



SOUTHERN NEVADA TRADES HIGH SCHOOL

Building a Brighter Future

SOUTHERN NEVADA TRADES HIGH SCHOOL

NOTICE OF PUBLIC MEETING

The Southern Nevada Trades High School (SNTHS) will conduct a virtual public meeting on ***Monday, September 8, 2025***, beginning at 5:00pm on the following Google Meets link:

meet.google.com/rgg-jgsx-gqg

This public meeting will be conducted in accordance with Nevada's Open Meeting Law, NRS 241.020.

Public Comment: Time for public comment will be provided at the beginning of the meeting regarding any agenda items on which action may be taken by the public body and again before the adjournment of the meeting on any matter within the jurisdiction of the Southern Nevada Trades High School Board. See NRS 241.020(2)(d)(3)(I).

Public comment may also be provided telephonically by utilizing the following conference call line: +1 626-346-9543
PIN: 170 687 012#

Finally, public comment may also be submitted in writing via email at snthinfo@gmail.com and any such public comment received prior to or during the meeting will be provided to the Board and included in the written minutes of the meeting.

A time limit of three (3) minutes, subject to the discretion of the Chair, will be imposed on public comments in order to afford all members of the public who wish to comment an opportunity to do so within the timeframe available to the Board. Public comment will not be restricted based on viewpoint.

The Board reserves the right to take agenda items out of order, items may be removed or delayed from the agenda at any time, and two or more items may be combined for consideration.

Board Members:

Officers: Brett Willis, Chair; Rebecca Merrihew, Vice Chair; Lisa Jones, Treasurer; Kelly Gaines, Secretary.

Directors: Kara Arenas, Tina Frias, Amber Hogan, Charles Landon, Tina Morgan, Kelly Suiter, Michael Van, Dan Wright & Carlos Zuluaga

Guests:

Bob DeRuse, Advisory Board

Kristin Dietz, EdTec

SNTHS Staff:

Julie Carver, Executive Director

Candi Wadsworth, Principal



AGENDA

- 1) Call to Order & Roll Call.
- 2) Public Comment #1.
Public Comment will be taken during this agenda item regarding any item appearing on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. See NRS 241.020. A time limit of three (3) minutes, subject to the discretion of the Chair, will be imposed on public comments. The Chair may allow additional public comment at his discretion. Public Comment #2 will provide an opportunity for public comment on any matter not on the agenda.
- 3) Approval of August SNTHS Board Meeting Minutes. The Board will review and possibly approve the minutes of the August 12, 2025, Board meeting. Brett Willis, Chair. ***For Possible Action.***
- 4) Committee Reports. ***Information/Discussion***
 - a. Finance, Lisa Jones, Treasurer
 - b. Audit Committee
 - c. CTE Build, Rebecca Merrihew, Vice Chair
- 5) June 2025 Financials. Kristin Dietz will present the financials to the Board for possible approval. ***For Possible Action***
- 6) Grant Risk Assessment from SPCSA. Executive Director will present the risk-level designation. ***Information/Discussion***
- 7) Board Policies and Procedures Manual, Code of Ethics, and Board Bylaws review. Board Chair Brett Willis will present these policies and any possible revisions for review and possible approval. ***For Possible Action***
- 8) CSP Final Report. The Executive Director will report on the CSP Grant Closure report. ***Information/Discussion***
- 9) Handbook Changes. Executive Director, Julie Carver, will present revisions to the Parent/Student Handbook for review and possible approval. ***For Possible Action***
- 10) Charter School Board Composition and Member Qualifications. Board Chair Brett Willis will update on search for Parent Board Member. ***For Possible Action***
- 11) Principal's Report. Principal Wadsworth will update the Board about the beginning of the school year and plans for the year. ***Information/Discussion***
- 12) Executive Director's Report. Executive Director Julie Carver will provide the Board with information and updates. Julie Carver, Executive Director. ***Information/Discussion***
 - Enrollment
 - Transition planning
 - School Year Internships
 - Chartwell



SOUTHERN NEVADA TRADES HIGH SCHOOL

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Public Comment #2.

Public comment will be taken during this agenda item on any matter not on the agenda. See NRS 241.020(d)(3). No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken. A time limit of three (3) minutes, subject to the discretion of the Chair, will be imposed on public comments. The Chair may allow additional public comment at her discretion.

13) Adjournment.

Supporting materials for items listed on the above-referenced agenda are available, at no charge, at the Southern Nevada Trades High School website, <https://www.snvtradeshighschool.org/> and by contacting Julie Carver, Executive Director via email at snthsinfo@gmail.com, or via phone at 702-758-3512.

In accordance with Nevada's Open Meeting Law, this public notice and agenda has been posted on or before September 3, 2025, as follows:

At the Southern Nevada Trades High School website <https://www.snvtradeshighschool.org/>
and

At the State of Nevada's official website, <https://notice.nv.gov/>



SOUTHERN NEVADA TRADES HIGH SCHOOL

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DECLARATION OF POSTING

Pursuant to NRS 53.045, I declare under penalty of perjury that the following is true and correct:

That on or before September 3, 2025 , this Public Notice and Agenda was posted at the above-referenced websites and locations.

Julie Camar

Southern Nevada Trades High School



SOUTHERN NEVADA TRADES HIGH SCHOOL

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SOUTHERN NEVADA TRADES HIGH SCHOOL

NOTICE OF PUBLIC MEETING

The Southern Nevada Trades High School (SNTHS) will conduct a virtual public meeting on ***Tuesday, August 12, 2025***, beginning at 5:00pm on the following Google Meets link:

meet.google.com/rgg-jgsx-gqq

This public meeting will be conducted in accordance with Nevada's Open Meeting Law, NRS 241.020.

Public Comment: Time for public comment will be provided at the beginning of the meeting regarding any agenda items on which action may be taken by the public body and again before the adjournment of the meeting on any matter within the jurisdiction of the Southern Nevada Trades High School Board. See NRS 241.020(2)(d)(3)(I).

Public comment may also be provided telephonically by utilizing the following conference call line: +1 626-346-9543
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A time limit of three (3) minutes, subject to the discretion of the Chair, will be imposed on public comments in order to afford all members of the public who wish to comment an opportunity to do so within the timeframe available to the Board. Public comment will not be restricted based on viewpoint.

The Board reserves the right to take agenda items out of order, items may be removed or delayed from the agenda at any time, and two or more items may be combined for consideration.

Board Members Present:

Officers: Brett Willis, Chair; Rebecca Merrihew, Vice Chair; Lisa Jones, Treasurer;

Directors: Tina Frias, Amber Hogan, Charles Landon, Dan Wright

Board Members Absent:

Kelly Gaines, Secretary, Kara Arenas, Tina Morgan, Kelly Suiter, Michael Van, Carlos Zuluaga

Guests:

Absent-Bob DeRuse, Advisory Board

Present- Kristin Dietz, EdTec

SNTHS Staff:

Julie Carver, Executive Director

Candi Wadsworth, Principal



AGENDA

1) Call to Order & Roll Call.

Chair Brett Willis called the meeting to order at 5:03 and began recording

2) Public Comment #1.

Public Comment will be taken during this agenda item regarding any item appearing on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. See NRS 241.020. A time limit of three (3) minutes, subject to the discretion of the Chair, will be imposed on public comments. The Chair may allow additional public comment at his discretion. Public Comment #2 will provide an opportunity for public comment on any matter not on the agenda.

3) Approval of June SNTHS Board Meeting Minutes. The Board will review and possibly approve the minutes of the June 9, 2025, Board meeting. Brett Willis, Chair. **For Possible Action.**

Rebecca Merrihew made a motion to approve. Lisa Jones seconded. All in favor. No one opposed it. Motion carried.

4) Committee Reports. **Information/Discussion**

a. Finance, Lisa Jones, Treasurer

Bank balance \$301,908

b. Audit Committee

Discussion have begun for fall audit.

c. CTE Build, Rebecca Merrihew, Vice Chair

The gardens sheds will be completed by October 1 and ready for auction.

5) Salary increases. Board will discuss salary increase plan based on SPCSA allocation of AB398 funds. **For Possible Action**

Chair Brett Willis presented the funding allocation provided under AB398 and proposed a distribution plan of \$3152.59 per teacher and \$2920.14 to the school's one paraprofessional. He explained that faculty are underpaid compared to the district whereas other support staff are paid more comparably. The board discussed the timing of the receipt of funds and whether any of the funds could be spent on consultants. Rebecca Merrihew made a motion to approve the allocation plan as presented with 18 teachers receiving \$3152.59 each and the one para professional receiving \$2920.14. Charles Landon seconded. All in favor. No one opposed it. Motion carried.

6) May 2025 Financials. Kristin Dietz will present the financials to the Board for possible approval. **For Possible Action**

Kristin Dietz went through May 2025 Financials provided and were accessible with meeting agenda.

Highlights: Revenue \$210,474, Fundraising \$32,580, Expenses \$285,451. June 30th is the end of the fiscal year and the cash projection is \$94k. Tina Frias made a motion to approve. Dan Wright seconded. All in favor. No one opposed it. Motion carried.

7) 2025-26 Update. Kristin Dietz will provide an update on FY26 budget and cash flow. **Information/Discussion.**

Kristin Dietz through the 2025-26 Budget update provided and were accessible with the meeting agenda. The current budget projection has improved from \$29k to \$118k due to revenue and expense changes. This is based on 325 students. Will continue to update every month.

8) Organizational Framework Findings from SPCSA. Executive Director will present the findings for review and possible approval. **For Possible Action**



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Chair Brett Willis presented the Organization Framework Findings for Certification by the board. Lisa Jones made a motion to approve the self-certification. Tina Frias seconded. All in Favor. No one opposed it. Motion carried.

- 9) Handbook Changes. Executive Director, Julie Carver, will present the 2025-26 revisions to the Parent/Student and Staff Handbooks for review and possible approval. ***For Possible Action***

Executive Director Julie Carver presented staff handbook changes regarding PTO and student handbook changes regarding dress code, cell phones and clear backpacks. Rebecca Merrihew made a motion to approve the revised handbooks. Tina Frias seconded. All in Favor. No one opposed it. Motion carried.

- 10) Charter School Board Composition and Member Qualifications. Board Chair Brett Willis will present revisions/clarifications from SPCSA. ***For Possible Action***

Chair Brett Willis presented the board requirements as presented in the board forms due September 1st to the SPCSA. The board discussed the current parent member vacancy and that the addition of a member would require 2 members or the removal of one member due to the need for an un-even number. The board chose not to take any action at this time.

- 11) Executive Director's Report. Executive Director Julie Carver will provide the Board with information and updates. Julie Carver, Executive Director. ***Information/Discussion***

- Enrollment-
Expected enrollment was 323 for day 1. Currently at 295. Staff has all hands on deck and is launching a referral program as well as planning increased advertising and outreach.
- Transition planning
The transition plan was presented to move Executive Director responsibilities to other staff members by December.
- Professional Fundraiser Search
No strong leads at this time. Board member Landon will be assisting in search.
- School Year Internships
Counselor is determining students who are eligible and will begin industry outreach.
- Chartwell
Staff notified board they were going to be requesting Chartwell use the remaining funds on their contract to create marketing templates for the school. There were no objections from the board.

Public Comment #2.

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- 12) Adjournment.

Chair Brett Willis adjourned the meeting at 6:18PM.

Supporting materials for items listed on the above-referenced agenda are available, at no charge, at the Southern Nevada Trades High School website, <https://www.snvtradeshighschool.org/> and by contacting Julie Carver, Executive Director via email at snthinfo@gmail.com, or via phone at 702-758-3512.

In accordance with Nevada's Open Meeting Law, this public notice and agenda has been posted on or before August 7, 2025, as follows:



SOUTHERN NEVADA TRADES HIGH SCHOOL

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At the Southern Nevada Trades High School website <https://www.snvtradeshighschool.org/>
and

At the State of Nevada's official website, <https://notice.nv.gov/>



SOUTHERN NEVADA TRADES HIGH SCHOOL

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DECLARATION OF POSTING

Pursuant to NRS 53.045, I declare under penalty of perjury that the following is true and correct:

That on or before August 6, 2025, this Public Notice and Agenda was posted at the above-referenced websites and locations.

Southern Nevada Trades High School

Southern Nevada Trades HS

Financial Update

KRISTIN DIETZ

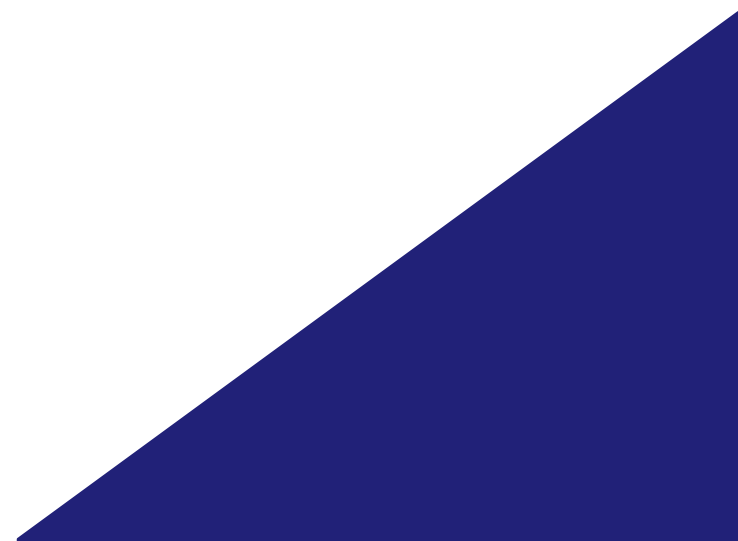
SEPTEMBER 2025



Contents



- **June 2025 Financials - Unaudited**
 - June 2025 Revenue
 - Fundraising Progress YTD
 - June 2025 Expense
 - Government-wide vs Fund Basis Results
 - 2024-25 Cash By Month
 - Balance Sheet as of June 2025



June 2025 Financials (Unaudited)



June 2025 Revenue Breakdown



Earned \$194,208 of Revenue in June, year-end total \$3,274,742

Revenue Source	Amount	Description
Local Revenue	\$10,504	Fundraising
PCFP Base Funding	\$145,603	Updated ADE – 186.20
Other PCFP Funding	\$8,786	ELL & At-Risk
Federal Revenue	\$24,913	Title I, NSLP
State Revenue	\$4,402	Transportation grant
Total Revenue	\$194,208	

Fundraising Progress YTD



\$462,085 collected through June (forecasted \$463,837)



June 2025 Expense Breakdown

Incurred \$262,953 of Expense in June, year-end total \$4,762,468

Expense Category	Amount	Description
Salaries & Benefits	\$133,233	Standard monthly
Property Expense	\$93,032	April rent, utilities
Services	\$24,075	Substitutes, SPED contractors, student transportation
Supplies	\$12,377	Various supplies, monthly food bill
Miscellaneous	\$236	Depreciation & PY expense
Total Expense	\$262,953	

Government-Wide vs. Fund Basis Results (Unaudited)

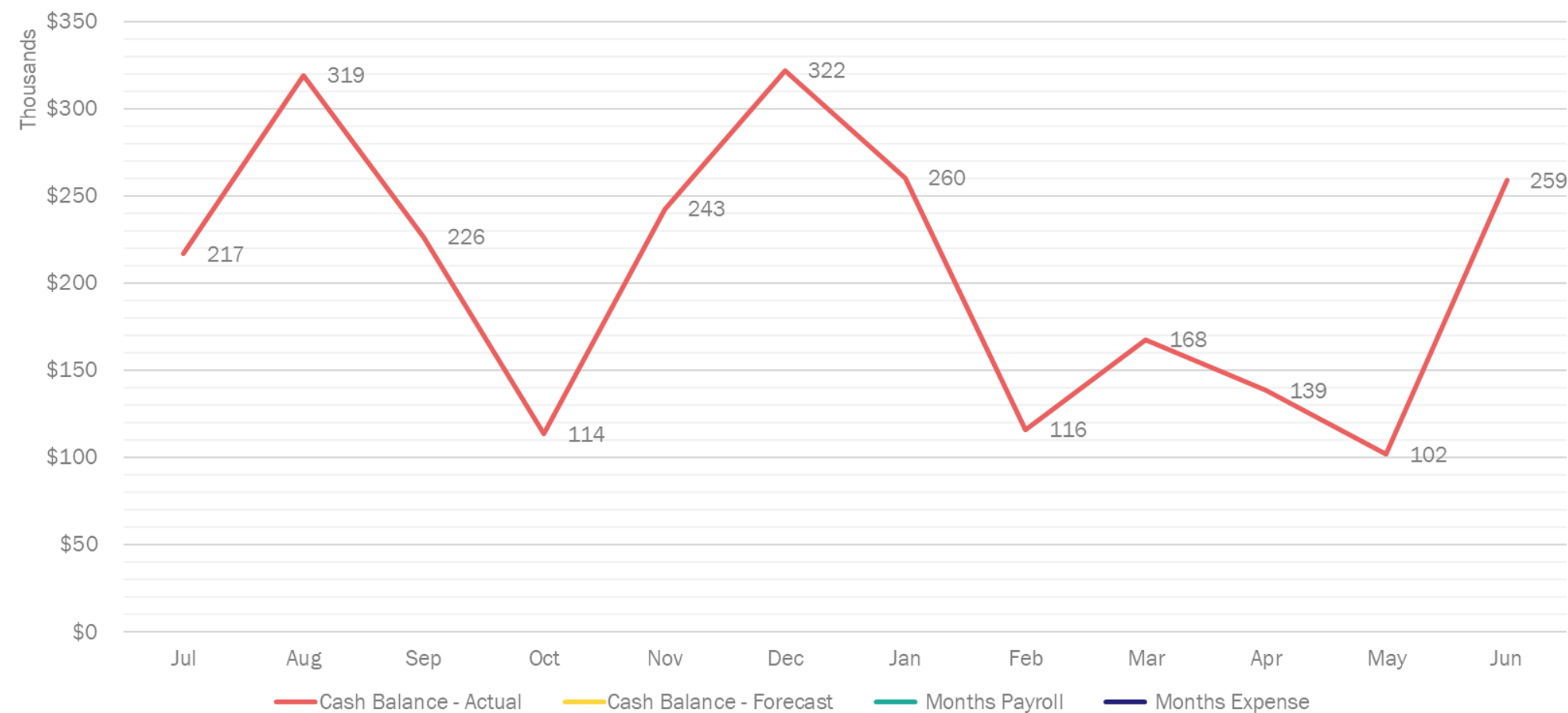
The audit report will include two sets of financial statements

Government Wide	Adjustments	Fund Basis (State reports)
Revenues \$3,274,742	Loan proceeds \$163,642	Inflows \$3,438,384
Expenses \$4,762,467	PERS adjustments (Pending audit)	Outflows \$3,724,178
Net Result -\$1,487,725	RUA lease adj. -\$1,038,289	Net Result -\$285,794
Fund Balance -\$2,120,915 (-44%)	Debt service -\$0	Fund Balance \$284,021 (7.6%)

2024-25 Cash By Month



Ended June with \$259K in cash, 23 Days Cash On Hand (target is 30+)



Balance Sheet as of June 2025 (Unaudited)



Shows what SNTHS owns and owes as of 6/30/25

		Jun FY24	Jun FY25	Notes
Assets	Cash Balance	379,577	259,008	
	Accounts Receivable	130,053	21,480	
	Other Current Assets	189,944	16,573	Prepaid expenses
	Fixed Assets	40,039	38,376	
	Other Assets	-	89,932	Security deposit
	ROU Assets	25,519,025	24,899,836	GASB Lease assets
	Deferred PERS Assets	140,622	140,622	GASB PERS deferred assets
	Total Assets	26,399,260	25,465,827	
Liabilities & Equity	Accounts Payable	-	19,474	
	Other Current Liabilities	55,643	53,038	
	Loans Payable (Current)	-	163,642	Working capital loans - due to Red Hook
	PERS Liability	18,739	30,458	Current PERS payable
	Deferred Revenue	55,376	-	
	Loans Payable (Long-Term)	26,902,693	27,320,130	GASB Lease liabilities
	Beginning Net Assets	690,575	(633,190)	Fund Balance - Government-wide
	Net Income (Loss) to Date	(1,323,766)	(1,487,725)	
	Total Liabilities & Equity	26,399,260	25,465,827	

Cash balance of \$297k
Current ratio 1.12

Exhibits



Southern Nevada Trades High School
Income Statement - Government-wide (Unaudited)
As of Jun FY2025

				Actual		Budget & Forecast						
							Year-end Actuals (Unaudited)	Previous Forecast vs. Year-end Actuals (Unaudited)	Approved Budget v2 vs. Year-end Actuals (Unaudited)			
				Apr	May	Jun	Approved Budget v2	Previous Forecast				
SUMMARY												
Revenue												
	Revenue from Local Sources	77,351	32,584	10,504	1,010,113	465,989	464,232	(1,757)	(545,881)			
	State Revenue	161,780	170,421	158,791	2,216,635	2,221,038	2,216,947	(4,091)	312			
	Federal Revenue	9,625	7,469	24,913	601,258	592,243	593,563	1,320	(7,695)			
	Total Revenue	248,756	210,474	194,208	3,828,006	3,279,270	3,274,742	(4,528)	(553,263)			
Expenses												
	Personnel Services-Salaries	94,072	98,755	90,684	1,224,703	1,190,536	1,176,706	13,830	47,997			
	Personnel Services-Employee Benefits	45,936	45,084	42,550	559,299	547,354	542,645	4,709	16,654			
	Professional and Tech Services	19,428	30,683	16,213	237,183	313,110	301,977	11,133	(64,794)			
	Property Services	87,589	84,810	(700,938)	925,453	901,753	96,995	804,758	828,458			
	Other Services	27,009	7,533	(6,379)	279,873	279,301	259,167	20,133	20,705			
	Supplies	24,654	18,220	12,377	585,855	580,427	540,156	40,272	45,699			
	Depreciation Expense	138	138	619,329	1,661	1,661	620,852	(619,191)	(619,191)			
	Debt Service and Miscellaneous	1,473	184	1,211,502	10,772	12,492	1,223,970	(1,211,477)	(1,213,197)			
	Total Expenses	300,299	285,407	1,285,338	3,824,799	3,826,634	4,762,468	(935,834)	(937,669)			
Net Income – Government-Wide				(51,544)	(74,933)	(1,091,130)	3,207	(547,364)	(1,487,725)	(940,362)	(1,490,932)	
Fund Balance												
	Beginning Balance (Audited)				(633,190)	(633,190)	(633,190)					
	Net Income – Government-Wide				3,207	(547,364)	(1,487,725)					
Ending Fund Balance - Government-wide										(629,983)	(1,180,554)	(2,120,915)
Total Revenue Per ADE										20,581	17,630	17,647
Total Expenses Per ADE										20,563	20,573	25,665
Net Income Per ADE										17	(2,943)	(8,017)
Fund Balance as a % of Expenses										-16.5%	-30.9%	-44.5%

Southern Nevada Trades High School
Income Statement - Government-wide (Unaudited)
As of Jun FY2025

KEY ASSUMPTIONS

Enrollment Breakdown

Enrollment Summary

9-12

Total ADE

Actual			Budget & Forecast				
Apr	May	Jun	Approved Budget v2	Previous Forecast	Year-end	Previous	Approved
					Actuals (Unaudited)	Forecast vs. Year-end Actuals (Unaudited)	Budget v2 vs. Year-end Actuals (Unaudited)
			186	186	186	(0)	(0)
			186	186	186	(0)	(0)

Southern Nevada Trades High School
Income Statement - Government-wide (Unaudited)
As of Jun FY2025

			Actual			Budget & Forecast				
								Previous Forecast vs. Year-end Actuals (Unaudited)	Approved Budget v2 vs. Year-end Actuals (Unaudited)	
			Apr	May	Jun	Approved Budget v2	Previous Forecast	Year-end Actuals (Unaudited)		
REVENUE										
Revenue from Local Sources										
1500	Investment Income		4	4	4	450	450	446	(4)	
1900	Other Local Revenue		-	-	-	5	384	384	-	
1920	Contributions and Donations From Private Sources		77,347	32,580	10,500	1,008,340	463,837	462,084	(1,753)	
1980	Refund of Prior Year's Expenditures		-	-	-	1,318	1,318	1,318	-	
SUBTOTAL - Revenue from Local Sources			77,351	32,584	10,504	1,010,113	465,989	464,232	(1,757)	
State Revenue										
3110.201	PCFP - Base Funding		152,993	146,074	145,603	1,751,004	1,751,004	1,746,909	(4,095)	
3200	State Funds & Grants-in-Aid		-	-	4,402	297,959	302,361	302,361	-	
3254	PCFP - ELL		2,471	2,471	2,471	29,652	29,652	29,654	2	
3255	PCFP - FRL		6,315	6,315	6,315	75,780	75,780	75,782	2	
3270	State SpEd		-	15,560	-	62,240	62,242	62,242	-	
SUBTOTAL - State Revenue			161,780	170,421	158,791	2,216,635	2,221,038	2,216,947	(4,091)	
Federal Revenue										
4500.633	Title I		-	5,000	241	37,943	37,943	38,184	240	
4500.639	IDEA		-	706	-	18,735	19,868	19,670	(198)	
4500.658	Title III-LEP		-	-	-	1,691	1,691	1,691	-	
4500.661	CSP		-	-	-	409,000	409,802	409,802	-	
4500.688	McKinney Vento Homeless Education Funds		20	-	-	190	209	209	-	
4500.709	Title II		-	1,763	-	-	1,763	1,763	-	
4500.742	ESSER III		-	-	-	5,699	5,699	5,699	-	
4500.802	NSLP		9,606	-	24,673	128,000	115,267	116,545	1,278	
SUBTOTAL - Federal Revenue			9,625	7,469	24,913	601,258	592,243	593,563	1,320	
TOTAL REVENUE			248,756	210,474	194,208	3,828,006	3,279,270	3,274,742	(4,528)	

Southern Nevada Trades High School
Income Statement - Government-wide (Unaudited)
As of Jun FY2025

		Actual			Budget & Forecast				
		Apr	May	Jun	Approved Budget v2	Previous Forecast	Year-end Actuals (Unaudited)	Previous Forecast vs. Year-end Actuals (Unaudited)	Approved Budget v2 vs. Year-end Actuals (Unaudited)
EXPENSES									
Personnel Services-Salaries									
101	Salaries-Teachers	53,028	53,558	49,808	729,203	690,036	673,788	16,248	55,415
102	Salaries-Instructional Aides	3,333	3,333	3,333	40,000	40,000	40,000	-	-
104	Salaries-Licensed Administration	7,875	7,875	7,875	94,500	94,500	94,500	-	-
105	Salaries-Non-licensed Administration	17,667	18,917	17,667	212,000	214,500	214,500	-	(2,500)
106	Salaries-Other Licensed Staff	5,583	5,583	5,583	67,000	67,000	67,000	-	-
107	Salaries-Other Classified/Support Staff	6,585	6,989	6,417	82,000	84,500	84,418	82	(2,418)
161	Salaries-Extra Duties-Teachers	-	2,500	-	-	-	2,500	(2,500)	(2,500)
SUBTOTAL - Personnel Services-Salaries		94,072	98,755	90,684	1,224,703	1,190,536	1,176,706	13,830	47,997
Personnel Services-Employee Benefits									
210	Employee Benefits - Group Insurance	11,410	11,404	9,428	121,800	120,833	123,784	(2,951)	(1,984)
220	Employee Benefits - Social Security Contributions	10	35	-	310	465	(547)	1,012	857
230	Employee Benefits - Retirement Contributions	30,615	29,536	29,536	382,983	372,446	372,446	-	10,537
240	Employee Benefits - Medicare Payments	1,341	1,408	1,291	17,758	17,263	17,062	201	696
260	Employee Benefits - Unemployment Compensation	2,560	2,700	2,295	25,584	25,471	27,774	(2,303)	(2,190)
270	Employee Benefits - Workers Compensation	-	-	-	10,864	10,876	3,434	7,442	7,430
290	Employee Benefits - Other Employee Benefits	-	-	-	-	-	(1,307)	1,307	1,307
SUBTOTAL - Personnel Services-Employee Benefits		45,936	45,084	42,550	559,299	547,354	542,645	4,709	16,654
Professional and Tech Services									
310	Office/Administrative Services	187	3,682	162	4,464	6,205	6,221	(16)	(1,758)
320	Professional Educational Services	13,401	10,521	9,690	66,691	123,628	121,422	2,206	(54,731)
331	Training & Development Services - Teachers	-	-	-	10,000	10,000	7,967	2,033	2,033
340	Other Professional Services	-	10,000	-	32,125	42,125	41,738	387	(9,613)
340.1	Business Service Fees	5,833	5,833	5,833	70,000	70,000	70,000	-	-
345	Marketing Services	-	-	-	35,791	46,930	39,735	7,195	(3,944)
350	Technical Services	7	646	528	15,442	14,222	14,894	(672)	548
352	Other Technical Services	-	-	-	2,670	-	-	-	2,670
SUBTOTAL - Professional and Tech Services		19,428	30,683	16,213	237,183	313,110	301,977	11,133	(64,794)
Property Services									
410	Utility Services	1,957	1,905	1,949	52,800	40,000	33,900	6,100	18,900

Southern Nevada Trades High School
Income Statement - Government-wide (Unaudited)
As of Jun FY2025

		Actual			Budget & Forecast				
							Year-end Actuals	Previous Forecast	Approved Budget v2
					Approved Budget v2	Previous Forecast	vs. Year-end Actuals	vs. Year-end Actuals	vs. Year-end Actuals
		Apr	May	Jun			(Unaudited)	(Unaudited)	(Unaudited)
411	Water and Sewer	331	344	607	12,000	8,000	6,055	1,945	5,945
421	Garbage and Disposal	1,544	-	1,666	14,400	7,500	7,049	451	7,351
422	Janitorial and Custodial Services	-	-	-	6,283	6,283	2,723	3,560	3,560
430	Repairs and Maintenance Services	1,752	740	2,193	35,000	35,000	33,860	1,140	1,140
441	Rent - Land and Building	81,821	81,821	(697,337)	779,159	779,159	(0)	779,159	779,159
443	Rentals of Computers and Related Equipment	-	-	(10,428)	14,760	14,760	2,571	12,189	12,189
450	Construction Services	-	-	-	972	972	972	-	-
490	Other Purchased Property Services	184	-	411	10,079	10,079	9,865	214	214
SUBTOTAL - Property Services		87,589	84,810	(700,938)	925,453	901,753	96,995	804,758	828,458
Other Services									
519	Student Transportation	19,613	2,275	2,822	180,000	180,000	179,207	793	793
522	Liability Insurance	2,426	2,426	(2,426)	49,335	52,335	48,679	3,656	656
531	Postage	-	-	-	150	150	28	122	122
535	Phone & internet services	805	666	617	6,600	6,600	4,487	2,113	2,113
540	Advertising	340	340	1,023	6,500	7,027	7,870	(843)	(1,370)
550	Printing and Binding	-	-	-	1,000	-	-	-	1,000
570	Food Service Management	2,000	-	4,000	14,400	11,301	11,301	-	3,099
591	CS Sponsor Fee (1.25% of PCFP)	1,826	1,826	(12,415)	21,888	21,888	7,596	14,292	14,292
SUBTOTAL - Other Services		27,009	7,533	(6,379)	279,873	279,301	259,167	20,133	20,705
Supplies									
610	General Supplies	1,343	3,330	1,017	43,646	53,226	57,114	(3,888)	(13,468)
612	Non-capitalized equipment	-	-	-	192,000	197,000	165,017	31,983	26,983
630	Food	23,301	14,580	11,340	147,541	127,533	124,754	2,779	22,788
641	Textbooks	-	-	-	107,000	107,000	104,373	2,627	2,627
650	Supplies-Information Technology-related - General	-	-	-	70,328	70,328	69,409	919	919
651	Supplies - Technology - Software	10	310	20	20,340	20,340	15,489	4,851	4,851
653	Web-based and similar programs	-	-	-	5,000	5,000	4,000	1,000	1,000
SUBTOTAL - Supplies		24,654	18,220	12,377	585,855	580,427	540,156	40,272	45,699
Depreciation Expense									
774	Amortization Expense – RUA – Buildings and Improvements	-	-	605,370	-	-	605,370	(605,370)	(605,370)
776	Amortization Expense – RUA – Machinery and Equipment	-	-	13,819	-	-	13,819	(13,819)	(13,819)
790	Depreciation	138	138	140	1,661	1,661	1,663	(2)	(2)

Southern Nevada Trades High School
Income Statement - Government-wide (Unaudited)
As of Jun FY2025

SUBTOTAL - Depreciation Expense

Debt Service and Miscellaneous

810	Dues and Fees	12	184	95
832	Interest	-	-	1,211,407
890.1	Miscellaneous Expenditures - Prior Year Expenses	1,461	-	-

SUBTOTAL - Debt Service and Miscellaneous

TOTAL EXPENSES

Actual			Budget & Forecast				
						Previous Forecast	Approved Budget v2
			Approved Budget v2	Previous Forecast	Year-end Actuals (Unaudited)	vs. Year-end Actuals (Unaudited)	vs. Year-end Actuals (Unaudited)
Apr	May	Jun					
138	138	619,329	1,661	1,661	620,852	(619,191)	(619,191)
12	184	95	1,400	1,659	2,061	(402)	(661)
-	-	1,211,407	500	500	1,211,575	(1,211,075)	(1,211,075)
1,461	-	-	8,872	10,333	10,333	-	(1,461)
1,473	184	1,211,502	10,772	12,492	1,223,970	(1,211,477)	(1,213,197)
300,299	285,407	1,285,338	3,824,799	3,826,634	4,762,468	(935,834)	(937,669)

Southern Nevada Trades High School
Monthly Cash Forecast
As of Jun FY2025

2024-25												
Actuals & Forecast												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals
Beginning Cash	379,577	216,712	319,291	226,451	113,566	242,625	321,942	260,444	115,980	167,544	138,532	102,009
REVENUE												
Revenue from Local Sources	5,538	9,113	110	2,096	55,380	110,350	3,504	73,750	81,706	77,351	32,584	10,504
Intermediate Revenue Sources	-	-	-	-	-	-	-	-	-	-	-	-
State Revenue	210,079	170,264	172,203	174,714	170,891	172,831	174,866	327,554	152,554	161,780	170,421	158,791
Federal Revenue	211,577	32,509	23,562	105,765	23,799	73,028	25,071	35,213	21,031	9,625	7,469	24,913
Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-	-
Other Items	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	427,194	211,886	195,875	282,575	250,070	356,209	203,441	436,517	255,291	248,756	210,474	194,208
EXPENSES												
Personnel Services-Salaries	96,857	102,083	101,824	102,434	100,184	100,184	92,059	100,591	96,981	94,072	98,755	90,684
Personnel Services-Employee Benefits	40,286	51,060	43,291	47,289	48,401	45,772	44,480	44,965	43,530	45,936	45,084	42,550
Professional and Tech Services	20,334	20,104	21,920	42,794	13,928	9,816	27,772	33,459	45,524	19,428	30,683	16,213
Property Services	45,747	22,038	93,971	15,820	87,280	89,993	89,736	169,588	11,362	87,589	84,810	(700,938)
Other Services	1,685	26,701	26,443	15,446	42,073	23,794	24,698	26,226	43,937	27,009	7,533	(6,379)
Supplies	235,283	13,205	68,603	59,706	28,285	19,411	10,644	29,937	17,583	24,654	18,220	39,380
Depreciation Expense	-	-	-	-	-	831	138	138	138	138	138	619,329
Debt Service and Miscellaneous	-	1,071	7,484	606	140	925	285	136	162	1,473	184	1,211,502
Other Items - Expense	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	440,192	236,263	363,536	284,096	320,291	290,725	289,813	405,041	259,219	300,299	285,407	1,312,342
Operating Cash Inflow (Outflow)	(12,999)	(24,377)	(167,661)	(1,521)	(70,221)	65,483	(86,372)	31,476	(3,928)	(51,544)	(74,933)	(1,118,133)
Accounts Receivable	(219,119)	155,048	(9,603)	(48,847)	131,583	57,224	23,752	(174,658)	17,252	28,484	8,413	139,043
Other Current Assets	100,012	-	-	-	-	-	-	-	-	-	(16,573)	-
Fixed Assets	-	-	-	-	-	831	138	138	138	138	138	140
ROU Assets	-	-	-	-	-	-	-	-	-	-	-	619,189
Accounts Payable	19,138	(19,138)	81,821	(81,821)	43,563	(43,534)	(1,214)	1,185	40,655	(40,655)	-	46,477
Other Current Liabilities	(8,221)	(10,037)	3,853	10,581	(2,318)	(687)	4,975	169	(3,958)	3,027	(2,549)	2,561
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	81,821	81,821
PERS Liability	13,698	1,083	(1,249)	8,722	26,452	-	(2,779)	(2,773)	1,405	31,537	(32,840)	(31,537)
Deferred Revenue	(55,376)	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long-Term)	-	-	-	-	-	-	-	-	-	-	-	417,437
Ending Cash	216,712	319,291	226,451	113,566	242,625	321,942	260,444	115,980	167,544	138,532	102,009	259,008
Days Cash on Hand	19	28	20	10	21	28	23	10	15	12	9	23

Joe Lombardo
Governor

STATE OF NEVADA

Melissa Mackedon
Executive Director



STATE PUBLIC CHARTER SCHOOL AUTHORITY

3427 Goni Road, Suite 103
Carson City, Nevada 89706-7972
(775) 687-9174 · Fax (775) 684-8020

500 East Warm Springs, Suite 116
Las Vegas, Nevada 89119-4344
(702) 486-8895 · Fax (702) 486-5543

Via Electronic Mail

August 27, 2025

Julie A. Carver
Southern Nevada Trades High School
4495 West Hacienda Avenue, Suite 9
Las Vegas, NV 89118
snthsinfo@gmail.com

FY26 Risk Assessment Designation

Dear School Leader:

The State Public Charter School Authority (SPCSA) has completed the annual subrecipient Risk Assessment based on data from Fiscal Year 2025. Below is the risk designation and the type of monitoring determined for your school:

Risk Designation: Low

Type of Monitoring: No Monitoring Required

The Risk Designation is based on the attached Risk Assessment Tool. Be advised that this is not an assessment of the quality of your school's grant programming and/or administration, nor is it an indication of your likelihood of receiving future grant awards. Rather, this is a process to determine the type of monitoring and support the SPCSA staff will provide your school to ensure that you have the resources necessary to utilize your grant funding successfully.

As your school does not require subrecipient monitoring, you will not receive any additional communication from SPCSA staff regarding this matter. However, if you have any questions or concerns, you can contact the SPCSA subrecipient monitoring team directly at MonitoringandEvaluation@spcsa.nv.gov.

Sincerely,

A handwritten signature in cursive script, reading "Jennifer Villanueva".

Jennifer Villanueva
Director of Finance and Operations

JV/JL

One Enclosure

Great Schools for Nevada Charter School Program (GSNVCSP) Grant Closeout Final Report Form

I. Grant Information

Directions: Complete the final two sections of the Grant Information table.

CSP Subgrantee Name	Southern Nevada Trades High School
CSP Subgrantee Award Number	CSP-2021-01-2145005498
Award Amount	\$1,500,000
Start Date	08/23/2022
End Date	08/02/2025
Projected Amount Remaining	\$0.00
Next charter renewal date	2029
Date you will share the Final Narrative Report with stakeholders (board, parents, partners, etc.)	Fall Newsletter mid-September and September board meeting September 8 th .

II. Final Report Checklist

Directions: Upload the following documents to the "Grant Closeout" folder in Basecamp:

- This CSP Grant Closeout Final Report Form completed and signed
- Final inventory list of all assets acquired with CSP funds
- Final inventory photos of all assets acquired with CSP funds
- Charter Contract Provisions in the event of school closure
- School closure Policy/Procedures

Assurances for this grant include agreeing to comply with federal and state law and regulations regarding the closure of charter schools and disposition of assets acquired with federal grant funds. NRS 388A, Section 306 for reference to state law regarding closure. Policies and procedures in case of school closure must include:

- Redistribution of assets acquired with grant funds
- Notification of and a list of services to families
- Transfer of student records

III. Final Report Narrative

Directions: Answer the following questions in detail. You may attach additional supporting documentation to the end of this form if necessary.

1. Project Goals	Final Goal Outcome <i>Describe the quantitative progress on this goal at the end of the grant term.</i>	Summary of Goal Activities <i>Describe the qualitative progress on this goal at the end of the grant term, including any challenges that prevented the school from achieving the goal.</i>
Project Goal 1: By August 2025 (T), SNTHS will have developed and implemented at least two CTE-integrated unit in each of the four core subject areas (literacy, math, science, and social studies) for all 9th and 10th graders, including modifications for students with special needs (S, A, R), as measured by one fully integrated unit in Year 1 and another in Year 2 as presented in lesson plans as well as demonstrated in quarterly instructional leader observation (M).	All faculty have completed this goal in each of the four content area and have demonstrated the integration in quarterly evaluation.	This goal presented challenges year over year due to faculty turn over but during the 2024-25 school year, our faculty completed this goal and we have returned 100% of faculty for the current school year. Also, procedures were put in place to document the integration within the lesson plan template in the event of turnover.
Project Goal 2: By 2025 (T), will have faculty trained and routinely collaborating in Professional Learning Communities (SAR) resulting in a guaranteed and viable curriculum unit by unit and common formative assessments as demonstrated through PLC calendar and a finding of over 70% of faculty agree or strongly agree that the PLC has led to collaboration.	In 2024-25 we fully implemented our PLC focused on Teach Like A Champion. The faculty survey demonstrated the success of the PLC.	As a new school in 2024, we found a strong need to focus our on discipline and classroom management given our student population and relatively new teachers. In 2024-25 we fully implemented our PLC focused on Teach Like A Champion. In 2025-26, as the faculty and students have increased we have now added a team structure to continue implementation.
Project Goal 3: By 2025, (T) have created a high-quality learning environment for underserved students that is conducive to experiential learning and the mastery of construction technology (SAR) as reflected in	In 2024-35 77% of students scored a 75% or higher on their CTE assessment and over 85% of students received an employability grade of B or better.	As this is the heart of our mission, delivery on this goal has not been a challenge as much as quantifying it. Each teacher gives an employability grade to each student each semester and the grades must all be aggregated and quantified.

over 70% of students receiving an employability grade of B (indicating strong 2 attendance, timeliness, and preparedness for school) and CTE assessment of 70% or higher in 2023, 75% in 2024 and 80% in 2025 (M) each quarter.		
Project Goal 4: By August 2025 (T), SNTHS will have developed and implemented a successful community and family outreach program resulting in a minimum of 400 students enrolled who accurately reflect the surrounding community and have the supports in place for success (SMAR). In 2023 we will have at least 200 students enrolled each quarter, 300 each quarter for 2024 and 400 by August 2025.	The school continues to work with Mariposa on our marketing and enrollment efforts and is expecting 325 students in 2025-26. This is a strong increase from 180 in 2024-25.	Enrollment will continue to be a focus for the school and the board moving forward.
Project Goal 5: By FYE 2023 (T), SNTHS will have infrastructure and policies in place to ensure strong fiscal management and efficient daily operations (SAR) resulting in a clean first year audit (M). This will be monitored through quarterly financials and review of personnel handbook, as well board and staff survey feedback regarding operations	This goal was completed in Fall 2024 with our clean audit. We expect another clean audit in Fall 2025.	Due to the assistance of EdTec and our strong board, this goal was not a challenge for the school.
2. Describe how the school plans to sustain programming, positions, or other activities that were funded with CSP after the grant term ends.		
The school will continue to fund programs, positions and activities through primarily Per Pupil funding. This will be supplemented with our strong fundraising support (over \$2.5 million in addition to CSP funding).		

3. Describe the overall impact of the CSP grant on the school. What are some highlights of success that would not have been possible without this grant?

Our school would not have been able to open without the furniture and technology funding provided through the grant. The grant also allowed us to bring on an experienced Principal during our implementation year to help with hiring and curriculum. The enrollment support provided has been invaluable in recruiting and retaining families. Simply put, we wouldn't be here but for the CSP funding!

IV. Final Enrollment Affidavit

Directions: Review the Final Enrollment below and confirm it to be accurate and complete.

Please inform greatschoolsncsp@opportunity180.org of any discrepancies before signing this document.

Grades Served	Enrollment prior to grant implementation period 1	Initial Planned/Goal Enrollment	Actual Enrollment at the end of the grant term per State Count Records	# of Seats Added through CSP Grant Term	% Over or Under Planned Enrollment
K					
1					
2					
3					
4					
5					
6					
7					
8					
9	41	100	-	-	
10	42	100	-	-	
11			-	-	
12					
TOTAL	83	200	182	99	9.42% Under

V. Contacts

Directions: Complete the "Name," "Phone," and "Email" sections of this contacts table for each contact type listed.

Contact	Name	Phone	Email
Operator			

Principal	Candi Wadsworth	702-224-2771	Candi.wadsworth@snvtraddeshighschool.org
Contact for Finance/Operations	Julie Carver	702-758-3512	Julie.carver@snvtraddeshighschool.org
Finance Management Contractor (e.g EdOps / EdTech)	EdTec	Kristin Dietz	kristin.dietz@edtec.com
School System / LEA		n/a	n/a
Student Information System for the school (e.g. PowerSchool, Infinite Campus)		n/a	n/a

VI. Assurances

Directions: Please review the original grant assurances to affirm that the school has continued to meet the certifications listed below.

Under the FY 2020 Charter Schools Program (CSP) State Entities Competition, the U.S. Department of Education (Department) awarded grants to eight states. Authorized under the Every Student Succeeds Act (ESSA) (20 U.S.C. 7221-7221j), the CSP State Entities Program is a competitive grant program that enables State entities to award subgrants to eligible applicants in their State. The program's purpose is to "expand opportunities for all students, particularly traditionally underserved students, to attend charter schools and meet challenging State academic standards; provide financial assistance for the planning, program design, and initial implementation of public charter schools; increase the number of high-quality charter schools available to students across the United States; evaluate the impact of charter schools on student achievement, families, and communities; share best practices between charter schools and other public schools; encourage States to provide facilities support to charter schools; and support efforts to strengthen the charter school authorizing process."

1. Applicant grant contact (charter school authorized representative) possesses the legal authority to apply for this grant on behalf of the school. If the grant contact is not the chair of the governing body (due to conflict of interest), a resolution or motion has been adopted by the applicant's governing body directing and authorizing the grant contact the delegated responsibility to act on their behalf to submit 3 / 4 this application, including all understanding and assurances of certifications contained herein, to execute the grant, if approved, to comply with certifications, budget, and fiscal requirements, and act as the governing body's authorized official for the grant program. The grant contact has no conflict of interest with any party (employee, management organization, contractor, vendor, etc.) that has a financial interest in the grant award.
2. The applicant school certifies that they understand an approved charter application and a signed charter contract are required in order to be eligible for an award.
3. The applicant school operates (or will operate, if not yet open) a charter school in compliance with all state and federal laws and that does not discriminate based on race (including hair texture, hair type or hairstyle), creed, gender, sexual orientation, religion, ancestry, national origin, color, disability, or age.
4. Subgrant recipients will participate in all data reporting and evaluation activities as requested or



required by the U.S. Department of Education, Opportunity 180, and NVDOE, including on-site and desktop monitoring conducted by Opportunity 180, annual independent audits required by the state that are publicly reported and include financial statements prepared with generally accepted accounting principles, annual reports, and a final expenditure report for the use of subgrant funds. This section includes participation in any federal or state funded charter school research or evaluations. Failure to submit required information may result in a withholding of grant funds or a non-renewal of subsequent year funding within the project period.

5. The applicant school assures that they have provided their authorizer with "adequate and timely notice" of this grant application (as required by ESEA §4310 (6)(B)).

6. The applicant school per ESEA §4303 (f)(1)(C)(i)(II), certifies that the Charter Contract from the authorizer articulates that student achievement and growth, as measured by the state's School Performance Framework, is one of the most important factors for renewal or revocation of the school's charter contract, and that the authorizer reserves the right to revoke or not renew a school's charter based on financial, structural, or operational factors involving the management of the school, or if not included agree to amend the Charter Contract accordingly to include these before award monies are distributed.

7. The applicant school certifies that a high degree of autonomy is built into its charter contract, consistent with the requirements of ESEA § 4310 (2) and ESEA § 4303 (f)(2)(A), including the school's autonomy over budget, operations, and personnel decisions, and that they have sought, or will seek, all the appropriate automatic and non-automatic state waivers, and any necessary district waivers.

8. The applicant school shall include important information on the website of the school, as required by ESEA § 4303 (f)(2)(G), to help parents and the community to make informed decisions about the education options available to their children, including information on the educational program, student support services, parent contract requirements (including any financial obligations or fees and information regarding textbook assistance), and enrollment criteria. This section requires the school to also provide annual performance and enrollment data for the student body and subgroups of students on its website.

Additionally, please certify that you will comply with federal grant retention records pursuant to 2 CFR 200.334 by retaining all records related to this grant agreement and activities for at least three (3) years.

Finally, in the event of a non-renewal/charter revocation decision by the authorizer, the Board Chair will send notice within one week of the Local Board's decision to:

Opportunity 180
% Charter School Program Grant
11035 Lavender Hill 160-180
Las Vegas, NV 89135

With an e-copy to greatschoolsncvscsp@opportunity180.org

The notice will include:

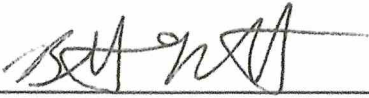
- School's response (appeal or proceed with the plan for closure)
- LEA contact information
- Refer to Grantee Name
- CSP Subgrantee Award #

VII. Signatures

As charter administrator, director or other legally authorized charter official, I hereby certify that, to the best of my knowledge, the information contained in this CSP Grant Closeout Final Report Form is true and correct. I further certify that the charter has complied with the Certifications and Assurances required by the program covered in the



Application, that the governing body of the school district has duly authorized this document, and that I am legally authorized by the school district to sign and file this document.

 8/13/25

Board Chair, Date

 Executive Director 8/14/2025

School Administrator, Title, Date

School Administrator, Title, Date (if applicable)



SNTHS

**SOUTHERN NEVADA
TRADES
HIGH SCHOOL**

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

Office: 702- 224-2771

www.snvtradeshighschool.org

Student/Parent Handbook

2025-2026

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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 by 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.

Board Meetings

As a public entity, SNTHS board meetings are subject to Open Meeting Law and public comment is welcome at all meetings. SNTHS holds board meetings on the second Monday of the month at 5:00PM from August through September, both on campus and online. The June meeting is online only, and the Board does not meet in July. Links to meetings, agenda and minutes may be found on our school website under: <https://www.snvtradeshighschool.org/publicnotice>

General Information

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

Phone: 702-224-2771

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

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

Assistant Principal: Dr. Lawrence Brown, Lawrence.brown@snvtradeshighschool.org

Registrar: Dawn Marsh, dawn.marsh@snvtradeshighschool.org

Director of Operations: Connie Reyes, connie.reyes@snvtradeshighschool.org

Office Hours: Monday- Thursday: 7:30 am – 3:00 pm

Friday: 7:30 am – 1:00 pm

Daily Student Schedules

Monday - Thursday

Period	Time
1st	8:00-8:48
2nd	8:52-9:40
3rd	9:44-10:32
4th	10:36-11:24
5th	11:28-12:16
Lunch	12:20-12:50
6th	12:58-1:42
7th	1:46-2:40

Friday (No Lunch Served)

Period	Time
1st	8:00-8:36
2nd	8:40-9:16
3rd	9:20-9:56
4th	10:00-10:36
5th	10:40-11:16
6th	11:20-11:56
7th	12:00-12:40

All students are released at 12:40 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

Arrival will be from 7:20-7:50 am on Monday- Friday.

Dismissal will be from 2:40- 3:00 PM Monday – Thursday.

Dismissal on Fridays will be from 12:40- 1:00 pm.

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 8:05am 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, fill out the google form on our website or call the school regarding any absences. This must be done **within two days** of absence. 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 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 schoolwork 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)

Health Office

Accidents And Sickness

Students that become sick or injured in class or elsewhere on the campus will be brought or sent to the Health Office. If a child is seriously injured, emergency services and guardians will be contacted immediately. 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. Guardians will be contacted as necessary.

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, such as trained by the parent, following a physician's order. If your child has daily medication that must be taken or kept at school, please complete a medical consent form that is located in the front office.

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.

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		
CTE 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

A SkillsUSA membership is encouraged, but not required, for student promotion or graduation at SNTHS. Students choosing to participate should expect a \$20 fee. The school will encourage fundraising as

a manner to subsidize the student fees. If a student is, however, unable to pay the fee and chooses to participate, the school will waive the fee. Students choosing not to participate in the program will not be penalized and may continue to be enrolled at the school.

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! ✓ 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. ✓ 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. ✓ 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. ✓ 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! ✓ 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.

9th- 12th grade

Students will take 3 benchmark assessments throughout the year to measure their proficiency in Math, Reading, Writing and Science grade level standards.

9^h 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 ACT + Writing

All 11th grade students will participate in the ACT +writing exam in the spring of their Junior year.

12th Grade Civics Exam- (Federally Mandated)

All 12th grade students will participate in the Nevada Civics Exam

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

SNTHS asks that all students dress appropriately for school. Due to our construction-based program, students will be expected to model appropriate dress for worksites.

Please follow the guidelines below:

- Students must always wear closed-toed shoes. Crocs, slides or any kind of house shoe or sandals will NOT be allowed.
- No skirts or shorts are to be worn on campus unless specifically authorized by the Principal (for instance for on campus interviews).
- Shirts and Sweatshirts may not have offensive language or be associated with drugs or alcohol. If an emblem on clothing is deemed offensive or inappropriate by staff, students will be asked to remove the item or turn it inside out.
- Shirts **MUST** be long enough to cover the abdomen and reach the belt line of a student's pants.
- Pants may not have tears or rips in them, exposing skin.
- Leggings are not permitted under any circumstances.
- Pants must be worn at the waist.
- Tank tops and spaghetti straps are not allowed.
- No undergarments may be exposed.

If a student is dressed inappropriately, as determined by administration, the student will need to go home for the day or be brought a change of clothes by a parent or guardian. If a student is repeatedly out of dress code, the student will be subject to disciplinary action.

Backpacks and Purses

In an effort to ensure the continued safety of all students and staff, students will only be permitted to bring CLEAR backpacks or purses to school.

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. Students are 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 students, 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 of 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 are 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** have The Commons App download on their phones to be permitted on campus. Students that do not wish to participate in The Commons, will need to turn their cell phones in to the Assistant Principal each morning to be locked up and may pick them up at the end of the school day. More information on the Commons will be available at Open House.

Parents are to call the office at: 702-224-2771 if they need to get a message to their student during class time. Cell phones may be used outside during lunch. Students that are found to have their cell phones during instructional time may be subject to discipline. If a cellphone is confiscated a parent may be required to come to school to pick it up.

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, Vaping 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. Student found with tobacco products will be subject to disciplinary action including but not limited to suspension and expulsion.

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 Diverse Gender Identities and Expression Policy

Southern Nevada Trades High School (SNTHS) is committed to creating an inclusive and safe learning environment for all students, regardless of their gender identity or expression. We recognize that gender identity is a fundamental aspect of a person's identity and that students who identify as transgender, gender non-conforming, or non-binary face unique challenges. We aim to ensure that every student feels respected, supported, and valued, and that their rights and needs are protected.

Training:

To achieve our goal of creating an inclusive and safe learning environment, SNTHS will provide regular training to all staff members on diverse gender identity and expression. The training will cover topics such as understanding different gender identities, creating an inclusive classroom, responding to gender-based bullying, and supporting students who are exploring their gender identity.

Training will take place at least once a year and will be mandatory for all staff members. The school will also ensure that new staff members receive this training as part of their induction process.

Engagement of Parents:

SNTHS recognizes the importance of engaging parents and guardians in supporting their children's gender identity and expression. We will hold information sessions for parents and guardians on diverse gender identity and expression, which will provide them with resources and support to help their children feel safe and supported at school.

In addition, we will work closely with parents and guardians to develop individualized plans for supporting their children's gender identity and expression, based on the student's needs and preferences.

Addressing the Rights and Needs of Students:

SNTHS will work to address the rights and needs of all students, including those who identify as transgender, gender non-conforming, or non-binary. We will provide gender-neutral facilities such as restrooms and changing rooms, and allow students to use the facilities that correspond to their gender identity.

We will also work to ensure that school policies and practices do not discriminate against students on the basis of their gender identity or expression. This includes policies related to dress codes, school activities, and other aspects of school life.

To support students who are exploring their gender identity or expression, we will provide access to counseling services and resources, as well as a safe and supportive environment in which to express themselves.

SNTHS is committed to creating an inclusive and safe learning environment for all students, regardless of their gender identity or expression. By providing regular training to staff members, engaging parents and guardians, and addressing the rights and needs of students, we aim to ensure that every student feels respected, supported, and valued.

Process for Filing a Parent Complaint

Southern Nevada Trades High School (SNTHS) is committed to providing a positive and supportive learning environment for all students. We recognize that parents play an important role in their child's education, and we value their feedback and concerns. This complaint process outlines the steps that parents can take to address complaints or concerns they may have about our school.

1. Step 1: Informal Complaint Resolution

Parents are encouraged to first attempt to resolve their concern informally with the teacher or staff member involved. If the concern cannot be resolved at this level, the parent may request a meeting with the school principal to discuss the issue further.

2. Step 2: Formal Complaint Filing

If the parent is not satisfied with the outcome of the meeting or if the concern cannot be resolved informally, the parent should submit a written complaint to the principal. The written complaint should include the following information:

- A description of the problem or concern
- The name(s) of the individual(s) involved
- The dates and times of the incidents
- Any steps that have been taken to resolve the issue

The written complaint should be submitted to the school principal within 10 school days of the incident.

3. Step 3: Investigation

The principal or designee will investigate the complaint and may interview relevant parties and review documentation. The investigation should be completed within 10 business days of receipt of the complaint.

4. Step 4: Response

The principal or designee will provide a written response to the parent within 15 school days. The response will include the following information:

- A summary of the investigation findings
- A determination of whether the complaint is founded or unfounded
- If the complaint is founded, a description of the corrective action(s) to be taken
- Information on the parent's right to appeal the decision

5. Step 5: Appeal Process

If the parent is not satisfied with the response to their complaint, they may appeal the decision to the school's governing board within 10 school days of receiving the response. The appeal should be in writing and should include the following information:

- A statement of the grounds for the appeal
- A copy of the original complaint and response
- Any additional information the parent wishes to provide

The governing board will review the appeal and provide a written response to the parent within 30 school days. The response will include the following information:

- A summary of the appeal findings
- A determination of whether the complaint is founded or unfounded
- If the complaint is founded, a description of the corrective action(s) to be taken

6. Step 6: External Complaint

If the parent is not satisfied with the final decision of the governing board, they may file a complaint with the state charter school authority or other relevant agency.

SNTHS is committed to addressing parent complaints and concerns in a timely and effective manner. This complaint process provides a clear and transparent framework for parents to follow when addressing complaints related to our school.

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 a person and harming his/her reputation.
12. **Traffic violations on school grounds.**
13. **Tuancy:** Being absent from school without a valid excuse acceptable to SNTHS.
14. **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

Pursuant to NRS 392.4671 If a student is suspended or expelled from a public school, the board of trustees of the school district or the governing body of the charter school or university school for the profoundly

gifted in which the student is enrolled shall provide, on the same day that the student is suspended or expelled, a notice of the policy for appealing the suspension or expulsion.

A notice provided must:

- a) Include information regarding the timelines for appealing the suspension or expulsion;
 - b) Be written clearly and in a manner that allows a student and parent or legal guardian to understand each provision of the policy; and
 - c) Be provided in as many languages as possible, to the extent practicable.
- The student and/or parent/guardian has five school days to file an appeal pursuant to the policy adopted by the board of trustees of the school district or the governing body of the charter school or university school for profoundly gifted pupils.
 - Not later than five school days after receiving notification of the appeal of a suspension or expulsion, the board of trustees or the school district or the governing body of the charter school or university school for profoundly gifted pupils must schedule a hearing.
 - The pupil who is suspended or expelled or is being considered for suspension or expulsion:
 - a) Must be provided education services to prevent the pupil from losing academic credit during the period of suspension or expulsion; and
 - b) May be considered for temporary alternative placement, if, in the judgment of the principal after consideration of the seriousness of the acts which were the basis for the discipline of the pupil:
 - The temporary alternative placement will serve as the least restrictive environment possible, pursuant to NRS 392.4673; and
 - The pupil does not pose a serious threat to the safety of the school.

Suspension appeals from SNTHS will be coordinated with one of the school's designees. In most cases this will be the school's Principal. The appeal must be initiated within 5 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 by the parent or guardian:

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.

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, 2025.



Student Internet Access Agreement, Student Rules, and Acceptable Use Form

I understand that it is a privilege to use the SOUTHERN NEVADA TRADES HIGH SCHOOL network to access any public or other network, such as the Internet. I understand and agree with the following:

1. The privilege to use the SOUTHERN NEVADA TRADES HIGH SCHOOL network to access the public and other networks may be revoked by SOUTHERN NEVADA TRADES HIGH SCHOOL at any time for abusive conduct or violation of the conditions of use below. This includes but is not limited to: (1) the placing, transmission, or deliberate access of obscene, abusive, or otherwise offensive or objectionable language in any form using SOUTHERN NEVADA TRADES HIGH SCHOOL access; (2) plagiarism; and (3) use of the internet for the purpose of cyber bullying others. SOUTHERN NEVADA TRADES HIGH SCHOOL reserves the right to determine what constitutes abusive conduct or violation of SOUTHERN NEVADA TRADES HIGH SCHOOL policies.
2. SOUTHERN NEVADA TRADES HIGH SCHOOL has the right to review any material stored in SOUTHERN NEVADA TRADES HIGH SCHOOL files to which other SOUTHERN NEVADA TRADES HIGH SCHOOL users have access and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable. I hereby waive any right of privacy which I may otherwise have in and to such material.
3. All information and services contained at Internet access points in SOUTHERN NEVADA TRADES HIGH SCHOOL are placed there for general informational purposes and are in no way intended to refer to or be applicable to any specific person, case, or situation.
4. I am using this service at my own risk. SOUTHERN NEVADA TRADES HIGH SCHOOL is not able to monitor or control all information accessible through the internet and cannot be held responsible for all content.
5. Files downloaded from the internet may contain computer viruses. SOUTHERN NEVADA TRADES HIGH SCHOOL is not responsible for damage to my disk or computer or any loss of data, damage or liability that may occur from my use of SOUTHERN NEVADA TRADES HIGH SCHOOL computers.
6. I will not attempt to modify or tamper with SOUTHERN NEVADA TRADES HIGH SCHOOL'S computer hardware or software, introduce viruses, or install or run any unauthorized programs.
7. I will not attempt to gain unauthorized access to other computers or networks, violate the acceptable use policies or any network to which I connect, or improperly read, copy, misappropriate, alter, misuse, or destroy any information or files on this or other computers.
8. I will not use this access for unlawful activities, including violations of copyright law or other rights of third parties, or transmission of obscene, threatening, or harassing material.
9. I will not use this access to operate an on-line business, distribute commercial advertising, or represent myself as another person.
10. If I violate this agreement in any way, I understand that I may lose my internet access privileges temporarily or permanently. I may be held financially liable for any damage that I cause to Southern Nevada Trades High School computer hardware or software. Unlawful activities may result in criminal prosecution.

I have read the above Internet Rules and Acceptable Use and agree to abide by their provisions. I agree that violation of the agreement may result in the revocation of my public network access and related privileges.

Student name (print) _____

Grade _____

Student signature _____

Date _____



Student Internet Access Agreement and Parent Permission Form

I am the parent/legal guardian of _____. In giving permission for my child to use the SOUTHERN NEVADA TRADES HIGH SCHOOL Network to access the internet, I understand and agree that:

1. I have reviewed the Rules of Acceptable Use on the reverse side, and my child will comply with these rules.
2. SOUTHERN NEVADA TRADES HIGH SCHOOL encourages use of the Internet's valuable information and educational resources in an age-appropriate manner consistent with curriculum objectives. However, the Internet contains some materials that may be inaccurate, incomplete, outdated, or offensive to some individuals and that may be considered inappropriate for children.
3. SOUTHERN NEVADA TRADES HIGH SCHOOL, its employees and the Board of Directors is not liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of internet access, including, without limitation, access to other networks.
4. SOUTHERN NEVADA TRADES HIGH SCHOOL does not warrant that the functions of the network or any of the networks accessible through SOUTHERN NEVADA TRADES HIGH SCHOOL access points will meet any of the specific requirements you may have, or that internet access will be error free or uninterrupted. SOUTHERN NEVADA TRADES HIGH SCHOOL will not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use internet access.
5. In consideration for the privilege of using SOUTHERN NEVADA TRADES HIGH SCHOOL network access and in consideration for having access to the public networks, I hereby release SOUTHERN NEVADA TRADES HIGH SCHOOL and its staff, administrators, operators, Board of Directors and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, SOUTHERN NEVADA TRADES HIGH SCHOOL access, including, without limitation, the type of damages identified above.
6. If my child violates this agreement in any way, I understand that he/she may lose his/her Internet access privileges, temporarily or permanently. I may be held financially liable for any damage that my child causes to the computer hardware or software. Unlawful activities may result in criminal prosecution.

Please check the appropriate box below:

_____ I give permission for my child to have access to the SOUTHERN NEVADA TRADES HIGH SCHOOL Internet.

_____ I do not give permission for my child to have access to the SOUTHERN NEVADA TRADES HIGH SCHOOL Internet.

Parent/Guardian Signature _____ Date _____

Home Phone _____ Work or Cell Phone _____



School-Parent/Family Compact
Southern Nevada Trades High School
2025-2026
Updated: July 2025

Dear Parent/Guardian,

Southern Nevada Trades High School (SNTHS), students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the State's high standards.

JOINTLY DEVELOPED

The parents, students, and staff of SNTHS partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held in August each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the annual Title I parent survey that is also used as a tool to collect parent feedback regarding the current Title I programs and policies.

To understand how working together can benefit your child, it is first important to understand the school's goals for student academic achievement.

SNTHS GOALS:

At SNTHS our goal is to provide high quality academics along with career ready skills, achieving a 100% graduation rate by the 2026-2027 school year. We will accomplish this goal by closely following our Mission and Vision.

SNTHS' 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.

To help your child meet the district and school goals, the school, you, and your child will work together to:

SCHOOL/TEACHER RESPONSIBILITIES:

SNTHS 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.*

PARENT/GUARDIAN RESPONSIBILITIES:

We, as parents or guardians 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.*

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.*

COMMUNICATION ABOUT STUDENT LEARNING:

SNTHS is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- *Monthly school newsletters*
- *Infinite Campus parent portal*
- *Parent-teacher conferences*
- *Weekly red folders*
- *Emails/ phone calls to parents*

ACTIVITIES TO BUILD PARTNERSHIPS:

SNTHS offers ongoing events and programs to build partnerships with families, including:

- *Family nights*
- *Parent-teacher conferences*
- *Parent Advisory Team*
- *Open House*
- *Curriculum Nights*
- *Community events*

Please sign and date below to acknowledge that you have read, received, and agree to this School-Parent Compact. Once signed, please return the form to your child's teacher. We look forward to our school-parent partnership!



Candi Wadsworth, Principal

Date

Parent/Guardian Signature

Date

Student Signature

Date

NEVADA DEPARTMENT OF EDUCATION CODE OF HONOR

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 works 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.

Student Signature _____ Date: _____

Parent/Legal Guardian Signature _____ Date: _____

Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child’s school administration and/or the school district.

Resources: Cheating policies from Clark and Washoe County School Districts’ secondary schools; Foothill Community College

BYLAWS FOR THE ADMINISTRATION
SOUTHERN NEVADA TRADES HIGH SCHOOL
A Nevada Non-Profit Corporation

These Bylaws ("**Bylaws**") of Southern Nevada Trades High School, a Nevada non-profit corporation (the "**Corporation**"), are dated April 8, 2022 have been adopted by the board of directors of the Corporation (the "**Board**") and are hereby executed by the Corporation's officers.

ARTICLE I: PRINCIPAL OFFICE; REGISTERED AGENT & CHARITABLE PURPOSE

1.1. PRINCIPAL OFFICE. The address of the principal office of the Corporation shall be [Address]. The Board may change the address of the principal office from time to time as it deems advisable.

1.2. REGISTERED AGENT. The registered agent of the Corporation is Shumway Van, LLC, whose address is 8985 S Eastern Avenue, Suite 100, Las Vegas, NV 89123. The Board may change the registered agent of the Corporation from time to time as it deems advisable, provided, however, that if the registered agent of the Corporation or the address of the Corporation's designated address is changed, the Board shall amend the Articles (defined below) to disclose the then current registered agent and its then current address.

1.3. FORMATION. The Corporation was formed upon the filing of its Articles of Incorporation with the Nevada Secretary of State on April 8, 2022 (the "**Articles**").

1.4. CHARITABLE PURPOSE. The Corporation shall exist solely for charitable and educational purposes as defined by Section 501(c)(3) of the Internal Revenue Code (the "**Code**"), as amended, and as set forth in the Articles. The members of the Board (collectively the "**Directors**" and each individually a "**Director**") shall not exercise their powers except in full compliance with federal laws governing tax exempt organizations under Section 501(c)(3) of the Code so that the Corporation at all times qualifies as a tax-exempt organization to which donations shall be tax deductible pursuant to Sections 170(a)(1), 2055 and 2522 of the Code.

1.5. COMPLIANCE WITH LAWS. The Corporation will at all times comply with all applicable federal, state, and local laws, rules, and regulations, including, but not limited to, Chapter 82 of the Nevada Revised Statutes, which governs the formation and operation of nonprofit corporations under Nevada law.

ARTICLE II: DEFINITIONS

2.1. DEFINITIONS. The following definitions shall apply to the following terms, as used in these Bylaws:

(a) "**Annual Meeting**" means a meeting of the Directors occurring not less frequently than once per Fiscal Year at which the business and affairs of the Corporation are conducted.

(b) "**Board**" means the governing body of the Corporation, comprised of all of the Directors.

(c) "**Bylaws**" mean these Bylaws of the Corporation, as amended.

(d) "**Chair**" means, initially, Brett Willis, and thereafter the Director charged with leading the Board.

(e) **“Code”** means the Internal Revenue Code of 1986, as from time to time amended and in effect.

(f) **“Director(s)”** means a member or members of the Board.

(g) **“Executive Committee”** means a committee established under the direction of the Board for a specific purpose or project related to the charitable purposes of the Corporation and comprised of members designated by the Board.

(h) **“Fiscal Year”** means the calendar year unless otherwise determined by the Chair in its sole discretion.

(i) **“Corporation”** means the private operating foundation governed by these Bylaws, and its successors and assigns.

(j) **“Net Asset Value”** means all of the Corporation’s assets less all of the Corporation’s liabilities.

(k) **“Officer(s)”** means the President, Secretary, Treasurer, and any Vice-Presidents appointed by the Directors to assist in the management of the affairs of the Corporation.

(l) **“Person”** means an individual or a corporation, limited liability company, partnership, trust, estate, unincorporated organization, association, or other business enterprise.

(m) **“Regulations”** means the income tax regulations promulgated under the Code, as from time to time amended and in effect (including corresponding provisions of succeeding regulations).

(n) **“Resolution”** means a written instrument drafted and distributed by and among the Directors setting forth a specific action to be taken by the Directors upon obtaining the requisite percentage of approval from the Directors.

(o) **“Special Meeting”** means a meeting of the Directors called by the Chair from time to time at which the business and affairs of the Corporation are conducted.

ARTICLE III: DIRECTORS

3.1. COMPOSITION OF THE BOARD; CHAIR. The Board shall initially consist of four (4) Directors, namely (i) Brett Willis, (ii) Rebecca Merrihew; (iii) Kelly Gaines; and (iv) Lisa Jones. Brett Willis shall serve as the initial Chair. In the event of a voting tie among the Directors, the Chair shall have the tie-breaking vote.

3.2. APPOINTMENT AND REMOVAL. The Directors may appoint additional or successor Directors to the Board pursuant to Section 3.4 below, *provided, however*, that the appointment of additional or successor Directors shall not be effective if it results in a Board comprised of an even number of Directors.

3.3. RESIGNATION. A Director may resign from the Board at any time by providing thirty (30) days’ advance, written notice to the other Directors.

3.4. GENERAL POWERS.

(a) **Independent Authority.** The day-to-day business and affairs of the Corporation shall be managed by the Board or those it designates as Officers, if any. Each Director, subject only to those restrictions set forth in the Articles and these Bylaws, shall have full and complete authority, power, and discretion to make any and all decisions and to do any and all things which such Director deems appropriate to accomplish the charitable purposes of the Corporation. Decisions and actions by the Directors, or any one of them, are binding on the Corporation and any document may be signed on behalf of the Corporation by any one of the Directors.

(b) **Majority Approval.** Notwithstanding the foregoing, no Director shall have the authority to take the following actions except upon the majority vote of the Directors at an Annual Meeting or Special Meeting or the majority approval by the Directors of a Resolution:

i. The delegation of authority to Officers and the fixing of compensation of Officers and Subordinate Officers;

ii. The establishment and termination of, and delegation of authority to Executive Committees, the appointment of members thereto, the removal of members therefrom, and the fixing of compensation, if any, of the members of an Executive Committee;

iii. The determination as to whether the Corporation will enter into any proposed transaction or arrangement for which a conflict of interest is present;

iv. The acquisition, disposition, mortgage, pledge, encumbrance, hypothecation, or exchange of any real property on behalf of the Corporation;

v. The advancement or generation of loans to or from the Corporation in excess of \$10,000 and the provision or securing of collateral for such loans;

vi. The amendment of these Bylaws, the Articles, or the changing of charitable purposes of the Corporation, except that any amendments required under applicable law to correct an inaccuracy in the Articles may be filed at any time by any Director;

vii. The opening and maintaining of a bank account or other depository in the name of the Corporation; and

viii. The negotiation, execution, and performance of any Material Contract on behalf of the Corporation. For purposes of this subsection, the term “**Material Contract**” means any contract whose value or cost of performance is equal to or greater than twenty percent (20%) of the Net Asset Value of the Corporation.

(c) **Unanimous Approval.** Furthermore, no Director shall have the authority to take any of the following actions except upon the unanimous vote of the Directors at an Annual Meeting or Special Meeting or the unanimous approval by the Directors of a Resolution:

i. The sale, exchange, assignment, transfer, or disposal of all or substantially all of the Corporation’s assets, whether or not as part of a single transaction or plan;

ii. The dissolution, merger, consolidation, sale or other modification of the Corporation or any subsidiary of the Corporation; or

iii. The filing of bankruptcy.

3.5. MEETINGS AND RESOLUTIONS.

(a) Annual Meetings. A regular meeting of the Board shall be held no less frequently than once per Fiscal Year, at the time and place appointed by Resolution, drafted and distributed by the Chair, and which must be approved of by a majority of the Directors. No notice aside from such Resolution shall be required for such an Annual Meeting. Any action taken during an Annual Meeting shall be deemed effected as of the date of such Annual Meeting.

(b) Special Meetings. Special Meetings of the Board may be called by the Chair, without a Resolution, provided, however, that the Chair shall give notice to the Directors of the time and place of these meetings not less than two (2) days prior to such Special Meeting. Any action taken during a Special Meeting shall be deemed effected as of the date of such Special Meeting.

3.6. PARTICIPATION IN MEETINGS. The Directors may participate in Annual Meetings or Special Meetings by means of telephone conference or similar communications by which all Persons participating can hear each other and participate in the Annual Meeting or Special Meeting. Each Director who participates in such a manner shall be deemed to have been present at the Annual Meeting or Special Meeting.

3.7. QUORUM. A majority of the Directors shall constitute a quorum for the purpose of taking any action at any Annual Meeting or Special Meeting of the Directors. If less than a quorum is present at an Annual Meeting or Special Meeting, the Directors present cannot take any action that requires a majority of the Directors. Any action taken by majority vote at any Annual Meeting or Special Meeting at which a quorum is present shall be deemed to be an act of a majority of the Board.

3.8. PRESUMPTION OF ASSENT. A Director who is present at an Annual Meeting or Special Meeting of the Directors at which action on any matter is taken shall be presumed to have assented to the action unless the Director's dissent shall be entered in the minutes of the Annual Meeting or Special Meeting or unless the member files a written dissent to such action with the Chair on or before fourteen (14) days have passed from the date of such Annual Meeting or Special Meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

3.9. PERIODIC REVIEWS.

(a) Scope. To confirm that the Corporation operates in a manner that (i) is consistent with the charitable purposes set forth in the Articles; (ii) is compliant with the restrictions set forth in Article VIII of these Bylaws; (iii) conforms to the Corporation's Conflict of Interest Policy, as set forth in **Addendum A** to these Bylaws; and (iv) does not jeopardize its tax exempt status in any way, the Board or an Executive Committee designated for such a purposes, shall conduct periodic reviews of the Corporation's operations. The periodic reviews shall also include, at a minimum, the following subjects:

i. Whether compensation arrangements and reimbursement of expenses are reasonable, based on competent survey information, and the result of arm's length bargaining and transactions; and

ii. Whether partnerships, joint ventures, and arrangements with management organizations (if any) conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in excess benefit transactions.

(b) **Use of Outside Experts.** When conducting the periodic reviews, the Board or Executive Committee may, but need not, use outside advisors. If outside advisors are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

3.10. COMMITTEES. The Board may, by resolution adopted by the majority of the Directors then in office, or by appointment not requiring a majority vote for administrative matters, designate committees, consisting of Directors, Members, members of the public or others with specific knowledge and skill, to serve at the pleasure and direction of the Board.

ARTICLE IV: OFFICERS AND SUBORDINATE OFFICERS

4.1. PRESIDENT, VICE-PRESIDENTS, SECRETARY, AND TREASURER. The Officers, if the Directors elect to Officers, shall consist of a president ("**President**"), a secretary ("**Secretary**") a treasurer ("**Treasurer**"), and such vice presidents, if any, ("**Vice Presidents**") as determined by the Directors.

4.2. APPOINTMENT OF OFFICERS. Officers shall be appointed by the Directors pursuant to the majority vote of the Directors at an Annual Meeting or Special Meeting or the majority approval by the Directors of a Resolution above. Officers may, but need not be, Directors during the terms of their respective offices.

4.3. SUBORDINATE OFFICERS. The President, or any Officer acting under the President's express authority, may appoint such agents, employees, or officials ("**Subordinate Officers**"), as it deems advisable. The President, or any Officer acting under the President's express authority, shall determine the title, period of appointment, authority, and duties to be performed of all Subordinate Officers.

4.4. RESIGNATION. An Officer or Subordinate Officer may resign at any time by delivering a written resignation to the any one or more of the Directors. Such officer's resignation shall take effect fourteen (14) days after such Officer's delivery of its written resignation to a Director.

4.5. REMOVAL. The Directors may remove any Officer, at any time, for or without cause, pursuant to Section 3.4 above. The President, or any Officer acting under the President's express authority to do so, may remove, for or without cause, any Subordinate Officer appointed in accordance with the provisions of these Bylaws.

4.6. PRESIDENT. The President shall be the Chair of the Board, shall perform such duties as generally fall under the purview of a president of a corporation and other duties as may be assigned by the Directors, and shall preside at all Annual Meetings or Special Meetings of the Directors.

4.7. VICE PRESIDENT. The Vice President shall perform such duties as may be assigned by the Directors and, in the absence of the President, shall preside at all Annual Meetings or Special Meetings.

4.8. SECRETARY. The Secretary shall have the following powers and duties:

(a) The Secretary shall keep or cause to be kept a record of all the proceedings of the Annual Meetings or Special Meetings and shall keep or cause to be kept copies of all proposed and/or accepted Resolutions in books provided for such purposes;

(b) The Secretary shall cause all notices to be duly given in accordance with the provisions of these Bylaws;

(c) The Secretary shall be custodian of the Corporation's books and records and shall see that such books and records are properly organized, maintained, and made available for inspection and copy as required by the Code and these Bylaws; and

(d) The Secretary shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Directors.

4.9. TREASURER. The Treasurer shall have charge and custody of, and is responsible for, all funds and securities of the Corporation. The Treasurer shall also receive and give receipts for monies due and payable to the Corporation from any source whatsoever and shall deposit all such moneys in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Directors.

4.10. SURETY BOND. If the Directors so require, any Officer or Subordinate Officer of the Corporation shall execute a bond in such sum and with such sureties as the Directors may direct, conditioned upon the faithful performance of duties to the Corporation, including responsibility for negligence and for the accounting for all property or monies of the Corporation that may come into the Officer or Subordinate Officer's hands.

ARTICLE V: EXECUTIVE COMMITTEES

5.1. DESIGNATION. Pursuant to Section 3.4 above, the Board may designate one or more Executive Committees to conduct specific business and affairs of the Corporation. Members of an Executive Committee, including the presiding member of such Executive Committee, may be Directors, Officers, Subordinate Officers, or any other Person and shall be designated by the Directors pursuant to Section 3.4. Each member of an Executive Committee shall hold such office until the member resigns, is removed, a successor is designated in the place of such member, or the Executive Committee is terminated.

5.2. POWERS. Executive Committees shall have such power and authority as is delegated to them by the Board, provided, however, that an Executive Committee shall not appoint or remove Directors from the Board or amend these Bylaws or the Articles.

5.3. PROCEEDINGS. The Executive Committee shall meet at such place or places, at such time or times and upon such notice (or without notice) as it shall determine from time to time. It shall keep a record of its proceedings and shall report such proceedings to the Directors at each Annual Meeting.

5.4. QUORUM FOR TRANSACTING BUSINESS. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business at any of its meetings. If less than a quorum is present at a meeting, the members cannot take any action that requires approval from a majority of the members. Any action taken by majority vote at a meeting at which a quorum is present shall be deemed to be an act of the Executive Committee.

5.5. RESIGNATION AND REMOVAL. Any member of an Executive Committee may resign at any time by delivering a written resignation to the Board. Such resignation shall take effect fourteen (14) days after such member's delivery of its resignation to the Board. The Directors may remove any member of an Executive Committee at any time, with or without cause, pursuant to Section 3.4 above.

5.6. VACANCIES. If any vacancy shall occur in an Executive Committee by reason of disqualification, death, resignation, removal or otherwise, the remaining members shall, until the filling of such vacancy, constitute the then total membership of the Executive Committee. Such vacancy may be filled by the Directors pursuant to Section 3.4 above.

ARTICLE VI: DISSOLUTION

Upon the dissolution of the Corporation, the Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, and after properly disposing of assets held by the Corporation upon condition requiring return, transfer or conveyance upon such event of dissolution as required by Nevada law, transfer and convey all remaining assets and benefits of the Corporation to a transferee designated by the Board for advancement of the purposes of the Corporation, provided that such transferee then qualifies for such a distribution under Section 501(c)(3) of the Code or its future equivalent. If the transferee or its successor shall fail to so qualify, then all remaining assets and benefits of the Corporation shall be disposed of by the district court for the county in which the principal office of the Corporation is then located. The court shall transfer the Corporations assets to such organization or organizations as said court shall determine most nearly approximate the purposes for which the Corporation was organized.

ARTICLE VII: COMPENSATION AND REIMBURSEMENT

7.1. COMPENSATION. As determined by the Directors pursuant to Section 3.4, the Corporation may pay compensation to Officers, Subordinate Officers, and members of an Executive Committee (other than government officials) for the performance of personal services which are reasonable and necessary to carry out the charitable purposes of the Corporation. The Corporation shall not compensate the Directors for services rendered in their capacities as Directors, provided, however, that no Officer, Subordinate Officer, or member of an Executive Committee shall be prevented from receiving reasonable compensation by reason of the fact that the Officer, Subordinate Officer, or member of an Executive Committee is also a Director. Such compensation shall not be excessive and in no event shall such compensation exceed that which would ordinarily be paid for similar services rendered on behalf of either charitable or non-profit organizations under similar circumstances. The Directors shall (i) comply with the Corporation's Conflict of Interest Policy in **Addendum A** to these Bylaws; (ii) keep a record of the vote of each Director with respect to compensation and the basis for such Director's vote; and (iii) consider the following factors when determining the reasonable compensation of Officers, Subordinate Officers, and members of Executive Committees for their services rendered on behalf of the Corporation:

- (a) The individual's qualifications;
- (b) The nature, extent, and scope of the work to be performed;
- (c) The Corporation's gross and net receipts;
- (d) The prevailing economic conditions;

(e) The prevailing rates of compensation for comparable positions in comparable entities either charitable or non-profit;

(f) The total amount of compensation paid to all Officers and Subordinate Officers; and

(g) The compensation paid to specific Officers and Subordinate Officers in previous years.

7.2 REIMBURSEMENT. As determined by the Board pursuant to Section 3.4 above, the Corporation may reimburse the Directors, Officers, Subordinate Officers, and members of Executive Committees (other than government officials) for any reasonable and necessary expenses actually incurred by such individuals in carrying out the charitable purposes of the Corporation. The Directors shall comply with the Corporation's Conflict of Interest Policy in **Addendum A** to these Bylaws in all instances where reimbursement is made to a Director, Officer, Subordinate Officer, or member of an Executive Committee.

ARTICLE VIII: RESTRICTIONS

8.1. NO PRIVATE INUREMENT; POLITICS. No part of the Corporation (including its net earnings) shall inure to the private benefit of any Director or Person and no substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation. The Corporation shall not participate or intervene in any way in any political campaign on behalf of any candidate for public office.

8.2. USE OF FUNDS. All of the income or earnings of the Corporation shall be used to fulfill the charitable purposes of the Corporation. No part of the income or earnings of the Corporation shall inure to the benefit of or be distributable to its Directors, officers or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation to its officers, agents, and employees for services rendered to or for the benefit of the Corporation, to reimburse its Directors, officers, agents, and employees for expenses incurred in furtherance of the Corporation's charitable purposes, and to make payments and distributions in furtherance of the charitable purposes of the Corporation, as set forth in these Bylaws. Notwithstanding any other provision of these Bylaws, the Corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Code, or (ii) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

8.3. DISTRIBUTION OF INCOME. The Corporation shall distribute its income for each tax year at a time and in a manner so as not to become subject to the tax on undistributed income imposed by Section 4942 of the Code, or the corresponding section of any succeeding law.

8.4. SELF-DEALING AND CONFLICTS OF INTEREST. The Corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Code, or the corresponding section of any succeeding law. The Corporation shall not enter into any transaction in which a Director, Officer, Subordinate Officer, member of an Executive Committee or any Person that is related by blood or marriage to a Director, Officer, Subordinate Officer, or member of an Executive Committee, has, directly or indirectly, an ownership, investment, or other financial interest except in accordance with the Corporation's Conflict of Interest Policy, which is set forth in greater detail in **Addendum A** to these Bylaws.

8.5. EXCESS BUSINESS HOLDINGS. The Corporation shall not retain any excess business holdings as defined in Section 4943(c) of the Code, or the corresponding section of any succeeding law, and shall divest itself of any excess business holdings within the timeframe provided for under Section 4943(c) of the Code.

8.6. INVESTMENTS. The Corporation shall not make any investments in a manner as to subject it to tax under Section 4944 of the Code, or the corresponding section of any succeeding law.

8.7. TAXABLE EXPENDITURES. The Corporation shall not make any taxable expenditures as defined in Section 4945 of the Code, or the corresponding section of any succeeding law.

8.8. RESTRICTIONS ON ACTIVITIES. Notwithstanding any of the statements in Article III of purposes and powers of the Corporation, the Corporation shall not engage in activities that in themselves are not in furtherance of the charitable purposes of the Corporation, as set forth in the Articles, or that jeopardize in any way the Corporation's status as a Section 501(c)(3) entity under the Code.

8.9. COMPLIANCE WITH SECTION 501(c)(3). The Directors shall not exercise their powers except in full compliance with federal laws governing tax exempt organizations under Section 501(c)(3) of the Code so that the Corporation at all times qualifies as a tax-exempt organization to which donations shall be tax deductible pursuant to Sections 170(a)(1), 2055, and 2522 of the Code.

8.10. ANNUAL STATEMENTS. Each Director, Officer, Subordinate Officer, and member of an Executive Committee with Board delegated powers shall annually sign a statement which affirms such Person:

(a) Has received a copy of these Bylaws;

(b) Has read and understands restrictions and requirements set forth in these Bylaws;

(c) Has agreed to comply with such restrictions and requirements; and

(d) Understands that the Corporation is a charitable entity and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish its tax-exempt purposes.

ARTICLE IX: ACCOUNTING, BOOKS, RECORDS, AND LOANS

9.1. ACCOUNTING PRINCIPLES. The Corporation's books and records shall be kept, and its income tax returns prepared, under such permissible method of accounting, consistently applied, as the Board may determine to be appropriate.

9.2. FISCAL YEAR. The Fiscal Year shall be the calendar year.

9.3. RECORDS AND ACCOUNTS. At the expense of the Corporation, the Board shall maintain records and accounts of all operations and expenditures of the Corporation as required pursuant to Chapter 82 of the Nevada Revised Statutes.

9.4. RETURNS. The Board shall cause the preparation and timely filing of all tax and information returns required to be filed by the Corporation pursuant to the Code and all other tax and information returns deemed necessary and required in each jurisdiction in which the Corporation conduct charitable activities.

9.5. LOANS. The Corporation shall be permitted to make loans to individuals and institutions on commercially reasonable terms to further its educational and charitable purposes.

ARTICLE X: GENERAL BYLAWS

10.1. NOTICES. Any notice, demand, request or report required or permitted to be given or made to a party under these Bylaws shall be in writing and shall be delivered (i) in person; (ii) by registered or certified mail, return receipt requested; or (iii) by electronic mail, return receipt requested, to such party at its address as shown on the records of the Corporation and shall be deemed effective when received by such party.

10.2 AMENDMENTS. Any provision of these Bylaws may be amended or revoked by the majority vote of the Directors at an Annual Meeting or Special Meeting or by majority approval of a Resolution to amend the Bylaws setting forth the specific provisions to be amended or revoked.

10.3. TITLES AND CAPTIONS. All article and section titles and captions in these Bylaws are for convenience only, shall not be deemed part of these Bylaws, and in no way shall define, limit, extend, or describe the scope or intent of any provisions hereof. Except as specifically provided otherwise, references to "Articles" and "Sections" are to Articles and Sections of these Bylaws.

10.4. PRONOUNS AND PLURALS. Whenever the context may require, any pronoun used in these Bylaws shall include the corresponding masculine, feminine, or neuter forms, and the singular form of nouns, pronouns, and verbs shall include the plural and vice versa.

10.5. BINDING EFFECT. These Bylaws shall be binding upon and inure to the benefit of the parties hereto and their heirs, executors, administrators, successors, legal representatives and permitted assigns.

10.6. INTEGRATION. These Bylaws constitute the entire agreement among the parties hereto pertaining to the subject matter hereof and supersede all prior agreements and understandings pertaining thereto.

10.7. WAIVER. No failure by any party to insist upon the strict performance of any covenant, duty, agreement, or condition of these Bylaws or to exercise any right or remedy consequent upon a breach thereof shall constitute a waiver of any such breach of any covenant, agreement, term, or condition. Any Director or Officer may, by an instrument in writing, but shall be under no obligation to, waive any of its rights or any conditions to its obligations hereunder, or any duty, obligation or covenant of any other Director or Officer, but no waiver shall be effective unless in writing and signed by the Director or Officer making such waiver. No waiver shall affect or alter the remainder of the terms of these Bylaws but each and every covenant, agreement, term, and condition hereof shall continue in full force and effect with respect to any other then existing or subsequent breach.

10.8. NEVADA LAW APPLICABLE. All matters in connection with the power, authority and rights of the members and all matters pertaining to the operation, construction, interpretation, or enforcement of these Bylaws shall be governed and determined by the internal laws of the State of Nevada, without giving effect to the principles of conflicts of laws.

10.9. NEVADA JURISDICTION. EACH DIRECTOR, OFFICER, SUBORDINATE OFFICER, AND EXECUTIVE COMMITTEE MEMBER (i) HEREBY IRREVOCABLY SUBMITS TO THE JURISDICTION OF ANY COURT OF THE STATE OF NEVADA OR THE UNITED STATES DISTRICT COURT FOR THE EIGHTH DISTRICT

OF NEVADA FOR THE PURPOSES OF ANY SUIT, ACTION OR OTHER PROCEEDING ARISING OUT OF THESE BYLAWS WHICH IS BROUGHT BY OR AGAINST THE COMPANY, (ii) HEREBY IRREVOCABLY AGREES THAT ALL CLAIMS IN RESPECT OF ANY SUCH SUIT, ACTION OR PROCEEDING MAY BE HEARD AND DETERMINED IN ANY SUCH COURT AND (iii) TO THE EXTENT THAT IT HAS ACQUIRED, OR HEREAFTER MAY ACQUIRE, ANY IMMUNITY FROM THE JURISDICTION OF ANY SUCH COURT OR FROM ANY LEGAL PROCESS THEREIN, HEREBY WAIVES SUCH IMMUNITY TO THE FULLEST EXTENT PERMITTED BY LAW. EACH DIRECTOR, OFFICER, SUBORDINATE OFFICER, AND EXECUTIVE COMMITTEE MEMBER HEREBY WAIVES, AND HEREBY AGREES NOT TO ASSERT, IN ANY SUCH SUIT, ACTION OR PROCEEDING, IN EACH CASE TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY CLAIM THAT (i) IT IS NOT PERSONALLY SUBJECT TO THE JURISDICTION OF ANY SUCH COURT, (ii) IT IS IMMUNE FROM ANY LEGAL PROCESS, (iii) ANY SUCH SUIT, ACTION OR PROCEEDING IS BROUGHT IN AN INCONVENIENT FORUM, (iv) VENUE OF ANY SUCH SUIT, ACTION OR PROCEEDING IS IMPROPER OR (v) THESE BYLAWS MAY NOT BE ENFORCED IN OR BY SUCH COURT. EACH DIRECTOR, OFFICER, SUBORDINATE OFFICER, AND EXECUTIVE COMMITTEE MEMBER AGREES THAT PROCESS AGAINST IT IN CONNECTION WITH ANY SUIT, ACTION OR PROCEEDING FILED IN ANY SUCH REFERENCED COURT ARISING OUT OF OR RELATING TO THIS AGREEMENT MAY BE SERVED ON IT, BY MAILING THE SAME TO SUCH MEMBER BY REGISTERED MAIL, RETURN RECEIPT REQUESTED, ADDRESSED TO SUCH MEMBER AT ITS ADDRESS FOR NOTICES UNDER THESE BYLAWS, WITH THE SAME EFFECT IN EITHER CASE AS THOUGH SERVED UPON SUCH PERSON PERSONALLY.

10.10. INVALIDITY OF PROVISIONS. If any provision of these Bylaws is declared or found to be illegal, unenforceable, or void, in whole or in part, then the parties shall be relieved of all obligations arising under such provision, but only to the extent that it is illegal, unenforceable or void, it being the intent and agreement of the parties that these Bylaws shall be deemed amended by modifying such provision to the extent necessary to make it legal and enforceable while preserving its intent or, if that is not possible, by substituting therefor another provision that is legal and enforceable and achieves the same objectives.

10.11. ATTORNEY FEES. In the event of an arbitration, trial, appeal, dispute, or other legal action brought or sought by a party to enforce the terms these Bylaws or its rights hereunder, the prevailing party in such action shall be entitled to reimbursement from the other party for its reasonable costs (including, without limitation, attorney fees) incurred in connection therewith.

10.12. COUNTERPARTS. These Bylaws may be executed in counterparts by facsimile or electronic transmission, each of which will be deemed to be an original, but all of which together will constitute one and the same instrument, without necessity of production of the others.

(Signatures on the following page)

IN WITNESS WHEREOF, the below declare that they have examined these Bylaws and that they are to the best of their knowledge and belief, true, correct, and complete. The undersigned hereby acknowledge that the Corporation has adopted these Bylaws effective as of the date first set forth above.

DIRECTORS:

BRETT WILLIS

Signature: _____

Date: _____

REBECCA MERRIHEW

Signature: _____

Date: _____

KELLY GAINES

Signature: _____

Date: _____

LISA JONES

Signature: _____

Date: _____

ADDENDUM A:
CONFLICT OF INTEREST POLICY
OF THE
SOUTHERN NEVADA TRADES HIGH SCHOOL

THIS ADDENDUM ("**Addendum**") to the Bylaws of Southern Nevada Trades High School, a Nevada non-profit corporation (the "**Corporation**"), has been adopted by the board of directors of the Corporation (the "**Board**") and is hereby made a substantive part of the Bylaws of the Corporation ("**Bylaws**").

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.

EXHIBIT 1: FORM RESOLUTION OF THE BOARD

RESOLUTION OF BOARD OF DIRECTORS
OF THE
SOUTHERN NEVADA TRADES HIGH SCHOOL,
A Nevada Non-Profit Corporation

[[Date]]

In accordance with Chapter 82 of the Nevada Revised Statutes and its governing documents, the board of directors (the “**Board**”) of Southern Nevada Trades High School, a Nevada non-profit corporation (the “**Corporation**”), hereby adopts the following resolutions (“**Resolutions**”):

[[TITLE OF ACTION]]

RESOLVED, [[action to be taken]];

FURTHER RESOLVED, [[additional action to be taken]];

FURTHER RESOLVED, [[additional action to be taken]].

DIRECTORS:

BRETT WILLIS

Signature: _____

Date: _____

REBECCA MERRIHEW

Signature: _____

Date: _____

KELLY GAINES

Signature: _____

Date: _____

LISA JONES

Signature: _____

Date: _____

CODE OF ETHICS

The Southern Nevada Trades High School Board of Directors desires to operate in the most ethical and conscientious manner possible and to that end the board adopts this Code of Ethics and each Director agrees that he or she will:

ARTICLE I: GOVERNANCE STRUCTURE

1. Recognize that the authority of the board rests only with the board as a whole and not with individual directors and act accordingly.
2. Support the delegation of authority for the day-to-day administration of the high school to the school leader and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the school leader should be present at all meetings of the board except when his or her contract, salary or performance is under consideration.
5. Not undermine the authority of the school leader or school administration.
6. Use reasonable efforts to keep the school leader informed of concerns or specific recommendations that any Director may bring to the board.

ARTICLE II: STRATEGIC PLANNING

1. Reflect through actions that his or her first and foremost concern is for educational welfare of children attending the high school.
2. Participate in all planning activities to develop the vision and goals of the board.
3. Work with the Directors and the school leadership team to ensure prudent and accountable uses of the resources of the high school.
4. Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, all rules and guidelines of the State Board of Education and the board.

ARTICLE III: BOARD AND COMMUNITY RELATIONS

1. Seek regular and systemic communications among the board and students, staff, and the community.
2. Communicate to the Directors and the school leadership expressions of public reaction to board policies and high school programs

ARTICLE IV: POLICY DEVELOPMENT

1. Work with other Directors to establish effective policies for the high school.
2. Make decisions on policy matters only after full discussion at publicly held board meetings.
3. Periodically review and evaluate the effectiveness of policies on high school programs and performance.

ARTICLE V: BOARD MEETINGS

1. Attend and participate in regularly scheduled and called board meetings.
2. Be informed and prepared to discuss issues to be considered on the board agenda.
3. Work with other Directors in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
4. Vote for a closed executive session of the board only when applicable law or board policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the board and the high school, during executive session of the board.
6. Make decisions in accordance with the interests of the high school as a whole and not any particular agreement thereof.
7. Express opinions before votes are cast, but after the board vote, abide by and support all majority decisions of the board.

ARTICLE VI: PERSONNEL

1. Consider the employment of personnel only after receiving and considering the recommendation of the school leadership.
2. Support the employment of persons best qualified to serve as employees of the high school and insist on regular and impartial evaluations of high school staff.
3. Comply with all applicable laws, rules, regulation, and all board policies regarding employment of family members.

ARTICLE VII: FINANCIAL GOVERNANCE

1. Refrain from using the position of Director for personal or partisan gain or to benefit any person or entity over the interest of the high school.

Conduct as a Director

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a Director.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.

3. Communicate in a respectful professional manner with and about fellow Directors.
4. Take no private action that will compromise the board or high school administration.
5. Participate in all required training programs developed for Directors.

ARTICLE VII: CONFLICTS OF INTEREST

1. Announce potential conflicts of interest before board action is taken.
2. Comply with the conflicts of interest policy of the board, all applicable laws and State Board of Education Standard, rules and guidelines.

SNTHS – Board Member Procedure Document Approved 10.9.2023

Nomination and Board Elections of Officers and Directors

- The Governance Committee, if created, shall present nomination for new and renewing Board members of three or more. Recommendations from the Governance Committee shall be made known to the Board in writing before nominations are made and voted on. New and renewing Board members shall be approved by majority of those Board members at a Board meeting at which a quorum is present. If no Governance Committee is created, then this duty shall fall upon another committee created for that purpose or upon the Board of Directors.
- The Nominating committee will nominate one (1) person for each of the available seats to be filled on the Board of Directors by May of each year. New Board members shall be elected by a majority vote by Board members present at said meeting, provided there is a quorum present. Members so elected shall begin their term beginning on the first day of the next fiscal year (July 1st).

Number of Board Members

- The number of Board Members shall be (13) Thirteen and may be increased or decreased without further amendment of the bylaws. At no time may the number of Directors be less than (3) three.

Terms of Board

- Board members shall be elected for a term of three (3) years staggered and may be elected for successive terms. Officers shall be elected for a term of (2) two years and may succeed themselves, for not more than one additional-term. Elected Ex-officio Directors shall be elected for two-year terms *and may elect for one additional successive term*.
- Once elected, the treasurer may continue in office without term limits at the discretion of the board.
- One Board member must be a parent. The parent board member will be an ex-officio member and will hold a term up to four years, or at the discretion of the board. The parent board member will be excluded from both student discipline and personnel matters.

Attendance

- Any Board member who misses (2) two consecutive without prior notice or (3) three meetings a year is subject to removal and replacement at the discretion of the board.

Vacancies

- The Board shall have power to fill the unexpired term of any vacancies on the Board caused by death, disqualification, removal, refusal to act or resignation of any member of the Board.

Onboarding

- Governance Committee shall create and maintain a New Board Member Welcome packet to be distributed to all newly elected Board Members. In addition, the Governance Committee will hold a New Board Member Orientation and ensure the SNTHS website is updated with new

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board members Bio information, fingerprints are documented, signature cards are signed, and meeting calendar invitations are updated.

- New Member Welcome Packets shall include the following.
 - History – One-page document outlining organizations history
 - Board roles and responsibilities
 - Copy of Bylaws
 - Current year's budget
 - List of current leadership and board members and contact information
 - Calendar