Title IX, Part A of the Every Student Succeeds Act, "awaiting foster care placement" was removed from the definition of homeless on December 10, 2016; the only exception to his removal is that "covered states" have until December 10, 2017 to remove "awaiting foster care placement" from their definition of homeless.
- Infinite Campus (IC):
 - Infinite Campus is the Student Information System (SIS) used by all public schools in Nevada.
- McKinney – Vento:
 - The McKinney–Vento Homeless Assistance Act of 1987 is a United States federal law that provides federal money for homeless shelter programs. It was the first significant federal legislative response to homelessness and was passed by the 100th United States Congress and signed into law by President Ronald Reagan on July 22, 1987. The act has been reauthorized several times over the years, and now includes educational components. To read more about the McKinney-Vento Homeless Assistance Act, please view the materials from the National Center for Homeless Education (NCHE) at <https://nche.ed.gov/legislation/mckinney-vento/>.
- National Center for Homeless Youth (NCHE):

- NCHE operates the U.S. Department of Education's technical assistance and information center for the federal Education for Homeless Children and Youth (EHCY) Program.
- Nevada Department of Education (NDE):
 - The Nevada Department of Education or NDOE, autonomous of the governor and the Nevada State Legislature, administers primary and secondary public education in the state of Nevada.
- Nevada Revised Statute (NRS):
 - The Nevada Revised Statutes are all the current codified laws of the State of Nevada. Nevada law consists of the Constitution of Nevada and Nevada Revised Statutes.
- School of Origin:
 - (i) IN GENERAL.-The term school of origin means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
 - (ii) RECEIVING SCHOOL.-When the child or youth completes the final grade level served by the school of origin, as described in clause (i), the term 'school of origin' shall include the designated receiving school at the next grade level for all feeder schools.
- State Public Charter School Authority (SPCSA):
 - The State Public Charter School Authority (SPCSA) authorizes public charter schools across Nevada and is responsible for the oversight and monitoring of those schools to ensure positive academic outcomes for students and strong stewardship of public dollars.
- Unaccompanied Youth:
 - The McKinney-Vento Act defines unaccompanied youth as “a homeless child or youth not in the physical custody of a parent or guardian” [42 USC § 11434a(6)]. Taking a closer look at the definition, two conditions must be present for a child or youth to be considered an unaccompanied youth under the McKinney-Vento Act:
 - (A) 1. The child’s or youth’s living arrangement meets the Act’s definition of homeless, and
 - (B) 2. The child or youth is not in the physical custody of a parent or guardian.
 - To read more about unaccompanied youth, please view the materials from the National Center for Homeless Education at <https://nche.ed.gov/wp-content/uploads/2018/10/youth.pdf>
- US Department of Education (USED):
 - The U.S. Department of Education is the agency of the federal government that establishes policy for, administers, and coordinates most federal assistance to education.

3 RIGHTS OF HOMELESS CHILDREN AND YOUTH

According to the NCHE whitepaper titled [The Educational Rights of Children and Youth Experiencing Homelessness](#), in order to remove educational barriers for homeless children and youths, the McKinney-Vento Act mandates:

- immediate school enrollment and full participation in all school activities for eligible children, even when records normally required for enrollment are not available [42 U.S.C. § 11432(g)(3)(C)];
- the right of children and youths experiencing homelessness, including young homeless children attending public preschools, to remain in their school of origin (the school the student attended when permanently housed or the school in which the student was last enrolled), when in the child’s or youth’s best interest to do so [42 U.S.C. § 11432(g)(3)(A), 42 U.S.C. § 11432(g)(3)(B) and 42 U.S.C. § 11432(g)(3)(I) (i)];
- transportation to and from the school of origin at the request of the parent or guardian (or in the case of an unaccompanied youth, the local liaison)[42 U.S.C. § 11432(g)(1)(J)(iii)];
- provision of services comparable to services offered to other students in the school, including Title I services or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners; career and technical education; programs for gifted and talented students; and school nutrition programs [42 U.S.C. § 11432(g) (4)];

- that homeless students have access to and receive educational services for which they are eligible, including services through Head Start programs, early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the local educational agency [42 U.S.C. § 11432(g)(6)(iii)];
- removal of barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs for homeless students who meet relevant eligibility criteria [42 U.S.C. § 11432(g)(1)(F)(iii)];
- rights and protections specifically for unaccompanied youth (youth who are not in the physical custody of a parent or guardian) who are experiencing homelessness, including allowing them to be immediately enrolled without proof of guardianship [42 U.S.C. § 11432(g)(1)(H) (iv)];
- the right of parents, guardians, or unaccompanied youth to dispute an eligibility, school selection, or enrollment decision, and for a child or youth to be admitted to the school in which enrollment is sought, pending the resolution of the dispute [42 U.S.C. § 11432(g)(3)(E)]; and
- the appointment of a local homeless liaison in every school district or local education agency (LEA) to ensure that homeless children and youth are enrolled in and have a full and equal opportunity to succeed in school [42 U.S.C. § 11432(g)(1)(J)(ii) and 20 U.S.C. § 11432(g)(6)(A)].

4 DISSEMINATION OF EDUCATIONAL RIGHTS INFORMATION

The McKinney-Vento/Homeless Policy and Plan should be posted to the SNTHS website for the school community to view. In addition, the school will have written materials in English and other languages spoken at the school that advise the school community of the rights of homeless youth. Written materials include but are not limited to:

- Posters and Flyers
 - Educational Rights Poster (Youth) from NCHE:
 - [English](#)
 - [Spanish](#)
 - Educational Rights Poster (Parent) from NCHE:
 - [English](#)
 - [Spanish](#)
 - Higher Education Poster from NCHE
 - [English](#)
 - [Spanish](#)
 - Support for Students Whose Families Have Lost Their Homes to Foreclosure poster from NCHE:
 - [English](#)
- Brochures
 - NCHE Brochure:
 - [English](#)
 - [Spanish](#)
 - Support for Students Whose Families Have Lost Their Homes to Foreclosure brochure from NCHE:
 - [English](#)
 - [Spanish](#)
- Booklets
 - Parent booklet from NCHE:
 - [English](#)
 - [Spanish](#)
- Email communication to the school community

- Information posted on the school website

The school will retain copies of all distributed materials as evidence for monitoring conducted by SPCSA and NDE, including materials that are printed from other sources such as NCHE.

5 IDENTIFICATION

To determine a student's McKinney-Vento eligibility, schools must determine whether a student's living arrangement meets the McKinney-Vento definition of homeless. In general, parents/guardians or unaccompanied youth should complete a Student Housing Questionnaire (SHQ) which may be electronic or a paper form.

5.1 SELF-IDENTIFICATION

5.1.1 Online Registration

Upon registration, students may be identified as homeless through the online registration process in Infinite Campus which asks a questionnaire regarding housing status. Once identified as homeless, the student records should be updated appropriately in Infinite Campus to document the status of the student as homeless.

5.1.2 Other Identification Methods

Students may experience homelessness at any time throughout the school year. While a student may not necessarily be homeless at the time of online registration, they may become homeless at another point during the school year. Or, during registration the parent/guardian/unaccompanied youth may have not selected the option during online registration.

If a parent/guardian/student notifies the school at any time that the student is potentially experiencing homelessness, students should complete a [Student Housing Questionnaire](#) to determine eligibility. Once determined eligible per the McKinney-Vento definition of homeless, the student records should be updated appropriately in Infinite Campus to document the status of the student as homeless.

5.2 STAFF IDENTIFICATION

School staff may also be particularly helpful in identifying homeless students. This can be via trusting relationships with a staff member, symptoms of homelessness noticed, by reviewing enrollment documents, and reviewing attendance records. If any school staff member has reason to believe that a student may be experiencing homelessness, they should reach out to the school McKinney-Vento Liaison so that the McKinney-Vento Liaison may reach out to the parent/guardian/unaccompanied youth to complete a [Student Housing Questionnaire](#) to determine eligibility. Once determined eligible per the McKinney-Vento definition of homeless, the student records should be updated appropriately in Infinite Campus to document the status of the student as homeless.

5.3 RECORDING HOMELESS STATUS IN INFINITE CAMPUS

Homeless status will be recorded in Infinite Campus by the Registrar.

Homeless students must be correctly entered in Infinite Campus for a variety of purposes including grant eligibility and desktop monitoring. SPCSA must be able to accurately obtain data regarding the numbers of homeless students for reporting to NDE via Infinite Campus. Please use the instructions below to accurately identify homeless students in Infinite Campus.

1. In the Campus Tools menu on the "Index" tab, choose "Student Information" then click "Program Participation", then choose "Homeless" from the index that appears.

2. Locate the student using the search tab.
3. Once you have pressed “Go” on the screen shown, press “New” to enter the information for the homeless student. You must enter:
 - “Primary Night Time Residence”
 - “Start Date”
 - “End Date” should be entered as 07/31/YYYY where the year is the end of the current school year, as the status should continue through summer school, but end prior to the start of the new school year. If the student exits homeless status prior to the end of the school year, you may update the end date when notified.
 - If the student is an “Unaccompanied Youth” the option should be selected.
 - Be sure to save once you have entered the information.
4. Return to the “Index” tab and select “General”. It will display the student “Summary” tab. Click the “Flags” tab.
5. On the “Flags” tab, press the “New” button to add the Homeless Flag for the student. You should enter a “Start Date” and “End Date”.

6 SCHOOL SELECTION

All public schools including charter schools must accept homeless students. Per page 17 of the [Homeless Tool Kit for School Staff](#) provided by NDE:

6.1 IMMEDIATE ENROLLMENT

A school must **immediately** enroll a homeless student, even if the student does not have documents normally required for enrollment, such as academic and medical/immunization records or proof of residency. Once enrolled, the Homeless Education Liaison of the school must help the parent/guardian/unaccompanied youth obtain the necessary records and/or immunizations, and work with the parent/guardian/unaccompanied youth to determine appropriate placement in classes if records are not immediately available.

6.2 THE RIGHT TO CHOOSE WHAT SCHOOL TO ATTEND

Students have the right to continue attending their “school of origin”. The “school of origin” is the school where the child or youth was last enrolled or the school the child or youth was attending when they became homeless. The school district shall keep a student in the “school of origin” unless it goes against the wishes of the parent. The student also has the option of enrolling in school where he is currently living.

If the school district sends a student to a school other than the school of origin or a school requested by the parent, the district must provide the parent with a written explanation of the decision, which includes the right to appeal the decision to the NDE Homeless Liaison.

If a student obtains permanent housing during the school year, the student has the right to stay in their current school until the end of the school year.

All placement decisions must be made based on what is in the best interest of the student.

7 TRANSPORTATION

The transportation process in Nevada is specified by NDE on page 18 of the [Homeless Tool Kit for School Staff](#). Charter schools are public schools which must follow the same processes. The following transportation process should be followed by all charter schools:

The parent or guardian (or, in the case of an unaccompanied youth, the school homeless liaison) of a homeless student may request that transportation be provided to and from school.

If the student is still in the same district as the school of origin, the school district must provide transportation.

If the student is not living within the district of the school of origin, the district of origin and the district where the student is living must determine how to share transportation costs and responsibility.

If the districts cannot come to an agreement, then the responsibility and costs must be shared equally. In general, transportation time should be limited to one hour or less in each direction.

Please note, the transportation provisions of McKinney-Vento only apply to students who are currently homeless. If a student obtains permanent housing and continues to attend his/her school of origin until the end of the school year, the continued provision of transportation is at the discretion of the district of origin.

Remember: The school district must make decisions based on the best interests of the student.

8 DISPUTES

The dispute resolution process in Nevada is specified by NDE on page 19 of the [Homeless Tool Kit for School Staff](#). Charter schools are public schools which must follow the same processes. The following dispute resolution process should be followed by charter schools:

If a charter school challenges the right of a homeless student to attend the school, the charter school must continue to provide transportation and other services to the student until the dispute is resolved.

The dispute resolution process begins when the charter school challenges the student's enrollment/continued enrollment in school. The same day the charter school challenges the enrollment of the student, the district must notify the Homeless Liaison and the parent/guardian or unaccompanied youth in writing. This notice must include the right of the parent/guardian or unaccompanied youth to appeal the decision. The charter school must also notify the NDE Homeless Liaison/Coordinator the same day and provide them with copies of all notices provided to the parent/guardian or unaccompanied youth.

The NDE Liaison must then provide the parent/youth with a clear, easy-to-understand, written explanation of dispute resolution process and include the contact information for the NDE Homeless Liaison.

The school district then has two working days to determine whether it will continue to challenge the right of the student to be enrolled in school. During this time, NDE may provide technical assistance to the school on the requirements of McKinney-Vento.

The final decision by the charter school must be made in writing by the Superintendent (or Executive Director, or equivalent at the charter school) and must state all factual reasons and the legal basis for the decision. If the final decision of the charter school is adverse to the student, the charter school must provide the NDE homeless liaison (NDE

then notifies the parent) with a copy of the Rights of Homeless Students under the McKinney-Vento Act the written decision that same day. The parent/youth then has the right to appeal the decision to NDE.

Once NDE has received the appeal, the NDE Homeless Liaison has two working days to make a decision. The decision made by NDE Homeless Liaison is final.

9 SERVICES

Homeless students have the same rights as all other students to participate in special education programs, after school programs, and any other programs available at the school.

9.1 HOMELESS EDUCATION LIAISON

Every school is required to have a Homeless Education Liaison (often referred to as the McKinney-Vento Liaison). It is the job of the Liaison to ensure that homeless students have the same opportunities as all other students, which includes ensuring that homeless students are able to attend school, arranging for transportation in a timely manner, keeping the school staff informed of the rights of homeless students and providing appropriate referrals to service providers.

The homeless liaison at our school is:

Dawn Marsh

[HOMELESS LIAISON PHONE NUMBER]

Dawn.marsh@snvtradeshighschool.org

9.2 SPECIAL EDUCATION

Homeless students who qualify for special education services must be provided appropriate services based on the information that is available to the school. A school may not delay providing such services based on the non-receipt of school records. Homeless children are also included under child find requirements in the Individuals with Disabilities Education Act 20 U.S.C. 1412(a)(3).

9.3 AFTER SCHOOL PROGRAMS

We do not currently have after school programs. But we will work with the Boys and Girls Club of Southern Nevada and other similar agencies to ensure our students have access to after school activities.

10 FREE MEALS

Homeless students have the same rights as all other students to participate in school nutrition programs. The process for identifying eligibility for free or reduced price meals in Nevada is specified by NDE on page 18 of the [Homeless Tool Kit for School Staff](#). Charter schools are public schools which must follow the same processes. The following processes for determining free meal eligibility should be followed by all charter schools:

In order to determine the eligibility for free or reduced price meals, school officials must accept documentation that the student is homeless from the local Homeless Education Liaison or the director of the homeless shelter where the student resides. If a student is temporarily residing with another household, the household size and income of the host family are not taken into consideration when determining the free meal eligibility for the homeless student. However, the host family may include the homeless family as household members if the host family is providing financial support to the family.

Additionally, according to page 3 of the NCHE whitepaper titled "[Access to Food for Students Experiencing Homelessness](#)" the following must occur after eligibility is determined:

Once the above documentation has been provided to the school nutrition program, the student must be directly certified. School meals personnel do not have discretion to decline directly certifying children who have been documented to be categorically eligible. If a school administrator knows that a child is homeless but is concerned that there may be a delay in obtaining documentation from the local liaison, the administrator may complete an application on behalf of the child so the child can begin receiving free meals immediately. The administrator must then follow up with the local liaison to obtain the needed documentation.

Once a child is certified as eligible to receive free school meals, eligibility remains in effect for the duration of the current school year and for up to 30 days after the first operating day of the subsequent school year or until a new eligibility determination is made in the new school year, whichever comes first.

11 TRAINING

Training will be provided for the McKinney-Vento Liaison and for other school staff.

11.1 MCKINNEY-VENTO LIAISON

Our McKinney Vento liaison (registrar) has prior experience with McKinney Vento. She will also attend two trainings provided by NCHE: McKinney Vento 101 on April 5th and Determining McKinney Vento eligibility on April 25th

Upon completion of all training, records will be retained documenting that the McKinney-Vento liaison has attended training annually as NDE may request these records for desktop monitoring.

11.2 OTHER SCHOOL STAFF

The school principal also has prior experience working with McKinney Vento students in Clark County. She will attend all training sessions provided by the Nevada State Charter Authority. School Administration will also receive additional training from the school liaison once she has completed her training sessions provided by the NCHE.

Upon completion of all training, records will be retained documenting that school staff has attended training annually as NDE may request these records for desktop monitoring.

12 COORDINATION

12.1 COORDINATION WITH LOCAL SOCIAL SERVICE AGENCIES

After Identifying a student as McKinney Vento the school Liaison will provide the family with a list of resources the Clark county Department of Social Services offers, such as the Step-up program, transportation assistance, and CARES housing assistance program. The school will ensure that the student has uniforms, school supplies and is receiving free breakfast and lunch each day. The liaison will assist families with reaching out to these programs if necessary and check in regularly to ensure they are being supported.

12.2 RECORDS SHARING AND TRANSFER

School records will be transferred through Nevada's school system infinite campus, which ensures confidentiality. If documents need to be shared to an agency that does not use Infinite campus they will be sent securely through email or fax, or given to the student's guardian to provide to the requesting agency.

13 FULL OR PARTIAL CREDIT REQUIREMENTS

Nevada's [Senate Bill \(SB\) 147 \(2019\)](#) resulted in additional provisions for homeless, unaccompanied, and foster care pupils that are codified in [Nevada Revised Statute \(NRS\) 388.205](#), [NRS388A.489](#), and [NRS389.320](#).

Per this legislation, schools may not deny homeless students or unaccompanied youth credit for a course due to attendance. Regardless of the number of hours of classroom instruction, students should still receive credit for the coursework that has been satisfactorily completed. Evidence that may be considered in determining how much credit should be awarded for the coursework may include:

- (a) Demonstration of competency by a pupil;
- (b) Performance by a pupil on an examination;
- (c) Successful completion of a program of independent study, or any part of such a program, by the pupil;
- (d) Full or partial credit for coursework completed by a pupil at an accredited public or private school located within or outside of this State that is sought to be transferred;
- (e) Full or partial credit for coursework completed by a pupil at a summer school conducted by an accredited public or private school or institution of higher learning located within or outside of this State that is sought to be transferred;
- (f) Completion by a pupil of a correspondence or distance education course provided by a high school which is nationally accredited or by an entity which appears on the list published by the Department pursuant to NRS 388.834;
- (g) Completion of an apprenticeship program by a pupil;
- (h) Completion of a program by a pupil at a trade or vocational school which is accredited;
- (i) Work experience of a pupil;
- (j) Community service performed by a pupil; and
- (k) Any other evidence or method which is determined to be appropriate by the board of trustees of a school district or sponsor of a charter school, as applicable, and approved by the Department.

Additionally, A pupil who receives partial credit for coursework or a course of study pursuant to subsection 1 or 2 must be allowed to appropriately combine the partial credit, including, without limitation, for the purposes of the total number of credits required for graduation from high school or the minimum number of units of credit required in a core academic subject pursuant to NRS 389.018.

14 REFERENCES

Throughout this manual a variety of resources are referenced from [NCHE](#) and the [NDE Homeless Tool Kit for School Staff](#).

Additional reference materials have all been linked in within the text of this manual, and will be listed in "Appendix A: Links" of this manual.

15 APPENDIX A: LINKS

A variety of links have been provided throughout this manual and are listed below in the order that they appear in this manual:

- Subtitle VI-B of The McKinney-Vento Homeless Assistance Act

- [https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter6/partB&edition=p
relin](https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter6/partB&edition=p
relin)
- Every Student Succeeds Act (ESSA)
 - <https://www.govinfo.gov/content/pkg/PLAW-114publ95/pdf/PLAW-114publ95.pdf>
- NRS Chapter 385
 - <https://www.leg.state.nv.us/nrs/nrs-385.html>
- NRS Chapter 388
 - <https://www.leg.state.nv.us/nrs/nrs-388.html>
- Nevada SB147 (2019)
 - https://www.leg.state.nv.us/Session/80th2019/Bills/SB/SB147_EN.pdf
- NRS 388.205
 - <https://www.leg.state.nv.us/nrs/nrs-388.html#NRS388Sec205>
- NRS 388A.489
 - <https://www.leg.state.nv.us/nrs/NRS-388A.html#NRS388ASec489>
- NRS 389.320
 - <https://www.leg.state.nv.us/nrs/nrs-389.html#NRS389Sec320>
- Definition of McKinney-Vento from NCHE
 - <https://nche.ed.gov/legislation/mckinney-vento/>
- Information regarding unaccompanied youth from NCHE
 - <https://nche.ed.gov/wp-content/uploads/2018/10/youth.pdf>
- NCHE Whitepaper: The Educational Rights of Children and Youth Experiencing Homelessness
 - https://nche.ed.gov/wp-content/uploads/2018/10/service_providers.pdf
- Educational Rights Poster (Youth) from NCHE
 - English: https://nche.ed.gov/wp-content/uploads/2019/01/youthposter_eng_color.pdf
 - Spanish: https://nche.ed.gov/wp-content/uploads/2019/01/youthposter_sp_color.pdf
- Educational Rights Poster (Parent) from NCHE
 - English: https://nche.ed.gov/wp-content/uploads/2019/01/parentposter_eng_color.pdf
 - Spanish: https://nche.ed.gov/wp-content/uploads/2019/01/parentposter_sp_color.pdf
- Higher Education Poster from NCHE
 - English: https://nche.ed.gov/wp-content/uploads/2018/11/he_poster.pdf
 - Spanish: https://nche.ed.gov/wp-content/uploads/2018/11/he_poster_span.pdf
- Support for Students Whose Families Have Lost Their Homes to Foreclosure poster from NCHE
 - English: https://nche.ed.gov/wp-content/uploads/2018/11/fc_post.pdf
- NCHE Brochure:
 - English: <https://nche.ed.gov/wp-content/uploads/2022/08/NCHE-Brochure-ENG.pdf>
 - Spanish: <https://nche.ed.gov/wp-content/uploads/2022/08/NCHE-Brochure-SPA.pdf>
- Support for Students Whose Families Have Lost Their Homes to Foreclosure brochure from NCHE
 - English: https://nche.ed.gov/wp-content/uploads/2018/11/fc_broch.pdf
 - Spanish: https://nche.ed.gov/wp-content/uploads/2018/11/fc_broch_esp.pdf
- Parent booklet from NCHE
 - English: <https://nche.ed.gov/wp-content/uploads/2022/08/Parent-Booklet-Eng.pdf>
 - Spanish: <https://nche.ed.gov/wp-content/uploads/2022/08/Parent-Booklet-Span.pdf>
- Student Housing Questionnaire
 - https://spcsa.instructure.com/courses/42/files/2312?module_item_id=2142
- NDE Homeless Tool Kit for School Staff
 - https://doe.nv.gov/uploadedFiles/ndedoenvgov/content/Homeless/Homeless%20Tool%20Kit%20for%20School%20Staff%202022%20-2023_April-Draft.pdf

- NCHE Whitepaper – Access to Food for Students Experiencing Homelessness
 - <https://nche.ed.gov/wp-content/uploads/2022/08/Access-to-Food.pdf>
- NCHE Whitepaper – Early Care and Education for Young Children Experiencing Homelessness
 - <https://nche.ed.gov/wp-content/uploads/2019/09/Early-Care-and-Education-for-Young-Children-Experiencing-Homelessness.pdf>
- NCHE
 - <https://nche.ed.gov/>

16 APPENDIX B: FORMS

- Student Housing Questionnaire (SHQ)
 - https://spsca.instructure.com/courses/42/files/2312?module_item_id=2142



SNTHS

SOUTHERN NEVADA
TRADES
HIGH SCHOOL

**FINANCIAL POLICIES
AND PROCEDURES
MANUAL**

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FOREWORD AND GENERAL OUTLINE

The Board of Directors of Southern Nevada Trades High School (SNTHS) has adopted sound financial policies and accounting procedures in accordance with Nevada Law. These policies, identified in this Financial Policies and Procedures Manual, ensure effective internal controls over revenues, expenses and fixed assets and are evaluated on a regular basis to ensure compliance with all statutory and regulatory authorities.

The school Administrator will be responsible for all aspects of school operations within the scope of operating policy and budgetary approval by the Board of Directors. The school's on-site administration/faculty and staff will report directly to the Administrator, who then reports to the Board of Directors. The back-office provider, contracted by the board, will provide bookkeeping, and financial forecasting services to the Board of Directors for its oversight and approval.

The Board, at minimum, will be responsible for:

1. reviewing and approving a preliminary annual budget prior to the beginning of the fiscal year
2. reviewing quarterly financial statements, which include a balance sheet and statement of revenue, expenditures and changes in fund balance, at each public board meeting
3. annually adopting and maintaining operating budget for the school
4. retaining the services of a certified public accountant/auditor to conduct the annual Independent financial audit
5. reviewing and approving the audit report, including audit findings and recommendations; and reporting to all applicable legal agencies
6. overseeing the school's Administrator and all financial matters delegated to the Administrator

School invoices relating to daily operations will be managed by the Board-approved back-office provider. The on-site Administrator will manage the daily operations and site-based finances, including expenditures and receivables and seek prior approval from the Board for expenditures over a pre-approved amount. The Administrator and back-office provider will report monthly to the Board of Directors on all payroll reports, financial statements, and any other information requested by the Board.

1. CHARTER SCHOOL BUDGET

The SNTHS budget will serve as the financial plan of operation for the charter school and will include estimates and purpose of expenditures for a given period and the proposed means of financing the estimated expenditures. The charter school will provide the budget and budget documents in accordance with the rules and regulations as specified by the Nevada Department of Education on an annual basis.

The SNTHS budget will be prepared in full compliance with NRS 386.550 and NAC 386.370,

The Administrator will be responsible for the preparation of the budget document in conjunction with the back-office provider.

2. FUND BALANCE

The Board of Directors recognizes its responsibility to strive to secure and maintain an unreserved fund balance in an amount sufficient to:

1. Protect the charter school from unnecessary borrowing in order to meet cash- flow needs.
2. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events.
3. Meet the uncertainties of State and Federal funding; and
4. Help ensure a charter school credit rating that would qualify the charter school for lower interest costs.

In determining an appropriate unreserved fund balance, the Board of Directors will consider a variety of factors with potential impact on the charter school's budget including the predictability and volatility of its expenditures, the availability of resources in other funds as well as the potential drain upon general fund resources from other funds; liquidity; and designations. Such factors will be reviewed annually.

3. BUDGET PREPARATION

SNTHS Administrators have the responsibility to coordinate with back-office provider to complete budget preparation for Board review and should develop such procedures necessary to ensure that the proposed budget reflects *all* areas of charter school operation.

The Administrator and the Board of Directors will establish budget priorities for the charter school and will make appropriate recommendations related to those priorities.

4. BUDGET TRANSFER AUTHORITY

The adopted budget is a financial plan which may be subject to change because of circumstances or events occurring during the ensuing budget period. All appropriation transfers shall be made using the guidelines in NAC Chapter 354.

5. PROCEDURES FOR COLLECTING AND DEPOSITING NON-DISTRIBUTIVE SCHOOL ACCOUNT (DSA) FUNDS

All non-DSA revenues received by the school will be received by the School Office manager/ Receptionist. The Office Manager/Receptionist is required to issue a paper receipt to the payor in a receipt book. The receipt book must be a pre-numbered, multi-part receipt form.

At the end of each day, the Office Manager/Receptionist is required to turn over all payments and receipts to an onsite Administrator. The Administrator and one other available school employee, but not the person who will be depositing the funds, will tally the total of the receipts and monies collected and verify the amounts match. The Administrator will then endorse all checks For Deposit Only to the

School's account and prepare a deposit slip. A copy of all cash receipts and checks which support each deposit must be made and kept with a copy of the deposit slip.

A School Administrator is responsible for transporting all non-DSA funds to the Banking Institution selected by the Board of Directors. Deposits must be made either once a week or whenever more than \$500.00 in cash has been received, whichever comes first.

6. STAFF TRAINING

Training in financial policies and procedures for Administrators, Staff Members and staff needs to be provided at least annually. Documentation of training should be retained, and a copy of the documentation should be submitted to the Board of Directors.

7. AUTHORIZED SIGNATURES

Authority to sign checks written on any of the school accounts shall be as follows:

Under \$5000 - One Signature required

- Executive Director (if not purchase order authorized by Executive Director)
- Principal (if not purchase order authorized by the Principal)
- Board Chair
- Board Treasurer

\$5000 up to \$25,000 - Two Signatures

- Executive Director or Principal AND
- Board Chair or Treasurer

Over \$25,000 -Two Signatures

- Board Chair AND
- Board Treasurer

8. UTILITIES

The School may set up automatic payments with utility companies (electric, phone/internet, water/sewer, etc.). The school will create a PO for each invoice that will require a signature from the Administrator. Signature limits shall not apply to utility bills.

9. BOARD APPROVED CONTRACTS

The board will authorize the Administrator to approve online payments via wire transfers or ACH on contracts that have been presented and approved by the Board of Directors. If a check needs to be cut instead of a line payment the Executive Director or Principal may also be the second authorizing signature on checks above \$25,000 for board approved contracts.

10. FUNDING PROPOSALS AND APPLICATIONS

SNTHS shall pursue Federal, State or private grants or other such funds that will assist the charter school in meeting adopted Board of Directors and charter school goals.

Proposals for external funds will be submitted to the Board of Directors for evaluation and approval. In the event an opportunity arises to submit a grant proposal and there is insufficient time to place it before the Board of Directors, the Administrator is authorized to use his/her judgment in approving it for submission. The Administrator will review the proposal with the Board of Directors at its next regular meeting. The Board of Directors reserves the right to reject funds associated with any grant which has been approved.

The Board of Directors shall, before an acceptance of such funds, consider the charter school's obligations, expectations or encumbrances when the grant ceases.

11. INVESTMENT OF FUNDS

The Board of Directors may authorize the investment or reinvestment of funds which are not immediately needed for the operation of the charter school. Such investments will comply with State law and Nevada Administrative Code.

12. FISCAL ACCOUNTING AND REPORTING

The charter school's accounting and reporting system will be in accordance with generally accepted accounting principles and will conform to State laws and regulations. Accounting procedures shall show a detailed and meaningful analysis of both receipts and expenditures. This analysis should be adequate for study and evaluation by the Board of Directors and school management, and will serve as a basis to make financial and related educational decisions, to formulate future plans, to safeguard public funds and to ensure adequate financial accountability.

Payment on all charter school accounts, including the general fund and special accounts, shall operate according to established accounting procedures.

All cash received is to be properly receipted. Money received shall be placed in deposit.

The Administrator shall be the lawful custodial officer of all charter school funds and shall demand receipt for, and safely keep according to law, all bonds, mortgages, notes, moneys, effects, books and

papers belonging to the charter school. Funds may be commingled in the depository so long as they are budgeted and accounted for separately.

13. FINANCIAL REPORTS AND STATEMENTS

The Board of Directors, through the Board Treasurer, will receive and accept financial reports that include monthly bank Statement reconciliations, estimates of expenditures for the general fund in comparison to budget appropriations, actual receipts in comparison to budget estimates and the charter school's overall cash condition. Supplementary reports on other funds or accounts will be furnished upon request of the Board of Directors or Administrator.

Appropriate back-office staff will be available at any Board of Directors meeting, upon the Board of Directors' request, to respond to questions and to present current financial information. The Administrator will notify the Board of Directors at any time of substantial deviations in the anticipated revenues and/or expenditures.

14. PROPERTY INVENTORY AND CAPITALIZATION

In addition to the tracking of Federally funded assets using Asset Panda, the charter school will maintain a complete property inventory which lists all school buildings, equipment and supplies with a value greater than \$500. This inventory will be updated as necessary. The Board of Directors may authorize the employment of an appraisal company to assist with the inventory procedure.

The charter school will maintain an inventory of all capital assets in accordance with governmental accounting standards. The charter school's inventory will be updated annually to include property newly purchased and disposed.

Capital assets includes all charter school-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than \$5,000. (See NAC 386.342)

15. AUDITS

An audit of all charter school accounts will be made at least annually by an accountant selected by the Board of Directors.

A copy of the audit report will be presented to the Board of Directors.

16. CHARTER SCHOOL PURCHASING

The function of charter school purchasing is to serve the educational program by providing the necessary supplies, equipment and services.

The purchasing agent will be appointed by the Board of Directors. He/She will be responsible for developing and administering the charter school's purchasing program.

No obligation may be incurred by any officer or employee of the Board of Directors unless that expenditure has been authorized in the budget or by Board of Directors action and/or Board of Directors policy. In all cases calling for the expenditure of charter school money, except payrolls, a requisition and purchase order system must be used.

Unless authorized by the Administrator, no purchase [with the exception of a petty cash purchase] will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

The Administrator or designee is authorized to enter into and approve payment on contracts obligating charter school funds not to exceed (\$10,000) for products, materials, supplies, capital outlay and services that are within current budget appropriations. The Board of Directors shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by charter school employees, such as custodial, food service and transportation services.

The Administrator will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the Administrator will direct payment of the just claims against the charter school. The Administrator is responsible for the accuracy of all bills and vouchers.

No Board of Directors member, officer, employee or agent of this charter school shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or for any business with which the Board of Directors member or a relative is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the charter school by any Board of Directors member, officer or employee of the charter school is prohibited.

Bids or proposals shall be called for on all purchase, lease or sale of personal property, public improvements or services other than agreements for personal service, in accordance with applicable competitive procurement provisions of Nevada Revised Statutes and adopted public contracting rules. (See NRS Chapter 332, NRS 386.573)

17. FOOD SERVICE ACCOUNTS (NATIONAL SCHOOL LUNCH PROGRAM)

If the charter school elects to participate in the National School Lunch Program (NSLP) for all or any campus, the school will create a separate bank account to process the NSLP transactions. All procedures received for the NSLP will be deposited into the NSLP checking account and expenses related to the NSLP will first be paid out of this checking account until the funds are exhausted, then the remaining balances will be paid out of the general operating funds. No proceeds or profits from the NSLP shall be used for any other purposes than that approved by the NSLP.

18. EXPENDITURE OF CHARTER SCHOOL FUNDS FOR MEALS, REFRESHMENTS AND GIFTS

The charter school recognizes there may be occasions when it is appropriate for Board of Directors members, Administrators and others to expend charter school funds in the course of conducting charter school business to provide meals or refreshments (bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved, in certain situations. Such occasions may include, but are not limited to, various charter school meetings, gatherings to celebrate charter school successes or recognize individual achievements, contributions or outstanding service to the charter school and other charter school sponsored activities.

Meals may be provided by the charter school to recognize the contributions of staff, through retirement dinners or other recognition events; Meals may be provided by the charter school as a part of Board of Directors or administrative work sessions, at charter school or committee meetings or other charter school approved activities. Meals provided at staff meetings and trainings must be supported by adequate documentation, which shall include a list of attendees.

Meals not directly business related may be provided to staff or others at the individual's expense only.

Board of Directors members, Administrators and other charter school administrative staff may use charter school funds to provide refreshments for staff, parents or others at meetings, in-service programs or other similar charter school or school-sponsored activities, not to exceed \$10 per participant and subject to the following additional requirements:

- The purchase of alcoholic beverages with charter school funds is strictly prohibited;
- The use of charter school funds for parties is prohibited.

There are numerous occasions that may arise whereby Board of Directors members, Administrators or other charter school staff may feel the need to recognize employees, i.e., Bosses' Day, Secretaries' Day, classified employees' week, birthday, etc. A Board of Directors member, Administrator or other charter school employee may provide such recognition at his/her expense only, unless as otherwise permitted below:

The charter school may provide a small token of appreciation for a Board of Directors member's

or employee's retirement and years of service and other related activities utilizing charter school funds, as approved in advance. For example, the Board of Directors generally proclaims special recognition for classified employees' week and teacher appreciation week;

Administrators may use charter school funds to provide an appropriate token of appreciation on behalf of the Board of Directors. The value of this item may not exceed \$10 per person;

No other expenditure of charter school funds for gifts is permitted without prior authorization from the Body or Administrator.

19. PETTY CASH ACCOUNTS

The school is not permitted to have petty cash accounts. The school may however withdraw cash for the purpose of making change at school events. These transactions should be limited to change only transactions and should not be used for purchases.

20. CREDIT CARDS

The Board of Directors authorizes the Administrator to hold a bank credit card in the name of the charter school and to issue such cards to designated employees. Approved card holders will be held responsible for maintaining sole possession and security of issued cards at all times. Credit cards shall have a Board of Directors approved maximum limit.

Credit cards issued to employees may only be used to purchase items authorized by the adopted charter school budget when purchase orders are not feasible.

Purchase slips and receipts must be turned in to the back-office provider for reimbursement within 30 days of the transaction. The back-office provider shall pay in full the credit card balances no later than the due date so that finance charges will not be incurred.

Charter school-issued credit cards shall be subject to the following:

- Personal items shall not be charged on charter school-issued credit cards. If a personal item is inadvertently purchased on a charter school-issued credit card in violation of this policy, repayment by the employee must be made immediately. Failure to make the required payment may result in an automatic deduction from the individual's next payroll disbursement. Accordingly, the charter school will require individuals issued credit cards to sign a written authorization for payroll deduction in the event of such personal use;
- The purchase of alcoholic beverages is strictly prohibited. The purchase of gasoline for a privately-owned vehicle is also prohibited without prior authorization;
- Leaving a gratuity that exceeds [15%] is prohibited;
- Airline tickets may be purchased with a charter school-issued credit card only with prior Administrator or designee approval. If the issued credit card provides for purchase incentives (i.e., points, discounts or airline mileage credits), such incentives shall only be redeemed for authorized charter school business.

Violation of the provisions of this policy may result in the revocation of the credit card and/or discipline up to and including termination of employment.

21. PAYMENT PROCEDURES

All claims for payment from charter school funds will be processed by back-office provider in conformance with charter school procedures. Payment will be authorized against invoices properly

supported by approved purchase orders, with properly submitted vouchers approved by the Board of Directors.

The Administrator will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget.

22. PAYROLL

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee's agreement with the Board of Directors. Employee health, accident, dental and other types of insurance will be provided as outlined in the agreements. Mandatory payroll deductions will be withheld as required by State and Federal law.

23. EXPENSE REIMBURSEMENTS

The Board of Directors recognizes that certain expenses are incurred by charter school employees in carrying out authorized duties. The Board of Directors approves the reimbursement of necessary and reasonable expenditures as outlined in the accompanying administrative regulation and consistent with Internal Revenue Service requirements and Nevada Administrative Codes.

All approval and reimbursement procedures must be followed prior to reimbursement. Reimbursement for out-of-State travel by private vehicle will be made on the basis of air fare or mileage rate, whichever is lower.

Expense reimbursement for staff traveling on approved charter school business will be governed by the following procedures. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for charter school business purposes and directly attributable to it will be reimbursed. As used in this regulation an "ordinary" expense means one that is common and accepted in the profession; a "necessary" expense means one that is essential and appropriate in order to conduct charter school business.

Reimbursement procedures established by the charter school will also apply to Board of Directors members traveling on charter school business, as applicable.

Expense reimbursements for staff or board travel shall not exceed the maximum General Services Administration (GSA) approved rates.

Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for charter school business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the charter school.

Expenses in excess of the charter school's established limit are ordinarily the responsibility of the employee and may be reimbursed only with Administrator approval. Receipts for all meal expenses must be secured and attached to the claim.

Travel must be conducted in the most expeditious and cost-effective manner, as determined by the charter school.

24. INSURANCE COVERAGE

All charter school employees operating private vehicles on approved charter school business are required to complete and maintain on file with the charter school, verification of vehicle liability insurance that meets or exceeds Nevada statutory minimum limits. This verification is required annually prior to any charter school approval to conduct charter school business in a private vehicle. Employees are required to update their verification of vehicle liability information maintained on file with the charter school upon any change in the employee's vehicle insurance coverage.

It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct charter school business.

The responsibility of the charter school for damages resulting from vehicle accidents is not the same as set forth in the charter school's general liability insurance policy. The employee's insurance coverage provides primary coverage when the employee is driving his/her own vehicle on approved charter school business.

25. TRAVEL ADVANCES & REIMBURSEMENT

A travel advance may be requested when the estimated cost for meals, lodging, etc., exceeds \$50. The travel advance may be requested by completing the form provided by the charter school. Travel advances may not exceed the maximum General Services Administration approved rate.

The cost of commercial travel tickets will not be included in a cash advance request.

In the event of loss, the employee is personally responsible for cash advances issued and for any third-party use of a charter school-provided credit card.

Only one cash advance may be outstanding to any employee at any time.

26. DISPOSAL OF CHARTER SCHOOL PROPERTY

Except as stipulated in NAC 386.342, the Board of Directors may, at any time, declare charter school property as surplus and authorize its disposal when such property is no longer useful to the charter school, unsuitable for use, too costly to repair or obsolete.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the charter school, the Board of Directors may dispose of them in another manner.

27. INFORMATION TECHNOLOGY PROCEDURES

The Board has contracted with an outside contractor to maintain SNTHS computer networks, including the maintenance of firewalls and offsite data backup. School staff is required to work closely with the contracted firm to ensure the security of School networks and data.

28. INTERNAL CONTROL TESTING

The Board of Directors will contract with an independent accounting and audit firm to perform internal control testing and review annually. School Administration and Staff Members, and are required to work closely with the contracted independent audit firm to develop and implement all necessary internal controls to ensure accurate and honest accounting at all campus locations.

29. CONFLICTS OF INTEREST POLICY AND PROCEDURE

For Employees and Administrators Conflict of Interest in Federal Awards

No SNTHS employee will make any purchase or incur any obligations for or on behalf of SNTHS from any non-governmental private business, contractor or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any non-governmental or private business or venture in which any employee of SNTHS has a direct or indirect financial or ownership interest will be made on a competitive bid basis in strict accordance with the following procedures:

- The interested employee, business, contractor, or vendor will seek, in writing from the Administrator, a clarification of this policy stating the transaction at issue. The interested employee, business, contractor, or vendor will fully disclose, in writing, the employee's exact relationship to the business, contractor, or vendor;
- Upon written clarification from the Administrator, which will include written specifications to be followed in advertising for bids, the affected business, contractor, or vendor may submit a bid in compliance with the specifications outlined by SNTHS.
- The interested employee will not be involved in any part of the bidding process including, but not limited to, preparing specifications or advertising, or analyzing or accepting bids.
- It will be the duty of each employee, to the best of his/her knowledge and belief, to disclose in writing to the Administrator his/her financial or ownership interest in any business or other purchase arrangement with SNTHS; and
- This policy will apply to any organization, fund, agency, or other activity maintained or operated by SNTHS.

No employee will solicit gifts, gratuities, favors, prizes, awards, merchandise, or commissions as a result of ordering any items or placing any purchase order with a business, contractor or vendor on behalf of SNTHS, nor accept anything of monetary value from a business, contractor or vendor except for unsolicited gifts of fifty dollars (\$50) or less in value.

In addition to the conflicts of interest outlined above, no employee or Administrator of SNTHS may participate in the selection, award, or administration of a contract supported by a Federal award if he/she has a real or apparent conflict of interest. Such conflicts of interest include instances where any of the following has a financial or other interest in or a tangible personal benefit from a firm considered for a contract:

1. The employee or Administrator;
2. Any the employee's or Administrator's Relatives;
3. The employee's or Administrator's Partner; or
4. An organization which employs or is about to employ any of the parties listed above. The following activities are prohibited:
 - a. The purchase during the school day of any food or service from a SNTHS contractor or vendor for individual use;
 - b. The removal of any food, supplies, equipment, or school property without proper authorization; and
 - c. Individual sales by SNTHS employees of any school property, including used items.

Any SNTHS employee or Administrator who violates this policy may be subjected to disciplinary action including, but not limited to, a fine, suspension or termination. Violations of law will be referred to local, State, or Federal authority having proper jurisdiction.

30. FOR BOARD OF DIRECTORS CONFLICT OF INTEREST POLICY

A.1. Purpose. The purpose of the conflict-of-interest policy is to protect the Corporation's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Director or Officer of the Corporation, might result in a possible excess benefit transaction, or otherwise jeopardize the tax-exempt status of the Corporation with the Internal Revenue Service (the "**IRS**"). This policy is intended to supplement but not replace any applicable State and Federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

A.2. Definitions. Capitalized terms used in this Addendum have the same meaning given to them in the Bylaws. In addition, the following terms, as used in this Addendum, shall have the definitions set forth below:

- a) "**Interested Person**" means any Director, Officer, Subordinate Officer, or member of an Executive Committee with Board delegated powers that has a direct or indirect Financial Interest, as defined below.
- b) "**Financial Interest**" means a Person that has, directly or indirectly, through business, investment, or family:
 - i. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;

- ii. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement; or
- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A.3. Procedures.

- a) ***Duty to Disclose.*** In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to each Director, Officer, Subordinate Officer, or member of an Executive Committee with Board delegated powers considering the proposed transaction or arrangement.
- b) ***Determining Whether a Conflict of Interest Exists.*** After disclosure of the Financial Interest and all material facts related thereto, and after any discussion with the Interested Person, he or she shall leave the Annual Meeting or Special Meeting while the determination of a conflict of interest is discussed and voted upon. Those remaining in the Annual Meeting or Special Meeting shall decide if a conflict of interest exists. A Financial Interest is not necessarily a conflict of interest. A Person who has a Financial Interest may have a conflict of interest only if the Board or appropriately designated Executive Committee decides that a conflict of interest exists.
- c) ***Procedures for Addressing the Conflict of Interest.***
 - i. An Interested Person may make a presentation at an Annual Meeting or Special Meeting regarding a potential conflict of interest, but after the presentation, such Interested Person shall leave the Annual Meeting or Special Meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The Chair shall, if appropriate, appoint a disinterested Director or Executive Committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the Board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the disinterested Directors or appropriately designated Executive Committee shall determine by a majority vote whether the transaction or arrangement is in the Corporation's best interest, for its benefit, and whether it is fair and reasonable. In conformity with the above determination the Board or appropriately designated Executive Committee shall make its decision as to whether to enter into the transaction or arrangement.
- d) ***Violations of the Conflicts of Interest Policy.***
 - i. If the Board or appropriately designated Executive Committee has reasonable cause to believe an Interested Person has failed to disclose actual or possible

conflicts of interest, it shall inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to explain the alleged failure to disclose.

- ii. If, after hearing the Interested Person's response and after making further investigation as warranted by the circumstances, the Board or appropriately designated Executive Committee determines that the Interested Person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

A.4. Records of Proceedings. The minutes of all Annual Meetings or Special Meetings wherein a potential or actual conflict of interest is disclosed, discussed, voted upon, and rejected or approved, shall contain:

- a) The names of the Persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the decision by the Board or appropriately designated Executive Committee as to whether a conflict of interest in fact existed.
- b) The names of the Persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

A.5. Compensation Conflicts.

- a) A Director who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that Director's compensation.
- b) A member of an Executive Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
- c) No Director or member of an Executive Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to the Board or any Executive Committee regarding compensation.

A.6. Annual Statements. Each Director, Officer, Subordinate Officer, or member of an Executive Committee with Board delegated powers shall annually sign a Statement which affirms that such Person:

- a) Has received a copy of this Addendum;
- b) Has read and understands the policy on conflicts of interest set forth in this Addendum;
- c) Has agreed to comply with such policy; and
- d) Understands the Corporation is a charitable organization and in order to maintain its Federal tax exemption with the IRS it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

31. FEDERAL PROGRAMS POLICY AND PROCEDURE

Allowability Policy and Procedures

SNTHS will maintain a policy and system of procedures, as described below, that comply with 2 CFR 200.302(b)(7) for determining the allowability of costs in accordance with 2 CFR 200, Subpart E (Cost Principles) and the terms and conditions of the federal award.

In accordance with 2 CFR 200.401, principles of cost as provided in 2 CFR 200, Subpart E must be used by SNTHS in determining allowable costs of work performed by SNTHS for federal awards. SNTHS personnel involved in procedures for determining the allowability of costs will be familiarized through regular and comprehensive training with the policy and procedures described here and will appropriately and consistently implement the policy and procedures as described.

Approval of allowable costs must be adequately documented by SNTHS (2 CFR 200.403(g)). This includes specific documentation for some types of costs that must be kept for costs to be allowable (i.e., time and effort documentation to support employee compensation (2 CFR 200.430(i))). SNTHS must produce all relevant documentation to support costs in the event of an audit (2 CFR 200.337).

Factors affecting allowability of costs

SNTHS Personnel responsible for determining allowability of costs allocated to federal awards will adhere to 2 CFR 200.403 and consider the following criteria before providing approval for expenditures:

- i. Costs must be necessary and reasonable for the performance of the federal award and be allocable thereto under these principles.*
- ii. A cost is considered reasonable if it meets criteria as described in 2 CFR 200.404, Reasonable Costs.*
- iii. A cost is considered allocable if it meets criteria as described in 2 CFR 200.405, Allocable Costs.*
- iv. Costs must be incurred during the approved budget period and/or period of performance.*
- v. Costs must be part of the approved budget as defined in the executed subaward for the federal grant.*
- vi. Costs must conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.*
- vii. Costs must be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the SNTHS.*
- viii. Costs must be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost.*

- ix. *Costs must be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in 2 CFR 200, Subpart E.*
- x. *A cost must not be included or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.*
- xi. *Costs must be evaluated for allowability pursuant to 2 CFR 200.420 – 200.475, General Provisions and Considerations for selected items of cost.*

Costs for Goods or Services:

- i. The SNTHS Office Manager prepares a purchase order (PO) with costs indicated for goods or services. The federal award to which the costs are allocated must be listed on the PO. Pursuant to State Public Charter School Authority (SPCSA) requirements, if individual items are over \$250 each, three quotes for costs for the listed items should be attached to the PO for review. Any additional backup documentation to support the costs as being necessary, reasonable, and allocable to the federal award must be attached to the PO. The PO is submitted to the Executive Director for review and approval.
- ii. The Administrator reviews the costs listed on the purchase order to determine if they are necessary, reasonable, and allocable to the federal award and comply with section A of this document – Factors affecting allowability of costs. If required, the Administrator will review the three attached quotes and determine that the best price for the item(s) are obtained.
- iii. If the Administrator determines the costs on the PO are allowable, the Administrator will sign the PO. The signature of the Administrator on the PO indicates that an allowability review was conducted and costs were approved as allowable.
- iv. A copy of the approved PO and all applicable backup documentation will be maintained according to the records retention policy and procedures. The approved PO and attached backup documentation serves as adequate documentation to support the allowability of costs for goods and services allocated to federal awards.

Procurement Under a Federal Award

In addition to its other policies and procedures regarding procurement, The Public Charter School will adhere to the following requirements when making procurements under a Federal award. The Public Charter School will:

- Ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product or service to be produced, and set forth those minimum essential characteristics and standards to which the material, product or service must conform.
- Provide documentation of the method to be used to conduct technical evaluations of the received proposals and for selecting recipients, which will include the factors to be

considered in the evaluation, who performs the evaluation, the number of evaluations performed, the timeframe for conducting the evaluations and selecting a vendor. and whether another position reviews the evaluation.

- Maintain oversight to ensure that contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.
- Avoid acquiring unnecessary or duplicative items.
- Consider consolidating procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- Maintain a list of prequalified persons, firms, or products which are used in acquiring goods and services and include enough qualified sources to ensure maximum open and free competition.
- Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Maintain records sufficient to detail the history of procurement. These records will include:

- Rationale for the method of procurement;
- Selection of contract type;
- Contractor selection or rejection; and
- The basis for the contract price.
- The use of a time and materials use contract is prohibited unless the Public Charter School determines that no other contract is suitable. Time and materials use contract means a contract whose cost to the charter school is the sum of:
 - The actual cost of materials; and
 - The direct labor hours charged at an hourly rate that reflects wages, general and administrative expenses, and profit.
- Be responsible for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims.
- The charter school will adhere to any additional procurement rules as applicable to specific Federal programs

An inventory of all capital purchases, equipment, curricula, and library/reference books in the school will be compiled annually by the Administration. The physical inventory will be

compared to the general ledger totals; any significant difference will be reviewed and corrected by the Staff Member.

Property Classifications

- *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the Public Charter School for financial Statement purposes, or \$5,000. 2 C.F.R. §200.33.
- *Supplies* means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the Public Charter School for financial Statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
- *Computing devices* means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
- *Capital assets means* tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease purchase, exchange, or through capital leases; and
 - Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

Inventory Procedure

- i. Approval for purchases is notated through email notification, or when needed by a vendor, on Purchase Order forms after verifying the funds are available through the CFSGA and the GRA; only items approved in the CFSGA will be considered for purchase. Specific funding sources must be identified prior to approval.
- ii. Once an order or a signed Purchase Order is submitted to a vendor, the original order or PO and a copy of the invoice and packing slips are submitted to the Staff Member upon delivery. Records are stored in the office of the Staff Member, and electronically.
- iii. Upon receipt of new items, the principal, or the designated receiving staff, will inspect the inventory to ensure it's in good condition and that it matches the item specified on the purchase order and invoice. The invoice is delivered to the Staff Member who enters the information into accounting records (property management system).

Inventory Records

SNTHS will maintain an inventory management system, including inventory records, that complies with 2 CFR 200. 313(d) to ensure a full accounting of all grant funds expended for purchasing equipment, supplies, or other tangible property in connection with each grant program. Inventory records will be available for all reporting requirements, monitoring activities, program performance and fiscal audits.

The SNTHS inventory management system is part of the financial management system, includes records documenting compliance with Federal Statutes, regulations, and the terms and conditions of the Federal Award, and is sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditure adequate to establish that such funds have been used according to the Federal Statutes, regulations, and terms and conditions of the Federal Award.

The charter school will maintain a complete property inventory that lists all school sites, buildings, equipment, and supplies with a value greater than \$500. This inventory will be updated as necessary. The charter school will maintain an inventory of all capital assets in accordance with governmental accounting standards. The charter school's inventory will be updated annually to include property newly purchased and disposed. Capital assets include all charter school-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.), and equipment with a value greater than \$500. This applies to fiscal record retention as well, see Section L.

Inventory Management System

SNTHS uses cloud-based inventory tracking software Asset Panda or similar product. Asset Panda is a cloud-based platform that offers a suite of applications, including asset tracking and maintenance management. It is compatible with Windows, Mac, iPad, and iPhone and can be used from anywhere while updating real-time data.

Asset Panda helps users assign contacts by location and track depreciation. SNTHS uses a barcode scanner (an iPad) to look up asset details and automate pick lists. To retrieve or access the database, an authorized user can log in via an email through a web browser, tablet, or phone device. The IT Contractor is responsible for the management and administration of the system.

Asset Panda offers customized exporting and reporting features. Reports can be automated via email, with the ability to add custom calculation fields (and designate if each field should be required) before sending. Lastly, Asset Panda allows staff, students, and families to sign their technology use agreement digitally and can send a digital copy via email to those who wish to receive a digital copy.

- i. Authorization for inventory purchases is acquired via purchase order request and then approved by the Administrator, after verifying the allowability of the costs and availability of funds. Only authorized items will be considered for purchase. Specific funding sources must be identified before authorization to obligate funds and approval of purchase orders.

- ii. Once an approved Purchase Order (“PO”) is submitted to a vendor, the original order documentation and PO are provided to school staff. Upon delivery, copies of the invoice and packing slips are also submitted to the School Office Manager. Hard copy records are stored in the school's main office and electronically.
- iii. Upon receipt of new items, the School Office Manager and either the IT Contractor or the Administrator (nontechnology related purchases) will inspect the inventory to ensure it’s in good condition and that it matches the item(s) specified on the purchase order, invoice, and packing slip. Items are then identified and tagged, and relevant information is then entered into the Asset Panda by IT Contractor or Administrator by the end of the business day.
- iv. After the new inventory has been identified, tagged, and entered into the Asset Panda, items are stored in a secure location as directed by the Administrator.

Physical Inventory

Once a year, in May, the written inventory is printed from Asset Panda and all items are catalogued by the Administrator or their delegate. Maintenance of Equipment In accordance with 2 C.F.R.313(d)(4), Public Charter School maintains adequate maintenance procedures to ensure that property is kept in good condition.

Lost or Stolen Items

- Public Charter School maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.
- Computing devices stored in areas that can be locked and/or stored in a locked classroom. Computing devices must be checked out by a certified teacher or paraprofessional and to be used within the school building only and are not allowed to be taken off-site.
- If the equipment is lost or suspected to be stolen, the Administrator is notified. If the device is suspected to be stolen, the Administrator will launch an investigation into the stolen device. The Administrator would conduct interviews and file a police report if necessary. The lost/stolen property will remain listed in the inventory until the close of the school year.

Disposal of Equipment

A staff member or the IT Contractor will identify the fair market value of the item(s) to be sold. The Staff Member/IT Contractor and Administrator will set a price range in which the item(s) can be sold. The Administrator will handle the sale of the unneeded equipment. The number of offers received must be greater than 3 (if lower than the asking price). If a full price offer is received, one offer is sufficient.

School Property

Real Property

Prior to acquiring real property, such property will be appraised by an appraiser certified in the State. The appraised value will be used to establish the fair market value of the property. If the Board is purchasing a site for educational purposes, such building site will be located within the boundaries of the area identified in schools charter application unless an amendment to the charter has been approved by SPCSA.

Personal Property

The Public Charter School may purchase personal property as deemed necessary for the effective operation of the Public Charter School by any means deemed appropriate when the expenditure of funds will be less than \$50,000. When the purchase of personal property (except for curricular materials) is reasonably expected to cost \$50,000 or more, the Public Charter School will obtain a minimum of three quotes. Purchases over \$100,000 require a formal competitive bid process outlined in statute.

Construction of School Property

The Public Charter School may enter into contracts for construction of school property as deemed necessary for the effective operation of the Public Charter School by any means deemed appropriate when the expenditure of funds will be less than \$50,000. When the construction of school property is reasonably expected to cost fifty thousand dollars (\$50,000) or more, the Public Charter School will obtain a minimum of three quotes.

Tax-Exemption

All Public Charter School property used exclusively for educational purposes is tax-exempt.

Travel Costs Under Federal Award

General

Travel costs include expenses for transportation, lodging and food, and related items incurred by employees who travel on official business under a Federal award. Such costs may be charged on an actual cost basis, or on a per diem mileage basis, or on a combination of the two, provided the method used is applied to the entire trip and not selected days of the trip.

Types of Travel

In-Area

Public Charter School employees and Administrators will be reimbursed for actual and necessary expenses incurred within the charter school area while attending to charter school business. Actual mileage driven for preapproved in-area travel will be reimbursed. It is the responsibility of the Board to review travel by the Administrator within the Public Charter School area.

Out-of-Area

Travel outside of the Public Charter School area must be pre-approved. Administrators will obtain Board approval prior to incurring out-of-area travel expenses, while employees will obtain prior approval from the Administrator. Public Charter School employees and Administrators will be reimbursed for actual food expenses, not to exceed IRS established per diem rates, for out-of-area travel requiring an overnight stay. Public Charter School employees and Administrators will also be reimbursed for actual and necessary non-food expenditures.

Lodging and Subsistence

Costs incurred by employees, Administrators and Board members for travel, including costs of lodging, other subsistence, and incidental expenses, will be considered reasonable and otherwise allowable only to the extent

such costs do not exceed charges normally allowed by the Public Charter School in its regular operations. If these costs are charged directly to the Federal award, the charter school will maintain documentation justifying the following:

- i. The participation of the individual is necessary to the Federal award; and
- ii. The costs are consistent with this policy and any related procedures.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences are allowable provided that:

- i. The costs are a direct result of the individual's travel for the Federal award;
- ii. The costs are consistent with this policy and any related procedures; and
- iii. The costs are temporary, lasting only during the travel period.

Travel costs for dependents are not allowable, except for travel of a duration of six-months or more with prior approval of the Federal awarding agency

Commercial Air Travel

Airfare costs which exceed the basic, least expensive unrestricted accommodations class offered by commercial airlines are not allowable except when such least expensive accommodations would:

- i. Require circuitous routing;
- ii. Require travel during unreasonable hours;
- iii. Excessively prolong travel;
- iv. Result in additional costs that would offset the transportation savings; or
- v. Offer accommodations not reasonably adequate for the traveler's medical needs.

Documentation of Expenses

Expenses not in compliance with this policy will not be reimbursed nor paid for by the Public Charter School. Prior to reimbursement of actual and necessary expenses, the charter school employee or Administrator must submit a detailed receipt indicating the date, purpose, and nature of the expense for

each claim item and the appropriate travel expense or voucher form. Expenses requiring prior approval must also include a copy of the written prior approval. Employees will submit their receipts, travel expense and voucher forms, and documentation of prior approval, where necessary, to the Administrator. The Administrator will submit such documentation to the Board. Failure to provide a detailed receipt will make the expense non-reimbursable. In exceptional circumstances, the Board may allow a claim without a proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the charter school record of claim. The Board directs the Administrator to promulgate procedures specifying which expenses will be reimbursable for travel of different distances and durations.

Time and Effort Documentation

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. Such work must be documented as delineated in the Code of Federal Regulations.

No employee will make any purchase or incur any obligations for or on behalf of the Public Charter School from any non-governmental private business, contractor or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any non-governmental or private business or venture in which any employee of the Public Charter School has a direct or indirect financial or ownership interest will be made on a competitive bid basis in strict accordance with the following procedures:

- i. The interested employee, business, contractor, or vendor will seek, in writing from the Administrator, a clarification of this policy stating the transaction at issue. The interested employee, business, contractor, or vendor will fully disclose, in writing, the employee's exact relationship to the business, contractor, or vendor;
- ii. Upon written clarification from the Administrator, which will include written specifications to be followed in advertising for bids, the affected business, contractor, or vendor may submit a bid in compliance with the specifications outlined by the Public Charter School
- iii. The interested employee will not be involved in any part of the bidding process including, but not limited to, preparing specifications or advertising, or analyzing or accepting bids.
- iv. It will be the duty of each employee, to the best of his/her knowledge and belief, to disclose in writing to the Administrator his/her financial or ownership interest in any business or other purchase arrangement with the Public Charter School; and
- v. This policy will apply to any organization, fund, agency, or other activity maintained or operated by the Public Charter School.

No employee will solicit gifts, gratuities, favors, prizes, awards, merchandise, or commissions as a result of ordering any items or placing any purchase order with a business, contractor or vendor on behalf of the Public Charter School, nor accept anything of monetary value from a business, contractor or vendor except for unsolicited gifts of fifty dollars (\$50) or less in value.

In addition to the conflicts of interest outlined above, no employee or Administrator of the Public Charter School may participate in the selection, award, or administration of a contract supported by a Federal award if he/she has a real or apparent conflict of interest. Such conflicts of interest include instances where any of the following has a financial or other interest in or a tangible personal benefit from a firm considered for a contract:

- The employee or Administrator;
- Any the employee's or Administrator's Relatives;
- The employee's or Administrator's Partner; or
- An organization which employs or is about to employ any of the parties listed above.

The following activities are prohibited:

- The purchase during the school day of any food or service from a Public Charter School contractor or vendor for individual use;
- The removal of any food, supplies, equipment, or school property without proper authorization; and
- Individual sales by Public Charter School employees of any school property, including used items.

Any Public Charter School employee or Administrator who violates this policy may be subjected to disciplinary action including, but not limited to, a fine, suspension or termination. Violations of law will be referred to local, State, or Federal authority

32. GRANT EXPENDITURES AND REQUIREMENTS

The school under the direction of the Board of Directors s will comply with all requirements under the grant as approved by the Board of Directors . This includes the proper expenditure of funds as budgeted in the grant including, but not limited to, salaries and benefits, time and effort, travel, equipment and supplies, contracts, and training stipends.

When expending State or Federal funds under the grant, or when requesting reimbursement under the grant, the school must have the following documentation:

For any purchase

- Billing spreadsheet
- Three or more quotes when required by the grant
- Invoice
- Proof of Payment - receipt must clearly identify what was purchased
- Evidence that materials have been received or services have been provided
- Evidence that any purchased materials have been added to the inventory
- Time and Effort
- Billing spreadsheet
- Staff Time Sheets - signed by supervisor and employee
- Student sign in sheets - signed by students (if tutoring)

- Payroll Register with highlighted salaries and benefits clearly identified
- Time and Effort Documentation - when required
- Professional Development
- Billing spreadsheet
- Paid Invoices
- Sign in sheets
- Agendas
- Training materials
- A detailed description of how it will impact student achievement (Narrative)

Travel

- School travel reimbursement form for each traveler, if required
- GSA Rates printed out
- Receipts
- Proof of payment
- Payroll
- Billing spreadsheet
- Payroll Register with highlighted salaries and benefits clearly identified
- Proof of payment
- Time and Effort Documentation/ Personal Activity Report (PAR), if required

33. PROCUREMENT POLICY AND PROCEDURE

PROCUREMENT OF GOODS PURPOSE OF PROCUREMENT

The overall purpose of the procurement policy and procedure is to ensure that SNTHS gets the highest quality of desired goods and services at the best price possible. Further, the policy is aimed at streamlining the process of procurement while maintaining adequate controls. These procurement procedures apply to all staff involved in the procurement process and to all types of procurement.

Procurement Planning

Procurement planning is part of the annual budgeting process. The SNTHS Administrator is responsible for planning his/her project's estimated procurement needs on an annual basis through the use of the annual procurement plan (APP)/procurement spreadsheet, which indicates the items to be bought in the various quarters of the year. The APP will also require the final approval of the Board Treasurer. The Administrator or Designee will update the APP throughout the year based on grant awards and various needs of the school on a continuous basis and as needed.

Some grants do prescribe some conditions or restrictions required to be observed in the course of procurement pertaining to the project they fund. It is the responsibility of the Administrator to ensure that such donor requirements and restrictions are observed in the procurement of goods and services but within the framework of SNTHS's procurement guidelines.

Controls On Procurement

Goods and services will only be procured within approved budgets except in case of emergencies, which must be approved by the Executive Director or Board Treasurer. Thus, in addition to being responsible for preparing the APP/budget, the Administrator should ensure that actual procurement throughout the year remains within the budget.

It is the responsibility of the person who signs the local purchase order (LPO) to verify that the following have been done, whether or not he/she actually collects the goods concerned.

- i. That the correct quantity has been received and signed.
- ii. That the quality and price of goods is as agreed.
- iii. That all goods delivered have been securely and inventory records appropriately updated.
- iv. That the delivery note is checked, signed, and forwarded to the financial officer to await
- v. the invoice.
- vi. That 3 quotes have been generated for any items over \$200 and all technology purchases regardless of price.
- vii. Staff engaging in procurement activities will be required to adhere to the Conflicts of Interest Policy and Procedure, stating that they will not purchase goods or services from a company they have a vested interest.

The Procurement Process Report

Upon receipt of requisitions, the Staff Member will first verify that the requisition is properly approved according to the signing authority. After this, he/she will begin the process of sourcing for the goods. The procurement report worksheet is updated to reflect requisition as they are received. It also includes information on status of each procurement requisition, complete with expected delivery date. This is to be submitted to the Administrator on a quarterly analysis.

The Staff Member is required to present a monthly financial report on procurement to the Administrator.

Vendor Selection

Careful selection of vendors should be done to ensure that best possible price, quality and delivery time available within the markets is obtained. A list of suitable vendors (the list of pre-qualified vendors), for each type of goods and services based on letters of introduction and past performance shall be maintained. This will make the process of vendor identification much faster. The vendor list shall be reviewed and updated periodically to ensure that current known factors are taken into consideration. Once the previous year's list of vendors has been updated and approved by the procurement committee, procurement of goods, and services can be effected. Vendor selection for inclusion on the list of pre-qualified vendors will take place once per year.

Vendor Selection Criteria

The following set of criteria is essential for deciding on choice of vendors:

- i. Price- lowest price out of 3 quotes or Sole Source
- ii. Quality of goods/services. Such a justification must be verifiable.
- iii. Availability of goods/services within the required delivery time.

- iv. After sale services, including availability of parts/supplies.
- v. Bidder's previous records of performance and service.
- vi. Vendor search on SAM.GOV to ensure vendor is not reported as being debarred or is on the debarment list.
- vii. Ability of vendor to render satisfactory service in this instance.
- viii. Financial stability of the vendor.
- ix. Availability of bidder's representatives to call upon and consult with
- x. Payment terms
- xi. Warranty offered.
- xii. Ability to provide samples

Procedure For Tender

The Staff Member will send an invitation to tender to each supplier listed to be invited. The vendors will pick up tender documents at SNTHS specifying the goods and details or any relevant information needed to get accurate bids. All suppliers must receive the same information.

Use Of Dealers And Sole Suppliers

In the interest of ensuring quality, reliability and timeliness, the Staff Member may establish purchase agreements or contracts with main dealers of regularly purchased goods. Where possible due to other factors, the Staff Member will negotiate rates and discounts with the supplier or a method to determine price for invoice justification. These agreements and prices (net of discounts) should be reviewed annually to ensure that they are competitive.

Local Purchase Orders (Lpo) With Vendors

The LPO is a contract with vendors should include all information regarding the goods and services being procured as well as standard terms of delivery, payment and arbitration in case of dispute. If contracts are precise and clear, possibilities of disputes will be reduced, and SNTHS will stand far greater chance of receiving the goods and services as expected. Upon selection of a vendor, a legally binding contract or work order should be drawn-up for the goods and services in question and signed by both parties prior to procurement. Detailed specifications; quantities, unit prices, delivery deadlines, locations, and payment schedules must be specified in such contracts.

Order For Recurring Requisition

Procurement of a recurrent nature, i.e. where the same goods and services may be issued several times a year, one vendor may be selected for a period of up to one year. In some cases, particularly for services, contracts for the goods or services can be drawn up once, which may then be referenced every time those goods or services are required without requiring separate quotations and contracts on each occasion. In other cases, particularly for regularly purchased goods, vendors can be selected once, but separate contracts drawn-up on each occasion the vendors are used.

Certifying Delivery Of Goods And Services

The procurement process cannot be completed without certification that the goods and services satisfaction of the requisition. The procedure for receiving goods and services is therefore important in ensuring that vendors have entirely met their obligations. Once SNTHS has certified that goods and services have been received to their satisfaction payment can then be made.

In all cases, the certification of receipts of goods and services is pre-requisite to SNTHS and the following guidelines are essential for that purpose.

- i. The Staff Member should ensure that goods and services are checked against contracts, waybills, invoices, or delivery notes.
- ii. The Staff Member at the time of delivery will facilitate the receiving and checking of goods and services whereby the receiving person will have to sign the delivery notes or any other documents during delivery.
- iii. Physical checking should be done by the requisitioning department.
- iv. In some cases, receiving of goods and the physical checking of goods or services may be delegated to other SNTHS's staff who are so authorized by the Administrator. This includes cases where goods of services require a specialist's technical certification.
- v. Any differences between documents done physical checks should be noted and reported to the Administrator for action.

Payment-Processing Procedure

The Administrator is responsible for preparing payment requisition, and then forwarding that to the Staff Member for checking and certifying. The document is then sent to the back-office provider for further checking and necessary approval and authority to pay. All payments must be made in accordance to the contractual terms between the vendor and SNTHS and in reference to the financial policies.

Procurement Of Services Appointing And Paying Consultants

Consultants' services shall be sought for:

- i. A job for which the required technical expertise does not exist in-house at SNTHS.
- ii. A job that is not ongoing and hence does not require full time staff.
- iii. A job that does not require more than 6-months continuous engagement.

The following procedure shall be observed for engaging the services of a consultant at SNTHS in the amount over \$20,000.

- i. The decision to hire the services of a consultants shall be taken by the Administrator or the Board of Directors in services over \$20,000.
- ii. The Administrator shall send invitation to specific appropriate consultant(s) requesting for proposal for the consultancy by a Stated date.
- iii. The proposals received shall be reviewed by a panel composed of the various heads of department and the ensuing recommended name shall be submitted to the Administrator who shall discuss with the SNTHS board.
- iv. The terms of reference for the consultancy shall be mutually agreed upon

- v. The contract agreement shall be signed by both parties before commencement of the consultancy assignment.
- vi. Payment is conditional on satisfactory completion of the whole job unless the agreement provides for installments at completion of specifically agreed components/tasks.

Procurement Under Federal Award

In addition to its other policies and procedures regarding procurement, The Public Charter School will adhere to the following requirements when making procurements under a Federal award. The Public Charter School will:

- i. Ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product or service to be produced, and set forth those minimum essential characteristics and standards to which the material, product or service must conform.
- ii. Provide documentation of the method to be used to conduct technical evaluations of the received proposals and for selecting recipients, which will include the factors to be considered in the evaluation, who performs the evaluation, the number of evaluations performed, the timeframe for conducting the evaluations and selecting a vendor. And whether another position reviews the evaluation.
- iii. Maintain oversight to ensure that contractors perform in accordance with terms, conditions and specifications of their contracts or purchase orders.
- iv. Avoid acquiring unnecessary or duplicative items.
- v. Consider consolidating procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- vi. Maintain a list of prequalified persons, firms, or products which are used in acquiring goods and services and include enough qualified sources to ensure maximum open and free competition.
- vii. Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- viii. Maintain records sufficient to detail the history of procurement. These records will include:
 - a. Rationale for the method of procurement;
 - b. Selection of contract type;
 - c. Contractor selection or rejection; and
 - d. The basis for the contract price.
- ix. The use of a time and materials use is prohibited unless the Public Charter School determines that no other contract is suitable. Time and materials use contract means a contract whose cost to the charter school is the sum of:
 - a. The actual cost of materials; and
 - b. The direct labor hours charged at an hourly rate that reflects wages, general and administrative expenses, and profit.

- x. Be responsible for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims.
- xi. The charter school will adhere to any additional procurement rules as applicable to specific Federal programs

An inventory of all capital purchases, equipment, curricula, and library/books in the school will be compiled annually by the Administration. The physical inventory will be compared to the general ledger totals; any significant difference will be reviewed and corrected by the Staff Member.

34. RECORD RETENTION POLICY AND PROCEDURES

SNTHS will maintain a system of record retention for federal grants, including all applicable fiscal and program related records, that complies with 2 CFR 200. 334, 34 CFR 76.730 34 CFR 81.31 to ensure full accounting of all grant funds expended for program activities. Records will be made available for all reporting requirements, monitoring activities, and for program performance and fiscal audits. All applicable fiscal and program records related to federal grants will be maintained for a minimum of 6 years (five years previous plus the current fiscal year).

The SNTHS record retention system is part of the financial grant management system; and includes records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal grant subaward; is sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and is sufficient to permit the tracing of funds to a level of expenditure adequate to establish that such funds have been used according to the federal statutes, regulations, and terms and conditions of the federal grant subaward.

SNTHS personnel involved in maintaining the record retention system will be familiarized through regular and comprehensive training with the policy and procedures described here and will appropriately and consistently implement the policy and procedures as described.

Record Retention Procedure

- i. Current school year grant program-related records (hard copies) for SNTHS are stored in a locked file cabinet in the Principal's office and maintained by the Principal. The Principal, Executive Director and Office Manager have access to the locked file cabinet. Electronic copies of grant program records for SNTHS are stored on a shared cloud drive with access available only to the Principal, Executive Director and Office Manager.
- ii. Hard copy grants fiscal and program records for SNTHS are removed from the locked file cabinets by the Office Manager and the Principal at the end of each school year and placed into boxes to be archived in a locked records closet on site at the school. Archived, hard copy records are stored for 5 years.

- iii. Electronic grant-related records for SNTHS in the shared cloud drive are stored in perpetuity, however, files are archived electronically after 5 years within the shared drive system.

Retention for other Documents

Any other records will be maintained per the Nevada State Library Archives retention schedule for “Records with a retention schedule related to School Districts”, as applicable: [School Districts - R2020](#)

Responsible Staff

SNTHS charter school administrative staff and school leadership will be responsible for the organization and retention of official public records, by key personnel as designated by the school Principal. Records may be stored electronically, or physically printed, or both.

35. TIME & EFFORT POLICY AND PROCEDURES

SNTHS will maintain records and accounts to ensure full accounting of all grant funds received and expended in connection with each grant program, and made available for monitoring activities, and for performance and fiscal audits.

Definition of Effort

Effort Reports shall reasonably reflect the percentage distribution of effort expended by SNTHS faculty, staff, and students involved in sponsored grant-funded projects. The Effort Report must represent, in percentages totaling 100%, a reasonable estimate of an individual’s actual effort for the period being reported. 100% effort is defined as the effort expended to accomplish the full set of activities for which an individual received compensation from SNTHS regardless of the number of hours expended on those activities. 100% effort is not defined as a certain number of hours or days per week. It does not depend on FTE status.

- i. Sponsored grant funded project activities
- ii. Institutional (non-sponsored grant funded) activities:
 - a. Service % Effort on A + % Effort on B must equal 100%

Employees to Whom This Policy Applies

Each staff, teacher, or employee whose time is partially or fully committed to a Federally sponsored project shall complete Effort Reports as required. Reporting is required regardless of whether such time is paid by the sponsor, or is an unpaid contribution (i.e., an “in-kind” or cost share match). Committed in-kind or cost share matches, whether voluntary or mandatory, must be included in Effort Reports.

Grant funded positions will be compensated similar to a non-grant funded position.

Time and Effort Documentation

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. Such work must be documented as delineated in the Code of Federal Regulations. SNTHS, under the direction of the Board of Directors, will comply with all requirements under the grant as approved by the Board of Directors. This includes the proper expenditure of funds as budgeted in the grant including, but not limited to, salaries and benefits, time and effort, travel, equipment and supplies, contracts, and training stipends. When expending State or Federal funds under the grant, or when requesting reimbursement under the grant, the school must have the following documentation:

Time and Effort

- Billing spreadsheet
- Staff Time Sheets - signed by supervisor and employee
- Student sign in sheets - signed by students (if tutoring)
- Payroll Register with highlighted salaries and benefits clearly identified
- Time and Effort Documentation – when required

Payroll

- Billing spreadsheet
- Payroll Register with highlighted salaries and benefits clearly identified
- Proof of payment
- Time and Effort Documentation/ Personal Activity Report (PAR), if required

Certification of Effort

Federal requirements stipulate that anyone certifying another individual must have first-hand knowledge of that individual's actual effort. Therefore, each faculty member is responsible for certifying his or her own Effort Report. The PI/PD is responsible for certifying the Effort Report of grant project staff.

Reporting System

SNTHS uses an "after-the-fact" effort reporting system to certify that salaries charged or cost shared to Sponsored Grant Funded Projects are reasonable and consistent with the work performed. This indicates that the distribution of salaries and wages will be supported by activity reports signed by the employee and certified by a responsible person with suitable means of verification that the work was performed at the end of the specified reporting periods.

Payroll Context Effort Reports and payroll distributions are not the same. Payroll distributions are estimates of how effort is anticipated to be expended. The effort reporting process is a method for confirming salary charges made to all sponsored awards. Federal grant pay should be paid over the period that the services are performed.

Roles and Responsibilities

The SNTHS Administrator and their designee is responsible for the distribution, collection, and retention of all employee Effort Reports. Individually reported data will be made available only to authorized auditors. The Administrator will be responsible for verifying that the information provided by any individuals working on their grants is accurate.

Compliance Issues

The Federal government can impose severe penalties and funding disallowances as a result of missing, inaccurate, incomplete, or untimely effort reporting. SNTHS expects that teachers, staff, and employees will complete Effort Reports accurately and in a timely manner. Auditors will comment on any of the following:

- Late reports
- Effort certified by someone without first-hand knowledge
- Percentage of effort outside of sponsored project is not sufficient to cover teaching, service, and other work
- Revisions to Effort Reports
- Significant inconsistencies between the Effort Report and other related document

36. TRAVEL POLICY AND PROCEDURE

Travel costs include expenses for transportation, lodging and food, and related items incurred by employees who travel on official business. Such costs may be charged on an actual cost basis, or on a per diem mileage basis, or on a combination of the two, provided the method used is applied to the entire trip and not selected days of the trip.

SNTHS employees will be reimbursed for actual and necessary expenses incurred within the charter school area while attending to charter school business.

After approval by the Principal, it is the responsibility of back-office provider to process travel reimbursement.

Reimbursable mileage is actual miles driven from the school office to the location, and back to the school.

Travel Request Form

Travel, if allowable under the Federal award, must be compliant with the Federal award letter. Travel outside of the SNTHS area must be pre-approved from the Principal. Upon that approval, employees will submit a travel request with details and billable information.

Actual Costs

SNTHS employees will be reimbursed for actual food expenses, not to exceed GSA established per diem rates, for out-of-area travel requiring an overnight stay. SNTHS employees and Administrators will also be reimbursed for actual and necessary non- food expenditures.

Lodging and Subsistence

Lodging Costs are not to exceed GSA established rates, unless per certain circumstances per State or Federal rules. Costs incurred by employees, principals/Administrators and/or board members for travel (including costs of lodging, other subsistence, and incidental expenses) will be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by SNTHS in its regular operations. If these costs are charged directly to the Federal award, the charter school will maintain documentation justifying the following:

- i. The participation of the individual is necessary to the Federal award; and
- ii. The costs are consistent with this policy and any related procedures.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences are allowable provided that:

- i. The costs are a direct result of the individual's travel for the Federal award;
- ii. The costs are consistent with this policy and any related procedures; and
- iii. The costs are temporary, lasting only during the travel period.

Travel costs for dependents are not allowable, except for travel of a duration of six-months or more with prior approval of the Federal awarding agency.

Commercial Air Travel

Airfare costs which exceed the basic, least expensive unrestricted accommodations class offered by commercial airlines are not allowable except when such least expensive accommodations would:

- i. Require circuitous routing;
- ii. Require travel during unreasonable hours;
- iii. Excessively prolong travel;
- iv. Result in additional costs that would offset the transportation savings; or
- v. Offer accommodations not reasonably adequate for the traveler's medical needs.

Documentation of Expenses

Expenses not in compliance with this policy will not be reimbursed nor paid for by SNTHS. Prior to reimbursement of actual and necessary expenses, employees must submit a detailed receipt indicating the date, purpose, and nature of the expense for each claim first to the Principal along with evidence of attendance, etc.

Reimbursement Management

Only travel expenses that are ordinary and necessary in the conduct of approved travel for charter school business purposes and directly attributable to it will be reimbursed. "Ordinary" expense means one that is common and accepted in the profession; a "necessary" expense means one that is essential and appropriate in order to conduct charter school business. Reimbursement procedures established by the charter school will also apply to Board of Directors members traveling on charter school business, as applicable.

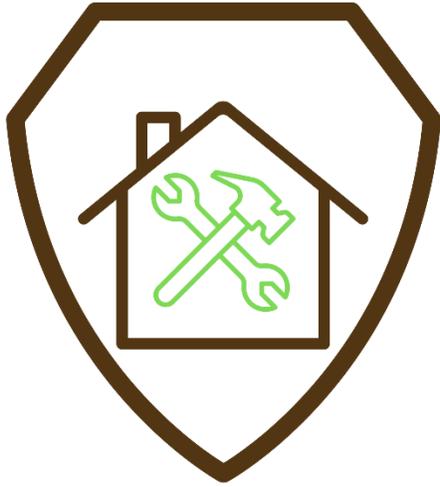
Expense reimbursements for staff or board travel shall not exceed the maximum General Services Administration (GSA) approved rates.

Advance Per Diem checks may be requested instead of paying out of pocket and submitting receipts through back-office provider. Per Diem Checks should be request with at least 2 weeks' notice, and will be in exact correlation to GSA Rates.

Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for charter school business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the charter school.

Expenses in excess of the charter school's established limit are ordinarily the responsibility of the employee and may be reimbursed only with Principal or Administrators approval. Receipts for all meal expenses must be secured and attached to the claim.

Travel must be conducted in the most expeditious and cost-effective manner, as determined by the charter school.



SNTHS

**SOUTHERN NEVADA
TRADES
HIGH SCHOOL**

Address: 1580 Bledsoe Ln., Las Vegas, NV 89110

Office: 702-

www.snvtradeshighschool.org

Student/Parent Handbook

2023-2024

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INTRODUCTION

Welcome to Southern Nevada Trades High School (SNTHS). SNTHS is the first Trades charter school in Las Vegas. The information, policies, and procedures contained in this handbook are the result of a concerted effort of the administration and staff to present information so that it will be of great value in helping students adjust to the school. The policies and procedures outlined here are designed to ensure student health, safety, and well-being and to ensure that students are provided with a learning environment which promotes an emphasis on education as their highest priority. The staff wants and expects students to perform to their maximum potential in all endeavors.

What is a public charter school?

Charter schools are a promising way to raise academic standards, empower educators, and actively involve parents and communities in progressive, public education. Charter schools are free public schools and receive their funding directly from the State of Nevada. A charter school is a public school that is exempt from many traditional rules and regulations. These exemptions allow charter schools greater flexibility to use different instructional approaches. However, charter schools are still held accountable for the achievement of high academic standards.

Charter schools must comply with federal and state laws and regulations. Charter schools are freed from certain traditional regulations but must follow federal regulations involving civil rights, special education, IDEA (Individuals with Disabilities Act), and others.

GENERAL INFORMATION

Address: 1580 Bledsoe Ln., Las Vegas, NV 89110

Phone:

Executive Director: Julie Carver, julie.carver@snvtradeshighschool.org

Principal: Candi Wadsworth, candi.wadsworth@snvtradeshighschool.org

Office Hours: Monday- Thursday: 8:00 am – 3:30 pm

Friday: 8:00 am – 1:00 pm

Daily Student Schedules

Monday, Tuesday, Thursday

8:30 AM to 9:50 AM	First Period
10:05 AM to 11:25 AM	Second Period
11:40 AM to 1:00 PM	Third Period
1:00 PM to 1:30 PM	Lunch/release 11 th and 12 th
1:30 PM to 3:10 PM	9 th and 10 th Fourth Period

Wednesday

8:00 AM to 8:30 AM	Student Advisory
8:30 AM to 9:50 AM	First Period
10:05 AM to 11:25 AM	Second Period
11:40 AM to 1:00 PM	Third Period
1:00 PM to 1:30 PM	Lunch/release 11 th and 12 th
1:30 PM to 3:10 PM	Fourth Period 9 th and 10 th

Juniors and Seniors will be released prior to 4th period Monday-Thursday for work experience and/or post-secondary course work.

Friday

8:30 AM to 9:50 AM	First Period
10:05 AM to 11:25 AM	Second Period
11:40 AM to 1:00 PM	Third Period

All students are released at 1:00 PM every Friday for teacher professional development/collaboration.

SNTHS's Mission is to promote excellence in academic and career and technical education, preparing students for post-secondary education and careers in construction related professions.

SNTHS Vision: Through innovative career and technical training integrated with aligned academics, community partnerships, and individualized college and career-readiness planning, students' passions for learning are ignited and they are prepared for success in postsecondary education and the workplace.

Belief Statements:

- **Integrated Curriculum:** We believe that hands-on career technical education (CTE) – in the classroom, in the workshop, and on the job-site – prepares students with the knowledge and skills for successful futures in construction-related careers. We believe that pairing CTE with aligned academics provides students with the skills necessary to adapt and grow throughout their careers.
- **Passion for Life-long Learning:** We believe that the unique combination of CTE and aligned academics spark student passion for learning while encouraging other essential life skills such as critical thinking, communication, and teamwork.
- **Individualized Planning and Support:** We believe that engaging students 1:1 in planning and refining their course of study throughout their high school career prepares graduates for success in their chosen educational and career paths.

- Community Partnerships: We believe that close collaboration with local industry and postsecondary institutions provides students with access to work experiences, industry-

STUDENT RESPONSIBILITIES

Students are expected to act in a positive manner. The appearance and atmosphere of the school reflects student habits and attitudes. Conduct and behavior toward any school personnel will be always appropriate. Behavior that disrupts the learning process will not be permitted.

I realize that my education is important. Therefore, I agree to carry out the following responsibilities to the best of my ability by:

- *Read and understand the contents of this handbook.*
- *Comply with all school policies and procedures.*
- *Make a reasonable effort to learn.*
- *Arriving at school each day on time and being prepared.*
- *Keep the school informed of changes in address, phone number, and any other circumstances that could affect awarding of the diploma.*
- *Attend all classes each day, on time, and complete all assignments in accordance with the expectations established by the instructor.*
- *Behave in a manner that contributes to a positive learning environment for all, both in the classroom and on the campus. Showing effort, respect, cooperation, and fairness to all.*
- *Promote a safe and respectful learning environment.*
- *Obey all federal, state, and local laws and ordinances.*
- *Using all school equipment and property appropriately and safely.*
- *Completing and submitting homework in a timely manner.*

PARENT RESPONSIBILITIES

I understand that as my child's first teacher my participation in my child's education will help his/her achievement. Therefore, to the best of my ability, I will continue to be involved in his/her education by:

- *Reading to my child or encouraging my child to read.*
- *Being responsible for my child's on-time attendance.*
- *Reviewing and checking my child's homework.*
- *Monitoring the activities of my child, such as the amount of time spent watching television, using a computer, playing video games, etc.*
- *Contributing at least 5 hours of time each school year in the areas such as:*
- *Attending school-related activities; Attending organized parent meetings, such as PTA, PTO, or parent advisory committees; Attending parent-teacher conference(s); Volunteering at the school; Chaperoning school-sponsored activities; Communicating with my child's teacher(s) regarding his/her progress, as needed.*

TEACHER AND SCHOOL STAFF RESPONSIBILITIES

We understand the importance of providing a supportive, effective learning environment that enables the children at our school to meet the State's academic achievement standards through our role as educators and models. Therefore, staff agrees to carry out the following responsibilities to the best of our ability by:

- *Ensuring that each student is provided high-quality curriculum and instruction, supervision, and positive interaction.*
- *Maximizing the educational and social experience of each student.*

- *Carrying out the professional responsibility of educators to seek the best interest of each student.*
- *Providing frequent reports to parents on their children's progress and providing reasonable access of staff to the parents and legal guardians of students to discuss their concerns*

Non-discrimination Statement:

SNTHS does not discriminate based on sex, age, race, color, religion, handicap, or national origin in the programs or activities that it operates. All operating policies of the school pertaining to but not limited to the instructional programs, and the employment of all professional and classified employees and students direct such nondiscrimination.

Enrollment & Lottery Guidelines

Like all public schools, public charter schools must be open to any such child, regardless of that child's race, gender, citizenship, or need for accommodations or special education services. Southern Nevada Trades High School will serve students primarily in the 89110 zip code and any age eligible student in Nevada is eligible to enroll, beginning with 9th and 10th in our first year. Priority will be given to families living within 2 miles of the charter school (pursuant to NRS 388A.456).

SNTHS will accept students on a rolling admission basis at the beginning of each quarter. Applications received after the lottery closing date will be accepted on a first come, first served basis. Our application will open the first working day of January and close the first Friday of March which satisfies the 45-day requirement of NRS 388A.454(7).

Any false statement or purposeful omission of information on enrollment documents (application or enrollment forms), may result in revocation of enrollment offers.

Policy for Requesting Teacher/Class

It is the policy of SNTHS to strictly prohibit parents/guardians from requesting to have their student be placed in a class with a particular teacher or other students. Student placement will be at the discretion of SNTHS administrators and teachers.

Parent Request to Change Teacher/Class

SNTHS does not move a student out of a class based on parent/guardian request. Parent/guardians with concerns may contact the school principal to request a conference. The principal will serve as mediator between the parent and teacher to determine interventions, solutions, modifications, accommodations, or other recommendations in an effort to address the parent/guardian concerns. In special circumstances, the principal may make the recommendation to move a student to a different classroom after other options have been exhausted.

Transfer of Credits

SNTHS will accept credits from all accredited high schools with an official transcript. Credits earned at non-accredited schools will be evaluated on a case-by-case basis and all credits may not transfer.

Withdrawal from SNTHS

Any student who withdraws from SNTHS is required to have a parent or guardian present to sign the necessary withdrawal form. Telephone calls for withdrawing a student are not acceptable.

Arrival and Dismissal Map



*****No parking will be permitted on Bledsoe Ln or Christy Ln during arrival or dismissal, violators may be subject to ticketing by Nevada Metro Police*****

Students that wish to drive to school will need to acquire a SNTHS parking pass. Passes will be issued on a first come first serve basis. Proof of insurance, and valid driver’s license will be required. If a student is found to be parking without a school issued parking pass they will be subject to discipline as per our discipline policy.

Tardy Check in

Students that arrive to school past 8:30am should report directly to the front office to check in and receive a tardy pass.

Weather Days

Students and parents should check the SNTHS website, or listen to the news stations, social media, or their phone for school closures. In the event that SNTHS determines that school should be closed due to inclement weather, the school will notify students/parents of school closure via the website, news, social media, and a text, email, or voicemail.

ATTENDANCE

This policy is subject to revisions if the State of Nevada changes attendance requirements.

Quarterly Attendance Rules, Procedures, and Forfeiture of Credits

Students should review the attendance policy and plan their school year accordingly. NRS 392.122 is the basis for the SNTHS Attendance Policy. SNTHS mirrors the federal guidance that says students must not be absent 10% or more of school days or they will be considered chronically absent, and they may potentially fail the course(s) no matter what the student's academic mark(s) in the course may be. A student that has more than 4 absences in 1st through 3rd period and more than 3 absences in 4th period is considered absent more than 10% of a class. The emphasis is on the importance of keeping students in school and providing access to curriculum.

Chronic Absenteeism – Federal Definition

A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, appointments, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused. Students who are absent 10% or more of their enrolled school days are considered chronically absent. A student is deemed chronically absent when they miss more than 10% of the school year.

Students missing more than 10% of a course in a quarter will fail the course.

Parent/Student Responsibilities

Parents must send a note or call the school regarding any absences. This must be done **within two days** after the student returns to school. Calls or notes in advance are always appreciated. SNTHS uses an automated computer phone system, to notify parents of daily absences.

If a student becomes ill or leaves school for an appointment during the school day, the attendance office must be notified, and the legal guardian must come to the office to sign the student out before they are released. A student will not be released to anyone not identified as a legal guardian in Infinite Campus. A

stepparent is not considered a legal guardian. The legal guardian must provide written permission to the office for a stepparent to be able to pick up a student.

A tardy is considered missed instruction. If a student misses a large portion of instruction, the tardy may be considered an absence and will be coded as an absence which will count towards the 10% absences and chronic absenteeism.

Pre-arranged absences will be coded as DOM. These absences will count towards the 10% absences and chronic absenteeism.

A student may be withdrawn from SNTHS after missing 10 days (the maximum allowed for meeting the 90% attendance requirement) of consecutive absences due to their whereabouts unknown.

Make-up work will be provided for any absence, but it is the student's responsibility to request the make-up work in advance or on the first day the student returns to class. Since it is impossible to make-up some in-class assignments, coursework of a similar nature may be given. It is the student's responsibility to turn in all make-up class work by the designated deadline. Failure to complete the make-up work by the designated deadline will result in no credit received for the make-up work. If your child has exceeded the 90% attendance requirement or chronic absenteeism, you may ask for a review of the absences. Please note that for any absence to be considered for review, all make-up work must have been completed per class policy. The principal or his/her designee will review the absences and notify the parent of the decision.

Truancy

Nevada state law mandates that all children 7 to 18 years of age attend school. Parents are legally required to ensure regular daily attendance of their child. An unapproved absence or tardy may be deemed a truancy. If a student has three or more truanies, they will be deemed a habitual truant and reported to the local law enforcement agency.

SNTHS Appeal Process Policy on Attendance Affecting Grades

To appeal an attendance decision that has affected award of credit, a student must appeal the attendance with the teacher. A student must complete the required forms and make-up time or school work at the teacher's discretion. Appeals (APP) will not count against the student's possible retention/failure or Chronic Absenteeism.

DMV Certification of Attendance (NRS 392)

SNTHS students under the age of 18 wanting to obtain an instruction permit or driver's license must pick up a DMV 301 form in the front office. The student completes the "Student Information" section in blue or

black ink and turns the form in at the office. The principal or designee will complete the form within 5 business days and return it to the student.

Staff and Volunteer Background Check Policy

Southern Nevada Trades High School is committed to the protection of all persons who are associated with SNTHS including members, staff, volunteers, and guests. As required by the Operating Standards for SNTHS , SNTHS shall conduct criminal background checks of all employees and board members as well as volunteers who have direct repetitive contact with children participating in our programs. SNTHS will carry out this requirement in a fair, consistent, and non-discriminatory manner, complying with applicable state and federal laws and guidelines (NRS 388A.515; NRS 388A.516)

ACADEMIC INFORMATION

High School Graduation Requirements

All students **MUST** meet the credit requirements for graduation **AND** the testing requirements established by the state for his or her graduation year to earn a standard diploma.

Credit Requirements:

REQUIRED SUBJECT AREAS:	17	credits
American Government	1	credit
American (US) History	1	credit
World History/Geography	1	credit
Arts/Humanities	1	credit
English	4	credits
Health	½	credit
Mathematics	3	credits
Physical Education/HSROTC	2	credits
Science	2	credits
Computer Science/Literacy	½	credit
College and Career Readiness	1	credit
*Flex Credit		
ELECTIVE CREDITS:	6	credits
TOTAL CREDITS:	23	credits

Academic Load

All students are required to have a full academic load unless a senior qualifies for an approved NDE exemption.

Ninth Grade Four-Year Academic Plan

SNTHS complies with AB212 that requires our Board of Directors to develop a 4-year academic plan with ninth grade students enrolled. SNTHS develops an academic plan with every student, regardless of grade level.

Alternate Methods of Earning Credits

- Work Experience
- Credit by Examination
- Online Courses
- CTE College Credit
- Independent Study
- Dual enrollment
- Community Service and Travel Study

Student Fees

Every student will be required to purchase a SkillsUSA membership for \$20

Grading Policy

SNTHS complies with NRS 389.0195 that requires all Nevada public high schools to follow the prescribed uniform grading scale, including a uniform grading scale for advanced placement courses and honors courses.

Uniform Grading scale:

Grade		Course Point Range	Value
A	=	90% - 100%	4.0
B	=	80% - 89%	3.0
C	=	70% - 79%	2.0
D	=	60% - 69%	1.0
F	=	<60%	0.0

CTE Skills Attainment Certificate (NAC 389.800)

Students who complete Level III coursework will be eligible to receive a CTE Certificate of Skill Attainment and an Endorsement on his or her diploma. Eligible students must complete the following:

- Achieve a 3.0 GPA in program CTE area (not cumulative GPA)
- Pass the Workplace Readiness Assessment
- Pass the End of Program Technical Assessment

College and Career Ready Diploma

1. To earn the Career Ready Diploma from SNTHS students must complete the 24 credit requirements for the Advanced Diploma and have earned not less than 2.0 credits in one or more of the following:

- Dual-credit/dual-enrollment courses
- Career and technical education courses
- Work-based learning courses (to earn the seal of Biliteracy a student must also
- show proficiency in two languages):

AND;

2. Must obtain one or both of the following endorsements:

College-Ready Endorsement

- Successfully complete a college readiness assessment prescribed by the Board of Regents of the University of Nevada; and
- Receive not less than the minimum scores for initial (non-remedial) placement into college-level English and mathematics courses prescribed by the Board of Regents of the University of Nevada (section 1, chapter 16 of title 4 of the Board of Regents Handbook).

Career-Ready Endorsement

- Successfully complete the ACT National Career Readiness Certificate (NCRC), level Silver or above; or

- Successfully complete the Armed Services Vocational Aptitude Battery (ASVAB), score 50 or above; or
- Obtain a Career and Technical Education Skills Attainment Certificate (NAC 389.800); or
- Obtain an industry-recognized credential (Nevada’s Industry-Recognized Credentials List as published on the OWINN web site)

Progress Reports

Students and parents will be able to access academic progress with the use of the Infinite Campus website at any time during the quarter. However, at any time during the quarter, the teacher may contact a parent/guardian to report on a student’s progress. Parents are welcome to contact the teacher at any time to request information on the progress of their student. All parent communication will be documented by the teacher and periodically reviewed by the principal.

Employability Grade

Each grading period, the student will receive an employability grade based on attendance, punctuality, time management, respect, and other work traits. SNTHS's mission statement stresses real-life learning experiences so that the students may become valued members of the work force. These employability grades may be included on resumes or may be a source of referral when teachers or staff members are asked by employers to recommend students as new employees.

A	Outstanding=Employers prize you! <ul style="list-style-type: none"> ✓ Always Career focused ✓ Always Confident & prepared ✓ Always Collaborative ✓ Always Capable 	0-2 tardies 0-2 absences No office referrals
B	Above Average: Employers will keep you. <ul style="list-style-type: none"> ✓ Regularly Career focused ✓ Regularly Confident & prepared ✓ Regularly Collaborative ✓ Regularly Capable 	3-4 tardies 3-4 absences No office referrals
C	Average: Employers will tolerate you. <ul style="list-style-type: none"> ✓ Usually Career focused ✓ Usually Confident & prepared ✓ Usually Collaborative ✓ Usually Capable 	5-6 tardies 5-6 absences OR 1 office referral
D	Below Average: Employers will find reasons to fire you. <ul style="list-style-type: none"> ✓ Occasionally Career focused ✓ Occasionally Confident & prepared ✓ Occasionally Collaborative ✓ Occasionally Capable 	7-8 tardies 6 absences OR 2 office referrals
F	Inadequate: Employers will fire you in a heartbeat! <ul style="list-style-type: none"> ✓ Seldom Career focused ✓ Seldom Confident & prepared ✓ Seldom Collaborative ✓ Seldom Capable 	9 or more tardies 7 or more absences OR 3 or more office referrals

Information is available for students planning to attend college who wish to take the PreACT, ACT, SAT, ACT WorkKeys, and the Armed Services Vocational Aptitude Battery (ASVAB).

Grade Reports

Grade reporting will be given to parents/guardians via the U.S. Postal Service or the student portal via Infinite Campus. Grades are recorded on the grade report that will be distributed or mailed one week after the end of each grading period.

Testing Requirements:

The state guidelines for testing will be followed.

10th Grade PreACT Exam

All 10th grade students will take the PreACT exam. This exam prepares students for the ACT+Writing exam. The PreACT is also a great tool to measure students for college and career readiness.

10th Grade Nevada Science Exam- (Federally Mandated)

All students enrolled in Biology I & II must participate in the Nevada Science exam. Most SNTHS students will take this exam during their 10th grade year.

11th Grade College & Career Readiness Assessment (CCR)

CCR - *Students will participate in this exam during their junior year.*

- The ACT Writing & Math Exams will be the exams used to complete the CCR.
- Completion of this exam is required to earn a diploma in Nevada.

12th Grade ACT WorkKeys Exam

All 12th grade students will take the ACT WorkKeys exam. WorkKeys measures foundational skills required for success in the individuals who successfully complete the three WorkKeys assessments—[Applied Math](#), [Graphic Literacy](#), and [Workplace Documents](#)—earn the WorkKeys National Career Readiness Certificate (NCRC).

Grade Promotion

Students are promoted to the next grade based on years enrolled in high school.

First year of high school = 9th Grader (Freshman)

Second year of high school = 10th Grader (Sophomore)

Third year of high school = 11th Grader (Junior)

Fourth year of high school = 12th Grader (Senior)

A student can receive an Advanced Diploma by completing a minimum of 24 credits including all requirements for a Standard Diploma plus one additional credit of science and math. The minimum 3.25 GPA, weighted or unweighted, includes all credits applicable toward graduation. The student must also pass all the required state testing.

Counseling and Guidance Services

Counseling and guidance services are available to all students at SNTHS through school counselor, teachers and administrators.

Teachers and administrators will aid in student personal growth, by:

- assisting in selecting high school courses;
- providing information and assistance on scholarships, grants and other sources of financial aid for post-secondary education;
- assisting in selection of and application for colleges;
- providing information and direction for continuing education and/or training;
- offering direction and information on career choices;
- providing individual counseling for students, especially regarding academic problems;
- arranging and/or conducting conferences with parents/guardians or other parties involved;
- suggesting referral for additional or specialized counseling when needed

Computer/Technology Policy

Computers may not be used without staff approval. Programs or files of any sort may not be copied or installed without permission. Nothing is to be copied to or from school computers until the files have been scanned for viruses. The SNTHS file server is off limits to students.

Students who have permission to access the Internet may not access sites inappropriate to an academic environment. Screen savers are not to be changed without prior approval. Nothing may be printed without staff approval. Violations of this policy will result in discipline that may include removal from the school. In addition, students and/or their parents are responsible for any damage, repair, or replacement of computers.

Confidentiality

While the counselor/teachers/administrators respect the confidentiality that students place in them, there are certain behaviors and ideas that the counselor/teachers/administrators cannot keep confidential.

In accordance with Nevada State Law, school personnel must immediately report to the appropriate law enforcement or social service agency when they become aware of the physical bullying, emotional or sexual abuse of minors or the elderly or that a student may do harm to self or others.

English Language Learners (ELL)

SNTHS is committed to supporting English learners (EL) by providing a positive path toward English language acquisition with an inclusive model of instruction, using the guiding principles of language development through the WIDA (World-Class Instructional Design and Assessment). For more detailed information on our ELL program, please request a copy of our ELL Handbook.

Special Education Students

SNTHS will have teachers and administrators that will oversee the programing for students with disabilities and maintains compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. SNTHS will provide a free and appropriate public education (FAPE) to students with disabilities in accordance with state and federal statutes and regulations. For more detailed information please request a copy of our Special Education Handbook.

DRESS CODE

The dress code for all students is long pants, close-toed shoes, and white polo shirt. Students may not wear shorts or open-toed shoes at school at any time. Students not complying with dress code will be sent to the office to call home or borrow a school issued polo if available. Students will have to make up any missed time/work, and a parent/guardian may be notified.

SNTHS High School has a uniform policy to enhance the tone, climate, and culture of our school. Uniforms bring about a sense of purpose and seriousness for SNTHS students regarding their education and future.

Shirt/Sweatshirt

- A white polo shirt should be worn every day.
- A solid white or black sweatshirt or jacket may be worn.

Pants

- All students must wear long pants that fit properly.
- Pants must be of a solid color in a denim or khaki material.
- Sagging or excessively oversized pants are not permitted and present a safety hazard.
- Pants cannot be excessively soiled, torn, or ragged.
- Shorts, leggings, capris, cutoffs, sweats, or pajama bottoms or pants with excessive accessories are never allowed.

Shoes

- All students must wear close-toed shoes.
- Individual programs may require work boots. Students will be notified by the program instructor of any work boot requirement.
- Sandals, slippers, flip-flops, crocs, thin soled, 'house' shoes, etc. are not to be worn on campus at any time. The administration reserves the right to determine appropriate footwear for student safety.

BEHAVIORAL INFORMATION

SNTHS students are representatives of the school. Community members judge SNTHS by student actions. It is very important that students conduct themselves in a courteous manner at all times. Students who fail to obey the rules and regulations and/or fail to obey school or community officials are subject to disciplinary action.

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing, or using information unethically in any way.

What is cheating?

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source
- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results, including changing grades electronically

What is plagiarism?

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's work or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- Turning in purchased papers or papers from the Internet written by someone else
- Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the

assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

School-Wide Restorative Discipline Plan

Restorative Discipline Plan

The school-wide restorative discipline plan creates an environment for effective instruction and learning. SNTHS students have chosen to attend, and SNTHS staff members have chosen to teach at SNTHS. Zoning requirements do not apply to SNTHS. Therefore, SNTHS functions under the agreement by staff and students to honor and respect the student-teacher relationship. By honoring and respecting this relationship, staff and students are able to focus more completely on learning. SNTHS believes that through restorative discipline (teaching positive behaviors, repairing relationships, communicating with families, and increasing accountability through reversing harm) we build and strengthen our school community.

Our school-wide discipline plan will help to create an environment for effective instruction, student safety, and learning. Our discipline policies and procedures are designed to comply with Nevada law, protect the safety of our community, and promote our mission of career and college readiness. In the case of behavioral infractions, SNTHS operates under a restorative progressive discipline plan. There are 5 levels that are detailed below. Parents are involved in all levels of the process and are encouraged to be active participants in encouraging and assisting the school in improving student behavior.

Level 1: Teacher Intervention

When students behave in ways counter to the classroom behavior expectations that disrupt learning but does not threaten the safety of others, teachers will use the following steps to address the misbehavior.

- 1st Incident: Students receives a formal verbal warning. Teacher documents intervention. Parent contact optional.
- 2nd Incident: Teacher conducts classroom intervention to include but not limited to: parent contacts, reteach skill, student/teacher conference, reflection sheet, time-out/away, loss of privilege, owed time. Teacher documents intervention. Parent contact optional.
- 3rd Incident: Teacher implements similar interventions. Parent contact mandatory at this stage. Teacher requests and convenes a parent conference by phone or in person to review behaviors and determine solutions. A school Administrator may be present.
- 4th Incident: Teacher completes Impact Statement and Teacher Intervention Tracking Form to Administration. Teacher refers both documents to administration. Administration initiates a Level 2: Administrative Intervention.

Level 2: Administrative Restorative Justice Intervention: Resolution Agreement

When a student is referred to school administration after teacher interventions have proven unsuccessful, a member of the administration will initiate this level of intervention. If the misbehavior happens outside

of the classroom or if the activity impacts school operations/safety the administration may choose to move immediately to Level 2.

- Teacher provides input and documentation of prior interventions, parent contacts, accommodations, and Restorative Practices that have not yet proven successful.
- Administration will lead a Restorative Conference that will include: the student, parent/guardian, teacher, administrator, and any other staff, students, and/or community members affected by the behavior.
- Administration in collaboration with the student, family, teacher, etc., will develop a Restorative Behavior Plan. This plan may include multiple activities, sanctions, and consequences which will help the student reflect on their behavior, make amends for mistakes, and build trust through following the agreement. This resolution will be given a start and an end-date. Student is responsible for securing signatures from the listed people on the agreement who were impacted by the behavior, confirming that the student completed the activity.
- Behavior Incident and Resolution Agreement will be documented in Infinite Campus. Resolution Agreements will be kept on file.

Level 3: Administrative Restorative Justice Intervention for Safety/Behavior Issues: Restoration Plan

When a student's behavior endangers the safety/well-being of the student themselves, other students, staff, community members, and/or the behavior error makes the student ineligible to be placed in a CTE environment per OSHA and SNTHS safety protocols the following steps will be followed.

- If the behavior impacts safety, the student may be placed on In-School Suspension pending the development of a Restorative Conference and Restorative Behavior Plan.
- Administration will lead a Restorative Conference that will include student, teacher, administrator, and any other staff, students, and/or community members affected by the behavior.
- Administration in collaboration with student, family, teacher, etc., will develop a Restorative Behavior Plan. This Restoration Plan will include multiple activities, sanctions, and consequences which will help the student reflect on their behavior, make amends for mistakes through service, and/or build trust through following the agreement. The Restoration Plan, unlike the Resolution Agreement, will last for the remainder of the school year. The Restorative Behavior Plan will include a *reasonable plan of action based on restorative justice in accordance with the provision of NRS 392.477 and 392.467 (NRS 388A.495)*
- At the end of the conference, all members of the meeting will sign the Restorative Behavior Plan signaling that they understand the conditions of the plan, the length of the plan, and the consequence if the plan is violated. Parents/students will be provided with a signed copy of the Plan.
- Behavior Incident and Restorative Behavior Plan will be documented in Infinite Campus. Restorative Behavior Plans will be kept on file.

Level 4: Alternative Placement: Violation of Restoration Plan/Severe Behavior Impacting School

Safety The following applies when a student's behavior violates the previously established Restorative Behavior Plan, or the behavior is severe enough that the student must be removed from campus due to school-safety concerns and placed on out-of-school suspension. Levels 1-3 of the intervention process may be circumvented due to the nature and severity of the student's actions when those actions endanger themselves or others or criminal misconduct has occurred. A conference will be held with principal/designee, students, teacher, and student's parents within three school days of the incident. The

notice of the conference may be written or oral for each participant. The conference may be held in person or over the phone if all participants agree.

- Administration will document any postponements, conference, and its findings.
- Conference must be held before student can return to the classroom. During this conference another Restoration Plan may be developed if deemed suitable by administration.
- All attendance will be noted and missed work will be provided through MIA forms. Student is responsible for makeup of all missed work.
- At the conference, an explanation will be provided to student and parents as to the reason and behaviors which led to the suspension. Parents and student will have the opportunity to respond to explain pupil's behavior.
- Parents who do not attend or fail to respond to conference invite will be notified by mail, phone, or email of their waiver of the right to conference authorizing the principal to recommend placement of the pupil.
- Upon conclusion of conference or no later than 3 school days after the incident the principal/designee shall recommend whether to return the student to the classroom, continue the suspension, or pursue removal of the student from school.

Level 5: Possible Removal from School

This level of intervention applies if the behavior is a direct violation of Nevada state law regarding mandated removal from a Charter School, failure/refusal to follow administrative directive and/or a Restorative Discipline Plan, or the behavior is criminal misconduct.

- SNTHS High School students must participate in a CTE program as part of their enrollment requirement at SNTHS. If a student's behavior results in serious safety concerns for themselves or others in a CTE classroom/jobsite, the student may need to be removed from the CTE 100 classroom/jobsite for the safety of themselves and others. Once a student is deemed unable to participate in a CTE program, they are ineligible to be enrolled at SNTHS and may be removed.

******Special Considerations for Students Who Receive Special Education Services***

The SNTHS governing board designates the Principal/designee as their agent to consider suspension for a student who receives Special Education services if needed. An IEP team will meet to consult with the principal/designee and case-manager to ensure that the suspension does not constitute a change of placement or a violation of IDEA.

- Case manager and principal/designee will be consulted and informed of the discipline incident and IEP reviewed.
- Case manager will be involved in the parent conference with administration.
- Alternative discipline and consequences will be considered in lieu of suspension when appropriate.
- Teachers will work with case manager and administration on completion of missed work due to suspension or temporary placement.
- Any student who ultimately is expelled regardless of disability will be counseled of other educational options which best fits their educational needs by the administration

Security Cameras

Security cameras are in use inside and outside the school. All activities are being recorded and archived. Any student who tampers or damages a camera is subject to immediate suspension and/or removal from SNTHS.

Cell Phones

Cell phones may not be used during scheduled class time. Cell phones **MUST** be powered **OFF** during class time. Parents are to call the office at: 702- to get a message to their student during class time. Cell phones may be used outside during breaks or lunch. Students that are found to have their cell phones out during instructional time may be subject to discipline.

Food/Drinks

Food and drinks are not allowed in classes.

Alcohol and Drug Policy

Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, “look-alike” drugs, steroids, inhalants or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Please note that sales and distribution of controlled substances may result in the suspension from school. A habitual problem may result in expulsion from SNTHS.

Automobiles & Student Parking

Students who use cars for transportation to and from school are expected to comply with all Nevada laws and regulations, as well as the regulations. Students and parents **must register** license plate numbers of cars and proof of insurance which students will park on campus

Behaviors Resulting in Removal from SNTHS

Possession or use of alcohol and drugs, weapons, furnishing or sale of a controlled substance or an imitation of drugs may result in immediate suspension and subsequent removal from the school. Violence towards a teacher or administrator will result in immediate suspension and subsequent removal from the school.

SNTHS is a closed campus during class breaks and lunch. Passing breaks are to be used to visit the restroom, use phones, get a drink of water or snack, and get to and from the campus and the off-site classes. Students must remain in designated areas and may not go between cars or sit in cars. Students (including all 18-year-old students) may **NOT** leave the campus without a note or phone call from a legal guardian authorizing their release from school. Legal guardians must sign out students to be released. Violation of these policies can result in discipline, including suspension or removal from CTE program.

Smoking and Tobacco Policy

There will be NO tobacco products, including chewing tobacco, of any kind on campus including electronic cigarettes or vapes (e-cigarettes) or other devices that simulate smoking. SNTHS students are not permitted to use, distribute, or exhibit any tobacco related products while at any of the SNTHS campus sites or parking areas. Students are not to congregate or smoke on neighboring businesses' property or in the line of sight of SNTHS High School.

Tools/School Equipment

Students are responsible for the proper use, care, and storage of all tools and safety equipment issued to them while in their career programs. Any lost, stolen, or damaged tools as a result of improper or unauthorized usage will result in administrative action, which may include tool replacement/repair, suspension, and/or removal from SNTHS.

Bullying, Harassment, and Intimidation is Prohibited in Public Schools

Any behavior that impedes the learning environment and the ability of SNTHS students to learn in a safe and respectful environment is prohibited by law. Any of these offenses may warrant suspension and/or removal from school.

Safe and Respectful Learning Environment (NRS 388.134)

SNTHS– Anti Bullying Policy

SNTHS follows all laws and regulations that pertain to a Safe and Respectful Learning Environment supported by Nevada statute NRS 388.134.

An administrator who receives a report of bullying, cyber-bullying, harassment, or intimidation will address the following issues with the student/employee who was the target of the reported behaviors in a private meeting before assisting the student to complete the Complaint process.

Your Right to File a Complaint

The policy of the SNTHS is that all students and employees shall be free from bullying, cyber-bullying, harassment, and intimidation. All charges of bullying, cyber-bullying, harassment, or intimidation are to be taken very seriously by students, staff, administration, and parents. The school will make every reasonable effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all victims and all alleged offenders.

Sexual Harassment Policy

The sexual harassment of any employee or student of SNTHS is absolutely forbidden. Any employee who is made aware of an alleged incident of sexual harassment will take immediate action to bring the matter to the attention of the principal. A written description of the event will be requested from both parties.

Sexual Harassment Defined

Sexual harassment is unwanted and unwelcomed behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve or participate in school activities in a comfortable and supportive atmosphere. In school, sexual harassment may result from words or conduct of a sexual nature that offend, stigmatize, demean, frighten or threaten you because of your sex. Sexual harassment may involve a male harassing a female, a male harassing a male, or a female harassing a female, or a female harassing a male.

Examples of behaviors that may be considered sexual harassment include, but are not limited to:

- Comments, gestures or jokes of a sexual nature
- Spreading sexual rumors, commenting about a sexual behavior, or making sexual propositions
- Touching, grabbing, or pinching
- Sexual propositions, extortion or threats
- Sexting or harassment via social media

STUDENT CONDUCT CODE

Introduction

State law charges every teacher and administrator with maintaining order and discipline among students; therefore, SNTHS High School has developed rules, regulations and procedures which will maintain an orderly learning environment in this school.

The following rules, regulations, sanctions, and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties, in all aspects of their school experience. Students, parents, teachers, and administrators share the responsibility of ensuring appropriate student behavior.

Prohibited Conduct

The commission of or participation in or unlawful attempt of any of the following activities or acts in the school building or on school property is prohibited and may constitute cause for disciplinary action. In addition, students at school-sponsored, off-campus events and those using school-sponsored transportation shall be governed by school rules and regulations and are subject to the authority of school officials. An incident that constitutes the commission of a criminal act may be reported to the Police Department. The student's parent or guardian shall also be notified, if possible. Disciplinary action will be taken by the school, whether criminal charges result.

Criminal Offenses (As defined in applicable statutes or ordinances)

Violation of local, state or federal laws are enforced on properties of SNTHS or at activities sponsored by the school. Examples of such laws are indicated below:

1. **Alcohol:** The possession of, sales and furnishing alcoholic beverages.
2. **Arson:** The intentional setting of fire.
3. **Assault:** Physical or verbal threats with the intent or the ability to carry it through.
4. **Battery:** An unconsented-to touching or application of force to another person.
5. **Bomb Threat/False:** Willfully conveying by mail, written notes, telephone, radio, or any other means of communication, any threat knowing it to be false.
6. **Burglary:** Illegal entry with the intent to commit a crime.
7. **Destruction of Property:** Willfully and maliciously destroying or injuring real or personal property.
8. **Disturbing the Peace:** Maliciously and willfully disturbing the peace of any person; maliciously and willfully interfering with or disturbing persons in the school.
9. **Explosive Devices:** The possession of explosive or incendiary devices.
10. **False Fire Alarms:** False reporting of or transmission of signal knowing same to be false.
11. **Fireworks:** The possession of, sales, furnishing, use or discharge of same.
12. **Indecent Exposure:** An open indecent or obscene exposure of his/her person or the person of another.
13. **Larceny:** Stealing, taking, carrying away property of another.
14. **Libel:** A malicious defamation expressed to impeach a person's honesty, integrity, virtue or reputation.
15. **Marijuana:** The possession of, sales or furnishing marijuana.
16. **Narcotics:** The possession of, sales or furnishing a controlled substance.

17. **Narcotics Paraphernalia:** The possession of, sales, furnishing or use of controlled substance paraphernalia.
18. **Profanity:** Use of vile or indecent language.
19. **Robbery:** The unlawful taking of personal property from the person of another or in his presence, against his will, by means of force or violence or fear of injury.
20. **Stolen Property:** Receiving or possessing property of another, knowing or under such circumstances as would cause a reasonable person to know they were so obtained.
21. **Tampering With Motor Vehicles:** Willfully break, injure, tamper, remove parts,
22. deface a vehicle; without consent of owner, climb into or upon a vehicle with intent to injure; to manipulate any levers while vehicle is at rest or unattended or to set vehicle in motion.
23. **Trespass:** To be upon the property of another without permission of the owner and to stay upon same after warning. To be on school property or at a school function while under suspension from school.
- 24. Weapons:**
 - a) Brandishing any knife, blackjack, slingshot, billy, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver, or other firearm or other deadly weapon in a rude, angry, or threatening manner or to use same in any fight or quarrel.
 - b) Concealed - It is unlawful for any person to carry any concealed weapon commonly known as a knife, blackjack, slingshot, billy, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm, or other dangerous weapon.
 - c) Possession - It is unlawful for any person to possess any weapon commonly known as a knife, nunchaku, blackjack, slingshot, billy, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearms, or other dangerous weapon, or to possess any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause bodily injury to a person.
 - d) For the purpose of this regulation, and consistent with both NRS 202.265 and 202.253 - "Firearm" means: Any device from which a metallic projective, including any ball bearing or pellet, may be expelled by means of spring, gas, air, or other force, or any device designed to be used as a weapon from which a projectile may be expelled through the barrel by the force of any explosion or other form of combustion.
25. **In addition,** violation of other federal or state criminal laws of local ordinances at school, at school-sponsored activities or on school-sponsored transportation, is prohibited.

All of these offenses may warrant removal from SNTHS.

SNTHS Offenses

The following non-criminal activities may also lead to disciplinary action. Generally, these are acts that disrupt and interfere with the educational process or with the rights of other members of the educational community. This is not an exhaustive list. There may be other activities, which in the opinion of the school administration, may lead to disciplinary action.

1. **Alcoholic Beverages:** Being on campus, on school sponsored transportation or at a school-sponsored activity after having consumed an alcoholic beverage.
2. **Disobedience, Insolence, and Insubordination:** Students must obey the instructions of school personnel.
3. **Disruptive Conduct:** Conduct which interferes with the educational process. **NOTE:** Serious situations may be handled under criminal sanctions.

4. **Fighting:** SNTHS has no tolerance for violence.
5. **Hazing:** Any act which forces another student to undergo a humiliating or abusive ordeal, as in initiations.
6. **Inappropriate Dress and Appearance:** Dress and appearance must not present potential health or safety problems or cause disruptions.
7. **Misconduct on School Vehicles:** Any action which creates a safety hazard or distracts the attention of the driver.
8. **Plagiarism and Cheating:** Passing off another's answers, ideas, words or work as one's own or using unauthorized notes during a quiz or test.
9. **Possession and Use of Tobacco, Cigarettes, E-Cigarettes, Chew, etc.,** on school property or at a school-sponsored activity.
10. **Sexual Harassment:** A student should not be sexually harassed, discriminated against, denied a benefit, or excluded from participation in any SNTHS educational program or activity as guaranteed by Title IX of the Educational Amendments of 1972. Sexual harassment is defined as the verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of the school or by a student. No student shall be denied or limited to the provision of aid, benefits, services, or treatment protected under Title IX.
11. **Spreading False or Unsubstantiated Information** in writing or verbally about
12. a person and harming his/her reputation.
13. **Traffic violations on school grounds.**
14. **Truancy:** Being absent from school without a valid excuse acceptable to SNTHS.
15. **Gang Activity**

All of these offenses may warrant suspension and/or removal from SNTHS.

Sanctions

Each teacher has the authority to remove students temporarily from class or to discipline students for cause. Discipline decisions are based upon the school Progressive Discipline Plan.

When it has been determined that a law, a regulation, or a school rule has been violated, appropriate disciplinary action will be taken. Disciplinary action may include but is not limited to:

1. Notification of the Police Department when it appears that a law may have been violated.
2. Expulsion: The removal of a student from further attendance in the school as required by the state for certain offenses.
3. Suspension: The temporary removal of a student from school or from school-sponsored activities.
4. Removal from SNTHS: Two or more violations of school rules will result in the continuation of progressive discipline which may include, but is not limited to, the removal of the student from SNTHS and a referral to the student's zoned high school.

State Mandated Expulsion for a Firearm and or Deadly Weapon (NRS 392.466.3)

There is certain conduct for which the state mandates expulsion:

1. **One Year Expulsion.** The school must expel any student for a period of not less than one year from school if at any time the student is found in possession of a firearm or dangerous weapon at any activity sponsored by a public school or on any school bus.

2. **Permanent Expulsion.** The school must permanently expel a student from the school he/she attends if the student commits any offense for the second time that requires a state mandated suspension for the first occurrence.

Suspension or Expulsion (NRS 392.466):

By state law a student may be suspended for at least a period equal to one (1) semester or expelled from school for the reasons listed below. Students may be permanently removed from SNTHS for these offenses.

1. On the first occurrence, the student commits a battery, which results in the bodily injury of an employee of the school while on the premises of any public school, at any activity sponsored by a public school, or on any school bus.
2. On the first occurrence, the student sells or distributes any controlled substance while on the premises of any public school, at any activity sponsored by a public school, or on any school bus.
3. In one school year, there is written evidence that the student has threatened or extorted or attempted to threaten or extort another student, teacher or other personnel employed by the school two or more times or the pupil has a record of five significant suspensions from the school for any reason; and the pupil has not entered into and participated in a plan of behavior.
4. In one school year, there is written evidence that the student has been suspended for initiating without provocation, at least two (2) fights on school property.

Suspensions

Suspension is the temporary removal of a student from school or from school-sponsored activities. Students may be suspended for the following reasons:

- Violation of any state law or local ordinance in a school building, on school grounds, or at a school-sponsored activity
- Violation of school rules or regulations established under Board Policy.
- Student's actions or inactions at school or school-sponsored activity which disrupt, interfere with, or pose a threat to the educational program, to other students, to staff, to visitors or to the student personally.

Per NRS 392.4657 a suspended student is prohibited from attending school for 3 or more consecutive days; and requires a conference with the student and their legal guardian. Students who are being suspended will participate in a plan of behavior agreed upon by the school, student, and parent/guardian. This plan will be designed to help mitigate and correct the unwanted behavior.

In accordance with **NRS 392.4655** any pupil with a record of **5** suspensions in a school year and has not participated in or opts out of the plan of behavior will be deemed a habitual discipline problem and may be suspended from school for a period equal to at least one school semester or expelled from SNTHS.

Parents Shall Be Notified whenever a student is suspended. School work missed as a result of suspension will be provided to the student by their teacher(s). Not participating in this school work may result in a lower grade for the semester.

Types of Suspension

Emergency Suspension: The principal or his or her designee may suspend any student whose conduct is determined to be a clear threat to the physical safety of others, or to the property interest of others, or is so extremely disruptive as to make the student's temporary removal necessary to preserve the right of other students to pursue an education.

Short-Term Suspension: The removal of a student from the school for a period less than 10 days. The student is not allowed to attend any class or school-sponsored activity or be on school property for the duration of the suspension.

In-School Suspension: Removal of a student from his/her classes and all school activities for no more than ten days. During the term of the suspension, the student will remain in a separate supervised area of the school.

Searches of Students

The primary function of the school is education. A decision to search a student, his/her possessions, or any school property or area assigned to him/her for his/her individual use shall be made in accordance with the following guidelines:

The student has a right of privacy in his/her person, his/her personal belongings and effects and his/her personal automobile parked on school grounds; but that right is limited by the needs of all students for a safe, calm, and orderly school environment.

A teacher, administrator or other school employee designated by an administrator may search the person of any student, the personal effects in the student's possession, or any student's automobile parked on school grounds, under any of the following:

- The search is made in connection with a lawful arrest
- The search is made with the voluntary consent of the student
- The search is conducted on the reasonable suspicion that the student is engaged in an activity which violates a law or published school rule, regulation or policy or that the student is carrying, concealing or sequestering material the possession of which is prohibited by law or by published school rule, regulation or policy

Canine Searches

The school may conduct canine searches of school hallways, classrooms, buildings, parking lots, and other school property through the use of a canine unit. A canine unit consists of a qualified handler and a dog especially trained to detect illegal or prohibited substances, weapons, or bombs.

Appeal for Suspension

Suspension appeals from SNTHS will be coordinated with one of the school's designees. In most cases this will be either the school's Principal or Executive Director. The appeal must be initiated within 3 school days of the suspension notification. The appeal must be completed in writing by a parent or guardian.

The following steps need to be followed:

Step 1: If a parent feels that the suspension from SNTHS is inappropriate, the parent must request a meeting in writing with the assigned designee by utilizing the SNTHS Suspension Appeals Form. The designee will meet with the parent to review the suspension within 2 school days of receipt of the appeal. The designee will take all available information from those involved (student, parent, staff, assistant principal, etc.) and will decide on the student's suspension status. The decision of the board designee regarding suspension will be final.

Step 2: The school (administrators, teachers, and staff) along with the student and families will help create a restorative discipline plan to be set in place for when the student returns. The plan will help with student accountability, restore relationships that have been harmed, and help make things right.

The school will review all circumstances and decisions and will make sure SNTHS is in complete compliance with the Americans with Disabilities Education Act

Appeal for Removal/Expulsion

Removal appeals from SNTHS will be coordinated through the Principal. If a parent feels that the removal from SNTHS was inappropriate, they should request a meeting with the Board President in writing through the Principal. The Board President will make a decision on the appeal. If the parent disagrees with the President's decision, they may appeal the President's decision to SNTHS's full governing board. The parents must request time on the board agenda for a closed session to hear the appeal. All agenda items must be publicly noticed within the guidelines for Nevada Open Meeting Laws. The student will be placed on emergency suspension until the next board meeting where the item can be legally noticed (this may be up to 30 days). The governing board's decision is final.

Covid-19 Health and Safety Policy

Please note that SNTHS will follow state, county, and local directives/declarations and **may** reinstitute the following measures **if** so directed. *Please note that these measures may not be fully inclusive of directives that may arise throughout the school year.*

Assumptions;

1. SNTHS will follow all directives and declarations from the Governor of Nevada in the event that an epidemic/pandemic is declared in the state or county.
2. The school will follow all directives and declarations from Nevada Superintendent of Public Instruction pertaining specifically to public schools.
3. SNTHS will coordinate with county and local government health officials during a declaration of an epidemic/pandemic.

ACCESS TO STUDENT EDUCATIONAL RECORDS

Parents' and Students' Rights Concerning Student Records

The SNTHS Board of Directors recognizes the rights of students who are 18 years of age or older to inspect their own student records. In the case of students under 18 years of age, the Board recognizes the rights of their parents or legal guardians to inspect their children's student records. Further, the Board also recognizes that the privacy of such records shall be protected.

Family Education Rights and Privacy Act (FERPA)

Most information about SNTHS students cannot be made public without the consent of parents or guardians. Federal law prohibits schools or the district from releasing information without permission, except for what is termed "directory information" (defined below). According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by the district without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information. However, schools do use discretion when they receive requests for directory information and will not release such information if it is the principal's judgment that releasing such information would not be in the best interest of the student.

Parents and guardians or students 18 years of age or older who do NOT want directory information released must notify the school principal prior to October 1. A simple form has been created for this purpose and it is available at all high schools. This form allows for the information to be withheld from everyone, or just from military recruiters. If the form is not received by the school prior to October 1, the school and the district will assume that consent has been given.

The district's policies on access to student information are in compliance with FERPA and Nevada Revised Statute (NRS) 392.029 of the 1997 legislative session.

What is general directory information?

Certain information is made available to most other individuals only with parental written permission. Activities such as awards, scholarships, college/technical school information and various school publications such as yearbooks and athletic programs, however, require the use of some general information about students. Such information is called *general directory information*. Examples of *general directory information* are:

- Name, address, telephone listing, e-mail address
- Date and place of birth, photographs
- Participation in officially recognized activities and sports
- Field of study
- Weight and height of athletes
- Enrollment status
- Degrees and awards received
- Dates of attendance
- Most recent previous school attended
- Grade level

Parents have the right to see any documents or materials directly related to their children that are kept within the school or Clark County School District offices.

Who may obtain such information?

- All legal parents and legal guardians. In the case of divorce, custodial and noncustodial parents have access to the child’s record, unless a legally binding document declares differently.
- Children over the age of 18, emancipated minors, or those attending post-secondary institutions.
- School officials or researchers working with the District or Nevada Department of Education with a legitimate educational interest.
- School officials in a district to which the child intends to transfer.
- Individuals connected with a health or safety emergency.
- In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents (or students) have advised the LEA in writing by October 1st that they do not want the student’s information disclosed without prior written consent.

For additional information on FERPA or NPRA, contact the school principal.

Additional Resources:

The state department:

Nevada Department of Education
700 East Fifth Street
Carson City, Nevada 89710
Phone: (775) 687-9181

Parents/eligible students who believe their rights may have been violated may file a complaint by writing or phoning the Family Policy Compliance Office:

Family Policy and Compliance Office
400 Maryland Avenue, SW
Washington, DC 20202-4605
Phone: (202) 260-3887

EQUAL OPPORTUNITY IN EMPLOYMENT AND EDUCATION COMPLAINT PROCEDURE

Any student or employee of SNTHS who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity because of a handicapping condition, as guaranteed by Section 504 of the Handicap Rehabilitation Act of 1973; age, racial or religious bias as guaranteed by Title VI of the Civil Rights Act of 1964; disability as described by Title I of the Americans With Disabilities Act (ADA); or been subject to harassment or sexual discrimination as described by Title IX of the Educational Amendments of 1972; may file a written complaint with the person indicated on the Complaint Form. A compliance committee composed of three persons designated by the Principal in consultation with the Board of Directors with shall review the written complaint and hear evidence concerning the complaint, if necessary. A written decision shall be made by the committee within ten days after the receipt of the complaint or the close of the hearing, whichever last occurs, and mailed to the complainant by registered mail.

If the complainant is not satisfied with the decision, he or she may submit a written appeal to the President of the Board of Directors within ten working days after receipt of the written decision indicating with particularity the nature of disagreement with the decision and his or her reasons underlying such agreement. The President or his/her designee shall consider the appeal within ten working days after receipt of the appeal on the basis of a record presented before the committee and shall provide the complainant with a written decision by registered mail within twenty working days following receipt of the written appeal.

TRANSCRIPTS

The school will forward educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll provided release has been signed by the student if over 18 years of age or a parent or guardian if the student is under 18 years of age.

UNIVERSITY AND COLLEGE ENTRANCE REQUIREMENTS

It is strongly recommended that the student personally contact the college of his/her choice in order to learn the admission requirements.



Parents and Student Acknowledgement

Parents and students: Please read the statements below, check each box, sign, and date the form, and return to school.

- I accept the responsibilities expected of me as a student enrolled in Southern Nevada Trades High School.
- I accept the responsibilities expected of me as a parent/guardian of a student enrolled in Southern Nevada Trades High School.
- We acknowledge that we have read the policies, procedures, rules, regulations, and practices presented in the Student Discipline Policies.

Name of Student (Please Print)

Student's Signature

Name of Parent/Guardian (Please Print)

Parent/Guardian's Signature

Date

This completed form must be signed and returned to the student's 1st period teacher. No later than August 22, 2023.



SNTHS

SOUTHERN NEVADA
TRADES
HIGH SCHOOL

EMPLOYEE HANDBOOK

2023-2024

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WELCOME TO SOUTHERN NEVADA TRADES HS (SNTHS)

Welcome to SNTHS! We are happy to have you as a member of our School family!

OUR MISSION

Southern Nevada Trades High School promotes excellence in academic and career and technical education, preparing students for post-secondary education and careers in construction related professions.

OUR VISION

Through innovative career and technical training integrated with aligned academics, community partnerships, and individualized college and career-readiness planning, students' passions for learning are ignited and they are prepared for success in postsecondary education and the workplace.

- **Integrated Curriculum:** We believe that hands-on career technical education (CTE) – in the classroom, in the workshop, and on the job-site – prepares students with the knowledge and skills for successful futures in construction-related careers. We believe that pairing CTE with aligned academics provides students with the skills necessary to adapt and grow throughout their careers.
- **Passion for Life-long Learning:** We believe that the unique combination of CTE and aligned academics spark student passion for learning while encouraging other essential life skills such as critical thinking, communication, and teamwork.
- **Individualized Planning and Support:** We believe that engaging students 1:1 in planning and refining their course of study throughout their high school career prepares graduates for success in their chosen educational and career paths.
- **Community Partnerships:** We believe that close collaboration with local industry and postsecondary institutions provides students with access to work experiences, industry-recognized credentials, and post-secondary credit that set them up for immediate success upon graduation.
- **Career and College Readiness:** We believe that an explicit focus on the skills necessary in college and careers provides students with opportunities to receive feedback and develop these skills that will set them up for success.

INTRODUCTION

This Employee Handbook is designed to acquaint employees with the policies and procedures for SNTHS.

This is intended to be a guidebook with a brief overview of our policies. However, this in no way represents all policies and procedures for the organization and is subject to modification at any time. The Employee Handbook describes many of the responsibilities of the employee and outlines the programs developed by SNTHS to benefit employees. One of our top objectives is to provide a work environment that is conducive to both personal and professional growth.

While every attempt has been made to create these policies consistent with federal and state law, if an inconsistency arises, the policy(s) will be enforced consistent with the applicable law. An Employee Handbook cannot anticipate every circumstance or question about policy. As SNTHS continues to grow, the need may arise to revise the Employee Handbook. SNTHS reserves the right to revise, supplement, or rescind any policies or portion of the Employee Handbook from time to time as it deems appropriate in its sole and absolute discretion.

Employees will, of course, be notified of such changes to the Employee Handbook as they occur. No oral statements or representations can in any way change or alter the provisions of this Handbook. This Employee Handbook will supersede any previous employee handbook or policy manual that may have been provided to employees. These policies are not a legal document or an employment contract.

AT-WILL EMPLOYMENT

All employees at SNTHS are “at-will.” This means that both employees and SNTHS have the right to terminate employment at any time, with or without advance notice, and with or without cause. No one other than the Executive Director, with Board approval, has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the Executive Director.

Any exception to this policy of employment-at-will may only be made in writing signed by the Director. In particular, this policy cannot be modified, nor does anyone have the authority to modify it, except for the Executive Director, with Board approval, by any statements, expressed or implied, contained in this Manual; the application; or any memoranda, policy, procedure, or other materials or statements provided to applicants or employees in connection with your employment. This policy supersedes any and all written or oral or implied representations that are in any way inconsistent with it.

EQUAL EMPLOYMENT OPPORTUNITY

SNTHS seeks to recruit, employ, and retain the best qualified employees regardless of actual or perceived race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin, native language, age (against individuals 40 years of age or older), sexual orientation, gender identity or expression, genetic information, veterans or military status, political affiliation, marital status, disability, lawful use of any product when not at work, use of service animal, or opposing unlawful employment practices.

Our commitment to equal treatment includes maintaining a workplace free from sexual, racial, ethnic, religious or other forms of illegal harassment

NONDISCRIMINATION AGAINST AND ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

SNTHS complies with the Americans with Disabilities Act (“ADA”) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. SNTHS also provides reasonable accommodation for such individuals in accordance with these laws. It is Southern Nevada Trades High School’s policy to, without limitation:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the preemployment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
3. Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on SNTHS and the educational process of serving its students. Undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of education the students of SNTHS.
4. Notify individuals with disabilities that SNTHS will provide reasonable accommodation to qualified individuals with disabilities, by including this policy in SNTHS’s employee manual and by posting the Equal Employment Opportunity Commission’s poster on not discriminating against individuals with disabilities and other protected groups.

Qualified individuals with disabilities may make requests for reasonable accommodation to the Principal in writing. On receipt of an accommodation request, the Principal will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation SNTHS may make to help overcome those limitations.

The Principal, in conjunction with the Executive Director, will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, SNTHS overall financial resources and organization, and the accommodation's impact on the educational operation of SNTHS, including its impact on the ability of other employees to perform their duties and on the SNTHS's ability to conduct the business of educating children.

After the Principal and Executive Director have determined if the requested accommodation is reasonable, the Principal will notify the employee. If the accommodation request is denied, the employee will be advised of their right to appeal the decision to the Board of Directors by submitting a written statement to the Executive Director along with the reasons for the request.

At the next scheduled meeting, the Board of Directors will review the appeal of the employee request for accommodation. After reviewing an employee's appeal, the Board of Directors will, in turn, notify the Executive Director of its decision. The Executive Director will, in turn, notify the individual making the appeal of the Board of Director's decision, which will be final.

EMPLOYEE RELATIONS

HUMAN RESOURCES

The function of human resources at SNTHS is conducted by the school's administrative team and Executive Director. The responsibility of human resources is primarily conducted by: The Secretary/Registrar/Office Manager, The Principal, and The Executive Director.

DISPUTE RESOLUTION PROCEDURE

SNTHS has established a dispute resolution/grievance procedure to allow employees an opportunity to voice any concerns they may have. We believe that most disputes can be handled on a professional level between individual staff members. If staff are unable to resolve their concerns they are encouraged to reach out to supervisor for further guidance and mediation.

ANTI-HARASSMENT POLICY

SNTHS is committed to maintaining a work environment that is free of illegal harassment. In keeping with this commitment, we will not tolerate illegal harassment of our employees by anyone, including any supervisor, co-worker, visitor, vendor, client, or parent.

Illegal harassment consists of unwelcome conduct, whether verbal, or physical, or visual, that is based upon a person's legally protected status, such as sex, color, race, religion, national origin,

age, disability, veteran status, sexual orientation or other protected status. We will not tolerate illegal harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Any such illegal harassment is strictly prohibited.

COVERAGE

SNTHS absolutely prohibits illegal harassment during work, during business involving the SNTHS, or while on school property by any employee or by any non-employee (including parents, visitors and vendors).

While all employees are responsible for compliance with this policy, management at all levels is particularly responsible for preventing illegal harassment in the workplace. This responsibility includes immediately reporting conduct by anyone, whether a co-employee, administrator, or non-employee, that may constitute illegal harassment, even if the conduct was sanctioned and regardless of how awareness of the conduct was gained.

SEXUAL HARASSMENT DEFINED

Sexual harassment is a form of sex discrimination that violates Nevada state law and Title VII of the Civil Rights Act of 1964.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct, explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed, but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

EXAMPLES OF PROHIBITED CONDUCT

Examples of conduct specifically prohibited under our policy against sexual harassment include but are not limited to:

- Offering or implying an employment-related reward (such as a promotion or raise) in exchange for sexual favors or submission to sexual conduct.
- Threatening or taking of a negative employment action (such as termination, demotion, denial of a leave of absence) if sexual conduct is rejected.
- Unwelcome sexual advances or repeated flirtations.
- Unwelcome intentional touching of another person or other unwanted intentional physical contact (including patting, pinching, or brushing against another person's body).
- Unwelcome whistling, staring, or leering at another person.
- Asking unwelcome questions or making unwelcome comments about another person's sexual activities, dating, personal intimate relationships, or appearance.
- Unwelcome sexually suggestive or flirtatious gifts.
- Unwelcome sexually suggestive or flirtatious letters, notes, e-mail, or voice mail.
- Unwelcome conduct or remarks that are sexually suggestive or that demean or show hostility to a person because of the person's gender (including jokes, pranks, teasing, obscenities, obscene or rude gestures or noises, slurs, epithets, taunts, negative stereotyping, threats, blocking of physical movement).
- Displaying or circulating unwelcome pictures, objects, or written materials (including graffiti, cartoons, photographs, pinups, calendars, magazines, figurines, novelty items) that are sexually suggestive or that demean or show hostility to a person because of the person's gender.

PROCEDURE FOR REPORTING SEXUAL HARASSMENT

Please note that all complaints will be handled as confidentially as possible

A. Employees Responsibility

- i. Any employee who believes that he or she has been subjected to any form of illegal harassment by anyone is encouraged to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.
- ii. Complaints of illegal harassment should be brought to the attention of the Principal. Should the grievance be against the Principal you should discuss the problem directly with the Director, Board President, or both.

- iii. If the employee feels uncomfortable about discussing the complaint with the Director or Board President, the employee should feel free to bypass them and take the complaint to any member of the Board. To request a member of the Board contact information please see the Office Manager.

B. Administration Responsibility

- i. After receiving the employee's complaint of illegal harassment, the appropriate administrator will take a report from the employee. After a report has been filed with administration, the administrator will contact the Board President.
- ii. If the Principal or Director has not received a complaint but suspects that conduct might constitute illegal harassment by an employee, the administration will contact any of the officials listed above, regardless of how the administration became aware of the conduct.

C. Investigation and Resolution

- i. After notification of the employee's complaint, an investigation by one of the above-listed official(s) will immediately be initiated to gather all facts about the complaint.
- ii. After the investigation has been completed, a determination will be made by appropriate management regarding the resolution of the case. If warranted, disciplinary action up to and including termination will be imposed on the employee committing the illegal harassment. Other appropriate actions will be taken to correct problems caused by the conduct.
- iii. However, if after investigating any complaint of harassment or unlawful discrimination, SNTHS determines that the complaint is not bona fide and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the employee who filed the complaint or who gave the false information.

DISCIPLINARY ACTION

Whenever a group of people work together, there must be standards of conduct and attendance for common guidance and efficiency.

If you have any questions about these standards of conduct and attendance, or about what to do or not to do in a situation, please contact the Principal.

Obviously, when employee misconduct occurs, measures must be undertaken to correct the situation and to curtail further occurrences. The approach SNTHS takes to discipline may vary depending in our discretion on, among other things, the gravity of the offense, the

circumstances under which it occurred, your duties, and your overall work record, including any prior misconduct. In order of severity, discipline can take one of the following forms:

- Verbal Counseling | Performance Plan
- A written Warning | Letter of Admonishment
- SUSPENSION from work
- DISCHARGE

Keep in mind that SNTHS has no obligation to use any one or more of these forms of discipline prior to discharging an employee. Any or all of these steps can be omitted as SNTHS deems appropriate, in its discretion. Moreover, by establishing this disciplinary procedure, SNTHS is not relinquishing or limiting its managerial right to discharge for any or no reason at all, at any time, with or without notice.

SNTHS decision in every case is final and binding on all concerned, including the disciplined employee and all other persons or entities involved in any way, directly or indirectly.

If you do receive the benefit of any of these methods of constructive counseling, however, be sure to take advantage of the opportunity to learn from your mistakes and improve.

GUIDELINES FOR APPROPRIATE CONDUCT

As an integral member of SNTHS team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

All written correspondence to persons, agencies, or others outside SNTHS on SNTHS stationary or in the name of SNTHS must be made with the knowledge and consent of the Principal or Executive Director.

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of SNTHS, you will be subject to disciplinary action, up to and including termination.

MANDATORY SELF -REPORTING BY STAFF:

Charge, Arrest, or Conviction of a Crime

Per NRS 391.056 all SNTHS employees are required to self-report a charge, arrest or conviction of a crime on an annual basis. This form will be distributed to you by the Principal at the beginning of the school year. Employees must complete and sign this document and return it to the Principal.

PERSONAL RELATIONSHIPS IN THE WORKPLACE

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts, and/or problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. For purposes of this policy, a relative is defined as any person who is related by blood, marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship.

Employees must not allow a personal relationship with a colleague to influence their conduct at work. During the workday, all interactions must remain professional. All employees of SNTHS must disclose the existence of a romantic, familial, or sexual relationship with a coworker. Disclosure may be made to the individual's immediate supervisor. SNTHS will review the circumstances to determine whether any conflict of interest exists.

No employee may be romantically involved or conduct an inappropriate relationship with an SNTHS student. If there is inappropriate communication from a student to an employee, the employee must immediately notify their supervisor. Any inappropriate relationship with a student will be cause for immediate termination and referral to local law enforcement.

CONFLICT OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Transactions with outside firms must be conducted within a framework established and controlled by the administration of SNTHS.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of SNTHS's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their Supervisor or Administrator of SNTHS as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which SNTHS does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving SNTHS.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as it does not prevent them from meeting the necessary need of their position at SNTHS. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside SNTHS for materials produced or services rendered while performing their jobs. If providing tutoring outside of school hours directly for a parent, a release must be signed so the parent understands the employee is not providing tutoring as an employee of SNTHS. The employee's supervisor must be made aware of this arrangement prior to beginning services. Employees may not engage in outside employment that poses any legal or ethical consequences.

GENERAL POLICIES AND PROCEDURES

HOURS OF BUSINESS

The normal work day at SNTHS is 7:30 a.m. to 3:30 p.m.

Although there is a certain degree of flexibility, prior approval from the Principal or his or her Designee is required before leaving early.

EMPLOYMENT CATEGORIES

It is the intent of SNTHS to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

- **FULL-TIME employees** are those who are not in a temporary status and who are regularly scheduled to work SNTHS's full-time schedule. Generally, they are eligible for SNTHS's benefits package, subject to the terms, conditions, and limitations of each benefit program. This pertains to those employees who work a regular schedule of thirty (30) hours or more each week.
- **PART-TIME employees** are those who work continuously for a specified number of scheduled hours per week which is less than a full-time schedule of thirty (30) hours per week. Part-time employees receive all legally mandated benefits they may be eligible for. Enrollment in the 401(k) Retirement Plan is offered to part-time employees once the employee has worked the required number of hours for eligibility.
- **EXEMPT employees** are employees who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
- **NON-EXEMPT employees** are employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees are normally required to account for hours and fractional hours worked.

HIRING APPROPRIATELY CERTIFIED TEACHERS AND CERTIFIED LICENSED STAFF

The Every Student Succeeds Act (ESSA) requires that teachers be certified in the core academic content area(s) they teach. ESSA places major emphasis upon teacher quality as a factor in improving achievement for all students.

SNTHS has adopted these guidelines and will hire only appropriately certified Teachers for all core and required academic contents offered. All supporting certificates reflecting approved subject areas, endorsements and highly qualified documents will be obtained and verified at the time of hire and/or during new hire onboarding.

All teachers and certified/contracted staff members are required to hold a valid and up-to-date certification or license in the field that corresponds with the position the employee is to hold. It is the employee's responsibility to maintain and update their certification or license. The employee is to provide a copy of the valid and up-to-date certification or license upon hire, or renewal of the certification or license each year the employee holds a position with SNTHS or an affiliate. A charter school shall not employ a teacher who's certificate has been surrendered or revoked, unless the certification has been subsequently reinstated by the state board of education.

EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join SNTHS are qualified and have a strong potential to be productive and successful, SNTHS may contact previous employers to complete reference checks as part of the onboarding and background screening process. This may also include requests for reference contact information and/or letters of recommendation from previous supervisors.

BACKGROUND CHECK & FINGERPRINT REQUIREMENTS

Southern Nevada Trades High School is committed to the protection of all persons who are associated with SNTHS including members, staff, volunteers, and guests. As required by the Operating Standards for SNTHS, SNTHS shall conduct criminal background checks of all employees and board members as well as volunteers who have direct repetitive contact with children participating in our programs. It is the responsibility of the employee or volunteer to schedule and pay for this requirement. SNTHS will carry out this requirement in a fair, consistent, and non-discriminatory manner, complying with applicable state and federal laws and guidelines (NRS 388A.515; NRS 388A.516)

UNPLANNED ABSENCES AND TARDINESS

We recognize that emergencies and unplanned situations occur. For unplanned absences or tardies please notify the Principal by phone call, email or text as soon as possible. The direct Supervisor must also be contacted on each additional day of an unexpected absence. SNTHS may request a written medical excuse from the employee's doctor, for any absence, at SNTHS's discretion.

Chronic, habitual, or excessive absenteeism or tardiness, as judged by the Principal, may result in disciplinary action, up to and including termination.

PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals on a regular basis's. Formal performance evaluations are conducted to provide both Supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. SNTHS wants to help employees to succeed in their jobs and to grow. In an effort to support this growth and success, SNTHS has an annual review process for providing formal performance feedback. If applicable, salary/wage reviews for the year typically occur in conjunction with the performance evaluation process.

VOICE MAIL, EMAIL, AND INTERNET ACCESS

The communications system, computer network, and software operating on those systems, including, but not limited to, the e-mail system, are the property of SNTHS and are to be used for SNTHS business only.

Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the Internet. Educational materials created while employed at SNTHS must remain accessible to SNTHS and the creator. Employees may make electronic copies of this media on their own personal storage device. Employees are not to delete, hide, or remove property from their classroom or computer.

Employees shall not send, receive, display, print, or otherwise disseminate material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory. SNTHS's discrimination and harassment policies apply in full to voicemail, e-mail, internet, and network components of SNTHS's communications and computer systems. Any employee encountering such material should report it to the administration immediately.

No employee may use SNTHS's voicemail, internet or e-mail resources for commercial or personal advertisements, solicitations, promotions, destructive programs (*i.e.*, viruses and/or self-replicating code), political material, or any other unauthorized or personal use. In addition,

no SNTHS information should be posted on the Internet without prior approval from the administration.

Employees should exercise the same care in drafting emails or communicating on social media, as they would for any other written communication. Anything created on the computer, email or internet may, and likely will, be reviewed and further distributed by others.

Any employee that violates this policy will be subject to appropriate disciplinary action, up to and including termination.

PAID TIME OFF POLICY (PTO)

SNTHS offers PTO time to all regular employees. PTO time is an all-encompassing leave that allows employees to use the leave at their discretion for any need necessary. All full time Employees will be granted 15 PTO days. Employees are not eligible to receive pay out of untaken paid time off at the termination of their contract. Employees may roll over up to 5 days of unused PTO to the next calendar year.

All PTO time should be requested at least 2 weeks prior to the planned absence. If it is an unplanned absence, an employee may also use PTO time to cover pay during the absence with supervisor approval. PTO can be used in minimum increments of 1 hour for non-exempt employees. Exempt employees must use PTO in increments of 8 hours. Requests will be reviewed based on a number of factors, including business needs, substitute availability and staffing requirements. If approved, the request will be processed with payroll and subtracted from the leave entitlement. Leave balances will be available on the online paycheck stub. Employees may not submit or receive paid time off during their resignation notice period.

Time off allowances for employees will be frontloaded at the beginning of the school year or upon date of hire.

BLACKOUT VACATION AND TIME-OFF DATES

Based upon business needs, there are certain dates that will be considered “blackout dates”. Blackout dates are dates when employees will not be approved to take time off from work. These blackout dates will be communicated to the employees via their supervisors, principals, administrators, or from the district level. Examples of potential blackout dates may be pre-service training, the first and final two weeks of school, state standardized testing, school events and any other day/dates that have been designated by supervisors or from the district level. Failure to show to work on a designated blackout date may result in disciplinary action in accordance with the attendance policy.

BEREAVEMENT

Time off with pay may be granted to all regular full-time employees when a death occurs in an employee's immediate family. Immediate family is defined as the employee's spouse, children, father, mother, brother, sister or domestic partner. Bereavement leave is anticipated to be taken within close proximity to the death of the family member. A maximum of three days may be taken, supporting documentation may be required upon the Employee's return to work.

HOLIDAYS

SNTHS will grant holiday time off to all active employees on the holidays listed below depending on position. SNTHS will grant holiday time off to all eligible employees without a waiting period. Pay for holiday hours will not be counted as hours worked for the purposes of determining overtime.

If a holiday falls on a Saturday, the holiday will be observed the Friday before and if the holiday falls on a Sunday, the holiday will be observed the Monday after unless otherwise scheduled by school administration. (i.e. if school is in session on the observed holiday date, administration has the right to change the observed holiday to a reasonable day that will accommodate normal operations and not interrupt school hours).

Campus Paid Holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- New Year's Eve
- Nevada Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- The week from Christmas Eve to New Year's Day

LEAVE OF ABSENCE POLICY

A leave of absence is defined as an unpaid approved absence from work for a specified period of time for medical (for self or care of a family member) or personal reasons. As soon as the potential need for a leave of absence and/or short term disability is identified, employees should contact the administration.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

SNTHS complies with the Family and Medical Leave Act of 1993 (FMLA). FMLA provides eligible employees up to 12 workweeks of unpaid leave for specified family and medical reasons during a 12 month period. To be an "eligible employee", an employee must: (1) have been employed

for at least 12 months and (2) have worked for at least 1,250 hours of service during the 12 month period immediately preceding the commencement of the leave.

When a holiday falls during a week in which an employee is taking the full week of FMLA leave, the entire week is counted as FMLA leave and will be unpaid. However, when a holiday falls during a week when an employee is taking less than the full week of FMLA leave, the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for that day. Any day counted as FMLA will still be considered unpaid.

Leave may be taken for anyone, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any qualifying demand arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of contingency operation.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Intermittent FMLA for baby bonding time is not permitted. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

If an employee is eligible for FMLA leave, they are responsible for providing at least 30-days notice for any leave that is foreseeable. If 30-days notice is not possible, they must provide notice as soon as practical. Employees may be required to obtain a medical certification of the need for FMLA leave from a health care provider (if applicable). An employee resigning his/her position prior to start of leave is considered ineligible for FMLA and the last physical day of work will be recorded as the employment end date.

PREGNANCY-RELATED ABSENCES

SNTHS will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this Handbook and all applicable federal and state laws. Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

PERSONAL LEAVE OF ABSENCE

An eligible employee who has completed at least 90 days of employment who is in good standing may request time off for medical (for self or care of a family member) or personal needs. If an employee has available PTO, PTO must be exhausted during the leave period. If PTO has been exhausted and other types of leaves are not applicable, regular full-time employees may request an unpaid leave up to 30 days. Approval of this type of leave must be agreed upon by the employee's supervisor. SNTHS will maintain the employee's health benefits, but the employee is responsible for paying their portion of the insurance premiums to continue their health insurance coverages upon return to work.

To apply, employees must provide an advanced notice (at least 30 days) of the leave request date or as soon as practicable. Personal leaves will not be granted for engaging in outside employment, pursuing independent business ventures or as additional leave after Non-FMLA or FMLA leave is taken. Intermittent personal leave is not permitted. A personal leave of absence is not a job-protected leave.

MILITARY LEAVE

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The leave will be unpaid. However, employees may use any available paid time off for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

SHORT-TERM DISABILITY (STD)

STD is a type of insurance benefit that provides some compensation or income replacement for non-job related injuries or illnesses that render an employee unable to work for a limited period of time. Employees who apply for short-term disability and are not eligible for FMLA do not have job restoration rights.

PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS) OF NEVADA

PERS is a tax-qualified defined benefit plan created by the Legislature as an independent public agency to provide a reasonable base income to qualified employees who have been employed by a public employer and whose earning capacity has been removed or has been substantially reduced by age or disability. Employee base pay, longevity pay, shift differential pay and call-back pay are subject to retirement contribution.

DRESS CODE

This policy is designed to encourage a relaxed, productive atmosphere, as well as to provide employees with a wider degree of flexibility in their choice of working attire.

- Business casual attire may be worn during normal working hours. Clothing worn must reflect good judgment and taste.
- Clothing must be free of holes, tears, destroyed design, offensive/political images or statements or anything deemed inappropriate for an educational setting by administration.
- Closed toed shoes are required. (Shoes should be in good condition)

On occasion, as determined by the Principal, business attire may be required for the entire staff. While business casual dress will be acceptable, it must be kept in mind that SNTHS hosts visitors on a daily basis and a professional atmosphere must be maintained.

If any clothing or body decoration, including but not limited to any jewelry, body piercings, and/or tattoos, is deemed to be unacceptable by the Principal, you will be asked to change. If an employee is unable to change the improper clothing or body decoration while at work, SNTHS reserves the right to send any employee home to do so.

OFFICE SECURITY

SNTHS cannot be held responsible for the safety of your personal belongings. Keep your classroom locked during school hours when you are not in the room. Additionally, employees are to lock personal belongings in a desk or cabinet.

TOBACCO POLICY

NRS 202.2483 mandates that the use of tobacco is prohibited by all persons in school building or on school property. The use of tobacco, in any form (smoking, vaping, or chewing tobacco), is prohibited by all employees, while on campus, job site, other school property, or when representing the school in any capacity.

DRUG AND ALCOHOL POLICY

SNTHS is committed to providing a safe and productive work environment for all of its employees and guests. SNTHS absolutely prohibits the use, possession, concealment, transportation or distribution of illegal and unauthorized items, drugs, alcoholic beverages, weapons, ammunition, drug paraphernalia or stolen property while on, entering or leaving the association premises or work areas, or when on SNTHS business. Abuse will lead to immediate termination of employment. Anyone suspected of being under the influence of illegal drugs, marijuana, or alcohol while at work must submit to an immediate drug or alcohol test. This test will be conducted at a qualified laboratory, by a qualified professional and the results from this test must be submitted to the Principal in its entirety. Anyone who refuses to be tested will be subject to discipline up to and including termination.

Any employee who is involved in a workplace accident must submit to an immediate drug or alcohol test. Anyone who refuses to be tested will be subject to discipline up to and including termination and a loss of Workers' Compensation Benefits.

WORKPLACE INJURY PROTOCOL

When injured at work there are three (3) steps you need to take:

1. Promptly report the injury to the Principal. If the Principal is unavailable, then report the injury to the Executive Director.
2. If medical treatment is beyond first aid is needed, then EMS will be contacted as per school protocol.
3. You must provide written statement of incident to the Principal as soon as practicable, but no later than 7 days after the accident. You can find all of the required forms with the Office Manager or at www.employers.com.

Claim for Compensation (Form C-4): If medical treatment is sought, the C-4 is available at the place of initial treatment. A completed "Claim for Compensation" (Form C-4) must be filed within 90 days after an accident. The treating physician or chiropractor must, within 3 working

days after treatment, complete and mail to the employer, the employer's insurer and third-party administrator, the Claim for Compensation.

ANTI-VIOLENCE POLICY

SNTHS is committed to providing a workplace that is free from acts of violence or threats of violence. We believe that measures can be adopted to increase protection for employees and to provide a secure workplace. In keeping with this commitment, we have established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on SNTHS-related business, or while operating any vehicle or equipment owned or leased by SNTHS. This policy applies to all employees and a violation of this policy may lead to disciplinary action up to and including termination of employment. This policy also applies to any third-party organization and its employees contracted to conduct business with SNTHS or a client of SNTHS.

CONFIDENTIALITY OF INFORMATION

Although many aspects of the operation and activities of SNTHS are not confidential, all information that you receive as an employee is presumed to be confidential. To safeguard confidential information, employees must take all necessary steps to maintain any confidential information.

Every employee has the responsibility to safeguard confidential information. **Any** requests from inside or outside persons, other than in the scope of normal business activities, must be directed to the Principal.

Strict observance of this policy is required and any violation may result in disciplinary action up to and including termination.

PERSONNEL RECORDS

SNTHS maintains personnel files on each employee. To ensure that your personnel file is up-to-date at all times, notify the Office Manager or administration of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, licenses and certifications, scholastic achievements, emergency contacts, and so forth.

SNTHS considers any personal information regarding an employee, including but not limited to phone numbers, cellular telephone numbers, pager numbers, addresses, and working schedules, to be confidential. Anyone who discloses employee information without prior approval shall be subject to disciplinary action up to and including termination.

Personnel records are the property of SNTHS, however, employees have the right to review their official employment records and reference files. Such reviews must be conducted in the presence of the Office Manager or administration at times amenable to both. Employees may request copies of documents in their employment records; however, they are not permitted to alter, remove, add, or replace any documents.

CAMERA, CAMERA DEVICE, AND VOICE RECORDING POLICY

SNTHS is committed to respecting the personal privacy of its employees, clients, parents and students, and business partners. SNTHS is also committed to ensuring that confidential information of the school is not disclosed. In relation to these commitments, SNTHS recognizes that employees may have digital or other cameras, video cameras, cellular phones with picture-taking, video-recording, voice-recording capabilities, or any other devices with picture-taking, video-recording, or voice-recording capabilities (“Camera Devices”) and believes that measures can be adopted to protect personal privacy and confidential information. We have therefore established a strict policy that:

1. Prohibits any employee from having a Camera Device in any restricted area, where personal privacy would be expected;
2. Prohibits the unauthorized transmission of confidential information of SNTHS; and
3. Requires employees to request permission, from the Principal, prior to photographing or videotaping anyone or anything in the workplace, at any worksite, or while on SNTHS-related business.
4. No employee may record or capture pictures of an employee without his or her full knowledge and consent. This policy applies to any/all business-related matters, meetings, presentations, etc. This should not preclude any employee from documenting unsafe/ hazardous work conditions and should always report such to the Principal.

This policy applies to all employees. This policy also applies to any third-party organization and its employees contracted to conduct business with SNTHS or a client or customer of SNTHS.

Any employee that violates this policy will be subject to appropriate disciplinary action, up to and including termination.

USE OF CELLULAR PHONES AND SIMILAR DEVICES

SNTHS is committed to providing a safe and productive work environment and protecting the safety of its employees, parents and students, and business partners. SNTHS is also committed to protecting the safety of the public in general. In relation to these commitments, SNTHS

recognizes that employees may have cellular phones, walkie-talkies, internet access devices, or other similar devices and that the occasion to talk on or otherwise use such device may arise while driving or otherwise operating a vehicle or while operating or otherwise using equipment or machinery. SNTHS believes that measures in relation to the use of such devices can be adopted to protect the safety of our employees, our students, our business partners, and the public in general. We have therefore established a strict policy that:

1. Prohibits any employee from talking on or otherwise using any Phone Device while driving or otherwise operating any SNTHS vehicle during work hours or non-work hours; and
2. Prohibits any employee from talking on or otherwise using any Phone Device while operating or otherwise using any SNTHS equipment or machinery during work or non-work hours.

This policy applies to all employees. This policy also applies to any third-party organization and its employees contracted to conduct business with SNTHS or a client or customer of SNTHS.

Any employee that violates this policy will be subject to appropriate disciplinary action, up to and including termination.

ISSUED EQUIPMENT POLICY

Employees may be issued credit cards, keys, laptops, and other items upon employment. All such items must be returned to the Administration upon your separation of employment.

SAFETY POLICY

SNTHS emphasizes “safety first” and expects all employees to take steps to promote safety in the workplace. By remaining safety conscious, employees can protect their own interests as well as those of their co-workers and guests. All employees have a responsibility to report a safety concern to the Principal or appropriate administrator. Staff are not to use or stop using any equipment that poses a safety hazard to them or to students.

CAMPUS INFORMATION & EXPECTATIONS

BOARD MEETINGS

The SNTHS Board of Directors meets once a month. Meetings are scheduled for the second Monday of each month at 5:00 p.m. on campus. Meeting dates may change with prior notification. Staff is not required to attend but these are open meetings and everyone is welcome to attend..

If you have an issue that you wish to be brought before the board that requires action, please notify the Principal in advance of the posting of the board agenda.

If you wish to speak to the Board there is a public comment time at every meeting.

CLASSES

Teachers will be required to teach the courses they are assigned. Every effort will be made to give the instructor plenty of notice on any new class that will be taught. Every effort will be made to match every course with teacher strengths. The schedule changes quarterly dependent on student needs. Please be flexible and help the school provide the best education we can.

Classroom teachers are responsible for actions that occur in their classroom at all times. Teachers are required to supervise all students that are in their classroom before, during, and after class. If a teacher needs to leave the classroom at any time, he or she should either ask all students to leave the classroom then lock the classroom door; or ask another staff member to supervise the students in the classroom. Students should not be unsupervised at any time.

SUBSTITUTE TEACHERS

It is the responsibility of the Teacher when they are absent to provide the needed lesson plans for a Substitute Teacher. Teachers must complete an Emergency Sub Folder with at least three days of classwork for their students prior to the start of school, update it regularly, and keep it on file in the office. In the case of an emergency, please call in or email details to the Substitute or Principal. For a planned absence teachers will create detailed plans. Emergency sub plans will be used for emergencies when a formal substitute plan cannot be created. All sub plans should contain all the information that a sub will need including:

- Policies and procedures of the classroom (bathroom, office referrals, etc.)
- Daily duty schedule
- Detailed subject-by-subject daily lesson plans for the days out
- Location of Teacher's textbooks, manuals, answer keys
- Time filler activities
- Specifications on which children have special needs or accommodations

- Seating charts
- Safety Procedures (fire drill, lock-down, etc.)

DISCIPLINE

Every person at SNTHS is expected to help with student discipline. Whether it is in the classroom, hallway, office or parking lot, before, during, or after school every staff member has the responsibility to intervene when misbehavior occurs. Many issues can be stopped if an adult tells the students to stop whatever they are doing.

Each teacher will be required to follow SNTHS's Progressive Discipline Policy with Restorative Practices. The use of this Plan should be noted in teacher's class syllabus.

DUTY

All teachers are assigned a morning and/or afternoon duty. Duty consists of being out in the parking lot, helping with driveline or being a presence in the hallway or shop. Duty schedules may change throughout the year as dictated by administration.

EMERGENCY DRILLS

All staff are expected to participate in emergency drills held throughout the school year. These may include fire, earthquake, and lock down drills. See Emergency Operations Plan for details.

FRIDAY MEETINGS

Every Friday the entire staff has a mandatory staff meeting. The meetings will begin around 1:30 PM. SNTHS will make every effort to have the meeting conclude by 3:30 p.m. but there may be instances where we will require you to stay longer as the information dictates.

GRADEBOOKS/ATTENDANCE

Infinite Campus is the legal gradebook and attendance book for all teachers and administrators at SNTHS. All information in Infinite Campus is expected to be accurate and up to date.

Teachers are required to take student attendance everyday at the beginning of class in Infinite Campus. Students are tardy (missed instruction) if they are not in class when class is scheduled to begin. Teachers need to use their best judgment on tardies. Students must check in at the office for a pass before going to class when they are tardy. If a student leaves class early, the Office Manager will mark that student the appropriate code in Infinite Campus and inform you to release that student.

Teachers must take attendance in Infinite Campus. Infinite Campus will constitute as the official and legal attendance for your classes. By taking attendance in Infinite Campus you will

be meeting your legal obligation per NRS 392.122. You may keep attendance in a book if you desire but it will not be the official record.

ACCIDENTS AND SICKNESS

Students that become sick or injured in class or elsewhere on the campus should be brought or sent to the Health Office. If a child is seriously injured, do not move them. Send a responsible student or adult to the front office for help and stay with the child until help arrives. In non-emergency situations, injured or sick students who are not accompanied by a staff member must have an office referral with the time and date in order to come to the Health Office for medical attention or first aid.

ADMINISTERING STUDENT MEDICATION

Medication will not always be given to a student by the health office. Other staff members designated by the Principal will assist students in the absence of the health office staff, as trained by the parent, following a physician's order. Additional information is provided in the Student/Parent Handbook and student medical consent form.

COMMUNICABLE DISEASE OR ILLNESSES IN THE WORKPLACE

SNTHS will take proactive steps to protect the workplace in the event of a public health emergency. It is our commitment to operate effectively and ensure that all essential services are continuously provided while maintaining a safe work environment. In case of a public health emergency, SNTHS will adhere to any orders of the State or local public health agencies to prevent transmission of a communicable disease. Medical information on individual employees is treated confidentially. SNTHS will take reasonable precautions to protect such information from inappropriate disclosure.

Administrators and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

VISITORS IN THE WORKPLACE

All visitors must be checked in at the front desk and follow guest protocols.

When school is not in session, all employee guests (close family or friends) will need to be escorted by a staff member when they are on campus.

When school is in session, the expected procedure is as follows:

If guests come to visit teachers or staff, the teacher or staff must be on a prep or on lunch and not have students in their room. Guests should be escorted on or off campus by the employee when reasonable to do so.

INDIVIDUAL EDUCATION PLANS (IEP) AND 504's

Teachers are mandated by Individuals with Disabilities Act (IDEA) of 1974 to know and understand all student services related to a student's IEP. Teachers are also required to provide educational input in IEP meeting when requested by the Case Manager or Principal.

Moreover, teachers are required to participate in IEP meetings as directed by the Case Manager or Principal.

MANDATED REPORTER

The Nevada Revised Statute, Chapter 432B, Protection of Children from Abuse and Neglect, requires any person who has reasonable cause to believe child abuse may be occurring or has occurred to make a report to a Child Protective Services (CPS) or law enforcement agency. School personnel are considered mandated reporters. A mandated reporter who knowingly and willfully fails to report child abuse or neglect is guilty of a misdemeanor for the first violation, and a gross misdemeanor for each subsequent violation. If you believe a student is a victim of abuse or neglect please immediately speak with Administration and contact the Nevada Division of Child and Family services at 702-399-0081 or www.dcf.state.nv.us

LICENSE CERTIFICATIONS and IN-SERVICE CREDITS

It is the responsibility of all SNTHS certified staff to maintain a valid Nevada teaching license through the Nevada Department of Education.

Per the Nevada Department of Education website, as of July of 2019, the requirements for renewing an educator license are:

Pursuant to NAC 391.075, to renew your Standard or Professional Educator License, you must submit evidence of completion of six (6) semester hours of continuing education or six (6) professional development credits. Each credit is equal to 15 hours, which means over the course of the license each educator must obtain ninety (90) hours of continuing education.

Credits may be earned from any accredited postsecondary institution, or from any approved continuing education provider. These credits must have been earned after the date your most recent license was issued, and before its expiration date.

It is the responsibility of licensed employee to understand all updates regarding licensure and licensure renewal. Failure to maintain a valid teaching license may result in disciplinary action including dismissal.

Please refer to www.doe.nv.gov for the most up to date and accurate information.

INSURANCE

SNTHS provides group health benefits to eligible employees and their family members.
(specifics to be added later)

BUILDING KEYS

Each staff member is responsible for the whereabouts of their keys at all times and should not allow students to access their keys at any time.

Should a staff member lose or misplace a key, he or she should notify the Principal immediately and will be subject to paying for the building to be re-keyed.

All keys are the property of SNTHS and must be returned to the Principal upon termination of employment.

LANGUAGE

Teachers are expected to use school appropriate language at all times. Profane language is not to be used when students are present.

PARENT MEETINGS

Parent meetings are an important part of a student's educational process. SNTHS recognizes that parent and teacher time is valuable and to that end tries to schedule parent meetings at least two days in advance so the teachers can make arrangements to attend. When you come to meetings, please bring the student's attendance, grade printouts from Infinite Campus, and behavior issues. Please make every effort to attend all parent meetings on time as requested. If you are unable to attend a meeting notify the administrator as soon as possible.

PARKING

SNTHS employees should park their vehicles, separately from students, in the employee designated spaces.

FERPA COMPLIANCE GUIDELINES FOR TEACHERS

The following guidelines are offered to assist teachers in complying with the confidentiality requirements concerning student education records under the Family Education Rights and Privacy Act (FERPA). For purposes of these guidelines, “education records” are defined to include all records, files, documents, and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself.

The United States Supreme Court held, “Correcting a classmate’s work can be as much a part of the assignments as taking the test itself. If it is a way to teach material again in a new context, and it helps show students how to assist and respect fellow pupils. By explaining the answers to the class as the students correct the papers, the teacher not only reinforces the lesson but also discovers whether the students have understood the material and are ready to move on. It is our opinion that FERPA does not prohibit these educational techniques.”

What Teachers **Cannot** Do

1. CANNOT disclose education records to other School Districts employees who do not have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by administration.
2. CANNOT disclose education records to college-level student teachers, consultants, or authorized community volunteers who do not have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by administration.
3. CANNOT disclose education records (including student addresses and/or telephone numbers) to persons who are not SNTHS employees, college-level student teachers, or authorized community volunteers unless permitted to do so by administration.
4. CANNOT disclose education records (including student addresses and/or telephone numbers) to other students.
5. CANNOT post students’ final grades or grade point averages, including giving access to the teacher’s grade book.
6. CANNOT allow parent volunteers to grade the work of students, which contains identifying information.

What Teachers Can Do

1. Teachers should check with administration to determine what information has been designated under FERPA as “directory information” at a particular

school. Certain directory information such as student names, participation in sports, and awards, is eligible for disclosure through the school's office.

2. Disclose education records to other school employees who have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by administration.
3. Disclose education records to college-level student teachers, consultants and authorized community volunteers who have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by administration.
4. Direct or allow students to grade, edit and/or correct each other's work and provide results to the teacher for use or consideration in assigning student grades.
5. Allow any student assistant or student volunteer to grade, edit, and/or correct student work and provide results to the teacher.
6. Display work with a student's name and grades within the classroom.
7. Display anonymous student work showing a grade, corrections, or other markings. You may use student identification numbers so long as you make reasonable efforts to maintain anonymity.

Teacher Considerations for Student Grading Other Students' Work The Supreme Court's action regarding *Falvo* has determined that FERPA does not apply to papers graded by students prior to their inclusion in teacher grade books. Teachers are strongly encouraged to consider the following factors when students are grading other students' papers in class.

- Maintaining a classroom environment that respects the dignity of all students.
- Using student grading as the learning opportunity referred in the Supreme Court's opinion.
- Collecting and distributing papers in the most time-efficient manner possible, which in most cases discourages the calling out of scores in class.



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

Name (please print): _____

Position: _____

Please initial by Each Line:

- _____ I have read and understand the dispute resolution procedures
- _____ I have read and understand SNTHS's drug and alcohol policy
- _____ I have read and understand SNTHS's building key policy
- _____ I have read and understand SNTHS's sexual harassment policy
- _____ I have read and understand SNTHS's workplace injury protocol
- _____ I have read and understand SNTHS FERPA policy.

I acknowledge that I have read the 2023-2024 Southern Nevada Trades High School Employee Handbook and agree to abide by the policies and procedures in it.

Employee Signature

Date