SNTHS

SOUTHERN NEVADA TRADES HIGH SCHOOL

EMPLOYEE HANDBOOK

2025-2026

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WELCOME TO SOUTHERN NEVADA TRADES HS (SNTHS)

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

OUR MISSION

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

OUR VISION

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

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

INTRODUCTION

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

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

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

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

AT-WILL EMPLOYMENT

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

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

EQUAL EMPLOYMENT OPPORTUNITY

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

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

NONDISCRIMINATION AGAINST AND ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

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

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

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

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

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

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

EMPLOYEE RELATIONS

HUMAN RESOURCES

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

DISPUTE RESOLUTION PROCEDURE

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

ANTI-HARASSMENT POLICY

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

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

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

COVERAGE

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

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

SEXUAL HARASSMENT DEFINED

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

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

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

EXAMPLES OF PROHIBITED CONDUCT

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

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

PROCEDURE FOR REPORTING SEXUAL HARASSMENT

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

A. Employees Responsibility

i. Any employee who believes that he or she has been subjected to any form of illegal harassment by anyone is encouraged to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.

ii. Complaints of illegal harassment should be brought to the attention of the Principal. Should the grievance be against the Principal you should discuss the problem directly with the Director, Board President, or both.

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

B. **Administration Responsibility**

i. After receiving the employee's complaint of illegal harassment, the appropriate administrator will take a report from the employee. After a report has been filed with administration, the administrator will contact the Board President.

ii. If the Principal or Director has not received a complaint but suspects that conduct might constitute illegal harassment by an employee, the administration will contact any of the officials listed above, regardless of how the administration became aware of the conduct.

C. Investigation and Resolution

i. After notification of the employee's complaint, an investigation by one of the above-listed official(s) will immediately be initiated to gather all facts about the complaint.

ii. After the investigation has been completed, a determination will be made by appropriate management regarding the resolution of the case. If warranted, disciplinary action up to and including termination will be imposed on the employee committing the illegal harassment. Other appropriate actions will be taken to correct problems caused by the conduct.

iii. However, if after investigating any complaint of harassment or unlawful discrimination, SNTHS determines that the complaint is not bona fide and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the employee who filed the complaint or who gave the false information.

DISCIPLINARY ACTION

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

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

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

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

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

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

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

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

GUIDELINES FOR APPROPRIATE CONDUCT

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

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

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

MANDATORY SELF -REPORTING BY STAFF:

Charge, Arrest, or Conviction of a Crime

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

PERSONAL RELATIONSHIPS IN THE WORKPLACE

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

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

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

CONFLICT OF INTEREST

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

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

OUTSIDE EMPLOYMENT

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

GENERAL POLICIES AND PROCEDURES

HOURS OF BUSINESS

The normal work day for all staff at SNTHS is 7:15 a.m. to 3:00 p.m.

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

EMPLOYMENT CATEGORIES

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

- **FULL-TIME employees** are those who are not in a temporary status and who are regularly scheduled to work SNTHS's full-time schedule. Generally, they are eligible for SNTHS's benefits package, subject to the terms, conditions, and limitations of each benefit program. This pertains to those employees who work a regular schedule of thirty (30) hours or more each week.

- **PART-TIME employees** are those who work continuously for a specified number of scheduled hours per week which is less than a full-time schedule of thirty (30) hours per week. Part-time employees receive all legally mandated benefits they may be eligible for. Enrollment in the 401(k) Retirement Plan is offered to part-time employees once the employee has worked the required number of hours for eligibility.

- **EXEMPT employees** are employees who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

- **NON-EXEMPT employees** are employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees are normally required to account for hours and fractional hours worked.

- **Instructional Staff-** Are personnel who directly provide educational services to students. This includes teachers, instructors, and other staff members whose primary responsibility is to facilitate learning and instruction.

- **Non-instructional Staff-** refers to employees who do not directly lead classroom instruction, but play a crucial role in supporting the educational environment. These

staff members handle various operational and logistical tasks. This includes administration, office, facilities and counselors.

- **Staff-** as used in this handbook is an all-encompassing term to refer to instructional and non-instructional personnel/.

HIRING APPROPRIATELY CERTIFIED TEACHERS AND CERTIFIED LICENSED STAFF

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

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

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

EMPLOYMENT REFERENCE CHECKS

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

BACKGROUND CHECK & FINGERPRINT REQUIREMENTS

Southern Nevada Trades High School is committed to the protection of all persons who are associated with SNTHS including members, staff, volunteers, and guests. As required by the Operating Standards for SNTHS , SNTHS shall conduct criminal background checks of all employees and board members as well as volunteers who have direct repetitive contact with children participating in our programs. It is the responsibility of the employee or volunteer to schedule and pay for this requirement. SNTHS will carry out this requirement in a fair,

consistent, and non-discriminatory manner, complying with applicable state and federal laws and guidelines (NRS 388A.515; NRS 388A.516)

UNPLANNED ABSENCES AND TARDINESS

We recognize that emergencies and unplanned situations occur. For unplanned absences or tardies please notify the Principal and Registrar by phone call, or text no later than 6:30 am on the day of the absence. The direct Supervisor must also be contacted on each additional day of an unexpected absence. SNTHS may request a written medical excuse from the employee's doctor at any time. For any medical absence, that exceeds 3 school days in length a medical excuse is required.

All instructional staff are expected to be on campus during the normal business hours of the school, even if they have first or last period planning.

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

PERFORMANCE EVALUATIONS

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

VOICE MAIL, EMAIL, AND INTERNET ACCESS

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

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

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

No employee may use SNTHS's voicemail, internet or e-mail resources for commercial or personal advertisements, solicitations, promotions, destructive programs (*i.e.*, viruses and/or self-replicating code), political material, or any other unauthorized or personal use. In addition, no SNTHS information should be posted on the Internet without prior approval from the administration.

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

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

PAID TIME OFF POLICY (PTO)

SNTHS offers PTO time to all regular employees. PTO time is an all-encompassing leave that allows employees to use the leave at their discretion for any need necessary. All full-time instructional Employees will be granted 10 PTO days. All full-time non-instructional employees will be granted 14 PTO days. Employees are **not** eligible to receive pay out of untaken paid time off at the termination of their contract. Employees may roll over up to 5 days of unused PTO to the next calendar year.

All PTO time should be requested at least 2 weeks prior to the planned absence. If it is an unplanned absence, an employee may also use PTO time to cover pay during the absence with supervisor approval. PTO can be used in minimum increments of 1 hour for non-exempt employees. Exempt employees must use PTO in increments of 8 hours.

Requests will be reviewed based on a number of factors, including business needs, substitute availability and staffing requirements. SNTHS asks all staff to refer to the PTO calendar prior to requesting time off. If 3 instructional staff are scheduled to be out on the requested day, prior approval from Principal is needed prior to requesting the planned absence.

Staff are asked not to take more than 3 planned days off in a row during instructional time, and are asked to utilize school breaks for all planned vacations.

If the PTO request is approved, the request will be processed with payroll and subtracted from the leave entitlement. Leave balances will be available on the online paycheck stub. Employees may not submit or receive paid time off during their resignation notice period.

Instructional staff will be given 5 PTO days at the beginning of the year and the remaining 5 PTO days in January. Non-Instructional staff will be given an additional 4 days of PTO to be used during the summer months. Days can be used in advance if needed, with prior Principal approval.

Staff that are hired after the first day of school will have a 90-day probational period prior to being given their allotted PTO days.

All staff are required to attend 1 evening parent night each quarter, for a total of 4 parent nights a year. Staff that fail to attend these events will have PTO time deducted from their overall balance.

Staff may donate up to 5 PTO days to another staff member who has exhausted their PTO balance that is experiencing a family or medical emergency, with prior approval from the Principal.

BLACKOUT VACATION AND TIME-OFF DATES

Based upon business needs, there are certain dates that will be considered "blackout dates". Blackout dates are dates when employees will not be approved to take time off from work. These blackout dates are: pre-service training, the first and final two weeks of school, the week prior and after a school holiday breaks, and state standardized testing weeks. Failure to show up to work on a designated blackout date may result in disciplinary action in accordance with the attendance policy as well as unpaid time off.

BEREAVEMENT

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

HOLIDAYS

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

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

Campus Paid Holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Nevada Day
- Thanksgiving Day
- Day after Thanksgiving

- Christmas Eve
- Christmas Day
- New Year's Eve
- The week from Christmas Eve to New Year's Day

LEAVE OF ABSENCE POLICY

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

FAMILY AND MEDICAL LEAVE ACT (FMLA)

SNTHS complies with the Family and Medical Leave Act of 1993 (FMLA). FMLA provides eligible employees up to 12 workweeks of unpaid leave for specified family and medical reasons during a 12-month period. To be an "eligible employee", an employee must: (1) have been employed for at least 12 months and (2) have worked for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

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

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

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

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

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

PREGNANCY-RELATED ABSENCES

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

PERSONAL LEAVE OF ABSENCE

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

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

MILITARY LEAVE

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

SHORT-TERM DISABILITY (STD)

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

PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS) OF NEVADA

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

DRESS CODE

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

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

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

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

OFFICE SECURITY

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

TOBACCO POLICY

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

DRUG AND ALCOHOL POLICY

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

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

WORKPLACE INJURY PROTOCOL

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

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

Claim for Compensation (Form C-4): If medical treatment is sought, the C-4 is available at the place of initial treatment. A completed "Claim for Compensation" (Form C-4) must be filed within 90 days after an accident. The treating physician or chiropractor must, within 3 working days after treatment, complete and mail to the employer, the employer's insurer and third-party administrator, the Claim for Compensation.

ANTI-VIOLENCE POLICY

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

CONFIDENTIALITY OF INFORMATION

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

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

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

PERSONNEL RECORDS

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

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

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

CAMERA, CAMERA DEVICE, AND VOICE RECORDING POLICY

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

1. Prohibits any employee from having a Camera Device in any restricted area, where personal privacy would be expected;

2. Prohibits the unauthorized transmission of confidential information of SNTHS; and

3. Requires employees to request permission, from the Principal, prior to photographing or videotaping anyone or anything in the workplace, at any worksite, or while on SNTHS-related business.

4. No employee may record or capture pictures of an employee without his or her full knowledge and consent. This policy applies to any/all business-related matters, meetings, presentations, etc. This should not preclude any employee from documenting unsafe/ hazardous work conditions and should always report such to the Principal.

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

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

USE OF CELLULAR PHONES AND SIMILAR DEVICES

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

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

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

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

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

ISSUED EQUIPMENT POLICY

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

SAFETY POLICY

SNTHS emphasizes “safety first” and expects all employees to take steps to promote safety in the workplace. By remaining safety conscious, employees can protect their own interests as well as those of their co-workers and guests. All employees have a responsibility to report a

safety concern to the Principal or appropriate administrator. Staff are not to use or stop using any equipment that poses a safety hazard to them or to students.

CAMPUS INFORMATION & EXPECTATIONS

BOARD MEETINGS

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

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

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

CLASSES

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

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

Teachers are asked to assist with the overall cleanliness of the school by ensuring their classrooms are kept neat, clean and swept daily.

SUBSTITUTE TEACHERS

It is the responsibility of the Teacher when they are absent to provide the needed lesson plans for a Substitute Teacher. Teachers must complete an Emergency Sub Folder with at least three days of classwork for their students prior to the start of school, update it regularly, and keep it on file in the office. In the case of an emergency, please call in or email details to the Registrar or Principal. For a planned absence teachers will create detailed plans. Emergency subplans will

be used for emergencies when a formal substitute plan cannot be created. All sub plans should contain all the information that a sub will need including:

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

Teachers may be asked to cover class periods from time to time, when a substitute is not available. If a teacher is able to cover a class period, they will be paid $25 for each period that they cover. It will be the responsibility of the teachers to fill out the substitute coverage form and submit it to the principal each month to receive payment.

DISCIPLINE

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

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

DUTY

All teachers are assigned a morning, lunch and/or afternoon duty. Duty consists of being out in the parking lot, helping with driveline or being a presence in the hallway or common area. Duty schedules may change throughout the year as dictated by administration. Teachers are required to be present at their assigned duty, failure to do so may result in appropriate disciplinary action, up to and including termination.

EMERGENCY DRILLS

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

FRIDAY MEETINGS

Every Friday the entire staff has a mandatory staff meeting. The meetings will begin around 1:00 PM. SNTHS will make every effort to have the meeting conclude by 3:30 p.m. but there

may be instances where we will require you to stay longer as the information dictates. Failure to attend these meetings without prior approval may result in deduction of hours from a staff member's PTO balance.

GRADEBOOKS/ATTENDANCE

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

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

Teachers must take attendance in Infinite Campus. Infinite Campus will constitute as the official and legal attendance for your classes. By taking attendance in Infinite Campus you will be meeting your legal obligation per NRS 392.122. You may keep attendance in a book if you desire but it will not be the official record.

ACCIDENTS AND SICKNESS

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

ADMINISTERING STUDENT MEDICATION

Medication will not always be given to a student by the health office. Other staff members designated by the Principal will assist students in the absence of the health office staff, such as trained by the parent, following a physician's order.

Additional information is provided in the Student/Parent Handbook and student medical consent form.

COMMUNICABLE DISEASE OR ILLNESSES IN THE WORKPLACE

SNTHS will take proactive steps to protect the workplace in the event of a public health emergency. It is our commitment to operate effectively and ensure that all essential services

are continuously provided while maintaining a safe work environment. In case of a public health emergency, SNTHS will adhere to any orders of the State or local public health agencies to prevent transmission of a communicable disease. Medical information on individual employees is treated confidentially. SNTHS will take reasonable precautions to protect such information from inappropriate disclosure.

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

VISITORS IN THE WORKPLACE

All visitors must be checked in at the front desk and follow guest protocols.
When school is not in session, all employee guests (close family or friends) will need to be escorted by a staff member when they are on campus.

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

INDIVIDUAL EDUCATION PLANS (IEP) AND 504's

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

MANDATED REPORTER

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

LICENSE CERTIFICATIONS and IN-SERVICE CREDITS

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

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

> *Pursuant to NAC 391.075, to renew your Standard or Professional Educator License, you must submit evidence of completion of six (6) semester hours of continuing education or six (6) professional development credits. Each credit is equal to 15 hours, which means over the course of the license each educator must obtain ninety (90) hours of continuing education.*
>
> *Credits may be earned from any accredited postsecondary institution, or from any approved continuing education provider. These credits must have been earned after the date your most recent license was issued, and before its expiration date.*

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

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

INSURANCE

SNTHS provides group health benefits to eligible employees and their family members through Health Plan of Nevada and AFLAC.

BUILDING KEYS

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

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

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

LANGUAGE

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

PARENT MEETINGS

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

PARKING

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

FERPA COMPLIANCE GUIDELINES FOR TEACHERS

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

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

What Teachers **Cannot** Do

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

What Teachers Can Do

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

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

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

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

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

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

Name (please print): _____

Position: _____

Please initial by Each Line:

_____ I have read and understand the dispute resolution procedures

_____ I have read and understand the PTO procedures

_____ I have read and understand SNTHS's drug and alcohol policy

_____ I have read and understand SNTHS's building key policy

_____ I have read and understand SNTHS's sexual harassment policy

_____ I have read and understand SNTHS's workplace injury protocol

_____ I have read and understand SNTHS FERPA policy.

I acknowledge that I have read the 2025-2026 Southern Nevada Trades High School Employee Handbook and agree to abide by the policies and procedures in it.

_____ _____

Employee Signature **Date**