



Teach Las Vegas

TEACH Las Vegas Special Board Meeting

Published on January 31, 2023 at 2:06 PM PST

Date and Time

Thursday May 27, 2021 at 6:00 PM PDT

Location

Matt Brown is inviting you to a scheduled Zoom meeting.

Topic: TEACH Las Vegas Special Board Meeting

Time: May 27, 2021 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://teachpublicschools-org.zoom.us/j/87113588069>

Meeting ID: 871 1358 8069

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Meeting ID: 871 1358 8069

Find your local number: <https://teachpublicschools-org.zoom.us/u/kcDpnrvtW>

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A.	Call the Meeting to Order	Trishawn Allison	
B.	Record Attendance	Beth Bulgeron	1 m
C.	Public Comment	Trishawn Allison	15 m

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 TEACH LV Chair may allow additional public comment at her discretion. Public Comment #2 will provide an opportunity for public comment on any matter not on the agenda.

II. CONSENT ITEMS **6:16 PM**

Consent Items- Items under Consent Items will be voted on in one motion, unless a member of the Board request that an item be removed and voted on separately, in which case the Board Chair will determine when it will be balled and considered for action. Due to the set-up of Board On Track, approval of any board meeting minutes will be done throughout consent and listed as items B-Z (as needed) under Consent Items.

A.	Approval of Board Agenda	Vote	Trishawn Allison	1 m
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III. ITEMS SCHEDULED FOR INFORMATION & POTENTIAL ACTION **6:17 PM**

A.	Executive Director Offer Letter	Vote	Trishawn Allison	10 m
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Review of Executive Director offer letter.

B.	TEACH Las Vegas Employee Handbook	Vote	Matthew Brown	5 m
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Review of 2021-2022 TEACH Las Vegas employee handbook

C.	Employee Benefits Proposals for 21-22	Vote	Matthew Brown	10 m
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Health, Vision, Dental & Life Insurance packages

	Purpose	Presenter	Time
D. Board Member Candidate - Lori Butler	Discuss	Trishawn Allison	5 m
E. TEACH Las Vegas Budget Models	Discuss	Theresa Thompson	5 m

Possible budget scenarios to considered with lower than projected enrollment in year 1.

F. Incubation Period Updates/SPCSA Pre Opening Checklist	FYI	Matthew Brown	5 m
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IV. Closing Items

6:57 PM

A. Upcoming Meeting Date	FYI		5 m
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Proposed Special Meeting June 7th 2021 at 6PM

B. Public Comment			5 m
C. Board Member Comments			5 m
D. Adjourn Meeting	Vote		

Coversheet

Executive Director Offer Letter

Section: III. ITEMS SCHEDULED FOR INFORMATION & POTENTIAL ACTION
Item: A. Executive Director Offer Letter
Purpose: Vote
Submitted by:
Related Material: Employment Agreement - Andrea Moore.docx

EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”) is made as of _____, 2021, between Teach Las Vegas (“Company”) and Andrea Moore (“Employee”). Company and Employee shall be referred to collectively as the “Parties”, and each individually as a “Party.” Employee and Company desire to set forth the terms and conditions of Employee’s employment by Company and agree as follows:

ARTICLE I SCOPE OF EMPLOYMENT AND OBLIGATIONS

Section 1.1: Job Title and Duties. Employee shall be employed as Company’s Executive Director and shall be responsible for implements the Company’s vision and mission with fidelity; maintaining and communicating a compelling vision for the Company and building a college-going culture; supporting innovative teaching methods and a personalized, experience-based learning environment to ensure no child is left unknown; supporting the provision of culturally relevant curriculum, culturally responsive pedagogy, and project based learning for all students; leading and organizing the charter renewal application process from start to finish; working with leadership teams to ensure the right metrics are in place to measure student outcomes and drive growth and proficiency across all areas; preparing and presenting reports for the Board of Directors (the “Board”) on the needs of the Company to fulfill its vision, including educational programs, spending, staff, and facilities; acting as liaison between the Board and the site directors and staff; assisting with Board development by suggesting and training volunteer Board members; ensuring compliance with and implementation of all pertinent federal and state regulations and requirements related to Company instructional and operational programs; planning and organizing methods and procedures for disseminating information on system-wide policies and procedures related to various operational issues; managing all Company operations including finance and budget, facilities, human resources, administrative policy and procedures, IT, procurement of contracted services, charter authorizer relationships and compliance; setting management priorities to ensure that the size and composition of staff meet the Company’s needs at all times. works with staff and Company leaders to set and lead a high-quality performance management system; providing professional and leadership development to site directors and leadership teams; providing coaching, counseling and assistance to site administrators with management issues, including those related to building maintenance, finance, human resources, transportation, food services, etc.; supervising and managing the site directors, human resources, fundraising, marketing, communications, and public relations; building a strong relationship with families, local community, authorizer, and donors; ensuring that funding mechanisms are solid, that the needs of all stakeholders are understood, and that everyone works together to achieve positive outcomes for the children being served; supporting and leading fundraising efforts; initiating and maintaining ongoing and effective communication with the community and families regarding student achievement and school programs; supporting school-based family outreach programs and strategies to engage families in student learning; establishing relationships with top leaders in the community, including those representing the highest levels in business, education, government and non-profit sectors; overseeing student recruitment marketing activities and reviews and approving key external messages; promoting the Company through meaningful community-relationship building and effective public relations efforts; and having such duties and

responsibilities as the Company, in its sole discretion, may direct from time to time (collectively, the “Job Duties”). Employee agrees that Employee shall devote Employee’s full time and attention to the business and affairs of the Company and shall use Employee’s best efforts, skills and abilities to promote the interests of the Company and its affiliates. Employee agrees to perform the Job Duties in the place or at the location where directed by the Company.

Section 2.2: Policies and Procedures. In addition to the terms of this Agreement, Employee agrees to be bound by the Company’s written policies and procedures, as they may be amended by the Company from time to time. In the event any terms in this Agreement conflict with the Company’s policies and procedures, the terms of this Agreement shall take precedence.

ARTICLE II **COMPENSATION AND BENEFITS**

Section 2.1: Annual Salary. Employee shall be entitled to receive an annual salary (the “Annual Salary”) payable no less frequently than in equal semi-monthly installments at an annualized rate of Ninety Thousand Dollars and Zero Cents (\$90,000.00). The Company, in its sole discretion, may modify Employee’s Annual Salary with or without notice.

Section 2.2: Benefits. Employee shall be entitled to participate in all employee benefit plans and programs made available to the Company’s employees generally.

ARTICLE III **TERMINATION OF EMPLOYMENT**

Section 3.1: Termination of At-Will Employment. Employee’s employment is “at-will,” meaning that both Parties reserve the right to terminate the employment relationship at any time, *with or without cause*, upon two (2) week’s written notice, if reasonably practicable.

Section 3.2: No Alteration of At-Will Employment. Employee agrees that only the Chief Executive Officer (“CEO”) of the Company has the authority to make any agreement that alters the “at-will” employment relationship, and acknowledges that any such agreement must be in writing and signed by the CEO of the Company in order to be effective.

SECTION IV **CONFIDENTIAL INFORMATION**

Section 4.1: Confidential Information. As used in this Agreement, “Confidential Information” means and includes any and all information or material proprietary to the Company and its past, present, and future parents, subsidiaries, and affiliated corporations, divisions, affiliates, predecessors, principals, partners, joint venturers, representatives, successors, and assigns (collectively “Affiliates”), or any other information provided by or relating to the Company and/or Affiliates that Employee obtains knowledge of or access to, whether orally or in writing, as a result of the Company’s and/or Affiliates direct discussions with Employee or Employee’s employment with the Company, regardless of any and all analyses, compilations, studies or other documents, records or materials prepared by the Company and/or Affiliates that contain or otherwise reflect

or are based, in whole or in part, on the Company's and/or Affiliates' Confidential Information, and includes, but is not limited to, the following types of information and other information of a similar nature (whether or not reduced to writing): Trade Secrets, as that term is defined and interpreted under the Uniform Trade Secrets Act ("UTSA") and the Defend Trade Secrets Act ("DTSA") and any state equivalent; the Company's technical and business practices, including, without limitation, operational methods and procedures, and billing practices; know-how; forms; designs; models; specifications; plans; student and prospective student information; parent and/or student lists and all lists or other compilations regarding parents and/or students; vendor information; costs; profits; markets; sales; products; pricing policies; price lists; operational methods; teaching methods; technical processes; inventions; algorithms; ideas; methods; models; work flows; specifications; formulas; software; source code; object code; data; programs; patent and trademark applications; other works of authorship; contracts and arrangements; business records; financial information and projections; financial statements; tax information and tax returns; bank information; compensation arrangements; personnel files; tax arrangements and strategies; intercompany arrangements; improvements; discoveries; research and development; designs and techniques; existing or proposed acquisitions; strategic alliances; joint ventures; contact information for the Company's employees, management, parents, students, vendors and agents; and information not readily available to the public. "Confidential Information" shall not be required to be marked as "confidential," "proprietary," "secret," or any other similar designation.

Section 4.2: Non-Use. In Consideration of the disclosure of the Confidential Information, and as inducement for the Company to employ, or to continue employing, Employee, Employee agrees that Employee will not, (i) use the Confidential Information in any way other than to fulfill Employee's employment obligations to the Company; or (ii) manufacture, market sell or license a product, service or invention derived in whole or in part from any of the Confidential Information, unless Employee obtains the Company's prior written approval. All rights, title and interest to any product, service, invention or information derived by Employee, in whole or in part from the Confidential Information, shall be the exclusive property of the Company, unless the Company otherwise agrees in writing. To the extent that the Confidential Information consists of software or hardware, Employee agrees not to decompile, reverse engineer, use, disassemble or otherwise reduce the Confidential Information to a human perceivable form unless Employee obtain the Company's and/or Affiliates prior written approval.

Section 4.3: Non-Disclosure. Employee shall not, without the Company's prior written approval, reduce, copy or otherwise disclose or disseminate any of the Confidential Information. Employee shall take reasonable security precautions and/or those specified by the Company to maintain the confidentiality of the Confidential Information. Disclosure by Employee of Confidential Information may be made to other employees of Company only on a need-to-know basis. Employee agrees to immediately notify the Company in writing of any unauthorized use or disclosure of Confidential Information of which Employee becomes aware and take prompt and effective steps to prevent a recurrence of such use or disclosure.

Section 4.4: Surrender of Confidential Information. Immediately upon termination of Employee's employment with the Company, or at the Company's request at any time, Employee

shall immediately surrender all Confidential Information, as well as all products or information derived, in whole or in part, from the Confidential Information.

Section 4.5: Duration. Employee's obligations and the restrictions set forth in this Article IV, with respect to any Confidential Information, shall continue until such information ceases to constitute Confidential Information pursuant to this Agreement, regardless of the termination of this Agreement or the termination of Employee's employment with the Company (whether voluntary or involuntary).

Section 4.6: Exclusions. This Agreement imposes no obligation on Employee with respect to Confidential Information that, (i) was in Employee's possession prior to disclosure of said Information; (ii) is or later becomes publicly available through no fault of Employee; (iii) is rightfully received by Employee from a third party without a duty of confidentiality; (iv) is independently developed by Employee's agents, vendors, consultants or affiliates of Employee; or (v) is disclosed pursuant to a requirement by a court, administrative agency or other governmental body, provided, however, that the party subject to such order or requirement shall provide prompt notice to the Company to enable the Company to seek a protective order or otherwise restrict such disclosure.

Section 4.7: Notice under Section 1833(b) of the Defend Trade Secrets Act. Employee acknowledges and agrees that Employee is hereby notified of the immunity provisions of Section 1833(b) of the federal Defend Trade Secrets Act, which provides as follows:

(b) IMMUNITY FROM LIABILITY FOR CONFIDENTIAL DISCLOSURE OF A TRADE SECRET TO THE GOVERNMENT OR IN A COURT FILING.

(1) IMMUNITY.—An individual shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(2) USE OF TRADE SECRET INFORMATION IN ANTI-RETALIATION LAWSUIT.—An individual who files a lawsuit for retaliation by an Company for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.

Section 4.8. *Intentionally left blank*

ARTICLE V
NON-COMPETITION AND NON-SOLICITATION

Section 5.1: Non-Competition. Employee agrees that the Company’s Confidential Information has been established and maintained at great expense to Company. Employee further agrees that Employee will have unique and extensive exposure to and contact with the Company’s Confidential Information. Employee also understands and agrees that Employee will obtain Confidential Information about the Company and/or Affiliates, including its financial information, business plans, and marketing strategies. Therefore, in order to protect the Company and/or Affiliates from unfair competition, Employee agrees that, during the time Employee is employed by the Company, and for a period of one (1) years following Employee’s termination of employment *for any reason*, Employee will not, directly or indirectly, on behalf of any other person, entity, or company, either individually or as an employee, officer, director, agent, partner, owner, co-venturer, distributor, consultant, investor, shareholder (other than the ownership of less than 5% of the shares of a corporation whose shares are traded in a recognized stock exchange or in the over-the-counter market), do any of the following in the “Restricted Area,” as that term is defined below: Provide to any Competitive Business the same or substantially similar services as those Employee provides to the Company and/or Affiliates.

Section 5.1.2: Competitive Business Defined. “Competitive Business” means any business entity or individual that provides charter school services.

Section 5.1.3: “Restricted Area Defined. Restricted Area means anywhere in the State of Nevada where the Company and/or Affiliates conducts business. The Parties expressly acknowledge that the Restricted Area is reasonable.

Section 5.2: Non-Solicitation. Employee recognizes that the Company uses Confidential Information in furtherance of developing and marketing its services and that Employee, through the services Employee provides to the Company, will have access to some or all of that Confidential Information, and will embody the goodwill of the Company. Therefore, in order to protect the Company’s Confidential Information and goodwill, Employee agrees that, during the time Employee is employed by the Company, and for a period of one (1) year following the termination Employee’s employment *for any reason*, that Employee will not directly or indirectly,

- (i) Induce or attempt to induce any person who is an employee, officer, owner, independent contractor or agent of the Company and/or Affiliates to terminate said relationship or breach his or her agreements with the Company and/or Affiliates;
- (ii) Make known to any third party the names and contact information of any of the students, parents, vendors, or suppliers of the Company and/or Affiliates, or any other information pertaining to those students, parents, vendors, or suppliers;
- (iii) Call on, solicit, induce to leave and/or take away any of the students, vendors, or suppliers of the Company and/or Affiliates, either for Employee’s own account or for any third party; or

- (iv) Call on, solicit and/or take away, any *potential* or *prospective* customers, vendors, or suppliers of Company and/or Affiliates, on whom Employee called or with whom Employee became acquainted during Employee's employment with the Company, either for Employee's own account or for any third party.

Section 5.3: Reasonableness of Non-Competition and Non-Solicitation Provisions. Employee hereby covenants and agrees that all of the terms and conditions contained in Article V are, (i) reasonable; (ii) serve to protect the legitimate business interests of the Company and/or Affiliates; (iii) impose no undue hardship on Employee; (iv) are not injurious to the public; and (v) do not impose any restraint that is greater than is required for the protection of the Company and/or Affiliates. In the event that any of the restrictions and limitations contained in Article V are deemed to exceed the duration, geographic scope or any other limitation permitted by law, the Parties agree that a court of competent jurisdiction *shall* revise any offending provisions so as to bring them within the maximum duration, geographical scope or any other limitation permitted by law and enforce the covenants as revised. Employee hereby further agrees that any subsequent material change(s) in Employee's title, Job Duties, salary or compensation will not affect the validity or scope of any of the restrictive covenants contained in Article V in any way.

Employee's Initials

ARTICLE VI **NON-DISPARAGEMENT**

Section 6.1: Non-disparagement. Employee recognizes that the reputation of the Company and/or Affiliates is a unique and valuable asset. Accordingly, Employee agrees that Employee will not make any negative, disparaging, or unfavorable comments regarding the Company and/or Affiliates, as well as any of their owners (including their family members), board members, officers, directors, employees, independent contractors, attorneys, or agents to any person or third party, either during Employee's employment, or in the five (5) year period following termination of Employee's employment with Company. This Article VI also applies to any comments or statements that Employee may make on the internet, including but not limited to comments, statements and/or videos placed in email, and/or on YouTube, Facebook, Twitter, Yelp, or any other social media site.

ARTICLE VII **MISCELLANEOUS**

Section 6.1: Entire Agreement/Representations/Modification. This Agreement constitutes the sole and entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. Each Party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any Party, or anyone acting on behalf of any Party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing signed by each Party.

Section 6.2: Successors and Assigns. This Agreement will be binding upon Employee's heirs, executors, administrators and other legal representatives and will be for the benefit of the Company and/or Affiliates.

Section 6.3: Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

Section 6.4: Waiver. No oral modifications of this Agreement shall be deemed to constitute a waiver of any right or obligation provided for in this Agreement.

Section 6.5: Choice of Law, Venue and Notices. This Agreement shall be governed by and construed in accordance with the laws of the State of Nevada and each Party hereby irrevocably submits to the personal jurisdiction of the Las Vegas District Court, Eighth Judicial District, in any action or proceeding arising out of, or relating to, this Agreement, and its enforcement, and agrees that all claims in respect of any such action or proceeding may be heard and determined in said court. The Parties hereby irrevocably waive any objection on the ground that any such action or proceeding in said court has been brought in an inconvenient forum. Any notices to be given hereunder by either Party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the Parties at their last know addresses; but the Parties may change their address by written notice in accordance with this Section. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of posting in the mail.

Section 6.6: Injunctive Relief. Employee agrees that if a violation of any of the provisions of this Agreement relating to Article V or VI is threatened or occurs, the Company cannot be compensated adequately by damages. Therefore, the obligations of Employee shall be specifically enforceable by temporary restraining order and/or injunctive order, with a nominal bond if necessary, or by other equitable relief, which shall be in addition to any damages or other available remedies. In the event that a court of competent jurisdiction awards the Company any form of injunctive or equitable relief against Employee for breaching or attempting to breach any portion of Article V or VI, the Company shall be entitled to recover its court costs, litigation expenses, expert witness fees, and attorneys' fees.

Section 6.7: Breach of Agreement. If Employee is determined by a court of competent jurisdiction to be in violation of any portion of this Agreement, Employee shall reimburse the Company for all costs and expenses incurred and all other damages resulting from such violation, including but not limited to, court costs, litigation expenses, expert witness fees, and attorneys' fees. If Employee is in actual or threatened default of any obligation owing to the Company, then in addition to any other rights or remedies, Employee understands and agrees that the Company may set off, withhold, suspend and/or cease any performance, payment or other obligation due or to become due to Employee.

Section 6.8: Agreement Drafted Jointly by Both Parties. The Parties understand and agree that this Agreement has been prepared by the joint efforts of both Parties and shall be interpreted fairly and simply and not strictly for or against either Party.

Section 6.9: Acknowledgment of Independent Advice. Each Party whose signature appears below acknowledges that Employee has read all of the provisions of the foregoing Agreement, understands them, has sought or has had the opportunity to seek independent legal advice regarding the legal effect of the provisions herein, and agrees to be bound by said provisions.

Date: _____

By: _____

Employee

Date: _____

By: _____

On behalf of Teach Las Vegas

Coversheet

TEACH Las Vegas Employee Handbook

Section: III. ITEMS SCHEDULED FOR INFORMATION & POTENTIAL ACTION
Item: B. TEACH Las Vegas Employee Handbook
Purpose: Vote
Submitted by:
Related Material: TEACH LV Employee Handbook 21-22 NEVADA.docx



TEACH LAS VEGAS CHARTER

Employee Handbook 2021-2022

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Definitions	
Permitted Use	
Hours of Paid Leave Received	
Caps on Amount of Paid Leave Received	
Limits on Use	
Intermittent Leave Optional – if you do not want to allow intermittent use, you may delete in its entirety	
Use Of Paid Benefits	

Maintenance of Health Benefits
Notification
Termination
No Discrimination or Retaliation

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (“E-FMLA”)

Purpose
Eligible Employees
Definitions
Permitted Use
Paid Leave Received
Limits on Use
Intermittent Leave Optional – if you do not want to allow intermittent use, you may delete in its entirety
Use of Paid Benefits
Maintenance of Health Benefits
Notification
Termination
Restoration to Position
No Discrimination or Retaliation
Other

TEMPORARY REMOTE WORK POLICY

Eligibility
Conditions of Remote Work
Expense Reimbursement

RETURN TO WORK POLICY

Required Use of Masks

SECTION 1 – WELCOME

WELCOME TO TEACH Las Vegas!

We are happy to have you join us at TEACH Las Vegas (or “School”). We believe our school is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

This handbook has been written to provide you with an overview of TEACH Las Vegas, its personnel policies and procedures, and your benefits as a TEACH Las Vegas employee.

This handbook is intended to explain in general terms those policies that most often apply to your day-to-day work activities. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment. No TEACH Las Vegas guideline, practice, manual or rule may alter the “at-will” status of your relationship with TEACH Las Vegas.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, TEACH Las Vegas reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever TEACH Las Vegas determines that such action is warranted. For these reasons, we urge you to check with the Assistant Superintendent of Instruction and Human Resources to obtain current information regarding the status of any particular policy, procedure or practice. This handbook supersedes and replaces all previous personnel policies, practices, and procedures.

I welcome you and wish you great success and fulfillment at TEACH Las Vegas.

Sincerely

Mildred S. Cunningham

Executive Director

TEACH Public Schools

SECTION 2 – GENERAL

This handbook serves as a guide for the employer/employee relationship. This handbook applies to faculty and staff at TEACH Las Vegas. The standards of conduct apply to all individuals who work on the school premises including independent contractors, vendors, and visitors. Unless otherwise indicated, a benefit, policy, program, or procedure applies, or is available, to ALL eligible employees.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Assistant Superintendent of Instruction and Human Resources. You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other TEACH Las Vegas document confers any contractual right, either express or implied, to remain in TEACH Las Vegas's employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by TEACH Las Vegas or you may resign for any reason at any time.

No supervisor or other representative of TEACH Las Vegas except the Executive Director, Superintendent, or CFO with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Second, the procedures, practices, policies, and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

Finally, this handbook contains proprietary information that should not be disclosed outside TEACH Las Vegas, other than to individuals affiliated with TEACH Las Vegas whose knowledge of the information is required in the normal course of business.

SECTION 3 – OUR MISSION/VISION/PHILOSOPHY

MISSION STATEMENT

TEACH Las Vegas’ mission is to create a high quality, innovative teaching and learning environment that focuses on literacy, integrating state-of-the-art technologies across the core curriculum to achieve academic proficiency for all students.

VISION STATEMENT

Our vision is to reach students of all backgrounds by teaching the entire child, which includes the social, physical, emotional, and intellectual needs of the student. Upon graduation, the knowledge and the experience acquired at our schools are effectively applied to students’ daily lives.

ACADEMIC PHILOSOPHY

TEACH Las Vegas are innovative, dynamic, creative, and educationally enriching institutions of positive-driven learning, focusing on the individual student’s needs rather than a one-size-fits-all focus on the “average” child. We believe that all children can learn when taught well and given an opportunity to thrive. We adhere to the thinking of philosopher G. Givhan, “What you pay attention to grows.” By looking consistently at our students and the data of our practices, our teachers and students grow in their development and to great successes in the 21st century.

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and TEACH Las Vegas will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, TEACH Las Vegas may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called “employment at will,” and no one other than the Executive Director, Superintendent or CFO of TEACH Las Vegas, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by both the Superintendent and CFO. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict TEACH Las Vegas’s right to terminate at-will.

EQUAL EMPLOYMENT OPPORTUNITY

TEACH Las Vegas is an equal opportunity employer. In accordance with applicable law, the School prohibits discrimination against any employee or applicant for employment on the basis of an individual’s protected status, including race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, age, sexual orientation, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. These categories include a perception that the

individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. The School will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to the School. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact Assistant Superintendent of Instruction and Human Resources and request such an accommodation, specifying what accommodation he or she needs to perform the job. The School will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

HARASSMENT

It is the policy of TEACH Las Vegas to ensure equal employment opportunity without harassment on the basis of race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious creed (which includes, without limitation, to religious dress and grooming practices), gender, gender identity, gender expression, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, age, sexual orientation, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

TEACH Las Vegas prohibits any such harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying and that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the term “harassment” includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

Unlawful Harassment: Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to any of the above protected categories:

- Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) (“hostile work environment” harassment).
- Disrespectful or unprofessional conduct based on any of the protected categories listed above (“hostile work environment” harassment).
- Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, social media, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).
- Sexually harassing conduct does not need to be motivated by sexual desire and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

What is abusive conduct/workplace bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests. Examples may include:
 - Use of derogatory remarks, insults and/or epithets
 - Verbal or physical conduct that sabotages or undermines a person’s work performance that is threatening, humiliating or intimidating.

- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others.

What is Retaliation?

Retaliation against an individual for reporting harassment, discrimination or for participating in an investigation of a claim of such conduct is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, “retaliation” means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, reporting, or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an “adverse employment action” means conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing an employee’s work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an accommodation; not talking to an employee (the “cold shoulder”) when otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes he/she has been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

Responsibility

All TEACH Las Vegas employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation, and abusive conduct in accordance with this policy.

Reporting

TEACH Las Vegas strongly encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct, or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, or Assistant Superintendent of Instruction and Human Resources. All employees who witness potential violations of this policy, and particularly supervisors, are required to immediately report such incidents to Assistant Superintendent of Instruction and Human Resources. Supervisors must report any and all conduct

of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Assistant Superintendent of Instruction and Human Resources, or other upper-level administrators as appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination. There is no requirement to report your complaint to any designated supervisor within TEACH Las Vegas. Select the individual supervisor with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. TEACH Las Vegas is serious about enforcing its policy against discrimination, harassment, and retaliation; however, TEACH Las Vegas cannot resolve potential violations that it does not know about. Therefore, employees are responsible for bringing any such problems to TEACH Las Vegas's attention so it can take whatever steps are necessary to correct the problems.

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously. <DESCRIBE HOW>

Investigation/Complaint Procedure

All complaints of unlawful harassment, discrimination or retaliation will be promptly investigated.

TEACH Las Vegas encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

TEACH Las Vegas's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with adequate investigation methods and appropriate corrective actions. The School has a compelling interest in protecting the integrity of its investigations. In every investigation, the School has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. If the School reasonably imposes a confidentiality requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

All employees are required to fully cooperate with TEACH Las Vegas's investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting

pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, TEACH Las Vegas will provide regular progress updates, as appropriate, to those directly involved. TEACH Las Vegas will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

TEACH Las Vegas may investigate conduct in the absence of a formal complaint if the TEACH Las Vegas has reason to believe that an individual has engaged in conduct that violates TEACH Las Vegas policies or applicable law. Further, TEACH Las Vegas may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

Any conduct which TEACH Las Vegas believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as TEACH Las Vegas believes is appropriate under the circumstances. Due to privacy protections, the TEACH Las Vegas may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination, abusive conduct and retaliation. Any employee who has questions or concerns about these policies should talk with the Assistant Superintendent of Instruction and Human Resources or Superintendent.

If you believe you have experienced discrimination or harassment you may file a Department of Fair Employment and Housing (“DFEH”) or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC. You may find their phone numbers online at www.eeoc.gov and www.dfeh.ca.gov, respectively.

Training Requirements

TEACH Las Vegas requires all employees to abide by Nevada’s training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

OPEN COMMUNICATION POLICY

We want to hear from you. TEACH Las Vegas strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. TEACH Las Vegas is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with the Assistant Superintendent of Instruction and Human Resources. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. TEACH Las Vegas will attempt to keep the employee's concerns and complaints confidential to the extent feasible. However, in the course of resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

1. The employee should complete an accommodation request form and contact their supervisor or Assistant Superintendent of Instruction and Human Resources to request designation of a location and time to express breast milk under this policy.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes the employee has been retaliated against it should be reported immediately to Human Resources or Assistant Superintendent of Instruction and Human Resources. Discrimination against and harassment of lactating employees in any form is unacceptable will not be tolerated at TEACH Las Vegas and will be handled in accordance with TEACH Las Vegas's policy on discrimination and harassment.

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may also file a complaint with his or her supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone or visit a local office by finding the nearest one on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

PUBLIC RELATIONS

The success of a charter school depends upon the quality of the relationship among the School, its employees, students, parents and the general public. The public impression of TEACH Las Vegas and its interest in our school will be formed in part, by TEACH Las Vegas employees. Our

employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, TEACH Las Vegas and our school's services.

Below are several things employees can do to help leave people with a good impression of TEACH Las Vegas.

These are the building blocks for our continued success:

- Communicate with parents regularly
- Act competently and deal with others in a courteous and respectful manner
- Communicate pleasantly and respectfully with other employees at all times
- Follow up on requests and questions promptly, provide business-like replies to inquiries and requests, and perform all duties in an orderly manner
- Respond to email and voicemail within 24 hours during the workweek
- Take great pride in your work and enjoy doing your very best

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE STATUS AND CLASSIFICATIONS

“Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons.

Exempt

Employees whose positions meet specific criteria established by state and federal law and who are exempt from overtime pay requirements.

Non-Exempt

Employees whose positions do not meet specific criteria established by state and federal law and are paid overtime and double-time pay in certain circumstances. Overtime and double-time compensation will be paid in accordance with all state and federal laws, which is generally the following:

- Overtime (paid at one-and-a-half times the employee’s regular rate of pay): All hours worked in excess of 40 hours per workweek, in excess of 8 hours in a workday, and for the first 8 hours worked on the seventh consecutive workday.
- Double-time (paid at twice the employee’s regular rate of pay): All hours worked in excess of 12 hours in a workday and in excess of 8 hours worked on the seventh consecutive workday.

Regular Full-Time

Employees who are regularly scheduled to work 30 hours per week are generally eligible for the TEACH Las Vegas’s benefit package, subject to the terms and conditions, and limitations of each benefit program.

Regular Part-Time

Employees who are regularly scheduled to work less than 30 hours per week, and generally not eligible for TEACH Las Vegas’s benefit package except for those required by law.

Temporary (Full-Time or Part-Time)

An employee who is hired for a particular project or job of limited or definite duration is considered a temporary employee. A temporary employee is not eligible to earn, accrue, or participate in any School benefits program, except as otherwise required by law.

Temporary employees retain that status until they are notified of a change, in writing, by Assistant Superintendent of Instruction and Human Resources.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Assistant Superintendent of Instruction and Human Resources or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short- term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Assistant Superintendent of Instruction and Human Resources.

TEACH Las Vegas reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Non-exempt employees are not allowed to perform work at home or away from the School unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work “off the clock.” Attendance at school-sponsored functions is not compensated unless the supervisor has required you to attend the function. Employees violating these rules may be subject to disciplinary action up to and including termination.

Exempt Employees:

The normal working hours for instructional employees at the school sites are from 7:00 a.m. to 5:00 p.m. with two ten (10) minute rest breaks and a thirty (30) minute meal break. Instructional employees may be required to work other than the normal hours and to take their lunch breaks and/or rest breaks on a rotating basis so that classes and student activities are always covered. There will occasionally be activities that will require teacher participation outside of regular business hours such as instructional prep, evening and Saturday family workshops or special meetings.

The Assistant Superintendent of Instruction and Human Resources must approve any exceptions to the regular work schedule for instructional employees.

Non-Exempt Employees:

The Principal & Assistant Superintendent of Instruction and Human Resources will determine the normal working hours for non-instructional employees. Nonexempt, non-instructional employees are entitled to two ten (10) minute rest breaks and a thirty (30) minute meal break and are entitled to overtime and double-time pay as required by law.

Exempt employees, including Instructional and Non-Instructional employees, will be expected to work the number of hours necessary to complete their assigned responsibilities.

WORKWEEK AND WORKDAY

TEACH Las Vegas's workweek is from Sunday at 12:00 A.M. through the following Saturday at 11:59 P.M. TEACH Las Vegas's standard workday is 12:00 a.m. to 11:59 p.m. each day.

SCHOOL HOLIDAYS

The School observes 12 paid holidays during the year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Nevada Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees (including, but not limited to, teachers) are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the School-observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Assistant Superintendent of Instruction and Human Resources. The employee may use paid vacation if the employee has unused vacation available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Supervisor's request/approval
- Due to closure of schools because of inclement weather
- Prior to or following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved vacation

ACADEMIC FREEDOM

Academic freedom is not an absolute. It must be exercised within the basic ethical responsibilities of the teaching profession. Those responsibilities include:

- An understanding of our academic traditions and methods.
- A concern for the welfare, growth, maturity and development of children.
- The use of accepted scholastic methods; and
- Application of good taste and judgment in selecting and employing materials and methods of instruction.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality is considered an essential function of all positions. If you are unable to report for work on any particular day, you must call and email the site Principal or supervisor at least one hour before the time you are scheduled to begin working for that day. If you call and email in less than one hour before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The School understands that in some cases, advance notice is not possible. In these cases, notify the Principal or supervisor personally at the earliest possible moment. In some circumstances, you may be required to provide verification of or documentation for your absence.

More than three instances of non-illness related tardiness by any employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to the site principal, supervisor or Assistant Superintendent of Instruction and Human Resources and the absence continues for a period of three business days, the School will determine that you have abandoned your job and voluntarily terminated your employment.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Nonexempt employees must accurately complete time records within the School's timekeeping system on a daily basis. Each time record must show the exact time each work period began and

ended, the meal periods taken, and your signature. Absences and overtime must be accurately identified on your time record. Non-exempt employees are not allowed to work “off the clock.” All time actually worked must be recorded. This includes the use of laptops, computers, PDAs or cellphones to check work email, voicemail or to send text messages after hours. You cannot record time and/or submit a time record for another employee. Each employee must sign and submit his or her own time record.

Exempt employees must report full days of absence from work.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken. If you leave the premises for either a meal or rest break, you are doing so for strictly personal reasons and will not be covered by worker’s compensation.

Failure to comply with the School’s policy regarding meal and/or rest periods can lead to discipline, up to and including termination

Meal Periods

Nonexempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her meal period no later than 12:00 p.m. (noon). The employee may waive this meal period if his/her workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from the Assistant Superintendent of Instruction and Human Resources and complete a “Meal Period Waiver” form.

If an employee’s day exceeds ten hours of work time, the employee is entitled to an additional 30-minute duty-free meal break. The employee may only waive this second meal period if he/she has taken the required first meal break of at least 30 minutes and his/her workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from the Assistant Superintendent of Instruction and Human Resources and complete a “Second Meal Period Waiver” form.

Hours Worked

Number of Meal Periods

0 hours to 5 hours	No meal period
Over 5 hours to 10 hours	1 30-minute meal period
Over 10 hours to 14 hours	2 30-minute meal periods

Nonexempt employees must observe assigned working hours, the time allowed for meal periods, and report any missed, late or short meal periods on that days' time record and to the employee's supervisor immediately. The meal period must be accurately recorded on the employee's time sheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday.

Rest Periods

Nonexempt employees are authorized and permitted to take a 10-minute rest period for each four (4) hours of work or major portion thereof. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
3.5 hours to 6 hours	1 10-minute rest period
Over 6 hours to 10 hours	2 10-minute rest periods
Over 10 hours to 14 hours	3 10-minute rest periods

Nonexempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period on the days' time record and to the employee's supervisor immediately. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

Reporting Form

In addition to reporting, it on their time record, any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to his or her supervisor and complete a [Reporting Form]. The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to <his or her supervisor> on the same workday that he or she experienced the non-compliant meal or rest period.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an "authorized" meal period at the time provided by TEACH Las Vegas), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium

pay. Employees must report the reason for the non-compliant meal or rest period on the form, or to Human Resources.

PAYDAYS

The designated pay period for all employees is semi-monthly. The first pay period of the month extends from the first (1st) day of the month through the fifteenth (15th) day of the month. The second pay period of the month extends from the sixteenth (16th) of the month through the last day of the month.

Paychecks are distributed on the fifteenth (15th) day of the month for the first pay period and on the last day of the month for the second pay period. Except as otherwise provided, if any date of paycheck distribution falls on a Saturday, Sunday or holiday, employees shall be paid on the preceding scheduled workday.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual “payday,” the school is not responsible for automatic payments or withdraws dated prior to your actual payday and you should not depend on early deposits of your pay.

PAYROLL WITHHOLDINGS

TEACH Las Vegas is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty or PERS, if the school participates) and State Disability Insurance from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, TEACH Las Vegas must comply with that order within the time allowed by law and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in his or her pay or deductions TEACH Las Vegas will work in good faith to resolve errors as soon as possible. The employee should notify the Assistant Superintendent of Instruction and Human Resources of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then he or she should ask the Assistant Superintendent of Instruction and Human Resources to explain it. The employee may change the number of withholding allowances he or she wishes to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W-4 form and submitting it to the Assistant Superintendent of Instruction and Human Resources.

SECTION 6 – CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

TEACH Las Vegas employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 no later than the first day of work for pay and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms no later than three business days after he or she begins work. Former employees who are rehired must also complete the form if they have not completed an I-9 with TEACH Las Vegas within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, certificate of clearance, transcripts, and test scores prior to your first day of actual work and if already employed, prior to the start of the academic year if applicable. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your principal and the School with verification of renewals. Failure to provide these updated documents to the School may result in suspension without pay until such time as the necessary documentation has been provided.

If you allow a credential, certificate, registration, or required course deadline to expire, or if you fail re-certification, training, or testing, or otherwise fail to maintain the necessary credential for your assignment, TEACH Las Vegas is required to remove you from the work schedule until you meet the necessary requirements for your assignment or renew your credential.

Results of these tests are strictly confidential. TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the school has a valid certificate on file.

The examination for applicants for employment is a condition of initial employment. Therefore, the expense incident thereto shall be borne by the applicant. The cost of the examination required for existing employees shall be a reimbursable expense. Employees should follow the School's reimbursement procedures.

CRIMINAL BACKGROUND CHECK

All employees must have Live Scan fingerprint results on file with TEACH Las Vegas in accordance with applicable law. Live Scan fingerprinting will be required of all job applicants,

employees, and volunteers as required by Nevada and federal law. These background checks are performed through a fingerprinting service coordinated by the Nevada Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Civil or criminal background checks may also be required of applicants and/or employees based on job duties or any other factors in accordance with applicable law.

All fingerprint and background information must be completed and the results in the possession of TEACH Las Vegas before the first day of employment. Failure to complete this process will delay the employee's ability to begin work.

Employees with adverse background information (such as certain specific criminal conviction) may be ineligible for employment with TEACH Las Vegas.

TEACH Las Vegas shall also request subsequent arrest notification from the Department of Justice and take all appropriate action based upon such further notification in accordance with applicable law.

For additional information on background checks, please contact the Assistant Superintendent of Instruction and Human Resources.

CHILD ABUSE AND NEGLECT REPORTING ACT

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, Nevada Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Failure to meet these obligations can result in a monetary fine and/or jail.

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. It is extremely important that TEACH Las Vegas employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA.

The Assistant Superintendent of Instruction and Human Resources is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without TEACH Las Vegas's assistance, he or she is required to notify TEACH Las Vegas of the report if it is based on incidents, he or she observed or became aware of during the course and scope of his or her employment with TEACH Las Vegas.

FIRST-AID AND CPR TRAINING

All individuals working unsupervised with children or in a classroom setting (i.e. core teachers, advisors, coaches, non-core teachers, administrators) must receive, renew, and maintain basic first-aid and CPR certification by the first day of school. Any employee required to be first aid certified and hired after the beginning of the school year will be required to provide proof of completion of both First Aid and CPR training prior to the first day of work.

For additional information on the training required, please contact the Assistant Superintendent of Instruction and Human Resources.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of his or her personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to the Assistant Superintendent of Instruction and Human Resources. All requests should be put in writing preferably on the form maintained by Administration. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYMENT

An employee is responsible for notifying the Assistant Superintendent of Instruction and Human Resources about changes in the employee's personal information and changes affecting the employee's status (for example, name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

SECTION 7 – PERFORMANCE

PERFORMANCE EVALUATIONS

Administrative and Classified Staff:

Performance evaluations generally are conducted annually to provide both employees and supervisors with the opportunity to discuss the employee's position, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee an increase in salary or promotional opportunities, or even continued employment.

Teachers:

At the start of each academic year, each Teacher will meet with the site principal to establish Performance Objectives for that school year. The Teacher will put these objectives in writing in accordance with a template to be provided by the site principal

The site principal will generally evaluate the Teacher's performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance Objectives, the TEACH Las Vegas's charter, and standards for teaching performance developed by the site principal, the TEACH Las Vegas's Board of Directors, and/or other TEACH Las Vegas staff.

In addition to these more formal performance evaluations, TEACH Las Vegas encourages you and your supervisor to discuss your job performance on an ongoing basis.

TEACH Las Vegas's provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at-will or limit the TEACH Las Vegas's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Employment is at the mutual consent of the employee and TEACH Las Vegas. Accordingly, either the employee or TEACH Las Vegas can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

Basis for Determining Pay

Numerous factors may influence your rate of pay, including but not limited to, education, experience, training and/or the operational needs of the School. It is TEACH Las Vegas's goal to have a current Job Description for each employee that broadly defines the job responsibilities and essential functions for each position.

While TEACH Las Vegas strives to complete wage increase determinations on an annual basis, there is no guarantee that employees will receive a salary increase, cost of living adjustment or promotion every school year. Salary increases, cost of living adjustments and promotions are

solely within the discretion of TEACH Las Vegas and depend upon many factors in addition to performance. Positive performance evaluations do not guarantee increases in salary or promotions. Increases may be determined the basis of various factors including, but not limited to, performance, adherence to school policies and procedures, ability to meet or exceed duties, salary schedules/ranges/bands, achievement of performance goals, or operational factors.

Changes to the amount of an employee's wage or salary will become effective on the first regular pay period following the change.

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE ACT/NEVADA FAMILY RIGHTS ACT¹

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence, and are employed at a worksite where there are 50 or more employees of the School within 75 miles.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use the School’s request form, which is available upon request from Assistant Superintendent of Instruction and Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

1. the birth of an employee’s child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;
2. the care of the employee’s spouse, child, parent, or registered domestic partner with a “serious health condition”;
3. the “serious health condition” of the employee;
4. the care of the employee’s spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
5. any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee’s spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A “serious health condition” is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, or

¹ Employees may qualify for FMLA/CFRA Leave only if the School has 50 or more employees, the employees work within 75 miles of their respective worksites and meet other eligibility requirements set forth above. Please check with Assistant Superintendent of Instruction and Human Resources to determine whether you are eligible for FMLA/CFRA leave.

registered domestic partner requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Assistant Superintendent of Instruction and Human Resources.

Family and medical leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any accrued vacation during unpaid family and medical leave (e.g. for example, any period in which you are not receiving a wage supplement through the EDD). You will also be required to use any accrued paid sick leave during unpaid family and medical leave that is due to your own or a family member's serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as Nevada's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available vacation and/or paid sick leave.

Benefit accrual, such as vacation, PSL, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During a family and medical leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved family and medical leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances, "key" employees may not be eligible for reinstatement following a family and medical leave. The School will provide written notice to any "key" employee who is not eligible for reinstatement.

If you have any questions concerning or would like to submit a request for a family and medical leave of absence, please contact Assistant Superintendent of Instruction and Human Resources.

PREGNANCY DISABILITY LEAVE

The School provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the School. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

The School will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a health care provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, the School may require the employee to transfer temporarily to an available alternative position. This alternative position will have equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any accrued sick time during any unpaid portion of pregnancy disability leave (e.g. for example, any period in which you are not receiving a wage supplement through the EDD). Employees may also elect to use any accrued vacation time during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as Nevada's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available vacation and/or sick leave.

Benefit accrual, such as vacation, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the School with at least one week's advance notice of the date she intends to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable

position or to other benefits or conditions of employment than if the employee would not have otherwise been employed if leave had not been taken.

If you have any questions regarding pregnancy disability leave, please contact Assistant Superintendent of Instruction and Human Resources.

MILITARY SPOUSE LEAVE

An eligible employee-spouse of a qualified service member is entitled to take ten (10) days of unpaid leave during a period when the spouse or domestic partner is on leave from deployment during a period of military conflict.

An eligible employee must work an average of 20 hours per week; must provide notice of his or her intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave from deployment; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use accrued vacation]/sick leave during this unpaid time off.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e., FMLA/CFRA if applicable). Assistant Superintendent of Instruction and Human Resources will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact Assistant Superintendent of Instruction and Human Resources.

BEREAVEMENT LEAVE

TEACH Las Vegas provides regular full-time employees up to THREE DAYS paid bereavement leave, beyond sick or vacation, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild. If a funeral is more than 500 miles from your home, you may receive paid leave for FIVE DAYS with prior approval from your supervisor.

JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request

an excuse from jury/witness duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any accrued vacation during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

TIME OFF TO VOTE

The School will allow any employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time to vote. If employees are unable to vote in an election during their non-working hours, then the School will grant up to two hours of paid time off to vote. The request must be made at least two (2) working days in advance. The time must be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule unless the School and the employee agree otherwise.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Accrued unused vacation may be paid to the employee for this time off.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off. Nothing in this policy requires the employee to bring his or her mail (absentee) ballot to work, including mailing such absentee ballot from work.

- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor.
- Employees must use existing vacation in order to receive compensation for this time off.
- Employees who do not have paid time off available will take the time off without pay.
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed childcare/day care facility.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT/STALKING LEAVE

If you are a victim of domestic violence, sexual assault and/or stalking, you may take time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). Employees may use available vacation /PTO (if applicable) or accrued PSL. Otherwise, the time off is unpaid. All employees can take time

off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling or safety planning related to domestic violence, sexual assault, or stalking. Domestic violence, sexual assault and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.]

You must give the School reasonable notice unless advance notice is not feasible and provide certification that you are seeking such assistance.

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim of domestic violence, sexual assault or stalking;
- A court order protecting or separating you from the perpetrator of an act of domestic violence, sexual assault or stalking, or other evidence from the court or prosecuting attorney that you appeared in court; or,
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault or stalking.

Employees have the right to ask the School for help or changes in their workplace to make sure they are safe at work. The School will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. The School may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation.

The School will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. The School will not discharge, discriminate or retaliate against an employee who exercises their rights under this law.

TEACH Las Vegas is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.
- The employee asked TEACH Las Vegas for help or changes in the workplace to ensure safety at work.

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office.

For more information, contact the Labor Commissioner’s Office by phone or visit a local office by finding the nearest one on website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner’s Office provides an interpreter at no cost to the employee, if needed.

MILITARY LEAVE

Nevada’s military leave laws and the Uniformed Services Employment and Reemployment Rights Act (“USERRA”) ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the School under applicable laws should notify the Assistant Superintendent of Instruction and Human Resources regarding the need for military leave.

Please see the Assistant Superintendent of Instruction and Human Resources for more information regarding job reinstatement rights upon completion of military service.

SECTION 9 – BENEFITS

VACATION

Full-time employees who work twelve (12) months a year are eligible for vacation pay. Vacation is a time for you to rest, relax and pursue special interests. Vacation begins to accrue from date of hire and is only available for use after earning vacation time. TEACH recognizes employees by providing increased vacation time based on the number of years of continuous service.

Years of Continuous Service	Annual Time Provided	Maximum Accrual Allowed
1 - 5 years	10 days	15 days
6 – 10 years	15 days	22.50 days
11 + years	20 days	30 days

Employees that work only during the academic year do not earn vacation pay/time.

Every effort will be made to grant you your vacation at the time you desire. However, vacations should not interfere with TEACH’s operation and, therefore, must be approved by the Assistant Superintendent of Instruction and Human Resources at least thirty (30) days in advance. If a holiday occurs during your scheduled vacation, if eligible, you will receive holiday pay for that day, and you will not be charged for a vacation day on the day the holiday is observed.

The maximum accrual for vacation pay is one and one half (1.5) times your normal accrual rate. Once the maximum accrual has been reached, no further time will accrue until the employee has

taken vacation time. Any accrued, unused vacation at termination will be paid out. Vacation pay is not considered “hours worked” when computing overtime.

Vacation time may not be “cashed out” in lieu of taking time off.

SICK LEAVE

The School enacted this policy in accordance with the Nevada Healthy Workplaces, Healthy Families Act to provide paid sick leave (“PSL”) to eligible employees.

Eligible Employees

All employees (including part-time and temporary) who work for the School more than 30 days within a year in Nevada are eligible to accrue PSL beginning on the first day of employment under the accrual rate and cap set forth in this policy.

Permitted Use

Eligible employees may use their accrued PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee’s family member. For purposes of this policy, “family member” means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee. “Child” means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. “Parent” means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee’s spouse or registered domestic partner. “Spouse” means a legal spouse, as defined by Nevada law.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.

Accrual Rate, Maximum, and Carryover

Eligible employees will accrue one hour of PSL for every 30 hours worked beginning on their first day of employment. Accrual for non-exempt employees will be calculated based on actual hours worked. Accrual of PSL for eligible exempt employees will be calculated based on a 40-hour workweek or the employee’s normal workweek if the employee normally works less than 40 hours. PSL accrues on an as-worked basis and does not accrue during any non-working time or unpaid leave of absence.

There is a cap on PSL accrual. Employees may accrue up to 48 hours of PSL. Once the employee’s PSL reaches the maximum, further accrual of PSL is suspended until the employee has reduced the PSL balance below this limit. In such a case, no PSL will be earned for the period in which the employee’s PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to this maximum accrual.

Limits on Use

Eligible employees may use accrued PSL beginning on the 90th day of employment. Each school year, employees may only use a maximum of 24 hours of their accrued PSL.

PSL may be taken in minimum increments of one hour. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use accrued PSL to make up for the absence.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

Termination

Employees will not receive pay in lieu of accrued but unused PSL. Accrued but unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

The School prohibits discrimination or retaliation against employees for using their PSL.

Cash out

Credentialed teachers are eligible to cash-out unused PSL at the end of the school calendar year at a rate of \$22 per hour.

Non-credentialed teachers and other non-teacher employees will not receive pay in lieu of unused PSL. Unused PSL will not be paid out upon termination or resignation. Teachers must complete the school year to be eligible for PSL cash-out program.

INSURANCE BENEFITS

Full-time employees (30+ hours per week average) are entitled to insurance benefits offered by TEACH on the first day of the calendar month following the completion of sixty (60) days of continuous service. Certificated full-time employees are eligible to participate on the first day of the calendar month following the commencement of employment. These insurance benefits will include medical, dental, vision and life. TEACH will contribute up to \$350 a month towards insurance premiums for eligible non-exempt employees and up to 10% of monthly salary towards insurance premiums for eligible exempt employees. Employees are required to contribute to any costs not covered by the employer contribution. If insurance premium rates increase, employees are required to contribute to the cost of the increase to retain coverage if cost is over the employer contribution. Unless otherwise mandated by law, employees on a leave of absence of more than four (4) months are responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA.

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under TEACH's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at TEACH group rates plus an administration fee. TEACH or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under "TEACH's health insurance plan. The notice contains important information about the employee's rights and obligations.

SOCIAL SECURITY/MEDICARE

If you are a full-time regular employee contributing to a teacher's retirement system (PERS/STRS), your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

TEACH withholds income tax from all employees' earnings and participates in FICA (Social Security), for temporary employees and Medicare withholding and matching programs as required by law.

WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an employee may be covered by workers' compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

403B & 457 Plans

Eligible employees are entitled to participate in TEACH 403b & 457 plans. As of July 1, 2019 for participating exempt employees who contribute 1 percent to 5 percent of their base monthly salary through salary reduction (tax-deferred contribution), TEACH will contribute an amount up to 2.5% employer contribution. TEACH Las Vegas's contribution is 100% vested after three (3) years of employment. TEACH's 403b & 457 plans are administered through Equitable LLC. Additional information on TEACH's 403b & 457 plan may be requested via TEACH Las Vegas Human Resources Department or Equitable LLC.

WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

SECTION 10 – EMPLOYEE COMMUNICATIONS

COMMUNICATIONS POLICY

Every employee is responsible for using the TEACH Las Vegas’s computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the Internet (“Communications Systems”), properly and in accordance with this policy. Any questions about this policy should be addressed to the Assistant Superintendent of Instruction and Human Resources.

The Communication Systems are the property of TEACH Las Vegas and have been provided for use in conducting TEACH Las Vegas business. All communications and information transmitted by, received from, created, or stored in its Communication Systems are TEACH Las Vegas records and property of TEACH Las Vegas. The Communication Systems are to be used for school purposes only. Employees may, however, use TEACH Las Vegas technology resources for the following incidental personal uses so long as such use does not interfere with the employee’s duties, is not done for pecuniary gain, does not conflict with TEACH Las Vegas business, and does not violate any TEACH Las Vegas policies:

- To send and receive necessary and occasional personal communications;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

No Expectation of Privacy

TEACH Las Vegas has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing Email, voicemails and instant messages sent and received by users. Further, TEACH Las Vegas may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of TEACH Las Vegas’s Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from TEACH Las Vegas’s Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish TEACH Las Vegas’s right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed upon request to TEACH Las Vegas for any reason that TEACH Las Vegas, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not

truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send or receive on the Communication Systems.

Notwithstanding the foregoing, even though TEACH Las Vegas has the right to retrieve, read and delete any information viewed, created, sent, received or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of Assistant Superintendent of Instruction and Human Resources.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on TEACH Las Vegas letterhead.

Offensive and Inappropriate Material

TEACH Las Vegas's policy against discrimination and harassment, sexual or otherwise, applies fully to TEACH Las Vegas's Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other characteristic protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or any other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in TEACH Las Vegas's computers. Employees encountering or receiving this kind of material should immediately report the incident to the Assistant Superintendent of Instruction and Human Resources.

TEACH Las Vegas may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by TEACH Las Vegas networks. Notwithstanding the foregoing, TEACH Las Vegas is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while

browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to TEACH Las Vegas's blocking software.

Solicitations

TEACH Las Vegas's Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from Assistant Superintendent of Instruction and Human Resources is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of Assistant Superintendent of Instruction and Human Resources.

Games and Entertainment Software

Employees may not use a TEACH Las Vegas Internet connection to download games or other entertainment software, or to play games over the Internet.

Confidential Information

Employees may not transmit information over the Internet or through email that is confidential or proprietary. Employees are referred to TEACH Las Vegas's "Confidential Information" policy, contained herein, for a general description of what TEACH Las Vegas deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

TEACH Las Vegas's Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Assistant Superintendent of Instruction and Human Resources. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor. Any TEACH Las Vegas-approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices.

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture

files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to TEACH Las Vegas's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to TEACH Las Vegas's network.

Files obtained from sources outside TEACH Las Vegas including disks brought from home; including files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by students, parents or vendors, may contain dangerous computer viruses that may damage TEACH Las Vegas's computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non- TEACH Las Vegas sources, without first scanning the material with TEACH Las Vegas-approved virus checking software. If you suspect that a virus has been introduced into TEACH Las Vegas network, notify technology personnel immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Amendment and Modification of this Policy

TEACH Las Vegas reserves the right to modify this policy at any time, with or without notice. TEACH Las Vegas may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources.

SOCIAL MEDIA POLICY

TEACH Las Vegas has adopted the following policy with regard to employees' behavior on social networking sites including, but not limited to, Facebook, Twitter, LinkedIn, Pinterest, Instagram, SnapChat and YouTube. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, school-endorsed networking platform. Such sites will be the property of the School who will have unrestricted access to, and control of, such sites.

This policy is intended to supplement, not replace, the School's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.

- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the School.
- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the School's background check procedures.
- Be knowledgeable about and comply with the School's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the School.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the School, or competitors.
- Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the School."

- Never be false or misleading with respect to your professional credentials.
- Do not take any photos, videos, or other media in the workplace or on the School's premises or at School functions without permission of the School. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.
- Supervisors who "friend" subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to Assistant Superintendent of Instruction and Human Resources. Failure to do so may result in disciplinary action, up to and including termination.

Employees are not to initiate "friendships" with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their "friends" list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the School.

Employees should weigh whether a particular posting puts his/her effectiveness as a School employee at risk. TEACH Las Vegas encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

Employees may not comment on a student's blog or a student's other social networking commentaries.

Employees may not use trade names, or logos belonging to the School without express written permission of the Assistant Superintendent of Instruction and Human Resources.

In the event you have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact Assistant Superintendent of Instruction and Human Resources.

Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Failure to comply with TEACH Las Vegas's social medial policy will result in disciplinary action, up to, and including, immediate termination.

EQUIPMENT POLICY

TEACH Las Vegas attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops, and any other equipment that may be assigned to them or their classroom if the loss is due to willful misconduct.

Laptop Computers

Each staff member assigned a laptop for professional use shall be required to sign a laptop Agreement Form and will be charged for any damages, loss or theft to the laptop caused by willful misconduct.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used;
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
- Keep food and drinks away from all computing devices and work areas;
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and
- Always keep the computing device in sight while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:
 - immediately report the incident to his/her immediate supervisor and Chief representative.
 - obtain an official police report documenting the theft or loss; and

- provide a copy of the police report to his/her immediate supervisor or Executive Director.

If the employee fails to adhere to these procedures, the employee will be held legally and financially responsible to the School for the replacement of such equipment.

The School is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

The School may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to review, monitoring and auditing by the School.

Non-compliance with any policies or procedures will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School if resulting from an employee's willful misconduct.

CELL PHONE POLICY

Personal cell phone use is not permitted while you are working. Cell phones should be turned off and stored with your other personal belongings while you are working.

If you are required to perform business on a cell phone for TEACH Las Vegas while driving, you must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text based communications on your cell phone while driving a School vehicle or your own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages and email.

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by TEACH Las Vegas or not, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of his or her employment. As a result, any employee who is charged with a traffic violation or incurs any other form of liability resulting from a violation of this policy will, to the extent allowed by applicable law, be solely responsible for any such liability.

If you are assigned a School cell phone to conduct School business, please notify your supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

TELEPHONE CALLS AND TEXTING

While at work and during staff meetings, the employee's undivided attention is expected. Cell phones, texting, and pagers are not allowed so that the activities or discussion are not disturbed. Employees should wait to make personal phone calls during breaks.

NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, TEACH Las Vegas has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed or controlled by TEACH Las Vegas.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by TEACH Las Vegas.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School. The Assistant Superintendent of Instruction and Human Resources must approve any postings prior to posting.

TEACH Las Vegas reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the School's business.

Definitions

Work time: any time when employees are engaged in or required to be performing work tasks or are otherwise "on the clock." Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the School where employees are performing work, except employee break areas, and parking lots (non-work areas).

Employee Responsibility

If you have a need to solicit and/or distribute materials on school premises, it must be in compliance with this policy. If you have questions, talk with the Assistant Superintendent of Instruction and Human Resources. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to the Assistant Superintendent of Instruction and Human Resources.

NEPOTISM POLICY

TEACH Las Vegas permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of TEACH Las Vegas, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. TEACH Las Vegas will use sound judgment in the placement of related employees in accordance with the following guidelines:

Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor-to-subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.

Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

Current employees who marry will be permitted to continue working in the same job positions held only if they do not work in direct supervisory relationship with one another or in job positions involving conflicts of interest. If relatives are found to be employed in any of these prohibited job positions, the School will take action to eliminate the conflict, including possibly requiring one or both employees to accept a transfer to another position or to resign. The TEACH Board of Directors must approve any exceptions to this policy.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to the office and classrooms are responsible for their safekeeping. These employees will sign a <BUILDING KEY DISBURSEMENT FORM> upon receiving the key.

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any school key is not allowed and strictly prohibited. It is against School policy to loan or distribute your assigned keys to

another employee or non-employee of the School. If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the Superintendent.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property before or after hours without prior authorization.

INTERNAL INVESTIGATIONS & SEARCHES

From time to time TEACH Las Vegas may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

Whenever necessary, in TEACH Las Vegas's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for TEACH Las Vegas property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to TEACH Las Vegas. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

TEACH Las Vegas has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve, or affect TEACH Las Vegas or which occur on TEACH Las Vegas property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

All threats or acts of violence occurring on TEACH Las Vegas premises, regardless of the relationship between TEACH Las Vegas and the parties involved.

All threats or acts of violence occurring off TEACH Las Vegas premises involving someone who is acting in the capacity of a representative of TEACH Las Vegas.

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy TEACH Las Vegas property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

TEACH Las Vegas's prohibition against threats and acts of violence applies to all persons involved in TEACH Las Vegas's operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers and anyone else, including parents on TEACH Las Vegas property. Violations of this policy by any individual on TEACH Las Vegas property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to the Assistant Superintendent of Instruction and Human Resources.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the incident to Assistant Superintendent of Instruction and Human Resources.

Employees should immediately inform their supervisor or Assistant Superintendent of Instruction and Human Resources about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

In certain circumstances, the School may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. The Assistant Superintendent of Instruction and Human Resources will inform you of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive or reduce productivity. If you are assigned a School uniform, your uniform must be clean and presentable when you report to work.

PERSONAL APPEARANCE/STANDARDS OF DRESS

The Board of Directors believes that teachers and other TEACH Las Vegas staff serve as role models. They should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

The Board of Directors encourages staff, during school hours, to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all staff shall adhere to the following standards of dress:

- Clothing and jewelry must be safe and appropriate to the educational environment.
- All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in any apparel that are no higher than three (3) inches above the knee.
- Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering school buildings. For exceptions to this policy, the Assistant Superintendent of Instruction and Human Resources must grant prior approval.
- Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Shorts should be modest in length and should be no higher than three (3) inches above the knee.
- All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
- For safety purposes, earrings must not dangle more than one (1) inch below the ear.
- Clothing or jewelry that depict and/or promote gangs (as defined in Ed. Code § 35183), drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- Appropriate shoes must be worn at all times.
- Assistant Superintendent of Instruction and Human Resources will be the final arbiter of what constitutes appropriate dress and attire.

DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS

It is the policy of TEACH Las Vegas that no teacher or other staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, tying, taping, or the use of any other physical force as retaliation or correction for inappropriate behavior.

STAFF-STUDENT INTERACTIONS

Boundaries Defined

For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behaviors

Some activities may seem innocent from a staff member’s perspective but may be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. If a student specifically requests that he or she not be touched, then that request must be honored. Violations could subject the teacher or staff member to discipline up to and including termination. *Disagreeing with the wording or intent of these established boundaries will be considered irrelevant for any required disciplinary purposes.* Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists (and any subsequent lists) are not meant to be all-inclusive, but rather, illustrative of the types of behavior we intend to address by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the Principal or School Leader. It is recommended that any such gifts be filtered through the Assistant Superintendent of Instruction and Human Resources along with the rationale therefor.
- Kissing of ANY kind

- Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one's lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- "Dating" or "going out with" a student
- Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior

- Giving students a ride to/from school or school activities without the express, advance written permission of the Assistant Superintendent of Instruction and Human Resources and the student's parent or legal guardian
- Being alone in a room with a student at school with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

Acceptable Behaviors

- Pats on the shoulder or back
- Handshakes
- "High-fives" and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one's lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining formal written pre-approval from Superintendent to take students off school property for activities such as field trips or competitions, including parent's written permission and waiver form for any sponsored after-school activity whether on or off campus
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)

- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- *Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.*

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend oneself, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, he or she must report the suspicion to the Assistant Superintendent of Instruction and Human Resources promptly. Reasonable suspicion means something perceived in spite of

inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The Assistant Superintendent of Instruction and Human Resources will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior by a staff member, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible. The investigating administrator shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Assistant Superintendent of Instruction and Human Resources shall report to the Governing Board any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Assistant Superintendent of Instruction and Human Resources. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Assistant Superintendent of Instruction and Human Resources.

STANDARDS OF CONDUCT AND CIVILITY

At TEACH Las Vegas, we are committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As school employees, we also serve as role models to our students.

TEACH Las Vegas employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest of ethical standards are expected in all matters internal,

as well as with students, parents, and the community at large. All TEACH Las Vegas employees and any individuals acting on behalf of TEACH Las Vegas are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility policy. Any concerns must be promptly reported to a supervisor or the Assistant Superintendent of Instruction and Human Resources. Failure to comply with this policy may result in disciplinary action, up to and including termination.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.

- Falsification of employment records, employment information, or other School records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any timecard, either your own or another's.
- Theft, deliberate or careless damage or loss of any School property or the property of any employee or customer.
- Provoking a fight or fighting during working hours or on School property.
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive.
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School.
- Violation of the Substance and Alcohol policy.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening or abusive language toward a supervisor or member of management.
- Unreported absence on scheduled workdays unless otherwise excused.
- Excessive tardiness or absenteeism unless otherwise excused.
- Unauthorized use of School equipment, time, materials, facilities, or the School name.
- Sleeping or malingering on the job.
- Failure to observe working schedules, including the required rest and meal periods.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited.

- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances.
- Failure of an employee to obtain permission to leave work for any reason during normal working hours.
- Abuse of sick leave.
- Violation of the Communication Systems Policy.
- Violation of the Standards of Conduct and Civility Policy.
- Failure to provide a physician's certificate when requested or required to do so.
- Violating the School's PERSONAL APPEARANCE/STANDARDS OF DRESS or dress code.
- Breaching Confidentiality.
- Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.
- Violation of any safety, health, security, or School rule.
- Negligence or other conduct leading to the endangerment of harm of a child or children.
- Working overtime without authorization or refusing to work assigned overtime.
- Unsatisfactory job performance.
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

CONFIDENTIAL INFORMATION

You may, during the course of your duties be advised of certain confidential business matters and affairs of the School regarding its business practices, students, suppliers and employees. Your duties may also place you in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of the School and not generally known to the public or competitors. Such proprietary information includes student information, competitive strategies, marketing plans, fundraising, personnel information and financial information. You shall not, either during your employment with the School or any time in the future, directly or indirectly:

- Disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, client, business, or enterprise, any confidential information acquired during your employment;
- Individually or in conjunction with any other person, firm, agency, School, client, business, or corporation, employ or cause to be employed any confidential information in any manner whatsoever, except in furtherance of the business of the School;
- Without the written consent of the School, publish, deliver, or commit to being published or delivered, any copies, abstracts, or summaries of any files, records, documents, drawings, specifications, lists, equipment, and similar items relating to the business of the School, except to the extent required in the ordinary course of your duties.

Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the prior written approval of Assistant Superintendent of Instruction and Human Resources and the written consent of the individual being recorded.

Upon an extended leave of absence, request from the School or termination of employment, employees are required to immediately return to the School all property of the School in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the School. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. .

TEACH Las Vegas expects employees to devote their best efforts to the interests of our school. TEACH Las Vegas recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at TEACH Las Vegas or create a conflict of interest with your statutory duty of loyalty to the School. The School prohibits employees from working with another School or external organization that competes with TEACH Las Vegas whether as a regular employee or as a consultant.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Assistant Superintendent of Instruction and

Human Resources to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

Outside Employment

If you are a full time employee, we expect that you devote your full professional effort to your position at TEACH Las Vegas. If you wish to participate in outside work activities, you are required to obtain written approval from the Assistant Superintendent of Instruction and Human Resources prior to starting those activities. Approval will be granted unless the activity conflicts with TEACH Las Vegas's interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at TEACH Las Vegas.
- Involve organizations that are doing or seek to do business with TEACH Las Vegas including actual or potential vendors.
- Violate provisions of law or TEACH Las Vegas policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to TEACH Las Vegas must be given priority. Full time employees are hired and continue employment with the understanding that TEACH Las Vegas is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the School is strictly prohibited.

EXPENSE REIMBURSEMENT POLICY

The School reimburses employees for reasonably necessary business expenses incurred within the course and scope of employment. Employees who have incurred pre-authorized business expenses, including, but not limited to mileage, must submit receipts, invoices, or route information fully documenting the expense. Do not incur expenses without prior authorization via written purchase order approval from the CFO/COO of TEACH Las Vegas. Purchase order requests can be placed via your site principal & office manager. Employees who have incurred business expenses should submit required receipts to the School business office within 30 days of incurring the expense.

General guidelines

- Original receipts are required for reimbursement of all expenses except for per diems.

These expenses include:

- Original boarding passes for airplane / train travel
- Credit card receipts
- Detailed merchant receipts

Receipts must be accompanied by a summary which outlines:

- The nature of the expense
- The name and titles of the individuals involved
- The purpose for the expense

Expense summaries must be submitted with receipts and approved by the CFO/COO.

All expenses and summaries must be submitted within 30 days to CFO/COO for payment.

Travel guidelines

Employees are required to fly coach class with the lowest available airfare for non-stop travel.

If a car rental is required, employees are requested to rent mid-sized or compact vehicles. Employees will be reimbursed for the fuel costs associated with renting a vehicle.

Employees will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of room booking.

For work-related trips, employees will be eligible for reimbursement of actual expenses up to a maximum of \$750 per day. Reimbursements will not be paid where other meal arrangements are provided. For example, a luncheon included with an event.

The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products
- Expenses incurred by spouses, children, or relatives
- In-room movies or video games
- Sporting activities, shows, etc.
- Alcohol with meals

Any questions related to the content of this policy or its interpretation should be directed to the CFO/COO.

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of TEACH Las Vegas to promote a safe, healthy and productive work environment for all employees. The School recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana, marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The School complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School's premises;
- Refusing to submit to an inspection or testing when requested by administration;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's premises and/or attending a School function or event.
- Conviction under any criminal drug statute for a violation occurring in the workplace, including failure to notify the School in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Assistant Superintendent of Instruction and Human Resources. Assistant Superintendent of Instruction and Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students.

Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as cigars, pipes, e-cigarettes, vaping and marijuana. Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground, whichever is farther.

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff is expected to question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of the Assistant Superintendent of Instruction and Human Resources, other employees or call 911. Report any suspicious persons or activities to the Assistant Superintendent of Instruction and Human Resources. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Immediately contact your supervisor or school administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the prior written approval of Assistant Superintendent of Instruction and Human Resources and the written consent of the individual being recorded. Please report any problems with our security systems to the Assistant Superintendent of Instruction and Human Resources.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on TEACH Las Vegas property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services. Employee must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

TEACH Las Vegas cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on TEACH Las Vegas's premises, including the parking area, or away from school property while on school business. TEACH Las Vegas employees are prohibited from using personal property for work-related purposes unless approved in advance by the Assistant Superintendent of Instruction and Human Resources.

SAFETY POLICY

TEACH Las Vegas is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or the Assistant Superintendent of Instruction and Human Resources immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process or business practice for which the School is responsible, bring it to the attention of your supervisor or the Assistant Superintendent of Instruction and Human Resources immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Assistant Superintendent of Instruction and Human Resources regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and the Assistant Superintendent of Instruction and Human Resources.

TEACH Las Vegas has in place a written Injury and Illness Prevention Program as required by law. It is located in the main office for review.

ERGONOMICS

TEACH Las Vegas has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to the Assistant Superintendent of Instruction and Human Resources.

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

TEACH Las Vegas will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from TEACH Las Vegas; (2) fails to return from an approved leave of absence on the date specified without notifying the School for the need for continued leave including failure to communicate with the school; or (3) fails to report for work without notice to TEACH Las Vegas for three consecutive work days. TEACH Las Vegas requests that employees provide at least two weeks written notice of a voluntary termination. All TEACH Las Vegas property must be returned immediately upon terminating employment. TEACH Las Vegas retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of TEACH Las Vegas's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, pursuant to its at-will policy, TEACH Las Vegas reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who leave employment at TEACH Las Vegas will be asked to take part in an exit interview with the Assistant Superintendent of Instruction and Human Resources to communicate their challenges and growth while employed at TEACH Las Vegas. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to the Assistant Superintendent of Instruction and Human Resources. Only the Assistant Superintendent of Instruction and Human Resources is authorized to provide

verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, TEACH Las Vegas will disclose only the dates of employment and the title of the last position held. TEACH Las Vegas will verify or disclose an employee's salary history only if the employee provides written authorization for TEACH Las Vegas to provide the information. However, TEACH Las Vegas will provide information about current or former employees as required by law or court order. TEACH Las Vegas will not provide any letters of reference for current or former employees. Please refer all questions about this policy to the Assistant Superintendent of Instruction and Human Resources.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of TEACH Las Vegas's Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I understand that the Employee Handbook contains important information regarding TEACH Las Vegas's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of TEACH Las Vegas's policies.

Just as I am free to terminate the employment relationship with TEACH Las Vegas at any time, TEACH Las Vegas, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and TEACH Las Vegas for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Assistant Superintendent of Instruction and Human Resources of TEACH Las Vegas, with the approval of the Board of Directors, has the authority to alter my employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Assistant Superintendent of Instruction and Human Resources. This is the entire agreement between TEACH Las Vegas and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with TEACH Las Vegas, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

TEACH Las Vegas reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than TEACH Las Vegas Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print) _____

Employee Signature: _____

Date: _____

Addenda Form A; Non-Exempt Employee Meal Period Waiver Agreement
TEACH Las Vegas

NON-EXEMPT EMPLOYEE MEAL PERIOD WAIVER AGREEMENT

Waiver of First Meal Period (Applicable only when workday is 6 hours or less)

- I understand that I am entitled to and acknowledge that TEACH Las Vegas provides me with an uninterrupted, unpaid thirty-minute meal period whenever I work more than five hours in a workday. I also understand that my first meal period must start before the end of my fifth hour of work (i.e., 5 hours and 0 minutes on the clock).
- I wish to voluntarily waive my right to a thirty-minute meal period when my workday will be completed in six hours or less.
- I understand that I may revoke this agreement to waive my first thirty-minute meal period at any time, in writing, by providing written notice of revocation to Assistant Superintendent of Instruction and Human Resources. As a result, I understand this waiver will remain in effect each workday unless and until I provide a written notice to Assistant Superintendent of Instruction and Human Resources revoking this waiver.

Acknowledging the above, I hereby voluntarily waive my right to a thirty-minute meal period whenever my workday will be completed in six hours or less. If I wish revoke this waiver, I will notify Assistant Superintendent of Instruction and Human Resources immediately.

Second Meal Period (Applicable only when workday is more than 10 hours but not greater than 12 hours)

- I understand that I am entitled to and acknowledge that TEACH Las Vegas provides me with a second, uninterrupted, unpaid thirty-minute meal period whenever I work more than ten hours in a workday. I also understand that my second meal period must start before the end of my tenth hour of work (i.e., 10 hours and 0 minutes on the clock).
- I wish to voluntarily waive my right to a second meal period when my workday will be completed in twelve hours or less, provided that I did not waive my first meal period on the same workday.
- I understand that I may revoke this agreement to waive my second meal period at any time, in writing, by providing written notice of revocation to Assistant Superintendent of Instruction and Human Resources. As a result, I understand this waiver will remain in effect each workday unless and until I provide a written notice to Assistant Superintendent of Instruction and Human Resources revoking this waiver.

Acknowledging the above, I hereby voluntarily waive my right to a second meal period whenever my workday will be completed in twelve hours or less and I did not waive my first meal period on the same workday. If I wish revoke this waiver, I will notify Assistant Superintendent of Instruction and Human Resources immediately.

Employee's Printed Name

Employee's Signature

Date

Addenda Form B; Non-Exempt Employee Meal and Rest Period Reporting Form

TEACH Las Vegas

NON-EXEMPT EMPLOYEE

MEAL AND REST PERIOD REPORTING FORM

(ONE FORM FOR EACH APPLICABLE DAY)

Employee Name (Please Print): _____

Date: _____

Date/Time Issue Occurred: _____

Position: _____

Reported Issue(s)/Reason: (CHECK ALL THAT APPLY AND PROVIDE THE CORRESPONDING REASON FOR THE LATE, SHORT OR MISSED MEAL PERIOD AND/OR MISSED REST PERIOD)

Meal Periods

- Missed Meal Period
- Late Meal Period
- Interrupted Meal Period
- Short Meal Period

Reason for Missed, Late, Interrupted or Short Meal Period

- | | | |
|------------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Voluntary | <input type="checkbox"/> Involuntary | <input type="checkbox"/> Other |
| <input type="checkbox"/> Voluntary | <input type="checkbox"/> Involuntary | <input type="checkbox"/> Other |
| <input type="checkbox"/> Voluntary | <input type="checkbox"/> Involuntary | <input type="checkbox"/> Other |
| <input type="checkbox"/> Voluntary | <input type="checkbox"/> Involuntary | <input type="checkbox"/> Other |

Rest Periods

- | | | | |
|---------------------------------------------|------------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Missed Rest Period | <input type="checkbox"/> Voluntary | <input type="checkbox"/> Involuntary | <input type="checkbox"/> Other |
|---------------------------------------------|------------------------------------|--------------------------------------|--------------------------------|

Circle/Select Applicable Missed Rest Period: 1 2 3 4

****Voluntary:** It was my own choice to refuse an authorized meal or rest period.

Involuntary: Through no choice of my own, I was not able to take a complete and proper meal or rest period.

Please provide details of what happened below regarding your meal period and/or rest period:

I understand that I am entitled to an uninterrupted, thirty-minute meal period whenever I work more than five hours in a workday and that my meal period must begin before the end of the fifth hour of work (unless, for workdays of six hours or less, I voluntarily waived my meal period). I understand that I am entitled to a second, uninterrupted thirty-minute meal period whenever I work more than ten hours in a workday and that my second meal period must begin before the end of the tenth hour of work. I also understand that I am authorized, permitted, and strongly encouraged to take a 10-minute (net) paid rest period for every 4 hours worked or major fraction thereof. If I voluntarily miss a meal or rest period or voluntarily experience a late, short, or interrupted meal period (e.g., it was my own choice to refuse an authorized meal or rest period), I understand that I am not entitled to one hour of premium pay for that meal or rest period. If I involuntarily miss a meal or rest period or involuntarily experience a late, short, or interrupted meal period (e.g., I wasn't allowed to take a proper meal or rest period), I understand that I am entitled to one hour of premium pay for that meal or rest period.

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

FORM MUST BE SUBMITTED IMMEDIATELY AFTER THE APPLICABLE MEAL OR REST PERIOD OCCURS TO Assistant Superintendent of Instruction and Human Resources.

Coversheet

Employee Benefits Proposals for 21-22

Section:	III. ITEMS SCHEDULED FOR INFORMATION & POTENTIAL ACTION
Item:	C. Employee Benefits Proposals for 21-22
Purpose:	Vote
Submitted by:	
Related Material:	UHC Nevada Q3 Benefit Grid.pdf UGC NV Q3 Rate Table.xlsx

UnitedHealthcare

2021 Small Business Portfolio

Nevada Small Business Portfolio

Multi-Choice NV 007

Effective Date: January 1, 2021

Select any combination of UnitedHealthcare Choice Plus plans in this package.

Choice Plus Plans

2021 Plan Code	2020 Plan Code	Plan Category	Metallic Level	Plan Description	Rx Code	Deductible				Coinsurance		Out-of-Pocket Max.				Virtual Visit	PCP	SPEC	UC	ER	OP Surg	IP Hosp	Minor Lab	Minor X-ray	MRI, CT, PET
						In-Network		Non-Network		In	Out	In-Network		Non-Network											
						Ind.	Fam.	Ind.	Fam.			Ind.	Fam.	Ind.	Fam.										
CF-HK	BS-Q3	Primary Advantage	Gold	1000/80%	G20	\$1,000	\$2,000	\$2,000	\$4,000	80%	50%	\$7,500	\$15,000	\$15,000	\$30,000	\$0	\$0	\$100	\$35	80%	80%	80%	\$30	\$60	80%
CF-HL	BS-Q4	Primary Advantage	Gold	2000/80%	G20	\$2,000	\$4,000	\$4,000	\$8,000	80%	50%	\$8,150	\$16,300	\$16,300	\$32,600	\$0	\$0	\$100	\$35	80%	80%	80%	\$15	\$50	80%
CF-HP	-	Primary Advantage	Gold	3000/80%	G20	\$3,000	\$6,000	\$7,500	\$15,000	80%	50%	\$8,550	\$17,100	\$15,000	\$30,000	\$0	\$0	\$90	\$50	80%	80%	80%	80%	80%	80%
CF-HQ	-	Primary Advantage	Silver	6000/70%	E68L	\$6,000	\$12,000	\$10,000	\$20,000	70%	50%	\$8,550	\$17,100	\$20,000	\$40,000	\$0	\$0	\$100	\$50	70%	70%	70%	70%	70%	70%
CF-G7 ⁴	BS-QJ	Balanced	Gold	25/1000/80%	G20	\$1,000	\$2,000	\$2,000	\$4,000	80%	50%	\$8,150	\$16,300	\$16,300	\$32,600	\$0	\$25	\$50	\$50	\$500	80%	80%	\$30	\$60	80%
CF-G8 ⁴	BS-QK	Balanced	Gold	25/1500/80%	G20	\$1,500	\$3,000	\$3,000	\$6,000	80%	50%	\$7,000	\$14,000	\$14,000	\$28,000	\$0	\$25	\$50	\$50	\$500	80%	80%	\$30	\$60	80%
CF-G9 ⁴	BS-QL	Balanced	Gold	25/2000/80%	G20	\$2,000	\$4,000	\$4,000	\$8,000	80%	50%	\$6,500	\$13,000	\$13,000	\$26,000	\$0	\$25	\$50	\$50	\$500	80%	80%	\$25	\$50	80%
CF-HJ	BS-Q2	Balanced	Gold	30/3000/80%	G20	\$3,000	\$6,000	\$6,000	\$12,000	80%	50%	\$7,450	\$14,900	\$15,000	\$30,000	\$0	\$30	\$60	\$50	80%	80%	80%	\$25	\$50	80%
CF-HM	BS-Q6	Balanced	Silver	40/3000/70%	902	\$3,000	\$6,000	\$6,000	\$12,000	70%	50%	\$8,150	\$16,300	\$16,300	\$32,600	\$0	\$40	\$80	\$40	70%	70%	70%	70%	70%	70%
CF-HA	BS-QM	Balanced	Silver	35/4000/70%	710	\$4,000	\$8,000	\$8,000	\$16,000	70%	50%	\$8,150	\$16,300	\$16,300	\$32,600	\$0	\$35	\$70	\$50	\$250	70%	70%	70%	70%	70%
CF-HB	BS-QN	Balanced	Silver	35/5000/70%	G19	\$5,000	\$10,000	\$10,000	\$20,000	70%	50%	\$8,150	\$16,300	\$16,300	\$32,600	\$0	\$35	\$70	\$50	\$250	70%	70%	70%	70%	70%
CF-HC	BS-QO	Balanced	Silver	45/7000/60%	G18	\$7,000	\$14,000	\$13,000	\$26,000	60%	50%	\$8,150	\$16,300	\$16,300	\$32,600	\$0	\$45	\$90	\$50	60%	60%	60%	60%	60%	60%
CF-HR	-	Balanced	Silver	45/7500/60%	E68L	\$7,500	\$15,000	\$15,000	\$26,000	60%	50%	\$8,550	\$17,100	\$17,100	\$34,200	\$0	\$45	\$90	\$50	60%	60%	60%	60%	60%	60%
CF-HD	BS-QQ	Consumer	Bronze	7500/60%	G20	\$7,500	\$15,000	\$15,000	\$30,000	60%	50%	\$8,550	\$17,100	\$17,100	\$34,200	\$0	60%	60%	60%	60%	60%	60%	60%	60%	60%
CF-HS	-	Consumer	Bronze	8550/100%	E83L	\$8,550	\$17,100	\$17,100	\$34,200	100%	100%	\$8,550	\$17,100	\$17,100	\$34,200	\$0	100%	100%	100%	100%	100%	100%	100%	100%	100%
BJ-SP ^{1,2,3}	BJ-SP	Flex Free	Gold	1500/80%	G20	\$1,500	\$4,500	\$3,000	\$9,000	80%	50%	\$5,500	\$15,800	\$11,000	\$31,600	\$0	\$0	\$0	\$0	\$250	\$250	\$250	80%	80%	\$250
CF-HO	BS-Q8	Flex Free	Silver	4250/80%	G19	\$4,250	\$8,500	\$8,500	\$17,000	80%	50%	\$8,550	\$17,100	\$17,100	\$34,200	\$0	\$0	\$0	\$0	\$250	\$250	\$250	80%	80%	\$250
BS-QH ⁴	BS-QH	Traditional w/Ded	Platinum	10/100/90%	847	\$100	\$200	\$200	\$400	90%	60%	\$4,500	\$9,000	\$9,000	\$18,000	\$0	\$10	\$25	\$10	\$500	90%	90%	\$0	\$0	90%
CF-HN	BS-Q7	Traditional w/Ded	Platinum	20/250/90%	847	\$250	\$500	\$500	\$1,000	90%	50%	\$4,500	\$9,000	\$9,000	\$18,000	\$0	\$20	\$35	\$25	\$300	90%	90%	\$10	\$20	\$200
CF-HI ⁴	BS-QY	Traditional w/Ded	Platinum	25/250/80%	847	\$250	\$500	\$1,000	\$2,000	80%	50%	\$4,500	\$9,000	\$9,000	\$18,000	\$0	\$25	\$45	\$35	\$400	80%	80%	\$10	\$20	\$200
CF-HH ⁴	BS-QZ	Traditional w/Ded	Platinum	20/500/80%	847	\$500	\$1,000	\$1,000	\$2,000	80%	50%	\$5,000	\$10,000	\$10,000	\$20,000	\$0	\$20	\$35	\$20	\$300	80%	80%	\$10	\$10	\$200
CF-G6 ⁴	BS-QI	Traditional w/Ded	Gold	35/500/80%	G20	\$500	\$1,000	\$1,000	\$2,000	80%	50%	\$7,500	\$15,000	\$15,000	\$30,000	\$0	\$35	\$70	\$50	\$500	80%	80%	\$30	\$60	80%

¹Three PCP and SPEC visits and two urgent care visits covered at Copay, then plan deductible and coinsurance.

²\$250 ER Per Occurrence Deductible applies, then plan deductible and coinsurance.

³IP surgery, OP surgery, and MRI have a \$250 per occurrence deductible, then plan deductible and coinsurance.

⁴ER subject to copay only.

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UnitedHealthcare

2021 Small Business Portfolio

Nevada Small Business Portfolio

Multi-Choice NV 007

Effective Date: January 1, 2021

Non-Differential PPO

2021 Plan Code	2020 Plan Code	Plan Category	Metallic Level	Plan Description	Rx Code	Deductible				Coinsurance		Out-of-Pocket Max.				Virtual Visit	PCP	SPEC	UC	ER	OP Surg	IP Hosp	Minor Lab	Minor X-ray	MRI, CT, PET
						In-Network		Non-Network		In	Out	In-Network		Non-Network											
						Ind.	Fam.	Ind.	Fam.			Ind.	Fam.	Ind.	Fam.										
CF-HE	CF-HE	Non-Diff PPO	Silver	3500/80%	G19	\$3,500	\$7,000	n/a	n/a	80%	n/a	\$8,150	\$16,300	n/a	n/a	\$0	80%	80%	80%	80%	80%	80%	80%	80%	80%

Choice Plus HSA Plans

2021 Plan Code	2020 Plan Code	Plan Category	Metallic Level	Plan Description	Rx Code	Deductible				Coinsurance		Out-of-Pocket Max.				Virtual Visit	PCP	SPEC	UC	ER	OP Surg ³	IP Hosp ³	Minor Lab	Minor X-ray	MRI, CT, PET
						In-Network		Non-Network		In	Out	In-Network		Non-Network											
						Ind.	Fam.	Ind.	Fam.			Ind.	Fam.	Ind.	Fam.										
BS-QT ¹	BS-QT	HSA with Motion	Gold	1500/80%	980	\$1,500	\$3,000	\$3,500	\$7,000	80%	50%	\$5,000	\$10,000	\$11,000	\$22,000	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
CF-HF ¹	BS-QU	HSA with Motion	Silver	2750/80%	980	\$2,750	\$5,500	\$5,500	\$11,000	80%	50%	\$6,850	\$13,700	\$13,700	\$27,400	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
BS-QP ²	BS-QP	HSA with Motion	Silver	3000/80%	980	\$3,000	\$6,000	\$6,000	\$12,000	80%	50%	\$6,500	\$13,000	\$13,000	\$26,000	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
BS-QR ²	BS-QR	HSA with Motion	Silver	3500/80%	982	\$3,500	\$10,500	\$7,000	\$21,000	80%	50%	\$6,850	\$13,700	\$13,700	\$27,400	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
BS-QV ²	BS-QV	HSA with Motion	Silver	4000/100%	847	\$4,000	\$12,000	\$8,000	\$24,000	100%	50%	\$6,850	\$13,700	\$13,700	\$27,400	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
BS-QW ²	BS-QW	HSA with Motion	Silver	5000/100%	982	\$5,000	\$13,500	\$10,000	\$27,000	100%	50%	\$6,850	\$13,700	\$13,700	\$27,400	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
CF-HG ²	BS-QX	HSA with Motion	Bronze	6850/100%	396	\$6,850	\$13,700	\$13,700	\$27,400	100%	50%	\$6,850	\$13,700	\$13,700	\$27,400	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

¹Non-embedded deductible.

²Embedded deductible.

UnitedHealthcare Motion rewards employer groups and members for taking ownership of their health care, which may result in healthier employees and lower medical claim costs.

In 2021, maximum HSA contribution is \$3,600 single/\$7,200 family. These amounts are subject to change by IRS and do not include catch-up contributions for subscribers age 55 and over. The UnitedHealthcare Health Savings Account (HSA) high deductible health plan (HDHP) is designed to comply with IRS requirements so eligible enrollees may open a Health Savings Account with a bank of their choice or through OptumHealth Bank, Member of FDIC. "UnitedHealthcare HSA" refers generally to the UnitedHealthcare HSA product, which includes a HDHP, although at times "UnitedHealthcare HSA" may refer only and specifically to the UnitedHealthcare Health Savings Account, provided in conjunction with OptumHealth Bank and not to the associated HDHP.

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UnitedHealthcare

2021 Small Business Portfolio

Nevada Small Business Portfolio

Multi-Choice NV 007

Effective Date: January 1, 2021

Choice Plus Tiered Plans

2021 Plan Code	2020 Plan Code	Plan Category	Metallic Level	Plan Description	Rx Code	Deductible				Coinsurance		Out-of-Pocket Max.				Virtual Visit	Tier1 PCP	Non-Tier1 PCP	Tier1 Spec	Non-Tier1 Spec	Urgent Care	ER ²	OP Surg ¹	IP Hosp	Minor Lab (Freestanding / Hospital)	Minor X-ray (Freestanding / Hospital)	MRI, CT, PET ¹
						In-Network		Non-Network		In	Out	In-Network		Non-Network													
						Ind.	Fam.	Ind.	Fam.			Ind.	Fam.	Ind.	Fam.												
CF-HT	BJ-SU	Advanced PROformance	Gold	15/1000/75%	983	\$1,000	\$2,000	\$5,000	\$10,000	75%	50%	\$5,500	\$11,000	\$15,000	\$30,000	\$0	\$15	\$35	\$50	\$90	\$30	75%	75%	75%	\$15/\$45	\$30/\$90	75%
CF-HU	BS-RD	Advanced PROformance	Silver	15/5000/75%	983	\$5,000	\$10,000	\$10,000	\$20,000	75%	50%	\$8,150	\$16,300	\$17,000	\$34,000	\$0	\$15	\$35	\$50	\$90	\$30	75%	75%	75%	\$20/\$75	\$50/\$90	75%
BS-RE	BS-RE	Direct	Gold	30/1000/80%	G20	\$1,000	\$2,000	\$5,000	\$10,000	80%	50%	\$6,500	\$13,000	\$15,000	\$30,000	\$0	\$30	\$30	\$60	\$60	\$50	80%	80%	80%	\$15/\$45	\$30/\$60	80%
BS-RA	BS-RA	Direct	Gold	30/1500/80%	G20	\$1,500	\$3,000	\$5,000	\$10,000	80%	50%	\$6,500	\$13,000	\$15,000	\$30,000	\$0	\$30	\$30	\$60	\$60	\$50	80%	80%	80%	\$15/\$50	\$35/\$65	80%
BS-RF	BS-RF	Direct	Gold	30/2000/80%	G20	\$2,000	\$4,000	\$5,000	\$10,000	80%	50%	\$6,400	\$12,800	\$15,000	\$30,000	\$0	\$30	\$30	\$60	\$60	\$50	80%	80%	80%	\$15/\$45	\$30/\$60	80%
CF-HV	BS-RB	Direct	Silver	40/3500/70%	G19	\$3,500	\$7,000	\$7,000	\$14,000	70%	50%	\$8,400	\$16,800	\$16,300	\$32,600	\$0	\$40	\$40	\$70	\$70	\$50	70%	70%	70%	\$25/\$75	\$50/\$100	70%
CF-HW	BS-RC	Direct	Silver	35/5000/70%	G19	\$5,000	\$10,000	\$10,000	\$20,000	70%	50%	\$8,150	\$16,300	\$16,800	\$33,600	\$0	\$35	\$35	\$70	\$70	\$50	70%	70%	70%	\$20/\$75	\$50/\$80	70%

¹Place of Service Tiered Benefit – Freestanding vs. Hospital Based

²\$250 ER per occurrence deductible applies, then plan deductible and coinsurance

Service Performed	Description	Place of Service	
		Hospital Base/Owned	Freestanding Facility*
Surgery Outpatient	Surgery and related services received on an outpatient basis at a hospital or alternate facility	\$250 Per Occurrence Deductible + Plan Deductible/Co-insurance	Plan Deductible/Co-insurance only No Per-Occurrence Deductible
Major Diagnostics	CT scans, PET scans, MRIs, MRAs, nuclear medicine, and major diagnostic services.	\$250 Per Occurrence Deductible + Plan Deductible/Co-insurance	
Scopic Procedures	Diagnostic scopic procedures include, but are not limited to colonoscopy, sigmoidoscopy, and endoscopy.	\$250 Per Occurrence Deductible + Plan Deductible/Co-insurance	

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UnitedHealthcare

2021 Small Business Portfolio

Nevada Small Business Portfolio

Multi-Choice NV 007

Effective Date: January 1, 2021

Choice Plus Advanced Plans

2021 Plan Code	2020 Plan Code	Plan Category	Metallic Level	Plan Description	Rx Code	Deductible				Coinsurance		Out-of-Pocket Max.				Virtual Visit	Tier1 PCP	Non-Tier1 PCP	Tier1 Spec	Non-Tier1 Spec	Urgent Care	ER	OP Surg ¹	IP Hosp	Minor Lab (Freestanding / Hospital)	Minor X-ray (Freestanding / Hospital)	MRI, CT, PET ¹
						In-Network		Non-Network		In	Out	In-Network		Non-Network													
						Ind.	Fam.	Ind.	Fam.			Ind.	Fam.	Ind.	Fam.												
CF-HY	-	Advanced	Silver	25/2500/80%	G18	\$2,500	\$5,000	\$7,500	\$15,000	80%	50%	\$8,550	\$17,100	\$15,000	\$30,000	\$0	\$25	\$50	\$50	\$90	\$50	80%	80%	80%	80%	80%	80%
CF-HZ	-	Advanced	Silver	30/6500/80%	E68L	\$6,500	\$13,000	\$10,000	\$20,000	80%	50%	\$8,550	\$17,100	\$20,000	\$40,000	\$0	\$30	\$60	\$60	\$100	\$50	80%	80%	80%	80%	80%	80%

¹Place of Service Tiered Benefit – Freestanding vs. Hospital Based

Service Performed	Description	Place of Service	
		Hospital Base/Owned	Freestanding Facility*
Surgery Outpatient	Surgery and related services received on an outpatient basis at a hospital or alternate facility	\$500 Per Occurrence Deductible + Plan Deductible/Co-insurance	Plan Deductible/Co-insurance only No Per-Occurrence Deductible
Surgery Inpatient	Surgery and related services received on an inpatient basis at a hospital or alternate facility	\$500 Per Occurrence Deductible + Plan Deductible/Co-insurance	
Major Diagnostics	CT scans, PET scans, MRIs, MRAs, nuclear medicine, and major diagnostic services.	\$500 Per Occurrence Deductible + Plan Deductible/Co-insurance	
Minor Lab and X-Ray	Lab, X-Ray, and diagnostic services.	\$100 Per Occurrence Deductible + Plan Deductible/Co-insurance	
Scopic Procedures	Diagnostic scopic procedures include, but are not limited to colonoscopy, sigmoidoscopy, and endoscopy.	\$500 Per Occurrence Deductible + Plan Deductible/Co-insurance	

Per-Occurrence Deductible (POD) must be met prior to and in addition to the annual deductible and co-insurance.

The POD will not accrue towards the plan deductible but will accrue towards the Out-of-Pocket Maximum.

*Freestanding facilities are any of the following: Outpatient facility, diagnostic or ambulatory center, physician office or independent laboratory.

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UnitedHealthcare

2021 Small Business Portfolio

Nevada Small Business Portfolio

Multi-Choice NV 007

Effective Date: January 1, 2021

Pharmacy Plans

Rx Code	PDL	Network	Deductible		Rx Deductible applies to Tiers	Tier 1	Tier 2	Tier 3	Tier 4	Mail-service ratio
			Individual	Family						
847	Advantage	National	N/A	N/A	N/A	\$7	\$35	\$70	\$300	2.5x retail
G20	Advantage	National	N/A	N/A	N/A	\$10	\$40	\$90	\$350	2.5x retail
902	Advantage	National	\$350	\$700	3&4	\$20	\$45	\$80	\$350	2.5x retail
983	Advantage	National	\$400	\$800	4	\$20	\$50	\$85	\$400	2.5x retail
710	Advantage	National	\$850	\$1,700	3&4	\$20	\$50	\$100	\$300	2.5x retail
G19	Essential	National	\$500	\$1,000	4	\$15	\$45	\$125	\$500	2.5x retail
G18	Essential	National	\$850	\$1,700	3&4	\$15	\$50	\$125	\$300	2.5x retail
E68L	Essential	Standard Select - Walgreens	\$250	\$500	3&4	\$15	\$50	\$125	\$350	2.5x retail
E83L	Essential	Standard Select - Walgreens	Same as Medical	Same as Medical	All	No copay	No copay	No copay	No copay	2.5x retail
H.S.A. Pharmacy Plans										
396	Advantage	National	Same as Medical	Same as Medical	All	No copay	No copay	No copay	No copay	2.5x retail
982	Advantage	National	Same as Medical	Same as Medical	All	No copay	\$30	\$75	\$300	2.5x retail
847	Advantage	National	Same as Medical	Same as Medical	All	\$7	\$35	\$70	\$300	2.5x retail
980	Advantage	National	Same as Medical	Same as Medical	All	\$15	\$40	\$75	\$300	2.5x retail

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UnitedHealthcare

2021 Small Business Portfolio

Nevada Small Business Portfolio

Multi-Choice NV 007

Effective Date: January 1, 2021

Advanced Plans

Advanced plans tier on Premium Designated (UHPD) and non-Premium Designated PCPs and Specialists. Also includes Place of Service tiering for OP surgery, MRI/Major Diagnostics, Lab and X-ray, and Scopic procedures based on the location of the facility selected. Freestanding facilities offer the lowest cost share for the member than utilizing hospital based services.

Balanced and Traditional Plans

For employers and employees who prefer to pay copays for core services, Balanced and Traditional health plans cover most benefits as copay-based coverage.

Consumer Plans

Traditional health plans that cover most benefits at deductible then coinsurance. This plan is paired with a pharmacy plan that is not subject to the medical deductible on tiers 1 and 2.

Direct Plans

Direct plans are designed to encourage members to utilize contracted freestanding (non-hospital) facilities for certain outpatient services such as outpatient surgery, MRI/Major Diagnostics, Lab and X-ray, and Scopic procedures based on the location of the facility selected. Robust online tools for both the employer and employee help manage administration and promote wellness and wise health care choices. Freestanding facility designations can be found using the provider search function on myuhc.com® or by calling member services.

FlexFree

FlexFree plans include up to three visits to PCP and/or Specialist at no cost. Additional visits are subject to deductible then coinsurance. Employers benefit from lower premiums than traditional copay-based plans and employees have first dollar coverage.

HSA and HSA with Motion Plans

HSA plans are consumer-driven and made up of two parts: a high-deductible health plan and a Health Savings Account (HSA). Members can deposit money, before taxes, into an HSA, which is their own personal savings account. They can use the money to pay for eligible medical and pharmacy expenses, including their deductible, or save it for future expenses. Referrals are not required for specialists. HSA with Motion plans provide all the features of a traditional HSA plan and include UnitedHealthcare Motion® program. Motion is a walking program that brings technology and wellness together – along with fun, fitness and earning financial rewards of up to \$1,095 per year in HSA contributions. That's a great incentive to get moving.

Primary Advantage Plans

Primary Advantage plans offer no member cost share benefits for PCP, Virtual Visits and Mental Health. All plans are focused on the primary care relationship and encouraging employees to seek care through their primary care physician (PCP) who can guide them along the best path to health and well-being. By coordinating their care through a PCP, members get the right care from the right provider at the right time, promoting better health and lower costs.

PROformance Plans

These plans offer employees lower costs when visiting premium providers and freestanding facilities, plus zero-dollar Virtual Visits.

Insurance coverage provided by UnitedHealthcare Insurance Company or its affiliates. Administrative services provided by United HealthCare Services, Inc. or their affiliates. Health Plan coverage provided by or through UnitedHealthcare of Nevada, Inc.

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Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

UGC NV Q3 Rate Table.xlsx

Coversheet

Board Member Candidate - Lori Butler

Section: III. ITEMS SCHEDULED FOR INFORMATION & POTENTIAL ACTION
Item: D. Board Member Candidate - Lori Butler
Purpose: Discuss
Submitted by:
Related Material: Resume 2021.pdf

LORI BUTLER

985 Wigwam Parkway
Henderson, NV 89014
Mobile: (816) 668-4937
Email L1butler2010@aol.com

SUMMARY OF QUALIFICATIONS

→ A performance driven, consistent, enthusiastic, and *highly talented educator* with accomplished experience in the advancement and development of professional organizations by contributing technical expertise, and executing leadership to increase productivity

→ Experienced in all facets of teaching and educational administration; praised for leadership and ability to work collaboratively with all shareholders including faculty, staff, students, parents, and the overall community

- *Devout K-12 educator, administrator, and professional*; experience utilizing pedagogical expertise to serve through its educational entities
- Superior Customer Service; ability to establish and maintain positive relationships with stakeholders
- Effective problem-solver and decision maker; ability to motivate and encourage others to contribute to a team effort; effective oral and written communication skills; exceptionally autonomous, persistent and competitive
- Excellent interpersonal and negotiating skills; adaptable to new concepts and responsibilities
- Proficient in handling diverse tasks simultaneously; detail-oriented, efficient, organized professional with working knowledge of varied systems; possess strong analytical and problem-solving skills
- Commitment to furthering the success of the team members, as well as delivering quality individual performance in a high-pressure environment
- Microsoft Office

EDUCATION

MASTER OF EDUCATION (M.Ed.), EDUCATION LEADERSHIP 2007
PARK UNIVERSITY, PARKVILLE, MISSOURI

BACHELOR OF ARTS, (B.A.), ELEMENTARY EDUCATION 1998

BACHELOR OF LIBERAL ARTS, (B.L.A.) 1998
UNIVERSITY OF MISSOURI-KANSAS CITY, KANSAS CITY, MISSOURI

EMPLOYMENT

→ **Overall educational experience:**

- Manage and evaluate instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures; ensure compliance with all laws, board policies, and civil regulations.
- Supervise the instructional programs of the school, evaluating lesson plans and observing classes (teaching) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on brain-based learning and child growth and development.

Director, District Relations July 2019-Present
Skyrocket, Inc.

- Maintain and foster positive relations with chartering district officials, school boards, and community-based organizations; responsible for charter school renewals and increasing enrollment at current and future school sites.

- Facilitate the charter renewal and material revision processes.

Director, District Relations
Pathways Management Group

June 2018- July 2019

- Maintain and foster positive relations with chartering district officials, school boards, and community-based organizations; responsible for charter school renewals and increasing enrollment at current and future school sites.
- Collaborate with Charter Development Team to strategically plan for growth and implementation of new programs.

Director, Charter Development (National)
Pathways Management Group

September 2016-June 2018

- Responsible for attaining multi-state charters and contracts to ensure strategic growth of schools that provide comprehensive, alternative personalized learning and experiential programs to include credit deficient student populations.
- Set strategic direction and build long-term partnerships with constituent groups including charter authorizers, school districts, state and local officials, attorneys, and consultants to gain support for the specific educational needs.

Principal
Charter Schools USA

September 2013-August 2016

- Supervised the instructional programs of the school; identified goals, monitored progress, and course corrected to meet established benchmarks; facilitated PLCs in science increasing scores by 6% in one academic year.
- Launched 3rd-8th grade tutoring program to improve academic achievement in English language arts, literacy, and math.

PREVIOUS EXPERIENCE

Florida Charter School Alliance
Vice President of School Services

- Created relationships with key stakeholders in the Florida charter school sector to foster collaboration critical to successful, sustainable charter school growth.
- Launched frameworks to make comprehensive, technical assistance services available and affordable to charter school members.
- Developed new school development protocols to support founding groups through the start-up process.

Missouri Charter Public School Association
Director of Educational Services

- Developed a Special Education network to improve the academic performance of students with disabilities by increasing the capacity of all member schools.
- Established and managed an assessment consortium with Northwest Evaluation Association (NWEA) to streamline assessment practices across member schools.
- Managed partnerships with various service providers to create a marketplace of school related services for member schools.

Pathway Academy Charter School, Kansas City, MO
Principal

- Galvanized community support to establish a new charter school to serve a large at-risk population within the city.

- Provided leadership and strategic direction in successful rebranding and opening of new, urban K-8 charter school serving 450 students and 35 employees.
- Implemented effective instructional strategies to positively impact academic and social/emotional development of urban youth.

University Academy Charter School, Kansas City, MO

Principal

- Increased student performance on statewide assessment as evidenced by meeting Annual Yearly Progress targets in English language arts and math.
- Launched annual parent events to increase K-5 parental involvement by 25%.
- Designed and led the implementation of the inaugural elementary summer school program serving 600 students, K-5.

University Academy Charter School, Kansas City, MO

Director of Curriculum & Instruction

- Facilitated the development, evaluation, implementation, and revision of K-5 curriculum based on state standards.
- Upheld fidelity to research-based instructional practices and guided daily instruction toward new levels of academic rigor.

Kansas City Public Schools, Kansas City, MO

Reading Coach, K-3

- **Led the implementation of scientifically based reading instruction for K-3 classroom teachers.**
- **Coached career teachers based on their pedagogical needs and the literacy needs of the students.**

Classroom Teacher

- **Served as demonstration classroom for balanced literacy Readers' and Writers' Workshop scaffolded instruction frameworks.**
- **Awarded education grants from the Marion Ewing Kauffman Foundation to fund innovative teaching practices to reach 21st century learners.**

Coversheet

TEACH Las Vegas Budget Models

Section: III. ITEMS SCHEDULED FOR INFORMATION & POTENTIAL ACTION
Item: E. TEACH Las Vegas Budget Models
Purpose: Discuss
Submitted by:
Related Material:
TEACH_Las Vegas PPT Template for Monthly Board Presentations - May Budget 2021-5.27-Final.
pdf



TEACH Las Vegas

Reduced Enrollment Budget Financial Presentation – May 2021

Budget Highlights

- Final Board Approved Budget is due to Nevada Department of Education (NDE) June 8, 2021
- Tentative Budget was due to Nevada Department of Education on 4/14/2021. Tentatively Reported Revenues \$2,988,798, Expense \$2,685,370, surplus \$303,428
- Greater Schools for Nevada Charter School Program grant award of \$1.5M approved.
- TEACH Las Vegas Nevada Revolving Loan amount \$162,500 approved- hopefully to be received by July 1, 2021
- Opportunity 180 Loan amount \$100,000- this loan has potential to be forgiven as grant

TEACH – Las Vegas Revenue

	<i>Annual/Full Year</i>		
	Budget @6/30/2022- 325	Budget @6/30/2022- 225	Fav/(Unfav)
Revenue			
Distributed School Account	\$ 2,405,975	\$ 1,665,675	\$ (740,300)
State Revenue	1,169,112	1,123,612	(45,500)
Federal Revenue	272,448	188,618	(83,830)
Other Local Revenue	-	-	-
Total Revenue	\$ 3,847,535	\$ 2,977,905	\$ (869,630)

- ❑ Distributed School Account (DSA) \$2.4M- is State Revenue which is currently calculated at \$7,403 per Pupil. These funds are generated from State Taxes.
- ❑ State Revenue \$1.169M- is State Funding consisting of \$147K of Special Education Funding at a rate of \$455 per Enrollment.. The State Revenue includes \$1.021M of the Great Schools of Nevada Charter School Program Funding Grant that is projected to be spent during FY21/22.
- ❑ Federal Revenue \$272K- Consist of Title I Funding of \$209K @ \$700 per Free and Reduce Lunch Student which is projected at 299 or 92% of student enrollment. Also, Federal Special Education Revenue of \$62K at a Rate of \$1,060 per Special Education Student. TLV is projecting @ 18% or 58.75 will need Special Education Services

TEACH Las Vegas – Expenses & Fund Balance



	Annual/Full Year		
	Budget @6/30/2022- 325	Budget @6/30/2022- 225	Fav/(Unfav)
Expenses			
Salaries	\$ 957,500	\$ 767,500	\$ 190,000
Employee Benefits	470,688	386,211	84,477
Prof. and Tech. Services	597,031	441,270	155,761
Property Services	556,452	556,452	-
Other Purchased Services	95,388	95,388	-
Supplies	539,108	501,630	37,479
Property	-	-	-
Debt Service and Misc.	1,050	727	323
General	30,075	20,821	9,254
Total Expenses	\$ 3,247,293	\$ 2,769,998	\$ 477,294
Total Surplus(Deficit)	\$ 600,242	\$ 207,907	\$ (392,335)
Beginning Fund Balance	-	-	
Ending Fund Balance	\$ 600,242	\$ 207,907	
<i>As a % of Annual Expenses</i>	<i>18.5%</i>	<i>7.5%</i>	

Note: Explanations on next slide

TEACH- Las Vegas Expense

- **Salaries: \$957K**-Consist of 13 Certificated Teachers, One Certificated Aid, One ED, Office Manager, Office Technician, Janitor, IT Support Technician (**9 Teachers @225**)
- **Benefits: \$470K**- Mainly consist of Retirement PERS 29.25% @ \$252K and Health Benefits @\$169K
- **Professional Technical Services: \$597K**- Office and Administrative Fees \$192K (**148.8K @225**) Fees that are paid to Authorizer based on 5% of Total Revenue. Professional and Educational Services consist of \$234K of projected education Special Education services the entire amount was included for reimbursement in CSP Budget. **\$162K @225**
- **Purchased Property Services: \$556K**- Mainly consist of building lease amount of \$485K plus utilities and cleanings.
- **Supplies: \$539K**- Mainly consist of Technology Supplies and Equipment of \$368K which includes Chromebooks, Faculty Laptops, Wireless Point Installation Cost, etc. of \$209.8K, Furniture Cost of \$98K and Awning and Mesh Fencing of \$60K- all cost included for reimbursement in CSP Budget

TEACH LV – Multi-Year Projections-325



Teach High School - NV

Multi-Year Projection

Revised 05/18/21

Key Assumptions

	FY22	FY23	FY24	FY25	FY26	FY27
Attendance	325	425	550	675	800	975
DSA Funding Rate	7,403	7,403	7,403	7,403	7,403	7,403
Revenue Growth Rate	n/a	3.00%	3.00%	3.00%	3.00%	3.00%
Payrol COLA	n/a	2.00%	2.00%	2.00%	2.00%	2.00%
OPEX COLA	n/a	3.00%	3.00%	3.00%	3.00%	3.00%

Revenues

Total Revenue	<u>3,847,535</u>	<u>4,157,185</u>	<u>4,794,970</u>	<u>5,863,253</u>	<u>6,949,040</u>	<u>8,469,143</u>
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Expenses

Total Expenses	<u>3,247,293</u>	<u>3,630,517</u>	<u>4,594,931</u>	<u>5,814,888</u>	<u>6,944,794</u>	<u>8,301,450</u>
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Surplus (Deficit)

	<u>\$ 600,242</u>	<u>\$ 526,668</u>	<u>\$ 200,039</u>	<u>\$ 48,365</u>	<u>\$ 4,246</u>	<u>\$ 167,692</u>
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Fund Balance, Beginning of Year	-	600,242	1,126,910	1,326,950	1,375,314	1,379,561
Fund Balance, End of Year	<u>\$ 600,242</u>	<u>\$ 1,126,910</u>	<u>\$ 1,326,950</u>	<u>\$ 1,375,314</u>	<u>\$ 1,379,561</u>	<u>\$ 1,547,253</u>
	18.5%	31.0%	28.9%	23.7%	19.9%	18.6%

Cash Flow Adjustments

Monthly Surplus (Deficit)	600,242	526,668	200,039	48,365	4,246	167,692
Cash flows from investing activities						
Purchases of Prop. And Equip.	(60,000)	-	-	-	-	-
Notes Receivable	-	-	-	-	-	-
Cash flows from financing activities						
Proceeds from Debt	162,500	-	-	-	-	-
Proceeds on Debt	-	(54,166)	(54,166)	(54,166)	-	-
Total Change in Cash	<u>144,272</u>	<u>519,217</u>	<u>141,586</u>	<u>(117,713)</u>	<u>(112,041)</u>	<u>35,894</u>
Cash, Beginning of Month	-	144,272	663,489	805,076	687,363	575,322
Cash, End of Month	<u>144,272</u>	<u>663,489</u>	<u>805,076</u>	<u>687,363</u>	<u>575,322</u>	<u>611,216</u>

CSP grant applied as follows: \$1,021M FY21/22, \$461K FY22/23 and \$ 17.5K FY23/224

TEACH LV – Multi-Year Projections-225

Teach High School - NV

Multi-Year Projection

Revised 05/27/2021



	FY22	FY23	FY24	FY25	FY26	FY27
Key Assumptions						
Attendance	225	425	550	675	800	975
DSA Funding Rate	7,403	7,403	7,403	7,403	7,403	7,403
Revenue Growth Rate	n/a	3.00%	3.00%	3.00%	3.00%	3.00%
Payrol COLA	n/a	2.00%	2.00%	2.00%	2.00%	2.00%
OPEX COLA	n/a	3.00%	3.00%	3.00%	3.00%	3.00%

Revenues

Total Revenue	2,977,905	4,157,185	4,794,970	5,863,253	6,949,040	8,469,143
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Expenses

Personal Services-Salaries

Total Expenses	2,769,998	3,293,461	3,956,321	4,870,232	5,751,502	6,938,477
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Surplus (Deficit)	\$ 207,906	\$ 863,724	\$ 838,649	\$ 993,020	\$ 1,197,538	\$ 1,530,666
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Fund Balance, Beginning of Year	-	207,906	1,071,630	1,910,279	2,903,299	4,100,838
Fund Balance, End of Year	\$ 207,906	\$ 1,071,630	\$ 1,910,279	\$ 2,903,299	\$ 4,100,838	\$ 5,631,503
	7.5%	32.5%	48.3%	59.6%	71.3%	81.2%

Cash Flow Adjustments

Cash flows from investing activities						
Purchases of Prop. And Equip.	(60,000)	-	-	-	-	-
Notes Receivable	-	-	-	-	-	-
Cash flows from financing activities						
Proceeds from Debt	212,500	-	-	-	-	-
Proceeds on Debt	-	(54,166)	(54,166)	(54,166)	-	-
Total Change in Cash	33,418	624,791	780,196	826,943	1,081,251	1,398,868
Cash, Beginning of Month	-	33,418	658,209	1,438,405	2,265,348	3,346,598
Cash, End of Month	33,418	658,209	1,438,405	2,265,348	3,346,598	4,745,466

CSP grant applied as follows: \$1,021M FY21/22, \$461K FY22/23 and \$17.5K FY23/224

Teach High School - NV**Multi-Year Projection**

Revised 05/18/21



	FY22	FY23	FY24	FY25	FY26	FY27
Key Assumptions						
Attendance	325	425	550	675	800	975
DSA Funding Rate	7,403	7,403	7,403	7,403	7,403	7,403
Revenue Growth Rate	n/a	3.00%	3.00%	3.00%	3.00%	3.00%
Payrol COLA	n/a	2.00%	2.00%	2.00%	2.00%	2.00%
OPEX COLA	n/a	3.00%	3.00%	3.00%	3.00%	3.00%

RevenuesDistributive School Account

1110	Ad Valorem Taxes	\$ 1,544,115	\$ 2,019,227	\$ 2,613,117	\$ 3,207,007	\$ 3,800,897	\$ 4,632,344
1120	Sales and Use Taxes	752,508	984,048	1,273,475	1,562,901	1,852,327	2,257,523
1191	Franchise Fees	104	136	175	215	255	311
1192	Basic General Governmental Services Ta:	102,917	134,584	174,168	213,751	253,335	308,752
3110	Basic Support	6,332	8,280	10,715	13,151	15,586	18,995
		<u>2,405,975</u>	<u>3,146,275</u>	<u>4,071,650</u>	<u>4,997,025</u>	<u>5,922,400</u>	<u>7,217,925</u>

State Revenue

3115	Special Ed portion to DSA	147,875	193,375	244,750	300,375	356,000	433,875
3200	Restricted Grants-in-Aid	1,021,237	461,258	17,505	-	-	-
		<u>1,169,112</u>	<u>654,633</u>	<u>262,255</u>	<u>300,375</u>	<u>356,000</u>	<u>433,875</u>

Federal Revenue

4500	Restricted Grants-in-Aid	-	-	-	-	-	-
4510	Title I	209,300	273,700	354,200	434,700	515,200	627,900
4520	Title IIA	1,138	1,488	1,925	2,363	2,800	3,413
4571	Special Education Part B	62,010	81,090	104,940	128,790	152,640	186,030
4703	E-Rate	-	-	-	-	-	-
		<u>272,448</u>	<u>356,278</u>	<u>461,065</u>	<u>565,853</u>	<u>670,640</u>	<u>817,343</u>

Other Local Revenue

1790	Other Activity Income	-	-	-	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Total Revenue

		<u>3,847,535</u>	<u>4,157,185</u>	<u>4,794,970</u>	<u>5,863,253</u>	<u>6,949,040</u>	<u>8,469,143</u>
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ExpensesPersonal Services-Salaries

0111	Regular Employees: Teachers	707,500	915,925	1,281,891	1,559,865	1,955,689	2,422,038
0112	Regular Employees: Instructional Aides	30,000	61,200	93,636	127,345	194,838	264,979
0114	Regular Employees: Licensed Admin	90,000	163,900	167,178	247,013	341,994	348,834
0117	Regular Employees: Other Classified	130,000	168,650	235,062	239,763	244,559	340,536
		<u>957,500</u>	<u>1,309,675</u>	<u>1,777,767</u>	<u>2,173,986</u>	<u>2,737,079</u>	<u>3,376,388</u>

Personnel Services - Employee Benefits

0211	Group Insurance: Teacher	6,480	8,372	11,686	14,212	17,769	19,079
0212	Group Insurance: Instructional Aides	432	881	1,348	1,834	2,806	3,816
0214	Group Insurance: Licensed Admin.	1,296	1,763	1,798	2,292	2,806	2,862
0217	Group Insurance: Other Classified	1,728	2,203	3,146	3,668	3,741	4,770
0231	Retirement: Teachers	206,944	267,908	374,953	456,260	572,039	708,446
0232	Retirement: Instructional Aides	1,860	3,794	5,805	7,895	12,080	16,429
0234	Retirement: Licensed Admin.	5,580	10,162	10,365	15,315	21,204	21,628
0237	Retirement: Other Classified	38,025	49,330	68,756	70,131	71,533	99,607
0241	Medicare: Teachers	10,259	13,281	18,587	22,618	28,357	35,120
0242	Medicare: Instructional Aides	-	887	1,358	1,847	2,825	3,842
0244	Medicare: Licensed Admin.	1,305	2,377	2,424	3,582	4,959	5,058
0247	Medicare: Other Classified	1,885	2,445	3,408	3,477	3,546	4,938
0261	Unemployment: Teachers	14,040	17,784	24,336	29,016	35,568	43,056
0262	Unemployment: Instructional Aides	900	1,836	2,808	3,744	5,616	7,488
0264	Unemployment: Licensed Admin.	936	1,872	1,872	2,808	3,744	3,744
0267	Unemployment: Other Classified	3,636	4,626	6,552	6,552	6,552	8,424
0271	Worker's Comp: Teachers	4,599	5,954	8,332	10,139	12,712	15,743
0272	Worker's Comp: Instructional Aides	195	398	609	828	1,266	1,722
0274	Worker's Comp: Licensed Admin.	585	1,065	1,087	1,606	2,223	2,267
0277	Worker's Comp: Other Classified	845	1,096	1,528	1,558	1,590	2,213
0281	Health Benefits: Teachers	130,279	189,841	258,763	322,979	435,141	538,549
0282	Health Benefits: Instructional Aides	4,860	10,692	17,642	25,875	42,693	62,617
0284	Health Benefits: Licensed Admin.	14,580	21,384	23,522	32,343	42,693	46,962
0287	Health Benefits: Other Classified	19,440	26,730	41,164	51,749	56,924	78,271
		<u>470,688</u>	<u>646,682</u>	<u>891,849</u>	<u>1,092,327</u>	<u>1,390,387</u>	<u>1,736,650</u>

Teach High School - NV**Multi-Year Projection**

Revised 05/18/21



	FY22	FY23	FY24	FY25	FY26	FY27	
Purchased Professional and Technical Services							
0310	Offical/Administrative Services	192,617	207,859	239,749	586,325	694,904	846,914
0320	Professional Educational Services	258,568	198,271	264,283	334,078	367,822	431,732
0337	Prof-Dev/Technology Training	15,000	20,204	26,931	26,000	31,739	39,842
0340	Other Professional Services	2,000	2,694	3,591	4,539	5,541	6,956
0345	Marketing	26,336	26,336	26,336	26,336	26,336	26,336
0350	Technical Services	26,390	27,000	30,400	30,000	31,960	34,147
0351	Data Processing and Coding Services	76,121	83,930	91,873	110,000	110,000	110,000
		<u>597,031</u>	<u>566,294</u>	<u>683,162</u>	<u>1,117,278</u>	<u>1,268,302</u>	<u>1,495,928</u>
Purchased Property Services							
0410	Utility Services	50,052	60,670	70,870	80,000	90,000	100,000
0420	Cleaning Services	21,000	28,285	37,703	47,660	58,180	60,000
0430	Repairs and Maintenance Services	-	-	-	-	-	-
0441	Renting Land and Buildings	485,400	531,415	545,443	612,879	631,266	650,204
		<u>556,452</u>	<u>620,371</u>	<u>654,016</u>	<u>740,539</u>	<u>779,446</u>	<u>810,205</u>
Other Purchased Services							
0519	Student Transportation	44,000	59,265	78,996	99,858	121,901	153,024
0521	Property Insurance "Business Owners"	32,700	44,044	50,000	50,000	57,793	58,000
0531	Postage	2,113	2,846	3,794	4,795	5,854	7,349
0534	Telephone - Cell phone services	15,000	20,204	26,931	34,043	41,557	52,167
0580	Travel	1,575	2,121	2,828	3,574	4,364	5,478
		<u>95,388</u>	<u>128,480</u>	<u>162,548</u>	<u>192,271</u>	<u>231,469</u>	<u>276,018</u>
Supplies							
0610	General Supplies	46,106	62,101	63,964	75,857	79,997	80,000
0612	Technology Supplies and Equipment	368,046	87,866	94,502	94,837	95,182	113,378
0641	Textbooks	62,281	83,888	101,817	120,706	137,351	132,419
0651	Supplies -Tech -Software	59,425	80,041	106,690	134,866	139,636	175,287
0652	Supplies-Equipment	3,250	4,378	5,835	7,376	9,004	11,303
		<u>539,108</u>	<u>318,273</u>	<u>372,808</u>	<u>433,642</u>	<u>461,171</u>	<u>512,387</u>
0810	Dues and Fees	1,050	1,414	1,885	2,383	2,909	3,652
		<u>1,050</u>	<u>1,414</u>	<u>1,885</u>	<u>2,383</u>	<u>2,909</u>	<u>3,652</u>
General							
0591	Sponsorship Fee	30,075	39,328	50,896	62,463	74,030	90,224
		<u>30,075</u>	<u>39,328</u>	<u>50,896</u>	<u>62,463</u>	<u>74,030</u>	<u>90,224</u>
Total Expenses		<u>3,247,293</u>	<u>3,630,517</u>	<u>4,594,931</u>	<u>5,814,888</u>	<u>6,944,794</u>	<u>8,301,450</u>
Surplus (Deficit)		<u>\$ 600,242</u>	<u>\$ 526,668</u>	<u>\$ 200,039</u>	<u>\$ 48,365</u>	<u>\$ 4,246</u>	<u>\$ 167,692</u>

Fund Balance, Beginning of Year	-	600,242	1,126,910	1,326,950	1,375,314	1,379,561
Fund Balance, End of Year	<u>\$ 600,242</u>	<u>\$ 1,126,910</u>	<u>\$ 1,326,950</u>	<u>\$ 1,375,314</u>	<u>\$ 1,379,561</u>	<u>\$ 1,547,253</u>
	18.5%	31.0%	28.9%	23.7%	19.9%	18.6%

Cash Flow Adjustments

Monthly Surplus (Deficit)	600,242	526,668	200,039	48,365	4,246	167,692
Cash flows from operating activities						
Depreciation/Amortization	-	-	-	-	-	-
Public Funding Receivables	(560,976)	45,943	(5,251)	(112,875)	(117,252)	(133,147)
Accounts Payable	2,506	771	964	964	964	1,350
Cash flows from investing activities						
Purchases of Prop. And Equip.	(60,000)	-	-	-	-	-
Notes Receivable	-	-	-	-	-	-
Cash flows from financing activities						
Proceeds from Debt	162,500	-	-	-	-	-
Proceeds on Debt	-	(54,166)	(54,166)	(54,166)	-	-
Total Change in Cash	<u>144,272</u>	<u>519,217</u>	<u>141,586</u>	<u>(117,713)</u>	<u>(112,041)</u>	<u>35,894</u>
Cash, Beginning of Month	-	144,272	663,489	805,076	687,363	575,322
Cash, End of Month	<u>144,272</u>	<u>663,489</u>	<u>805,076</u>	<u>687,363</u>	<u>575,322</u>	<u>611,216</u>

Teach High School - NV

Monthly Cash Flow/Budget FY22

Revised 05/18/21



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Budget	Original Budget	Favorable / (Unfav.)	
Funding Timing	0.00%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8%				
Revenues																	
<u>State- Revenue-Distributed School Account</u>																	
3110-1110 Ad Valorem Taxes	\$ -	\$ 128,671	\$ 128,671	\$ 128,671	\$ 128,671	\$ 128,671	\$ 128,671	\$ 128,671	\$ 128,671	\$ 128,671	\$ 128,671	\$ 128,671	\$ 128,733	\$ 1,544,115	\$ 1,544,115	\$ -	
3110-1120 Sales and Use Tax	-	62,706	62,706	62,706	62,706	62,706	62,706	62,706	62,706	62,706	62,706	62,706	62,737	752,508	752,508	-	
3110-1191 Franchise Fees	-	9	9	9	9	9	9	9	9	9	9	9	9	104	104	-	
3110-1192 Basic General Govt	-	8,576	8,576	8,576	8,576	8,576	8,576	8,576	8,576	8,576	8,576	8,576	8,580	102,917	102,917	-	
3110-1111 Basic Support	-	528	528	528	528	528	528	528	528	528	528	528	528	6,332	6,332	-	
	-	200,490	200,490	200,490	200,490	200,490	200,490	200,490	200,490	200,490	200,490	200,490	200,586	2,405,975	2,405,975	-	
<u>State Revenue</u>																	
3115 Special Ed portion	-	-	-	36,969	-	-	36,969	-	-	36,969	-	-	36,969	147,875	147,875	-	
3200 Restricted Grants-i	-	-	-	255,309	-	-	255,309	-	-	255,309	-	-	255,309	1,021,237	1,021,237	-	
	-	-	-	292,278	-	-	292,278	-	-	292,278	-	-	292,278	1,169,112	1,169,112	-	
<u>Federal Revenue</u>																	
4510 Title I	-	-	-	-	-	-	-	-	-	-	-	156,975	52,325	209,300	209,300	-	
4520 Title IIA	-	-	-	-	-	-	-	-	-	-	-	853	284	1,138	1,138	-	
4571 Special Education I	-	-	-	15,503	-	-	15,503	-	-	15,503	-	-	15,503	62,010	62,010	-	
	-	-	-	15,503	-	-	15,503	-	-	15,503	-	157,828	68,112	272,448	272,448	-	
Total Revenue	-	200,490	200,490	508,270	200,490	200,490	508,270	200,490	200,490	508,270	200,490	358,318	560,976	3,847,535	3,847,535	-	
Expenses																	
<u>Personal Services-Salaries</u>																	
0111 Regular Employee:	-	64,318	64,318	64,318	64,318	64,318	64,318	64,318	64,318	64,318	64,318	64,318	-	707,500	707,500	-	
0112 Regular Employee:	-	2,727	2,727	2,727	2,727	2,727	2,727	2,727	2,727	2,727	2,727	2,727	-	30,000	30,000	-	
0114 Regular Employee:	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	-	90,000	90,000	-	
0117 Regular Employee:	8,333	11,061	11,061	11,061	11,061	11,061	11,061	11,061	11,061	11,061	11,061	11,061	-	130,000	130,000	-	
	15,833	85,606	85,606	85,606	85,606	85,606	85,606	85,606	85,606	85,606	85,606	85,606	-	957,500	957,500	-	

Teach High School - NV

Monthly Cash Flow/Budget FY22

Revised 05/18/21



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Budget	Original Budget	Favorable / (Unfav.)
Personnel Services - Employee Benefits																
0211 Group Insurance: T	540	540	540	540	540	540	540	540	540	540	540	540	-	6,480	6,480	-
0212 Group Insurance: I	36	36	36	36	36	36	36	36	36	36	36	36	-	432	432	-
0214 Group Insurance: L	108	108	108	108	108	108	108	108	108	108	108	108	-	1,296	1,296	-
0217 Group Insurance: C	144	144	144	144	144	144	144	144	144	144	144	144	-	1,728	1,728	-
0231 Retirement: Teach	-	18,813	18,813	18,813	18,813	18,813	18,813	18,813	18,813	18,813	18,813	18,813	-	206,944	206,944	-
0232 Retirement: Instru	-	169	169	169	169	169	169	169	169	169	169	169	-	1,860	1,860	-
0234 Retirement: Licens	465	465	465	465	465	465	465	465	465	465	465	465	-	5,580	5,580	-
0237 Retirement: Other	2,438	3,235	3,235	3,235	3,235	3,235	3,235	3,235	3,235	3,235	3,235	3,235	-	38,025	38,025	-
0241 Medicare: Teacher	-	933	933	933	933	933	933	933	933	933	933	933	-	10,259	10,259	-
0244 Medicare: Licenser	109	109	109	109	109	109	109	109	109	109	109	109	-	1,305	1,305	-
0247 Medicare: Other C	121	160	160	160	160	160	160	160	160	160	160	160	-	1,885	1,885	-
0261 Unemployment: Tr	-	1,276	1,276	1,276	1,276	1,276	1,276	1,276	1,276	1,276	1,276	1,276	-	14,040	14,040	-
0262 Unemployment: Ir	-	82	82	82	82	82	82	82	82	82	82	82	-	900	900	-
0264 Unemployment: Li	78	78	78	78	78	78	78	78	78	78	78	78	-	936	936	-
0267 Unemployment: O	233	309	309	309	309	309	309	309	309	309	309	309	-	3,636	3,636	-
0271 Worker's Comp: Tr	383	383	383	383	383	383	383	383	383	383	383	383	-	4,599	4,599	-
0272 Worker's Comp: In	16	16	16	16	16	16	16	16	16	16	16	16	-	195	195	-
0274 Worker's Comp: Li	49	49	49	49	49	49	49	49	49	49	49	49	-	585	585	-
0277 Worker's Comp: O	70	70	70	70	70	70	70	70	70	70	70	70	-	845	845	-
0281 Health Benefits: Tr	10,857	10,857	10,857	10,857	10,857	10,857	10,857	10,857	10,857	10,857	10,857	10,857	-	130,279	130,279	-
0282 Health Benefits: In	405	405	405	405	405	405	405	405	405	405	405	405	-	4,860	4,860	-
0284 Health Benefits: Li	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	-	14,580	14,580	-
0287 Health Benefits: O	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	-	19,440	19,440	-
	18,886	41,073	41,073	41,073	41,073	41,073	41,073	41,073	41,073	41,073	41,073	41,073	-	470,688	470,688	-
Purchased Professional and Technical Services																
0310 Official/Administra	16,051	16,051	16,051	16,051	16,051	16,051	16,051	16,051	16,051	16,051	16,051	16,051	-	192,617	192,617	-
0320 Professional Educa	21,547	21,547	21,547	21,547	21,547	21,547	21,547	21,547	21,547	21,547	21,547	21,547	-	258,568	258,568	-
0337 Prof-Dev/Technolc	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	-	15,000	15,000	-
0340 Other Professional	167	167	167	167	167	167	167	167	167	167	167	167	-	2,000	2,000	-
0345 Marketing	2,195	2,195	2,195	2,195	2,195	2,195	2,195	2,195	2,195	2,195	2,195	2,195	-	26,336	26,336	-
0350 Technical Services	2,199	2,199	2,199	2,199	2,199	2,199	2,199	2,199	2,199	2,199	2,199	2,199	-	26,390	26,390	-
0351 Data Processing ar	6,343	6,343	6,343	6,343	6,343	6,343	6,343	6,343	6,343	6,343	6,343	6,343	-	76,121	76,121	-
	49,753	49,753	49,753	49,753	49,753	49,753	49,753	49,753	49,753	49,753	49,753	49,753	-	597,031	597,031	-
Purchased Property Services																
0410 Utility Services	4,171	4,171	4,171	4,171	4,171	4,171	4,171	4,171	4,171	4,171	4,171	4,171	-	50,052	50,052	-
0420 Cleaning Services	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	-	21,000	21,000	-
0441 Renting Land and I	40,450	40,450	40,450	40,450	40,450	40,450	40,450	40,450	40,450	40,450	40,450	40,450	-	485,400	485,400	-
	46,371	46,371	46,371	46,371	46,371	46,371	46,371	46,371	46,371	46,371	46,371	46,371	-	556,452	556,452	-
Other Purchased Services																
0519 Student Transport	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	-	44,000	44,000	-
0521 Property Insurance	2,725	2,725	2,725	2,725	2,725	2,725	2,725	2,725	2,725	2,725	2,725	2,725	-	32,700	32,700	-
0531 Postage	176	176	176	176	176	176	176	176	176	176	176	176	-	2,113	2,113	-
0534 Telephone - Cell pl	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	-	15,000	15,000	-
0580 Travel	131	131	131	131	131	131	131	131	131	131	131	131	-	1,575	1,575	-
	7,949	7,949	7,949	7,949	7,949	7,949	7,949	7,949	7,949	7,949	7,949	7,949	-	95,388	95,388	-

Teach High School - NV

Monthly Cash Flow/Budget FY22

Revised 05/18/21



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Budget	Original Budget	Favorable / (Unfav.)
Supplies																
0610 General Supplies	3,842	3,842	3,842	3,842	3,842	3,842	3,842	3,842	3,842	3,842	3,842	3,842	-	46,106	46,106	-
0612 Technology Suppli	122,682	122,682	122,682	-	-	-	-	-	-	-	-	-	-	368,046	368,046	-
0641 Textbooks	5,190	5,190	5,190	5,190	5,190	5,190	5,190	5,190	5,190	5,190	5,190	5,190	-	62,281	62,281	-
0651 Supplies -Tech -Soi	4,952	4,952	4,952	4,952	4,952	4,952	4,952	4,952	4,952	4,952	4,952	4,952	-	59,425	59,425	-
0652 Supplies-Equipmen	271	271	271	271	271	271	271	271	271	271	271	271	-	3,250	3,250	-
	136,937	136,937	136,937	14,255	14,255	14,255	14,255	14,255	14,255	14,255	14,255	14,255	-	539,108	539,108	-
Debt Service and Misc.																
0810 Dues and Fees	88	88	88	88	88	88	88	88	88	88	88	88	-	1,050	1,050	-
	88	88	88	88	88	88	88	88	88	88	88	88	-	1,050	1,050	-
General																
0591 Services Purchase	-	2,506	2,506	2,506	2,506	2,506	2,506	2,506	2,506	2,506	2,506	2,506	2,506	30,075	30,075	-
0790 Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	2,506	2,506	2,506	2,506	2,506	2,506	2,506	2,506	2,506	2,506	2,506	2,506	30,075	30,075	-
Total Expenses	275,817	370,283	370,283	247,600	247,600	247,600	247,600	247,600	247,600	247,600	247,600	247,600	2,506	3,247,293	3,247,293	-
Surplus (Deficit)	\$ (275,817)	\$ (169,793)	\$ (169,793)	\$ 260,670	\$ (47,111)	\$ (47,111)	\$ 260,670	\$ (47,111)	\$ (47,111)	\$ 260,670	\$ (47,111)	\$ 110,718	\$ 558,470	\$ 600,242	\$ 600,242	\$ -
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(275,817)	(169,793)	(169,793)	260,670	(47,111)	(47,111)	260,670	(47,111)	(47,111)	260,670	(47,111)	110,718	558,470	600,242		
Cash flows from operating activities																
Depreciation/Amo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Funding Rec	-	-	-	-	-	-	-	-	-	-	-	-	(560,976)	(560,976)		
Accounts Payable	-	-	-	-	-	-	-	-	-	-	-	-	2,506	2,506		
Cash flows from investing activities																
Purchases of Prop.	(60,000)	-	-	-	-	-	-	-	-	-	-	-	-	(60,000)		
Cash flows from financing activities																
Proceeds from Det	162,500	-	-	-	-	-	-	-	-	-	-	-	-	162,500		
Proceeds on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	(173,317)	(169,793)	(169,793)	260,670	(47,111)	(47,111)	260,670	(47,111)	(47,111)	260,670	(47,111)	110,718				
	-	(173,317)	(343,110)	(512,903)	(252,233)	(299,343)	(346,454)	(85,784)	(132,894)	(180,005)	80,665	33,555				
	\$ (173,317)	\$ (343,110)	\$ (512,903)	\$ (252,233)	\$ (299,343)	\$ (346,454)	\$ (85,784)	\$ (132,894)	\$ (180,005)	\$ 80,665	\$ 33,555	\$ 144,272				

Teach High School - NV**Multi-Year Projection**

Revised 05/27/2021



	FY22	FY23	FY24	FY25	FY26	FY27
Key Assumptions						
Attendance	225	425	550	675	800	975
DSA Funding Rate	7,403	7,403	7,403	7,403	7,403	7,403
Revenue Growth Rate	n/a	3.00%	3.00%	3.00%	3.00%	3.00%
Payrol COLA	n/a	2.00%	2.00%	2.00%	2.00%	2.00%
OPEX COLA	n/a	3.00%	3.00%	3.00%	3.00%	3.00%

RevenuesDistributive School Account

1110	Ad Valorem Taxes	\$ 1,069,002	\$ 2,019,227	\$ 2,613,117	\$ 3,207,007	\$ 3,800,897	\$ 4,632,344
1120	Sales and Use Taxes	520,967	984,048	1,273,475	1,562,901	1,852,327	2,257,523
1191	Franchise Fees	72	136	175	215	255	311
1192	Basic General Governmental Services Ta:	71,250	134,584	174,168	213,751	253,335	308,752
3110	Basic Support	4,384	8,280	10,715	13,151	15,586	18,995
		<u>1,665,675</u>	<u>3,146,275</u>	<u>4,071,650</u>	<u>4,997,025</u>	<u>5,922,400</u>	<u>7,217,925</u>

State Revenue

3115	Special Ed portion to DSA	102,375	193,375	244,750	300,375	356,000	433,875
3200	Restricted Grants-in-Aid	1,021,237	461,258	17,505	-	-	-
		<u>1,123,612</u>	<u>654,633</u>	<u>262,255</u>	<u>300,375</u>	<u>356,000</u>	<u>433,875</u>

Federal Revenue

4500	Restricted Grants-in-Aid	-	-	-	-	-	-
4510	Title I	144,900	273,700	354,200	434,700	515,200	627,900
4520	Title IIA	788	1,488	1,925	2,363	2,800	3,413
4571	Special Education Part B	42,930	81,090	104,940	128,790	152,640	186,030
4703	E-Rate	-	-	-	-	-	-
		<u>188,618</u>	<u>356,278</u>	<u>461,065</u>	<u>565,853</u>	<u>670,640</u>	<u>817,343</u>

Other Local Revenue

1790	Other Activity Income	-	-	-	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Total Revenue

		<u>2,977,905</u>	<u>4,157,185</u>	<u>4,794,970</u>	<u>5,863,253</u>	<u>6,949,040</u>	<u>8,469,143</u>
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ExpensesPersonal Services-Salaries

0111	Regular Employees: Teachers	517,500	576,775	688,863	702,939	875,963	1,163,386
0112	Regular Employees: Instructional Aides	30,000	61,200	93,636	127,345	194,838	264,979
0114	Regular Employees: Licensed Admin	90,000	163,900	167,178	247,013	341,994	348,834
0117	Regular Employees: Other Classified	130,000	168,650	235,062	239,763	244,559	340,536
		<u>767,500</u>	<u>970,525</u>	<u>1,184,739</u>	<u>1,317,060</u>	<u>1,657,353</u>	<u>2,117,735</u>

Personnel Services - Employee Benefits

0211	Group Insurance: Teacher	4,752	7,050	10,337	12,836	16,366	17,648
0212	Group Insurance: Instructional Aides	432	881	1,348	1,834	2,806	3,816
0214	Group Insurance: Licensed Admin.	1,296	1,763	1,798	2,292	2,806	2,862
0217	Group Insurance: Other Classified	1,728	2,203	3,146	3,668	3,741	4,770
0231	Retirement: Teachers	151,369	168,707	201,492	205,610	256,219	340,290
0232	Retirement: Instructional Aides	1,860	3,794	5,805	7,895	12,080	16,429
0234	Retirement: Licensed Admin.	5,580	10,162	10,365	15,315	21,204	21,628
0237	Retirement: Other Classified	38,025	49,330	68,756	70,131	71,533	99,607
0241	Medicare: Teachers	7,504	8,363	9,989	10,193	12,701	16,869
0242	Medicare: Instructional Aides	-	887	1,358	1,847	2,825	3,842
0244	Medicare: Licensed Admin.	1,305	2,377	2,424	3,582	4,959	5,058
0247	Medicare: Other Classified	1,885	2,445	3,408	3,477	3,546	4,938
0261	Unemployment: Teachers	10,296	11,232	13,104	13,104	15,912	20,592
0262	Unemployment: Instructional Aides	900	1,836	2,808	3,744	5,616	7,488
0264	Unemployment: Licensed Admin.	936	1,872	1,872	2,808	3,744	3,744
0267	Unemployment: Other Classified	3,636	4,626	6,552	6,552	6,552	8,424
0271	Worker's Comp: Teachers	3,364	3,749	4,478	4,569	5,694	7,562
0272	Worker's Comp: Instructional Aides	195	398	609	828	1,266	1,722
0274	Worker's Comp: Licensed Admin.	585	1,065	1,087	1,606	2,223	2,267
0277	Worker's Comp: Other Classified	845	1,096	1,528	1,558	1,590	2,213
0281	Health Benefits: Teachers	110,839	173,803	241,121	303,573	413,794	515,068
0282	Health Benefits: Instructional Aides	4,860	10,692	17,642	25,875	42,693	62,617
0284	Health Benefits: Licensed Admin.	14,580	21,384	23,522	32,343	42,693	46,962
0287	Health Benefits: Other Classified	19,440	26,730	41,164	51,749	56,924	78,271
		<u>386,211</u>	<u>516,446</u>	<u>675,713</u>	<u>786,988</u>	<u>1,009,488</u>	<u>1,294,687</u>

Teach High School - NV**Multi-Year Projection**

Revised 05/27/2021



	FY22	FY23	FY24	FY25	FY26	FY27	
Purchased Professional and Technical Services							
0310	Offical/Administrative Services	149,135	207,859	239,749	586,325	694,904	846,914
0320	Professional Educational Services	179,008	198,271	264,283	334,078	367,822	431,732
0337	Prof-Dev/Technology Training	15,000	29,183	38,900	41,130	50,209	63,028
0340	Other Professional Services	2,000	3,891	5,187	6,556	8,004	10,047
0345	Marketing	18,233	17,990	17,739	17,481	17,216	16,942
0350	Technical Services	18,978	28,377	32,235	32,320	34,792	37,702
0351	Data Processing and Coding Services	58,916	83,930	91,873	110,000	110,000	110,000
		<u>441,270</u>	<u>569,501</u>	<u>689,965</u>	<u>1,127,891</u>	<u>1,282,947</u>	<u>1,516,365</u>
Purchased Property Services							
0410	Utility Services	50,052	90,633	110,808	130,486	151,630	177,366
0420	Cleaning Services	21,000	40,857	54,460	68,842	84,038	92,460
0441	Renting Land and Buildings	485,400	531,415	545,443	612,879	631,266	650,204
		<u>556,452</u>	<u>662,905</u>	<u>710,711</u>	<u>812,207</u>	<u>866,934</u>	<u>920,030</u>
Other Purchased Services							
0519	Student Transportation	44,000	85,604	114,106	144,240	176,080	221,035
0521	Property Insurance "Business Owners"	32,700	63,620	76,092	82,984	98,057	108,545
0531	Postage	2,113	4,111	5,480	6,927	8,456	10,615
0534	Telephone - Cell phone services	15,000	29,183	38,900	49,173	60,027	75,353
0580	Travel	1,575	3,064	4,084	5,163	6,303	7,912
		<u>95,388</u>	<u>185,583</u>	<u>238,662</u>	<u>288,486</u>	<u>348,923</u>	<u>423,459</u>
Supplies							
0610	General Supplies	46,106	89,702	92,393	111,793	123,866	135,069
0612	Technology Supplies and Equipment	368,046	87,866	94,502	94,837	95,182	113,378
0641	Textbooks	43,118	83,888	101,817	120,706	137,351	132,419
0651	Supplies -Tech -Software	42,110	81,927	109,203	138,043	143,515	180,156
0652	Supplies-Equipment	2,250	4,378	5,835	7,376	9,004	11,303
		<u>501,630</u>	<u>347,759</u>	<u>403,750</u>	<u>472,755</u>	<u>508,918</u>	<u>572,325</u>
Debt Service and Misc.							
0810	Dues and Fees	727	1,414	1,885	2,383	2,909	3,652
		<u>727</u>	<u>1,414</u>	<u>1,885</u>	<u>2,383</u>	<u>2,909</u>	<u>3,652</u>
General							
0591	Sponsorship Fee	20,821	39,328	50,896	62,463	74,030	90,224
0790	Depreciation	-	-	-	-	-	-
		<u>20,821</u>	<u>39,328</u>	<u>50,896</u>	<u>62,463</u>	<u>74,030</u>	<u>90,224</u>
Total Expenses		<u>2,769,998</u>	<u>3,293,461</u>	<u>3,956,321</u>	<u>4,870,232</u>	<u>5,751,502</u>	<u>6,938,477</u>
Surplus (Deficit)		<u>\$ 207,906</u>	<u>\$ 863,724</u>	<u>\$ 838,649</u>	<u>\$ 993,020</u>	<u>\$ 1,197,538</u>	<u>\$ 1,530,666</u>
Fund Balance, Beginning of Year							
		-	207,906	1,071,630	1,910,279	2,903,299	4,100,838
Fund Balance, End of Year							
		<u>\$ 207,906</u>	<u>\$ 1,071,630</u>	<u>\$ 1,910,279</u>	<u>\$ 2,903,299</u>	<u>\$ 4,100,838</u>	<u>\$ 5,631,503</u>
		7.5%	32.5%	48.3%	59.6%	71.3%	81.2%
Cash Flow Adjustments							
Monthly Surplus (Deficit)		207,906	863,724	838,649	993,020	1,197,538	1,530,666
Cash flows from operating activities							
Depreciation/Amortization		-	-	-	-	-	-
Public Funding Receivables		(328,724)	(186,309)	(5,251)	(112,875)	(117,252)	(133,147)
Accounts Payable		1,735	1,542	964	964	964	1,350
Cash flows from investing activities							
Purchases of Prop. And Equip.		(60,000)	-	-	-	-	-
Cash flows from financing activities							
Proceeds from Debt		212,500	-	-	-	-	-
Proceeds on Debt		-	(54,166)	(54,166)	(54,166)	-	-
Total Change in Cash		<u>33,418</u>	<u>624,791</u>	<u>780,196</u>	<u>826,943</u>	<u>1,081,251</u>	<u>1,398,868</u>
Cash, Beginning of Month		-	33,418	658,209	1,438,405	2,265,348	3,346,598
Cash, End of Month		<u>33,418</u>	<u>658,209</u>	<u>1,438,405</u>	<u>2,265,348</u>	<u>3,346,598</u>	<u>4,745,466</u>

Teach High School - NV

Monthly Cash Flow/Budget FY22

Revised 05/27/2021



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Budget	Original Budget	Favorable / (Unfav.)
Funding Timing	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	0%			
Revenues																
<u>State- Revenue-Distributed School Account</u>																
3110-1110 Ad Valorem Taxes	\$ 89,048	\$ 89,048	\$ 89,048	\$ 89,048	\$ 89,048	\$ 89,048	\$ 89,048	\$ 89,048	\$ 89,048	\$ 89,048	\$ 89,048	\$ 89,048	\$ 428	\$ 1,069,002	\$ 1,069,002	\$ -
3110-1120 Sales and Use Tax	43,397	43,397	43,397	43,397	43,397	43,397	43,397	43,397	43,397	43,397	43,397	43,397	208	520,967	520,967	-
3110-1191 Franchise Fees	6	6	6	6	6	6	6	6	6	6	6	6	0	72	72	-
3110-1192 Basic General Gov	5,935	5,935	5,935	5,935	5,935	5,935	5,935	5,935	5,935	5,935	5,935	5,935	29	71,250	71,250	-
3110-1111 Basic Support	365	365	365	365	365	365	365	365	365	365	365	365	2	4,384	4,384	-
	138,751	138,751	138,751	138,751	138,751	138,751	138,751	138,751	138,751	138,751	138,751	138,751	666	1,665,675	1,665,675	-
<u>State Revenue</u>																
3115 Special Ed portion t	-	-	-	25,594	-	-	25,594	-	-	25,594	-	-	25,594	102,375	102,375	-
3200 Restricted Grants-ir	-	-	-	255,309	-	-	255,309	-	-	255,309	-	-	255,309	1,021,237	1,021,237	-
	-	-	-	280,903	-	-	280,903	-	-	280,903	-	-	280,903	1,123,612	1,123,612	-
<u>Federal Revenue</u>																
4510 Title I	-	-	-	-	-	-	-	-	-	-	-	108,675	36,225	144,900	144,900	-
4520 Title IIA	-	-	-	-	-	-	-	-	-	-	-	591	197	788	788	-
4571 Special Education P	-	-	-	10,733	-	-	10,733	-	-	10,733	-	-	10,733	42,930	42,930	-
	-	-	-	10,733	-	-	10,733	-	-	10,733	-	109,266	47,154	188,618	188,618	-
Total Revenue	138,751	138,751	138,751	430,386	138,751	138,751	430,386	138,751	138,751	430,386	138,751	248,016	328,724	2,977,905	2,977,905	-
Expenses																
<u>Personal Services-Salaries</u>																
0111 Regular Employees	-	47,045	47,045	47,045	47,045	47,045	47,045	47,045	47,045	47,045	47,045	47,045	-	517,500	517,500	-
0112 Regular Employees	-	2,727	2,727	2,727	2,727	2,727	2,727	2,727	2,727	2,727	2,727	2,727	-	30,000	30,000	-
0114 Regular Employees	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	-	90,000	90,000	-
0117 Regular Employees	8,333	11,061	11,061	11,061	11,061	11,061	11,061	11,061	11,061	11,061	11,061	11,061	-	130,000	130,000	-
	15,833	68,333	68,333	68,333	68,333	68,333	68,333	68,333	68,333	68,333	68,333	68,333	-	767,500	767,500	-
<u>Personnel Services - Employee Benefits</u>																
0211 Group Insurance: Ti	396	396	396	396	396	396	396	396	396	396	396	396	-	4,752	4,752	-
0212 Group Insurance: Ir	36	36	36	36	36	36	36	36	36	36	36	36	-	432	432	-
0214 Group Insurance: Li	108	108	108	108	108	108	108	108	108	108	108	108	-	1,296	1,296	-
0217 Group Insurance: O	144	144	144	144	144	144	144	144	144	144	144	144	-	1,728	1,728	-
0231 Retirement: Teache	-	13,761	13,761	13,761	13,761	13,761	13,761	13,761	13,761	13,761	13,761	13,761	-	151,369	151,369	-
0232 Retirement: Instruc	-	169	169	169	169	169	169	169	169	169	169	169	-	1,860	1,860	-
0234 Retirement: License	465	465	465	465	465	465	465	465	465	465	465	465	-	5,580	5,580	-
0237 Retirement: Other i	2,438	3,235	3,235	3,235	3,235	3,235	3,235	3,235	3,235	3,235	3,235	3,235	-	38,025	38,025	-
0241 Medicare: Teachers	-	682	682	682	682	682	682	682	682	682	682	682	-	7,504	7,504	-
0244 Medicare: Licensed	109	109	109	109	109	109	109	109	109	109	109	109	-	1,305	1,305	-
0247 Medicare: Other Ci	121	160	160	160	160	160	160	160	160	160	160	160	-	1,885	1,885	-
0261 Unemployment: Te	-	936	936	936	936	936	936	936	936	936	936	936	-	10,296	10,296	-
0262 Unemployment: Ins	-	82	82	82	82	82	82	82	82	82	82	82	-	900	900	-
0264 Unemployment: Lic	78	78	78	78	78	78	78	78	78	78	78	78	-	936	936	-
0267 Unemployment: Ot	233	309	309	309	309	309	309	309	309	309	309	309	-	3,636	3,636	-
0271 Worker's Comp: Te	280	280	280	280	280	280	280	280	280	280	280	280	-	3,364	3,364	-
0272 Worker's Comp: Ins	16	16	16	16	16	16	16	16	16	16	16	16	-	195	195	-
0274 Worker's Comp: Lic	49	49	49	49	49	49	49	49	49	49	49	49	-	585	585	-
0277 Worker's Comp: Ot	70	70	70	70	70	70	70	70	70	70	70	70	-	845	845	-
0281 Health Benefits: Te	9,237	9,237	9,237	9,237	9,237	9,237	9,237	9,237	9,237	9,237	9,237	9,237	-	110,839	110,839	-
0282 Health Benefits: Ins	405	405	405	405	405	405	405	405	405	405	405	405	-	4,860	4,860	-
0284 Health Benefits: Lic	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	-	14,580	14,580	-
0287 Health Benefits: Ot	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	-	19,440	19,440	-
	17,019	33,563	33,563	33,563	33,563	33,563	33,563	33,563	33,563	33,563	33,563	33,563	-	386,211	386,211	-

Teach High School - NV

Monthly Cash Flow/Budget FY22

Revised 05/27/2021



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Budget	Original Budget	Favorable / (Unfav.)	
Purchased Professional and Technical Services																	
0310	Official/Administrat	12,428	12,428	12,428	12,428	12,428	12,428	12,428	12,428	12,428	12,428	12,428	-	149,135	149,135	-	
0320	Professional Educat	14,917	14,917	14,917	14,917	14,917	14,917	14,917	14,917	14,917	14,917	14,917	-	179,008	179,008	-	
0337	Prof-Dev/Technolo	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	-	15,000	15,000	-	
0340	Other Professional	167	167	167	167	167	167	167	167	167	167	167	-	2,000	2,000	-	
0345	Marketing	1,519	1,519	1,519	1,519	1,519	1,519	1,519	1,519	1,519	1,519	1,519	-	18,233	18,233	-	
0350	Technical Services	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	-	18,978	18,978	-	
0351	Data Processing an	4,910	4,910	4,910	4,910	4,910	4,910	4,910	4,910	4,910	4,910	4,910	-	58,916	58,916	-	
		36,772	36,772	36,772	36,772	36,772	36,772	36,772	36,772	36,772	36,772	36,772	-	441,270	441,270	-	
Purchased Property Services																	
0410	Utility Services	4,171	4,171	4,171	4,171	4,171	4,171	4,171	4,171	4,171	4,171	4,171	-	50,052	50,052	-	
0420	Cleaning Services	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	-	21,000	21,000	-	
0441	Renting Land and B	40,450	40,450	40,450	40,450	40,450	40,450	40,450	40,450	40,450	40,450	40,450	-	485,400	485,400	-	
		46,371	46,371	46,371	46,371	46,371	46,371	46,371	46,371	46,371	46,371	46,371	-	556,452	556,452	-	
Other Purchased Services																	
0519	Student Transporta	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	-	44,000	44,000	-	
0521	Property Insurance	2,725	2,725	2,725	2,725	2,725	2,725	2,725	2,725	2,725	2,725	2,725	-	32,700	32,700	-	
0531	Postage	176	176	176	176	176	176	176	176	176	176	176	-	2,113	2,113	-	
0534	Telephone - Cell ph	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	-	15,000	15,000	-	
0580	Travel	131	131	131	131	131	131	131	131	131	131	131	-	1,575	1,575	-	
		7,949	7,949	7,949	7,949	7,949	7,949	7,949	7,949	7,949	7,949	7,949	-	95,388	95,388	-	
Supplies																	
0610	General Supplies	3,842	3,842	3,842	3,842	3,842	3,842	3,842	3,842	3,842	3,842	3,842	-	46,106	46,106	-	
0612	Technology Supplie	122,682	122,682	122,682	-	-	-	-	-	-	-	-	-	368,046	368,046	-	
0641	Textbooks	3,593	3,593	3,593	3,593	3,593	3,593	3,593	3,593	3,593	3,593	3,593	-	43,118	43,118	-	
0651	Supplies -Tech -Sofi	3,509	3,509	3,509	3,509	3,509	3,509	3,509	3,509	3,509	3,509	3,509	-	42,110	42,110	-	
0652	Supplies-Equipmen	188	188	188	188	188	188	188	188	188	188	188	-	2,250	2,250	-	
		133,814	133,814	133,814	11,132	11,132	11,132	11,132	11,132	11,132	11,132	11,132	-	501,630	501,630	-	
Debt Service and Misc.																	
0810	Dues and Fees	61	61	61	61	61	61	61	61	61	61	61	-	727	727	-	
		61	61	61	61	61	61	61	61	61	61	61	-	727	727	-	
General																	
0591	Services Purchased	-	1,735	1,735	1,735	1,735	1,735	1,735	1,735	1,735	1,735	1,735	1,735	20,821	20,821	-	
0790	Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		-	1,735	1,735	1,735	1,735	1,735	1,735	1,735	1,735	1,735	1,735	1,735	20,821	20,821	-	
Total Expenses		257,820	328,598	328,598	205,916	205,916	205,916	205,916	205,916	205,916	205,916	205,916	1,735	2,769,998	2,769,998	-	
Surplus (Deficit)		\$ (119,069)	\$ (189,848)	\$ (189,848)	\$ 224,470	\$ (67,166)	\$ (67,166)	\$ 224,470	\$ (67,166)	\$ (67,166)	\$ 224,470	\$ (67,166)	\$ 42,100	\$ 326,989	\$ 207,906	\$ 207,906	\$ -

Teach High School - NV

Monthly Cash Flow/Budget FY22

Revised 05/27/2021



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Budget	Original Budget	Favorable / (Unfav.)
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(119,069)	(189,848)	(189,848)	224,470	(67,166)	(67,166)	224,470	(67,166)	(67,166)	224,470	(67,166)	42,100	326,989	207,906		
Cash flows from operating activities																
Depreciation/Amor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Funding Recd	-	-	-	-	-	-	-	-	-	-	-	-	(328,724)	(328,724)		
Accounts Payable	-	-	-	-	-	-	-	-	-	-	-	-	1,735	1,735		
Cash flows from investing activities																
Purchases of Prop.	(60,000)	-	-	-	-	-	-	-	-	-	-	-	-	(60,000)		
Cash flows from financing activities																
Proceeds from Deb	212,500	-	-	-	-	-	-	-	-	-	-	-	-	212,500		
Proceeds on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	33,431	(189,848)	(189,848)	224,470	(67,166)	(67,166)	224,470	(67,166)	(67,166)	224,470	(67,166)	42,100				
	-	33,431	(156,417)	(346,265)	(121,795)	(188,960)	(256,126)	(31,656)	(98,821)	(165,987)	58,483	(8,683)				
	<u>\$ 33,431</u>	<u>\$ (156,417)</u>	<u>\$ (346,265)</u>	<u>\$ (121,795)</u>	<u>\$ (188,960)</u>	<u>\$ (256,126)</u>	<u>\$ (31,656)</u>	<u>\$ (98,821)</u>	<u>\$ (165,987)</u>	<u>\$ 58,483</u>	<u>\$ (8,683)</u>	<u>\$ 33,418</u>				

Coversheet

Incubation Period Updates/SPCSA Pre Opening Checklist

Section: III. ITEMS SCHEDULED FOR INFORMATION & POTENTIAL ACTION
Item: F. Incubation Period Updates/SPCSA Pre Opening Checklist
Purpose: FYI
Submitted by:
Related Material: TLV Elementary Student Parent Handbook_Revised 05-04-2021.docx
TEACH LV 2021-22 Calendar.pdf

Student/Parent Handbook

TEACH Las Vegas Public Charter School

for School Year 2021-2022



TEACH Las Vegas Public Charter School

4624 – 4660 N. Rancho Dr. Las Vegas, NV 89130

Phone:

Website:

TEACH Las Vegas Public Charter School Students and Parents,

Welcome to TEACH Las Vegas Public Charter School and the 2021-2022 school year! We are proud to begin our 1st year of operation. We extend a special welcome to our students. We are very excited about the incredible things our students will accomplish this year!

Student success requires parents and the school to actively work together. Thank you for your commitment to your child's education. We look forward to a great year ahead!

Sincerely,

TEACH Las Vegas

TEACH LV Charter Elementary School

Student – Parent Handbook

2021 - 2022

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SCHOOL MISSION AND CORE VALUES

Vision, Mission, and Goals

TEACH Las Vegas Charter Schools are innovative, dynamic, creative, and educationally enriching institutions of positive-driven learning. We believe that all children can learn when taught well and given an opportunity. We adhere to the thinking of philosopher G. Givhan, "What you pay attention to grows." By looking consistently at our students and the data of our practices, our teachers and students will "grow" in their development and to great successes in the 21st century.

Our Vision TEACH Las Vegas will reach students of all backgrounds by teaching the entire child which includes the social, physical, emotional, and intellectual needs of the student. Upon graduation, the knowledge and the experiences acquired at our schools will be effectively applied to their daily life.

Our Mission The mission of TEACH Las Vegas is to create high quality, innovative teaching, and learning environment that focuses on literacy; integrating state-of-the-art technologies across the core curriculum to achieve academic proficiency for all students.

Goals

To fulfill our mission we will:

Challenge students who are unchallenged by traditional teaching applications to attain academic proficiency to grade level and above.

Allow each student the freedom to learn by exploring cutting edge technologies and concepts

Enable students to become creative, self-motivated, competent college-bound students, and lifelong learners that live responsibly as informed, and productive members of a complex social, economic, and global society.

Core Values

- **Students First:** Student success is our driving force
- **Unlimited Potential:** All students can achieve lifelong growth.
- **Nurturing Community:** Empathy, trust, and respect create a diverse, caring, and non-judgmental community.
- **Readiness for Life:** All students are prepared for college, career, and future opportunities.

Statement of Beliefs

- All students can learn
- Learning is continuous and has no bounds
- Parents are an essential part of the educational process
- Parents, children and school staff share the responsibility of education
- High expectations result in high academic achievement
- Parents, students and the school share responsibility for developing character, ethics and manners
- School helps to prepare individuals to positively contribute to a changing society
- Individuals are accountable for their actions, therefore, each individual will accept responsibility for logical consequences regarding his/her behavior
- Students' educational needs are the priority of the school and families
- Education is a cooperative partnership between the school, families, and community members

School Calendar

School Accessibility, Non-Discrimination, and Non-Harassment Notice

TEACH Las Vegas Public Charter School does not knowingly discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex, gender identity or expression, sexual orientation, disability, marital status or age, in admission or access to, treatment or employment in, or participation in its programs and activities pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Improvement Act.

Students, parents, and other program participants who feel discriminated against or sexually harassed may initiate a complaint by contacting the principal of the school in question. The Executive Director will work with the Superintendent and respond to the inquiry within a reasonable period of time.

Concerns may also be addressed by completing the Public Concern Process described in the Student/Parent Handbooks, found on school's website. This process allows anyone who believes they or their child have been subjected to discrimination or sexual harassment, including disability discrimination, to put their concerns in writing to the building principal for review and resolution. The procedures also allow for an appeal of the determination.

ACADEMICS

All TEACH Las Vegas Public Charter School programs and related coursework are aligned with the Nevada Academic State Standards (NACS). These standards require that students learn, practice and apply a variety of skills across all academic areas. Competency and mastery of 21st century learning are outlined at each grade level in the NACS. This includes requirements for success for digital communication. Please refer to the Nevada State Department of Education website for more information on NACS and 21st century learning.

Elementary School Curriculum and Learning Objectives

TEACH LV Charter School follows the Nevada Academic Content Standards and learning objectives for all grade levels. The objectives are lists of those skills that must be introduced, practiced, or mastered in each grade. These guidelines can be found by accessing TEACH LV's website. It is important that you regularly review them and become familiar with them so as to gain a clear understanding of what skills your child will need to complete within the year. Your teachers will refer to these standards in the course syllabi and weekly lesson plans.

Class Placement

Students are placed at the grade level immediately following the last successfully completed grade unless otherwise indicated. TEACH LV does not retain students when promotion from the previous school has been approved. TEACH LV does not promote students (skipping a grade level) who come to TEACH LV Charter School from another school unless otherwise noted by the previous school. Exceptions and changes are at the discretion of the school principal. Placement is determined by various factors and may include previous attendance, grades, recommendations and test scores.

TEACH LV Charter Schools Retention Policy

Before any pupil enrolled at TEACH LV Charter Elementary or Middle School may be retained in the same grade rather than promoted to the next higher grade for the succeeding school year, the pupil's teacher and principal must make a reasonable effort to arrange a meeting and to meet with the pupil's parents or guardian to discuss the reasons and circumstances.

1. Except as otherwise provided in subsection 4, based on [NRS 392.760](#), the teacher and the principal in joint agreement have the final authority to retain a pupil in the same grade for the succeeding school year. The conditions under which a pupil may be retained in the same grade rather than promoted to the next higher grade for the immediately succeeding school year are as follows:
 - Communication with the parents has been ongoing and consistent.
 - Interventions have been implemented.

- In consideration of individual circumstances, the pupil's teacher and principals will consider the unique conditions and the parent's input, but reserve the right to use professional judgement in a final determination of retention.
 - Consideration for retention of a student with an IEP will involve the student's special education service providers. Special consideration must be given to the fact that retaining a student with an IEP eliminates a year of service that can be provided after the completion of grade 12.
 - If any student has passing grades and has earned all required credits in core academic areas (English, reading, math, science, social studies), TEACH LV will promote the student to the next grade and will not retain them in their current grade.
2. The board of trustees of TEACH LV Charter School shall not promote a pupil in the 8th grade to high school if the pupil does not complete the course of study or credits required for promotion, except as otherwise provided in subsection 4. The board of trustees of TEACH LV Charter School may provide programs of remedial study to complete the courses of study required for promotion to high school.
 3. Pupils who have not completed the courses of study or credits required for promotion to high school may be placed on academic probation and enrolled in high school. A pupil who is on academic probation shall complete appropriate remediation in the subject areas that the pupil failed to pass. A parent or guardian may elect not to place his or her child on academic probation but to remain in grade 8. The criteria for consideration for a pupil to be placed on academic probation are as follows:
 - If a student will turn age 16 within the next academic school year.
 - If a student has completed the required course of study excluding only one (1) required credit in a core area (English language arts, math, science, social studies).
 - If a student remediates the deficiency in summer school.
 - Other criteria will be considered by the high school principal, who reserves the right to use professional judgement in a final determination of academic probation.
 - The high school principal has the final authority to deny a pupil academic probation in high school.
 - If a student has passing grades and has earned all required credits in core academic areas (English, reading, math, science, social studies), TEACH LV will promote the 8th grade student to high school and will not retain them in their current grade.
 4. No pupil may be retained more than one time in the same grade, except for pupils in grade 8 who do not complete the course of study or credits required for the promotion of a pupil to high school. See subsection 3 and 4 above.

Weekly Visits

It is mandatory that TEACH LV students and parents meet with their teacher, face to face, on a weekly basis for all scheduled lessons. This requirement includes small group meetings, group classes, intervention labs, literacy labs, parent conferences, etc.

Teachers will schedule multiple small group meetings throughout the week in available public locations that are suitable for such meetings and have Wi-Fi access. These locations may include TEACH LV's campus, libraries, CSN campuses, coffee shops, restaurants, or businesses. Small group meetings may not occur in private residences. Small group meetings will be scheduled to meet for a duration of approximately 2 hours, at the discretion of the teacher, and based on the factors involved, including the age of the students, the academic tasks to complete, the availability of the meeting space, etc. Parents may be asked to join the students for the entire small group meeting or for a portion of the small group meeting. The teacher will conference with the parent about their student's progress and assignments every week either in person or by phone. The small group meeting and the parent/teacher conference are mandatory weekly requirements for TEACH LV's program. At the beginning of the year, the teachers and families will confer to establish suitable meeting times and locations.

Students enrolled in Kindergarten and 1st Grade will attend a group class on campus each week as well as their small group meeting. Grades 2 through 5 will have a group class approximately every 6 weeks. These classes are mandatory. They are also fun, engaging, and support the academic work that the students are completing with hands-on activities. At these classes, the students perform labs, make presentations, meet industry professionals, and engage with their peers about their learning. The students have the opportunity to work with their own teacher, as well as interact with other TEACH LV instructors.

Additional learning opportunities in the form of Literacy and Math labs, interventions and Parents as Teachers (PAT) classes are also available.

For meetings that occur on campus, please consider the following TEACH LV policies:

- All students must arrive on time and be picked up promptly at dismissal.
- Students are not permitted to stay on campus unless scheduled by the school for an additional class or requirement.
- TEACH LV has no after school programs.
- Please consider traffic patterns and allow extra time when commuting to and from school.
- TEACH LV Elementary School maintains a "closed campus" policy. Students are permitted to leave campus only with a parent, guardian, or responsible person that has been granted supervisory rights through the K-8 office.

Schedules

TEACH LV allows you to structure time for schoolwork during the hours that best suit your family and lifestyle. Regardless of which hours you and your student work at home, we ask that students and their parents/guardians participate in the required curriculum on a daily basis so that a school schedule becomes second nature. It is critical that students and parents understand the importance of maintaining a regular schedule. It is the responsibility of the parent to participate daily in the curriculum with the student, communicate regularly with the student concerning their school work, review assignments, and provide appropriate assistance.

Parents may be asked to develop and submit a school work schedule. Teachers can provide the guidelines and a template. It is the parent's responsibility to ensure the student is logging in to the online curriculum and spending the necessary time in each course to work through the instruction and course assignments. Schedules can be changed as needs change, keeping in mind that consistency and commitment are requirements.

Additional assistance with scheduling and creating a successful student work environment can be obtained through our guidance and social work department by appointment. Please contact the school office for information or to schedule an appointment at school.

Schedule Changes

Once the schedule for weekly visits has been established at the beginning of the year, schedule changes can be difficult to make due to the impact it may have on multiple families. We ask that you carefully consider your schedule requests and commitments when collaborating with your teacher to schedule your meetings. However, we understand that life circumstances change. Please, communicate with your teacher about schedule changes. We will do our best to accommodate your requests. In return, we ask that you value your weekly face-to-face time with your teacher. Please, avoid scheduling other activities, including doctor's visits and other appointments, during your teacher visit.

Learning Environment at Home

There are many things that help to create a suitable learning environment in the home. Any space that is positive, quiet, and uncluttered can be conducive to student learning. TEACH LV parents are responsible for the following:

- Designated area to work with good lighting
- Working computer and printer access
- Internet access every day
- An email account that is checked daily (students will be provided with a school Gmail account). Parents are required to check student email frequently during each week of school
- School supplies (paper, pencils, pens, binders, etc.)

Parents are required to monitor work during the school week while students are off campus. It is expected that parents will dedicate three to five hours per day, five days per week, side-by-side with their child working through the daily curriculum. The amount of time and attention required will vary by student. In addition to this time together, the student should plan to work an additional thirty to ninety minutes per day to complete their “dailies.” This time engaged in online instruction is in addition to the weekly visits with the teacher.

Grading

Grades for Kindergarten students will be posted weekly in Infinite Campus. 1st through 5th Grades will use the Moodle Gradebook.

Report cards are issued quarterly. Kindergarten report cards will be standards based. 1st through 5th grade students receive a grade of A, B, C, D, or F in English Language Arts (ELA), Math, Science and Social Studies. A grade of Satisfactory (S) or Not Satisfactory (N) will be assigned in Art, Music, PE and Health.

Progress notices are issued at mid-quarter. If the student is at risk of failing individual classes (D, F or N) or grades have dropped significantly in a short period of time, a notice may be issued at that time. It is the parent’s responsibility to know their student’s progress and grades in their courses at all times by consistently monitoring the electronic gradebook in Moodle (Infinite Campus for Kindergarten). Instructions on how to log in to the gradebook are provided to the adult accompanying the student during the required orientation. Parents are welcome to speak with their teacher or to call the school to schedule additional assistance for using the online gradebook.

Assigned work may take some students longer than 26 - 30 hours per week. Completion of assignments may be accomplished over a seven-day period, if needed. New assignments will become available to students weekly. Most assignments each week are due at the end of the following week or at the weekly visits. Please consult with your teacher and review the assignments and directions each week for information on due dates, grades and submitting assignments online and in person.

Elementary school students that are not demonstrating satisfactory progress may be scheduled and required to attend an additional day at school as determined by staff. Parents will be notified of a Required Parent Meeting in which an arrangement will be determined.

Some assignments are graded automatically by the computer. Other assignments are submitted to the teacher and may take longer for the teacher to grade. Parents are often asked to grade assignments and review the work with the student. If an assignment is completed after the due date, it is the student's and parent's responsibility to contact the teacher to let them know that the assignment has been completed. Teacher policies on late work may vary. Grades for written work and updates to the gradebook are typically available within a week of the assignment due date.

Letter Grading Scale	
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	< 59
Satisfactory/Not Satisfactory Grading Scale	
S	60 – 100
N	< 60

SRBC Scale	
1	Emergent Skills
2	Approaches Standards
3	Meets Standards
4	Exceeds Standards

Student Interventions

It is the goal of the school to promote success and academic achievement for all students. When students are not succeeding, the school will intervene with required actions. These may include student and parent meetings on campus, contact with parents, required parent meetings, assignment of an

additional weekly visit, or assignment of required instructional support lab time on campus. Parents are required to comply with school initiated interventions.

The school will attempt to work with students and parents in the intervention process; however, it is the sole responsibility of the parent to ensure that the student logs into and engages in his or her instructional courses during the school week when off campus.

Parents are responsible for providing student transportation to weekly meeting locations and/or to school when instructional support programs are assigned as interventions. The supports are supplemental to core online instruction and weekly face-to-face instruction. When assigned by the school, students are required to attend.

If interventions are not followed in accordance with the described parent responsibilities outlined in this handbook, *TEACH LV Charter Schools may withdraw the student for excessive or inconsistent attendance at school or in the online environment.*

TEACH LV Charter Elementary School uses three categories of family support called The Pathways to Success. The intent of this plan is to identify when and with whom we should be offering assistance, resources and support. An important piece of this plan is an additional weekly one-on-one conference with the parent, teacher, and student, when appropriate. TEACH LV is excited to be able to offer this level of teacher, parent, and student engagement.

Pathways to Success

Students of TEACH LV Charter School will be on one of three Pathways to Success. Students may move from one pathway to another dependent upon the amount of support the student and/or family needs in order to make adequate academic progress. Please read the description of each pathway and sign below to indicate that you are aware of TEACH LV Elementary School's Pathways to Success format.

Independent Pathway

Students and Parents/Guardians on the Independent Pathway exhibit the following characteristics:

1. The student is working on academic material that is on or above the student's grade level and the student scores at or above grade level on the benchmark assessments and progress monitoring tools.
2. The student is on course to make adequate yearly growth.
3. The student consistently completes the assigned curriculum each week in a satisfactory manner.
4. The student demonstrates excellent attendance by meeting with the teacher once each week, usually in a small group format.
5. The student and parents/guardians communicate regularly with the teacher at least once each week in person, by phone, or by email.
6. The student will have the option to participate in additional enhancement and intervention activities.

Guided Pathway

The Guided Pathway is intended to be a temporary placement designed to provide support and training to students and parents in the workings and resources of the TEACH LV program. New students to TEACH LV will be initially placed on the Guided Pathway. Students and their parents/guardians that might benefit from an additional layer of support will also follow the Guided Pathway. Placement on the Guided Pathway will be by recommendation of the teacher if one or more of the conditions of the Independent Pathway are not being met. Students and parents/guardians on the Guided Pathway are expected to:

1. Make progress towards or meet the conditions of the Independent Pathway.
2. Meet with the teacher or another staff member, one-on-one or in a group setting, in addition to the weekly small group meeting.
3. Participate in additional enhancement and intervention activities.

Intervention Pathway

The Intervention Pathway is designed to provide intensive, customized and sustaining support to students and their parents/guardians. Placement on the Intervention Pathway will be by recommendation of the teacher if one or more of the conditions of the Independent Pathway are not being met and the student and/or family requires more targeted and substantial support than the Guided Pathway provides. Students and parents/guardians on the Intervention Pathway are expected to:

1. Make progress towards short-term and long-term individualized learning goals.
2. Participate in regular benchmarking assessments and utilize progress monitoring tools to identify learning gaps and to measure academic progress.
3. Complete the assigned curriculum each week in a satisfactory manner.
4. Demonstrate excellent attendance by meeting with the teacher once each week, usually in a small group format.
5. Meet with the teacher or another staff member, one-on-one or in a group setting in addition to the weekly small group meeting.
6. Meet with the other school personnel, such as Parent Advocate, Learning Strategist, Counselor, Social Worker, Nurse, Psychologist and/or Principal, if requested.
7. Communicate regularly with the teacher and the Parent Advocate at least once each week in person, by phone, or by email.
8. Participate in additional enhancement and intervention activities.

Special Education students meet with their Special Education Teacher each week in addition to meeting with their General Education Teacher. Special Education students' academic goals and adequate academic progress is determined by the goals set forth in the student's Individualized Education Plan (IEP). Special Education students may receive additional services as indicated by their IEP.

Testing

TEACH LV Charter School is a public-school requiring testing for each student. The testing process at any school is a critical one. Testing identifies important areas where students and schools are strong and any areas in which to improve. Since testing is required in Nevada, TEACH LV must administer all

state-required exams. Schedules must be followed without exception and parents are solely responsible for the student getting to and from school on testing days.

Remember that testing impacts the school in many ways, including funding, progress reporting, and school ratings. TEACH LV will prepare students for testing throughout the year. Parents must prepare students to commit to doing their best. Below you will find descriptions of testing that occur throughout the year.

State-Mandated Testing: This type of testing requires that, by law, students attend a testing facility for a specified period of time. Parents will be contacted several times prior to the testing and may be offered a choice of time. Parents will be responsible for their child's transportation. These tests are required by state law.

Benchmark Testing: These tests are conducted throughout the year to collect information concerning the student's strengths and areas of challenge. These exams are required by law and are necessary for customizing the instruction and curriculum content at the school. These tests are also used to measure student growth within a defined time period.

Curriculum Tests/Quizzes: This type of testing takes place throughout the year, during or after a unit of study in any of the core subjects.

Lottery and Withdrawing a Student

During initial enrollment each school year, TEACH LV enrolls pupils in the order in which pupil applications are received, up to the point at which the school reaches its maximum capacity. The names of those students who enroll after that point will be placed on a waiting list until such time that an opening becomes available due to a student transferring out of the school. At that time, all students on the waiting list will have an equal opportunity to be selected from the waiting list through a random selection process. It is understood that if a student is enrolled in OCS and a sibling desires to attend OCS, that child will be given preference. All students enrolled after the start of the school year must follow the same enrollment procedures and attend an official orientation with a parent before they are considered enrolled in TEACH LV.

When a student is moving or transferring to another school, the parent/guardian must complete a Pupil Release and Transfer form. The forms are located in the front office and must be completed prior to the student transferring to another school or state. According to the Nevada Revised Statutes, students 7 to 17 must be enrolled in school. TEACH LV will give each student up to ten days to re-enroll. If a student has not re-enrolled within ten days TEACH LV may report the student as truant.

Title I Hope

The Title I Homeless Outreach Program for Education works to remove barriers for homeless and unaccompanied students to enroll in school and achieve educational success. As part of the Title I HOPE program students can get access to school supplies, food, clothing, and transportation assistance. The following living situations may qualify a student for services:

- Living in a car, park, or on the street
- Living in a shelter
- Living in a weekly hotel due to economic hardship
- Living with friends or family due to economic hardship
- Unaccompanied Youth – not in the physical custody of the parent

Additional Title I information can be accessed on our website.

If you feel that your family qualifies for Title I HOPE services based on your living situation and you are interested in learning more about the possible services, please contact TEACH LV's K-8 Social Worker, Ms. Melody Jones at mjones@TEACH LVk12.org.

ATTENDANCE

Weekly Attendance

There are two types of attendance monitored by TEACH LV Charter Schools: weekly face-to-face visits and attendance in the online instructional environment. Both of these components are important and students are required to participate in both aspects of the program. Parents are responsible for monitoring student time in the online instructional environment and for student attendance at weekly visits.

Nevada Compulsory Attendance Law mandates that students must meet with their teacher, face-to-face, no less than once per calendar week. Student attendance is reported to the state by the school. Truancies, unapproved absences, multiple absences and/or consecutive absences will trigger the Required Parent Conference (RPC) procedure. Habitual truancy will be reported to the state. Non-compliance to school attendance requirements and procedures will result in students being withdrawn from the program. TEACH LV may assign additional weekly visits for a student as needed. Attendance at additional visits is mandatory.

Students are expected to work on coursework and attend face-to-face visits for approximately 25 to 30 hours per week. Please see the Nevada Revised Statutes section in this handbook for specific laws and consequences pertaining to school attendance.

Absences and Making Up a Weekly Visit

It is understood that circumstances occasionally prevent a student from attending their scheduled visit. In these situations, parents must call both the teacher and the front office to inform them of the student's absence.

A weekly visit may be rescheduled or made up for student illness, student court appearances, religious holidays and emergencies only. To reserve a spot in another visit during the same week, families must make arrangements with their teacher either by phone, email, or in person. The parent must verify arrangements made with other TEACH LV staff members, such as the administration or office personnel, with the student's teacher.

Please, give the teacher as much advance notice as possible for student absences and make-up requests.

TEACH LV Charter Schools has the right to withdraw a student for excessive or inconsistent attendance at school or in the online environment.

Prearranged Absences

There are times when it is necessary for students to have a prearranged absence. Absences from school hinder academic progress and parents are asked to keep these absences to a minimum. Parents/Guardians must submit a written request to the school in advance of the absence. Forms are available in the school office. The first two weeks of a prearranged absence may be approved. The student is responsible for completing the assigned work in a timely manner. Any prearranged absence longer than two weeks shall have the first two weeks approved and the remaining days marked unapproved. The maximum amount of prearranged absences is ten days per semester.

Make-Up Work for Absences

Students will be able to make up all work missed. If the absence was approved, full credit will be granted for all make-up work. If the absence was unapproved, the teacher may grant only partial credit for make-up work. All make-up work must be completed and turned in by the student's next scheduled face-to-face visit unless other arrangements are made with the administration. Make-up work must be submitted in addition to the current week's assignments. Students who are out of school due to Out-of-School Suspension are expected to make up missed work.

Attendance Policy / Cancellation Procedures

Unless otherwise provided by law, each parent or guardian having control or charge of any child between the ages of 7 and 18 shall send the child to school during all the time the school is in session (NRS 392.040). All students enrolled at TEACH LV Charter Schools are subject to all state attendance laws as well as policies and procedures set by TEACH LV Charter Schools.

It is imperative that students attend their weekly face-to-face session(s). Each weekly visit constitutes five days' worth of attendance and the student is considered present for the week. Subsequently, each time a student is absent he/she earns 5 days' worth of absences and is considered absent for the week. Both students and parents must understand the link between attendance and academic success.

Parents must follow the following procedures when a student must be absent from his/her weekly visit:

- Written notification must be received by the office and a courtesy copy emailed to your student's teacher within three days of the absence. Example: If your student is scheduled to attend class on Monday and class is missed, notification must be received by Thursday at 4:00 p.m.
- The notification must include the first and last name of the student, grade, date of absence, and reason for absence.
- The notification can be brought to the office in person, faxed to the school office (702 259-7793), emailed (absentk8@TEACH LVk12.org), or sent via United States postal mail (2251 S. Jones Blvd., Las Vegas, NV 89146).
- Absences that are not approved or verified with a written notification within three days will be considered an unapproved absence and the student will be considered truant from school.

The following absences are considered approved absences:

- The student is physically or mentally unable to attend school, or the absence is related to the student's disability and the course work has been completed.
- The principal or principal's designee has given approval for an unavoidable absence due to an emergency.
- The student is absent due to a required court appearance or a religious holiday.
- The absence has been prearranged pursuant to the request of a parent or legal guardian prior to the absence and does not exceed the allowable ten (10) arranged days per semester.

Please note that sickness in the immediate family (parents, siblings, etc.) does not qualify for an approved absence.

All unapproved absences will result in truancy (see the truancy section in the handbook below). TEACH LV Charter Schools has the right to withdraw any student with excessive or inconsistent attendance on campus and in the online environment.

Truancy Policy

TEACH LV Charter Schools follows the following procedures with regards to student truancy.

Truancy #1

- The teacher discusses the absence with the parent in person, by phone, or by email.
- The first truancy letter is mailed. Parents may send written communication to the school within three days. If the absence is approved, the letter can be disregarded.
- K-5 parents must also courtesy copy the written communication to their teacher.

Truancy #2

- The teacher discusses the absence with the parent in person, by phone, or by email.
- The second truancy letter is mailed to the home. Parents may send written communication to the school within three days. If the absence is approved, the letter can be disregarded.
- K-5 parents must also courtesy copy the written communication to their teacher.
- A phone call, site visit or Required Parent Conference (RPC) with school personnel is activated.

Truancy #3 (Habitual Truant)

- The teacher discusses the absence with the parent in person, by phone, or by email.
- The third truancy letter is mailed to the home with notification of an RPC. The parent/guardian will be required to attend a mandatory meeting with administration. The student cannot attend weekly visits and access to online curriculum may be suspended until the meeting has occurred.
- A specific plan will be developed for the student and parent to prevent further absences.

Habitual truancy is serious and violates state attendance laws. Non-compliance with school interventions may result in one or more of the following: student is withdrawn from TEACH LV, student is reported to local or state agency, parent is reported to local agency for educational neglect.

Tardy Policy

Students are expected to arrive on time and remain present during the entire visit. Students who arrive more than five minutes late may be reported as tardy. It is understood that there may be circumstances that may occasionally prevent a student from arriving on time. However, repetitive tardiness is not permitted. Habitual tardiness may result in a conference between the parent and administration, an RPC, a student suspension, and/or a specific plan for the student and parent to prevent further absences.

Leaving School or Weekly Visits Early

In the event that a student must be picked up prior to dismissal from a weekly visit with a teacher either on campus or out in the community, adults must show identification and sign the student out. That adult must be a parent or guardian whose name appears on the student's school record or another adult also listed in "household" or the student will not be released. Siblings who are under the age of 18 and may be listed in the household will not be permitted to check a student out early. Students repeatedly leaving school early may result in a Parent and Student RPC.

STUDENT AND PARENT POLICIES AND PROCEDURES

Transportation and Food

Parents are responsible for arranging transportation to and from TEACH LV. Elementary school students may ride the city RTC bus system if a responsible party accompanies them. There are bus stops near the school.

Because students are on campus for short periods of time, lunches or food services are not provided or available.

TEACH LV Charter School does not endorse any ride-share programs including but not limited to Uber and Lyft.

Parking and Traffic Flow

Parents are solely responsible for getting students to and from school. This includes but is not limited to transportation and all communication between parent and student regarding their arrival to and departure from campus. Students are not permitted to stay anywhere in the parking lot after dismissal. For everyone's safety, adhere to the procedures for drop off, pick up and parking and maintain patience and caution at all times.

The speed limit in the parking lot is 5 MPH.

U-Turns are **STRONGLY DISCOURAGED**.

Do not block the flow of traffic.

Remain in the car when waiting in drop-off/pick-up lanes.

Do not pass cars when students are getting in or out of the vehicle.

Watch for traffic and pedestrians at all times and use caution backing out of spots.

Be patient and remain calm.

Entering from Jones

- Enter campus from Jones Blvd. Pass the high school building, turn left in the lot and proceed to the drop-off/pick-up lane in front of the elementary and middle school office.
- Proceed to the exit and turn right on Sahara Ave.

Entering from Sahara

- Drop off at the crosswalk
- Turn right after the road narrows and exit right onto Jones Blvd.

*Late pick up of students will activate an RPC.

*Drivers are solely responsible for traffic incidents/accidents in the parking lot.

*There is no smoking permitted in the parking lot or anywhere on school grounds.

Visitors

TEACH LV Charter Schools utilizes a security and badging system for all visitors who enter the school beyond our lobby. This system searches publicly available records by name. All visitors who enter the school building must check in at the designated elementary/middle school office to receive visitor's badge. Each visitor must present a picture ID (driver's license or state ID) that will be scanned prior to the issuance of the visitor badge. Students are not allowed to bring visitors to onsite classes (visiting relatives, friends from other schools, etc.).

Leaving Messages/Student Inquiries

Please do not call the office to leave a message for your student. A message to a student involves a possible violation of the Family Educational Rights and Privacy Act (FERPA). There is no way to verify the legal parent or guardian for a phone message. If you have an emergency and have to contact your child, please come to the office and provide identification. For non-emergencies, please plan ahead.

The school recognizes that TEACH LV is not a zoned school and that parents may live many miles from campus. To protect the privacy of students, TEACH LV employs information safety procedures concerning all matters outside of general school information. Should you require information that is specific to your child, you may be subject (not limited) to the following requests and procedures:

- Have student identification number ready when speaking with anyone about your student.
- Be prepared to show, email or fax your personal identification to the school.
- Be prepared to come to the school when staff members indicate they cannot communicate certain information over the phone.
- Once at the school, check in and check out of the office if you will be inside the building beyond our lobby.
- Wear your temporary ID in a visible place on your clothing.

Please be patient with our staff during all identification procedures. Our goal is to provide you with the best customer service while we safeguard student information.

Please, keep all household information current, including email, home address, and phone numbers. Fill out all necessary forms when granting permission and rights to others who can speak on behalf of your student.

Pupil Information/Change of Address

If your last name, street address, email, or telephone number changes at any time during the school year, notify the office immediately. It is very important to keep records up to date and also to be able to

contact a parent or guardian in the case of an emergency. The student information change form is available in the office. Forms must be submitted with proper identification.

School Counseling and Social Work Department

The TEACH LV Counseling and Social Work Department consists of licensed personnel onsite to assist with student (and family) needs. If you are asked to attend a Required Parent Conference (RPC) with anyone from this department, you must call the school to schedule the meeting.

This department also provides the following:

Placement: Students are required to take courses to meet promotion requirements. Placement involves assistance to each individual in selecting appropriate curriculum.

Individual Analysis: The individual analysis service aims to enhance understanding of students and to improve the quality of decisions made by parents, teachers, counselors, administrators, and the learners themselves.

Information Dissemination: The School Counseling and Social Work Department is open to anyone in the TEACH LV community who desires information concerning education.

Consultation: Individual meeting time is designed to help set academic goals and establish an education plan. Students and parents may be asked to attend a meeting related to student academic goals.

Support: Social work services can connect families with community services.

Health Office/Immunizations

NRS.392.435 (Immunization of pupils): Certificate prerequisite to enrollment, conditional enrollment, effect of failure to immunize, report to Health Division, inclusion of certificate in pupil's record. Unless excused because of religious belief or medical condition, a student may not be enrolled in a public school within this state unless his parents or guardian submit to the board of trustees of the school district in which the child resides a certificate stating that the student has been immunized and has received proper boosters for that immunization or is complying with the schedules established pursuant to NRS 439.550.

Students who become ill at school will be sent to the school nurse. The parent/guardian will be contacted if the student cannot return to class. For the protection of each student, adults must show identification and sign the student out. That adult's name must be on the student's school record or the student will not be released.

If your child requires medication during their weekly in-school class session, please contact the school nurse for necessary procedures.

Police Visitation/Use by School

It is the philosophy and belief of the administration at TEACH LV Charter Schools that the responsibility for dealing with student discipline violation rests with the school. Thus, every effort will be made to deal with issues in-house, according to the policies and procedures established by the school. However, the police will be called to assist when violations of state laws or municipal ordinances occur or when security of persons or property appears to be in jeopardy.

Student Dress Code

It is the parent's responsibility to ensure that students come to school clean and properly dressed. Apparel must meet with health and safety codes, be in good repair, and be considered appropriate for the educational process. Any questions concerning appropriateness of dress will be handled on an individual basis.

The following provides a general guideline for *appropriate* student dress:

- Shirts must cover the student's shoulders as well as meet the top of the student's bottom garment (pants, shorts, skirts).
- Shirts must cover the student's front and back. Shirts with shoulder straps must be as wide as three fingers.
- Shoes with soles must be worn at all times. Open-toed footwear is discouraged due to safety concerns.

The following provides a general guideline for *inappropriate* student dress:

- Clothing that is distracting or that promotes materials or ideology that is illegal, divisive, disrespectful or otherwise unprofessional
- Clothing that is obscene, suggestive, or which advertises alcohol or tobacco products
- Clothing that is unnecessarily distracting to the learning environment (Examples: Cut-up jeans, low-cut shirts, mesh shirts with no undergarments, tank tops, "overly short" shorts, or undergarments visible as outer garments)
- Pajamas, slippers, flip flops, Halloween costumes, costume wigs, large and/or distracting hats, and masks (with the exception of specifically themed special events, classroom assignments and Spirit Weeks)
- Clothing that indicates that a student or parent has membership in or an affiliation with gang associated or criminal activities

Student Telephones

A student telephone is located inside the school office.

Mobile phones must be turned off and put away during classes. If a mobile phone is activated either by an incoming or outgoing call or is visible during class, the student will be given a warning. If the phone continues to be a distraction to the learning environment, the phone will be given to an administrator after a teacher/student discussion has taken place. The mobile phone will be returned to the student before they leave campus.

Money and Valuables/Lost and Found

Please do not bring large amounts of money to school. Expensive items and personal electronics should not be brought to school. All personal items should be in possession of the owner at all times. The school cannot accept responsibility for stolen money or other items.

The lost and found department is located in the main office. Please check with the receptionist for any lost items.

Student Activities and Field Trip Policies

School sponsored activities that take place on campus or in locations other than TEACH LV's campus are governed by the same policies and regulations as those during normal school attendance. The policies concerning dress code, behavior, transportation, the use of tobacco and other controlled substances, communication with the teacher and office staff, mobile phones, the possession of money and valuables, and food/drink are all in force, unless specifically altered for the particular event (i.e. the food and drink policies may be changed if the activity is seeing a movie at a movie theater.)

It is usually expected that parents will accompany their children at special events such as field trips.

Posters and Announcements

Any posters or announcements to be displayed on the TEACH LV Charter School campus must be approved by an administrator.

Fire Drills/Shelter in Place Drills/Safety Drills

The signal for a fire drill is the sounding of a shrill fire horn. Your cooperation is needed in order to clear the building as efficiently and safely as possible. Use the exit posted on the emergency exit map in the classroom while carefully following teacher instructions. Students are to remain outside the building until a signal is given. For shelter-in-place and all other safety drills, follow your teacher's instructions.

It is expected that parents and other adults that are visiting campus or waiting in the lobby, fully participate in these events whether or not they are a drill or an actual emergency.

Student Property Searches

Desks, lockers, computers, or other items that belong to TEACH LV Charter Schools, to which students are allowed a limited right of use, are subject to search at any time. Students shall be given prior notice that they have no expectation of privacy when using school-assigned property and that routine searches may be expected.

Searches of a student's person or possessions while at school must be reasonable and must follow TEACH LV Charter School's written policy.

TEACH LV Charter School of Nevada Disciplinary Procedures 2020-2021

TEACH LV Charter Schools of Nevada has established the following discipline plan for the restorative and progressive discipline of pupils and onsite review of disciplinary decisions. Restorative justice means nonpunitive intervention and support provided by the school to a pupil to improve the behavior of the pupil and remedy any harm caused by the pupil (AB 168). Restorative disciplinary practices include holding a pupil accountable for his or her behavior; restoration or remedies related to the behavior of the pupil, relief for any victim of the pupil; and changing the behavior of the pupil (SB 89). The plan was approved by the TEACH LV Board of Directors and developed with the input and participation of site administrators, teachers, other educational (counselors, strategists, social workers, special education, and specialists) and support personnel, and the parents and guardians of pupils who are enrolled in the school. The plan has been developed in accordance with written rules of behavior prescribed in NRS 392.463, NRS 392.4644, and NRS 392.466.

It includes, without limitation, provisions designed to address the specific disciplinary needs and concerns of TEACH LV Charter Schools. The plan provides for the temporary removal of a pupil from a classroom in accordance with NRS 392.4645. This plan was reviewed, and revisions suggested and submitted to the TEACH LV Board of Directors by the Discipline Committee, consisting of administration, teachers, other educational personnel, support staff personnel, and parents. A copy of this plan is provided for every staff member and is included in the student/parent handbook, which is posted electronically on the school website for public inspection.

TEACH LV Charter School of Nevada holds the following beliefs and policies concerning student disciplinary procedures.

- ❖ Each student is a person deserving of the opportunity to correct their wrongdoings and to learn from their mistakes.
- ❖ Each staff member develops positive relationships with students, helping create a supportive environment where students thrive personally and academically.
- ❖ Students are held accountable for his or her behavior.
- ❖ A fair and thorough investigation will be conducted, including an attempt to discover underlying issues associated with the offense.
- ❖ A plan of action based on restorative justice will be designed for students with the goal to address underlying issues associated with the offense, change and/or improve the behavior of the student and remedy or "make right" any harm caused by the student to others.
- ❖ The feelings of the person harmed by a student's behavior or actions must be considered in the plan of action.
- ❖ Continued support will be provided to both the person harmed and the offender.
- ❖ Search methods and investigatory techniques must comply with the appropriate OCS policies and regulations.
- ❖ The Restorative Plan of Action, including progressive disciplinary action, must be commensurate with the severity of the offense(s).
- ❖ A student's Restorative Plan of Action, academic and disciplinary chronology must be considered, except in the event of mandatory expulsion offenses as provided for in Nevada Revised Statutes.

- ❖ The school's administration is provided, by TEACH LV's Board of Directions, with the authorization and discretion to make and implement disciplinary decisions and interventions, including but not limited to, suspension and recommendations for expulsion, except for mandatory expulsion offenses required by Nevada Revised Statutes, for all general education students over and not including the age of ten (10) years of age. The Board of Directors must review the circumstances and approve suspensions and expulsions of students with IEPs and students under the age of eleven (11).
- ❖ Such interventions may include, but are not limited to, the following: Restorative Plan of Action, behavior contract, group and individualized counseling, Required Parent Conferences (RPC), temporary assignment to an alternative placement, intervention with social workers, parent conferences, and attendance notification.
- ❖ RPC means that either a student-administrator conference (in the case of a student who is 18 or older) or a parent-student-administrator conference will take place. At the time of notice, the school administrator will specify if the required meeting must be held **prior to the student's return** to campus OR if the student **may continue to attend** school on campus until the meeting is held.
- ❖ The student should be present whenever possible.
- ❖ All parent conferences held as a result of student disciplinary issues will include students/parents being given notice of the charges against him or her, an explanation of the evidence, and an opportunity for the administrator to hear information and a defense from the student/parent (a hearing). A parent conference must be held prior to a suspension.
- ❖ TAP means Temporary Alternative Placement, which can be either off-site in the online environment only or can be onsite with the direct supervision of a teacher, the school counselor, the school social worker or the school administrator. The TAP will not include the use of technology if the disciplinary issue has violated the TEACH LV Charter School's Acceptable Use Policy. Students who violate the OCS Acceptable Use Policy will access the curriculum offline until such time it is approved by the OCS Administration to return to the online educational setting.
- ❖ Every attempt must be made to contact a parent/guardian for each significant offense. Parents must be provided with written notification for all Restorative Plans of Action and disciplinary actions.
- ❖ Suspensions may be assigned at the discretion of the principal, up to a maximum of ten school days, for general education students over the age of eleven (11). Students with IEPs may be assigned suspensions up to a maximum of five (5) school days for each occurrence of misconduct, with the review and approval of the Board of Directors.
- ❖ Referrals of expulsion require formal due process. Due process includes a parent conference, which will include notice of the charges against the student, an explanation of the evidence, an opportunity for the administrator to hear information and a defense from the student/parent (a hearing), and an opportunity for appeal. An appeal can be made to the Superintendent of TEACH LV Charter Schools, and then to the Board of Directors of TEACH LV Charter Schools.
- ❖ If the administrator believes a crime may have been committed, law enforcement must be notified. Records of police involvement must be requested and maintained. Any criminal action taken by law enforcement is separate, and not always parallel, to administrative action taken by the school.
- ❖ **For special education and 504 students**, IEP behavior plans and other modifications must be followed in accordance with state and federal law. Additionally, a manifestation determination and functional behavioral assessment must be conducted if the student's behavior is, or will potentially, inhibit the student's access to FAPE.

Possession of a Firearm or Dangerous Weapon

- ❖ A student who is found to be in possession of a firearm or dangerous weapon will be removed from the school immediately upon being given an explanation of the reason for the removal and pending proceedings.
- ❖ The first occurrence of possession of a firearm or dangerous weapon (as defined in NRS 392.466.11 (b) and (c)) requires a mandatory one-year minimum expulsion from TEACH LV Charter School. A second occurrence requires a permanent expulsion from the school. (NRS 392.466.3).
- ❖ For students with IEPs, see section labeled Special Education Students.

Removal to Another School

- ❖ If TEACH LV is unable to retain a student due to safety concerns OR if it is not in the best interest of the student, the student may be suspended, expelled, or returned to the Clark County School District for placement in a school.

Students Charged with a Crime

- ❖ If a student has been charged with a crime, the TEACH LV Board of Directors may authorize the expulsion, suspension, or removal of a student regardless of the outcome of criminal or delinquency proceedings ONLY if the school (1) conducts an independent investigation of the student's conduct, AND (2) gives notice to the student of the charges brought by the school against the student.

HABITUAL DISCIPLINARY PROBLEM CRITERIA

- ❖ A student will be considered a Habitual Disciplinary Problem if written evidence documents that within one school year the student has:
 1. Threatened or extorted, or attempted to threaten or extort, another student or school employee two or more times; or
 2. Has a record of five suspensions for any reason
 3. Has not entered into and participated in a behavior plan
- ❖ If a student is suspended, the school shall develop a plan of behavior (plan of action based on restorative justice) for the student in consultation with the student and the parents/guardians of the student. The plan must be designed to attempt to prevent the student from being deemed a habitual disciplinary problem.
- ❖ A school must make a reasonable effort to complete a plan of action based on restorative justice prior to the suspension or expulsion of a student deemed a habitual disciplinary problem.
- ❖ If a student is deemed to be a habitual disciplinary problem and is at least 11 years old, the student may be suspended from school for a period not to exceed one school semester as determined by the seriousness of the acts which were the basis for the discipline, or expelled from school under extraordinary circumstances as determined by the principal of the school, if

and only if the school has made a reasonable effort to complete a plan of action based on restorative justice.

Habitual Disciplinary Declaration

If at least one elementary school teacher of a pupil or two middle or high school teachers of a pupil enrolled at TEACH LV Charter School request that the principal of the school deem a student a Habitual Disciplinary Problem, the principal will meet with each teacher to review the student's discipline record. If, after the review, the principal determines the student does not meet the criteria of a Habitual Disciplinary Problem, the teacher(s) submitting the request may appeal that determination to the Superintendent of TEACH LV Charter Schools or to the TEACH LV Board of Directors.

Procedures for Criteria # 1

TEACH LV Charter Schools will process threats, extortion incidents, or any attempt thereof using existing bullying and expulsion procedures. However, to be considered a Habitual Disciplinary Problem under current statute, the act of threatening or extorting, or attempting to threaten or extort, must have been documented at least twice during one school year. Habitual Disciplinary Problem language will be included in addition to identifying the infraction when preparing expulsion paperwork. TEACH LV Charter School will provide a written notice seven days prior to declaring a student a Habitual Disciplinary Problem to the parent or legal guardian that contains:

- 1) A description of the act(s).
- 2) Dates on which the act(s) were committed.
- 3) An explanation that pursuant to NRS 392.466, a student declared a Habitual Disciplinary Problem may be suspended from school for a period not to exceed one school semester as determined by the seriousness of the acts which were the basis for the discipline or expelled from school under extraordinary circumstances as determined by the principal and the Superintendent of TEACH LV Charter Schools.

A student who is determined to have documented infractions in the progression of those identified under statute relevant to Habitual Disciplinary Problem may enter into a voluntary plan of behavior (restorative plan of action) designed to prevent the student from being deemed a Habitual Disciplinary Problem and may include, without limitation:

- 1) A plan for graduating if the student is credit deficient and not likely to graduate according to schedule
- 2) Information on alternative schools
- 3) A voluntary agreement by the student and parent/guardian to attend counseling
- 4) A voluntary agreement by the student and the parent/guardian for the student to attend summer school or other credit retrieval programs offered by TEACH LV Charter School.

If the student commits the same act for which the notice was provided after he/she enters into a plan of behavior (restorative plan of action), the student shall be deemed to have not successfully completed the plan of action and may be deemed a Habitual Disciplinary Problem.

Procedures for Criteria #2

Following a student's fourth suspension, TEACH LV Charter Schools will provide written notice to the parent or legal guardian that contains:

- 1) Description of the act committed by the pupil.
- 2) Date the act was committed.
- 3) An explanation that if the student is suspended five times within one school year, the student will be deemed a Habitual Disciplinary Problem.
- 4) An explanation that pursuant to NRS 392.466, a student declared a Habitual Disciplinary Problem may be suspended from school for a period not to exceed one school semester as determined by the seriousness of the acts which were the basis for the discipline or expelled from school under extraordinary circumstances as determined by the principal of the school.

If the referral is contested, due process will occur. The last level of appeal for these students is the Superintendent of TEACH LV Charter Schools.

Plan of Behavior/Restorative Plan of Action Prior to Declaration

Before a student is deemed a Habitual Disciplinary Problem, if, within one school year, a student is suspended one time for threatening or extortion, or attempting to threaten or extort, another student or school employee; or if the student has been suspended four times, a plan of behavior/restorative plan of action will be developed with the parent and student. A student may enter one plan of action per school year. The plan, without limitation, may include a voluntary agreement for:

- 1) A plan for graduating if the student is credit deficient and not likely to graduate according to schedule
- 2) Information on alternative schools
- 3) A voluntary agreement by the student and parent/guardian to attend counseling
- 5) A voluntary agreement by the student and the parent/guardian for the student to attend summer school or other credit retrieval programs offered by TEACH LV Charter School.

If the student violates the conditions of the plan of behavior/restorative plan of action or commits the same act for which notice was provided (i.e. commits a second extortion or attempted extortion; or receives a fifth suspension) after he/she enters into a plan of action, the student shall be deemed a Habitual Disciplinary Problem.

The parent/legal guardian of a student who has entered a plan of action may appeal the contents of the restorative plan of action to the Superintendent of TEACH LV Charter Schools.

Due Process Notification

TEACH LV Charter Schools will provide due process notification to each parent at least seven days before the school deems the student a Habitual Disciplinary Problem.

AB 521 REFERRAL

AB 521 is an option teachers have for a student who has engaged in behavior that seriously interferes with the ability of the teacher to teach and the other students to learn. Before a student's behavior reaches this level of severity, the teacher must attempt to correct the student's behavior through intervention and progressive discipline. According to AB 521, progressive discipline must be followed in the classroom before requesting that a student be temporarily removed. Teachers will complete the

following interventions before submitting an AB 521 referral:

1. Conference with the student.
2. Parent contact by phone.
3. If the student's family has no phone, a copy of the parent contact form must be mailed home.
4. Counselor/Social Worker referral.
5. Referral to school administrator for disruptive behavior.

These steps must be documented, and documentation must be submitted with an AB 521 referral.

Assembly Bill 521 (Temporary removal of a student)

The TEACH LV Charter School of Nevada Discipline Plan provides for the temporary removal of a student from a classroom if, in the judgment of the teacher, the student has engaged in behavior that **seriously** interferes with the ability of the teacher to teach the other students in the classroom and with the ability of the other students to learn.

Progressive discipline will be followed within the classroom as explained and may include such things as verbal warning, parent contact, counselor/school social worker referral, and administrative referral. If a student is removed by the teacher, the administrator will explain to the student the reason for the removal, and the student will have an opportunity to respond. The administrator will contact the parent within 24 hours. A temporary, alternative placement (off-site in the online environment only OR be onsite with the direct supervision of a teacher, the school counselor, the school social worker, or the school administrator) will be given to the student unless the student is suspended or expelled for disciplinary action.

A conference with the student, parent, administrator, and teacher will be held within three days of the incident. Since it was the teacher that ordered the removal of the student, not the administrator, during the conference, the teacher must provide a rationale for the reasons for the removal, and the parent must be given an opportunity to respond. Upon completion of the conference, the administrator will recommend whether the student returns to the classroom or remains in alternative placement for additional time. If the administrator recommends that a student be returned to the classroom from which he/she was removed and the teacher who removed the student does not agree with the recommendation, the administrator shall continue with the temporary alternative placement and will immediately convene a meeting of the AB 521 Committee. The parent will be informed of the meeting.

The committee will convene to review temporary alternative placement. If the committee membership includes the teacher who removed the student, that teacher shall not participate in the deliberation on that case. The AB 521 Committee will review the circumstances of the student's removal and behavior. Based upon its review, the committee shall assess the best placement available for the student and shall, without limitation 1) Direct that the student be returned to the classroom from which he was removed; 2) Assign the student to another classroom; 3) Assign the student to continue in an alternative placement (TAP) 4) Recommend suspension or expulsion in accordance with NRS 392.467; or 5) Take any other appropriate disciplinary action that the committee deems necessary.

AB521 Committee Members 2019-2020

Lea Wright, Derek Kono,
Nancy Johnston, Deneen Walters,
Mike Fitzgerald, Suzanne Miller,

Don King

Members of this committee were selected based on their diverse, educational backgrounds and willingness to volunteer their time.

SPECIAL EDUCATION STUDENTS

1. A student with an IEP who is at least 11 years old may be removed from a school, suspended, or expelled only after the TEACH LV Charter School Board of Directors has reviewed the circumstances and determined that the action is in compliance with the Individuals with Disabilities Education Act (IDEA), except in the case of possession of a firearm or dangerous weapon by a student.
2. Suspension of a student with an IEP is limited to 1-5 days for each occurrence of misconduct.
3. As with general education students, a student with an IEP who is younger than 11 years old must not be permanently expelled except under extraordinary circumstances, in which case a school may request an exception to this prohibition from the district Board of Trustees.
4. If a student with an IEP has committed battery of an employee of a school, the employee may appeal the plan of action based on restorative justice if (1) the employee feels that any action taken pursuant to the plan are inappropriate; and (2) the TEACH LV Board of Directors has reviewed the circumstances and determined that the appeal is in compliance with Individuals with Disabilities Education Act (IDEA).
5. A student with an IEP who is at least 11 years old who is found to be in possession of a firearm or a dangerous weapon may be removed from the school immediately upon being given an explanation of the reasons for their removal and pending proceedings. A student with an IEP who is ten (10) years older younger cannot be removed from school immediately; this age limitation does not apply to general education students.

TEACH LV Charter School Restorative Discipline Plan

Restorative disciplinary practices include holding a pupil accountable for his or her behavior; restoration or remedies related to the behavior of the pupil; relief for any victim of the pupil; and changing the behavior of the pupil. The chart serves as a guideline for the school's response for the Restorative Plan of Action and progressive discipline issued for student misconduct. Every infraction will be investigated, and appropriate intervention and consequences applied based on the severity of the action, the impact of the action on the educational community and the individuals within it, the behavioral history of the student, and any other relevant circumstances. This restorative discipline plan

acts as a guide. A single incident/offense by a student may result in a more progressive level of discipline than stated.

Restorative Plan of Plan – a list of concrete agreements or actions that attempt to have the student take action to repair the harm of their behavior, re-engage in learning, and provide needed support to accomplish those two tasks.

TAP - Temporary Alternative Placement

RAS – Removal to Another School: If TEACH LV is unable to retain a student due to safety concerns OR if it is not in the best interest of the student, the student may be suspended, expelled, or returned to another school in the Clark County School District.

RPC – Required Parent Conference: a requirement that a conference is held with a student, their parent, and an administrator of the school. At the time of notice, the school administrator will specify if this required conference must take place **prior** to the student returning to face-to-face classes on the TEACH LV Charter School campus
OR if the student **may continue to attend** school on campus until the meeting is held.

SUS – Suspension: a designated period of time that a student must not attend face-to-face classes on the TEACH LV Charter School campus.

TEACH LV Charter School Restorative Discipline Plan				
	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Alcohol Possession/Use (May Involve Police)	RPC/ Possible Restorative Action Plan School Counselor School Nurse (Controlled Substance Under the Age-21)	RPC/ Restorative Action Plan/ Possible SUS School Counselor and/or School Social Worker School Nurse Enrollment in Drug/Alcohol Program	RPC/ SUS/ Possible TAP/ Possible Expulsion School Counselor and/or School Social Worker School Nurse Enrollment in Drug/Alcohol Program	RPC/ SUS Pending Expulsion
Arson (Involve Police)	RPC/ Restorative Action Plan/ SUS/ Possible TAP, Possible Expulsion or RAS	RPC/ SUS Pending Expulsion		
Assault (May Involve Police)	RPC/ Restorative Action Plan/ SUS/ Possible TAP, Possible Expulsion or RAS	RPC/ Review or Revise Restorative Action Plan/ SUS/ Possible TAP/ Possible Expulsion or RAS	RPC/ SUS Pending Expulsion	
Automobile Misuse	RPC/ Possible Restorative Action Plan May Revoke Automobile Privileges	RPC/ Restorative Action Plan/ possible SUS May Revoke Automobile Privileges	RPC/ SUS Revoke Automobile Privileges Possible TAP Enrollment in Driver's Education Class	RPC/ SUS Pending Expulsion
Battery - Student (May Involve Police)	RPC/ Restorative Action Plan/ SUS/ Possible TAP, Possible Expulsion or RAS	RPC/ Review or Revise Restorative Action Plan/ SUS/ Possible TAP/ Possible Expulsion or RAS	RPC/ SUS Pending Expulsion	
*Battery - Employee (May Involve Police)	RPC/ Restorative Action Plan/ SUS/ Possible TAP, Possible Expulsion or RAS	RPC/ SUS Pending Expulsion		
Bullying/Cyber Bullying	Follow ALL NRS 388 Guidelines on Reporting Bullying/Cyber Bullying RPC/ Restorative Action Plan/ Possible SUS School Counselor or School Social Worker	Follow ALL NRS 388 Guidelines on Reporting Bullying/Cyber Bullying RPC/ Review or Revise Restorative Action Plan/ SUS/ Possible TAP	Follow ALL NRS 388 Guidelines on Reporting Bullying/Cyber Bullying RPC/ SUS/ TAP School Counselor or School Social Worker	Follow ALL NRS 388 Guidelines on Reporting Bullying/Cyber Bullying RPC/ SUS/ TAP/ Possible Expulsion

		School Counselor or School Social Worker		
Campus Disruption (May involve police)	RPC/ Restorative Action Plan/ Possible SUS/ Possible TAP/ Possible Expulsion	RPC/ Review or Revise Restorative Action Plan/ SUS/ Possible TAP/ Possible Expulsion or RAS	RPC/ SUS Pending Expulsion	
Classroom Disruption (Minor) see last page	Classroom Progressive Discipline Parent Contact	RPC/Restorative Action Plan	RPC/Review or Revise Restorative Action Plan School Counselor	RPC School Counselor or School Social Worker Possible SUS
Classroom Disruption (Major) see last page	RPC	RPC/Restorative Action Plan Possible SUS School Counselor/Social Worker	RPC/Review or Revise Restorative Action Plan/ SUS/ Possible TAP School Counselor/Teacher	RPC/ SUS/ Possible TAP/ Possible Expulsion or RAS
Computer Misconduct	Minor – RPC/ Restorative Action Plan Major- RPC/ Restorative Action Plan/ Possible SUS/ Possible TAP/ Possible Expulsion	RPC/ SUS/ Possible Expulsion/ Possible RAS	RPC/ SUS/ Possible Expulsion/ Possible RAS	RPC/ SUS Pending Expulsion
Controlled Substance Use or Possession (May involve police)	RPC/ Restorative Action Plan (Controlled Substance)	RPC/ SUS/ Possible TAP/ Possible Expulsion School Counselor School Nurse Enrollment in Drug/Alcohol Program	RPC/ SUS /Possible TAP/ Possible Expulsion School Counselor and/or School Social Worker School Nurse	RPC/ SUS Pending Expulsion
Controlled Substance Sale and/or Distribution (Involve police)	RPC/ Restorative Action Plan/ SUS/ Possible TAP, Possible Expulsion or RAS	RPC/ SUS Pending Expulsion		
Controlled Substance Paraphernalia (May involve police)	RPC/ Possible SUS Parent/Student Administrative Conference	RPC/ SUS/ Possible TAP/ Possible Expulsion School Counselor School Nurse	RPC/ SUS /Possible TAP/ Possible Expulsion School Counselor and/or School Social Worker	RPC/ SUS Pending Expulsion

	(Controlled Substance)	Enrollment in Drug/Alcohol Program	School Nurse Enrollment in Drug/Alcohol Program	
Disorderly Conduct student profanity/ gestures towards students	RPC/ Possible Restorative Action Plan	RPC/ Restorative Action Plan	RPC/ Review or Revise Restorative Action Plan/ SUS/ Possible TAP	RPC/ SUS/ Possible TAP
Distribution of Porn	RPC/ Restorative Action Plan/ SUS/ Possible TAP/ Possible Expulsion	RPC /TAP or SUS Pending Expulsion		
Dress Code	RPC Student/ Counselor Conference	RPC Counselor/ Parent/ Student Conference - Phone call	RPC Counselor/ Parent/ Student/ Administrative Conference	RPC/ Possible SUS Parent/ Student/ Administrative Conference
Explosive Devices (Involve police)	RPC/ SUS Pending Expulsion			
Fighting Physical and/or Physical and Verbal Altercation	RPC/ Restorative Action Plan/ Possible SUS	RPC/ Review or Revise Restorative Action Plan/ SUS/ Possible TAP/ Possible Expulsion or RAS Counselor and/or School Social Worker	RPC/ SUS/ TAP or SUS Pending Expulsion Counselor and/or School Social Worker	RPC/ SUS Pending Expulsion
Fighting Verbal Altercation	RPC/ Possible Restorative Action Plan Conference with the School Counselor Possible Administrative Conference	RPC/ Restorative Action Plan/ Possible SUS	RPC/ SUS/ Possible TAP	RPC/ SUS/ TAP
Forgery (May Involve police)	RPC Possible Restorative Action Plan	RPC/ Restorative Action Plan/ Possible SUS/ Possible TAP	RPC /SUS/ Possible TAP/ Possible Expulsion	RPC/ SUS/ Possible TAP/ Possible Expulsion
Gambling	RPC/ Possible Restorative Action Plan (\$\$ involved)	RPC/ Restorative Action Plan/ SUS School Counselor	RPC/ SUS/ Possible TAP Gambling Program/ Counseling	RPC/ TAP or SUS Pending Expulsion

Gang (fighting)	RPC/ Restorative Action Plan/ SUS/ Possible TAP, Possible Expulsion or RAS	SUS Pending EXP		
Gang Activity (Involve police)	RPC/ Restorative Action Plan/ Possible SUS/ Possible TAP	SUS Pending EXP		
Habitual Disregard of School Rules	RPC/ Possible Restorative Action Plan Parent/Student/Counselor Conference	RPC/ Restorative Action Plan/ Possible SUS	RPC/ Possible SUS/ Possible TAP	RPC/ SUS/ Possible TAP/ Possible RAS
Harassment - Threats towards students Harassment - Sexual	RPC/ Restorative Action Plan Harassment Contract Major-RPC/ Restorative Action Plan/ SUS	RPC/ SUS/ Possible TAP/ Possible Expulsion	RPC/ SUS Pending Expulsion	
Immoral Conduct	RPC/ Restorative Action Plan/ SUS/ Possible TAP, Possible Expulsion or RAS	RPC/ SUS Pending Expulsion		
Incitement (May Involve police)	RPC/ Restorative Action Plan/ SUS/ Possible TAP, Possible Expulsion or RAS	RPC/ SUS/ Possible TAP/ Possible Expulsion	RPC/ SUS/ TAP or Expulsion	RPC/ SUS pending Expulsion
Insubordination/Willful Disobedience	Student/ Teacher/ Administrative Conference Possible Parent Contact – RPC	RPC/ Restorative Action Plan/ Possible SUS	RPC/ SUS/ Possible TAP	RPC/ SUS/ Possible TAP/ Possible Expulsion
Leaving Campus/Class without permission	Student/ Administrative Conference RPC - Notify parents by phone Class - Student/Teacher Conference Campus - Truancy Letter	RPC Campus - Truancy Letter	RPC/ Possible SUS Campus - Truancy Letter	RPC/ SUS / Possible TAP Campus - Truancy Letter

Loitering	Conference Student/ Staff	Conference Student/ Teacher/ Counselor/ Intervention Specialist and Parent Contact	RPC Conference Student/ Teacher /Counselor/ Parent/ Intervention Specialist	RPC Conference Student/ Teacher/ Counselor/ Parent/ Administration/ Intervention Specialist/ Possible TAP
Nuisance Items (Minor) Including use of cellular phones/communicatio n devices during instructional /school time Portable Comm. Devices	Student Conference with Teacher and/or Counselor Request nuisance item, including cell phones, be turned off and out of sight Noncompliance-Student/ Administrative Conference	Student/ Administrative Conference Administrator confiscates nuisance item, including cell phone/portable communication device RPC - Notify parents by phone	RPC Student/ Parent/ Administrative Conference Administrator confiscates nuisance item, including cell phone/portable communication device Parent/guardian to pick up nuisance item	RPC Student/ Parent/ Administrative Conference Administrator confiscates nuisance item, including cell phone/portable communication device Parent/guardian to pick up nuisance item Behavior Contract/Plan
Nuisance Items (Major)	RPC Administrator confiscates nuisance item Parent/guardian to pick up nuisance item	RPC Administrator confiscates nuisance item Confiscate until end of school year	RPC/ SUS/ Possible TAP Confiscate Item until end of school year	RPC/ SUS/ TAP Confiscate Item until end of school year
Possession of Stolen Property (under \$500) (possible police involvement)	RPC/ Restorative Action Plan/ Possible SUS	RPC/ SUS/ Possible TAP/ Possible Expulsion	RPC/ SUS Pending Expulsion	
Possession of a Weapon (non NRS) (may involve police)	RPC/ Restorative Action Plan/ SUS/ Possible TAP/ Possible Expulsion	RPC/ SUS Pending Expulsion		
Possession of a Firearm or Dangerous Weapon (NRS) (Involve police)	RPC/ SUS Pending Expulsion			
Profanity towards Employee	RPC/ Restorative Action Plan/ Possible SUS	RPC/ Possible SUS/ Possible TAP	RPC/ SUS/ Possible TAP	RPC/ SUS/ TAP
Robbery/Extortion (Involve Police)	RPC/ Restorative Action Plan/ SUS/ Possible	RPC/ SUS pending Expulsion		

	TAP, Possible Expulsion or RAS			
Scholastic Dishonesty	RPC Conference with Teacher/ Administrator	RPC Parent/ Student/ Teacher/ Counselor/ Administrative Conference	RPC/ Restorative Action Plan	RPC/ Review or Revise Restorative Action Plan
Sexual Assault (Involve police)	RPC/ SUS Pending Expulsion			
Spraying Propellants (Tear gas, pepper spray, fire extinguisher) (May Involve Police)	RPC/ Restorative Action Plan/ Possible TAP/ Possible SUS Pending Expulsion	RPC/ SUS Pending Expulsion		
Tardies	Conference Student/ Staff	Conference Student/ Teacher/ Counselor/ Intervention Specialist and Parent Contact	RPC Conference Student/ Teacher /Counselor/ Parent/ Intervention Specialist	RPC Conference Student/ Teacher/ Counselor/ Parent/ Administration/ Intervention Specialist
Threats/Verbal Abuse - Student (May Involve Police)	RPC/Restorative Action Plan/ SUS/ Possible TAP Assess the threat	RPC/ SUS/ Possible TAP/ Possible Expulsion	RPC/ SUS Pending Expulsion	
Threats - Employee (May Involve Police)	RPC/ Restorative Action Plan/ SUS/ Possible TAP, Possible Expulsion or RAS Assess the threat	RPC/ SUS Pending Expulsion		
Theft (May Involve police)	RPC/ Restorative Action Plan/ Possible SUS/ Possible TAP, Possible Expulsion or RAS	RPC/ SUS Pending Expulsion		
Tobacco (Possession and/or Use)	Conference with the counselor RPC	RPC Student/ Counselor/ Parent/ Administrative Conference	RPC Student/ Parent/ Counselor/ Administrative Conference	RPC/ Possible TAP Student/ Parent/ Counselor/ Administrative Conference

	Confiscate	Restorative Action Plan Confiscate	Confiscate Tobacco Cessation Program/ School Nurse	Confiscate
Tuancy	Phone call home from the OCS Office/Teacher of Record or Intervention Specialist	RPC Follow Intervention Notify DMV Plan-Parent Involvement <ul style="list-style-type: none"> • Teacher • Counselor • Social Worker • Intervention Specialist 	RPC Follow Intervention Plan-Parent Involvement <ul style="list-style-type: none"> • Teacher • Counselor • Social Worker • Intervention Specialist 	RPC Follow Intervention Plan-Parent Involvement <ul style="list-style-type: none"> • Teacher • Counselor • Social Worker • Intervention Specialist
Vandalism/Destruction or Defacing Property (May Involve Police)	RPC/ Restorative Action Plan/ Possible SUS/ Possible TAP, Possible Expulsion or RAS	RPC/ SUS/ Possible TAP/ Possible Expulsion	RPC/ SUS Pending Expulsion	

Minor Classroom Disruptions - Sample minor infractions may include but are not limited to:

- annoying fellow students
- being rude
- disrespectful behavior
- eating or drinking in class
- horseplay
- making derogatory comments
- not following teacher directions
- not paying attention
- off-task
- out of seat
- public display of affection
- running/playing around
- talking back
- talking loudly
- talking out of turn

Major Classroom Disruptions - Sample major infractions may include but are not limited to:

- defiance of school personnel
- disorderly conduct
- interference/obstruction with school personnel exercising assigned duties
- verbal abuse

***Battery – Employee**

If a student has committed battery of an employee of a school, the employee may appeal the plan of action based on restorative justice if (1) the employee feels that any actions taken pursuant to that plan are inappropriate; and (2) for a special education student, the Board of Trustees has reviewed the circumstances and determined that the appeal is in compliance with the Disabilities Education Act (IDEA).

The TEACH LV Board of Directors must review the circumstances and approve suspensions and expulsions of students with IEPs and students under the age of eleven (11).

Bullying and Cyber-Bullying is Prohibited in Public Schools

Bullying and Cyber-bullying: Bullying is defined as “a willful act or course of conduct on the part of one or more pupils which is not authorized by law and which exposes a pupil repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and is intended to cause and actually causes the pupil to suffer harm or serious emotional distress. Cyber-bullying is bullying through the use of electronic communication.

Bullying can take many forms, such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group, eye rolls, rude comments and sending nasty messages on a cell phone, internet or website.

OCS is committed to providing all students and employees with a safe and respectful learning environment in which persons of different beliefs, characteristics, and backgrounds can realize their full academic and personal potential. This type behavior may result in suspension/expulsion. See our website for additional information. Please refer to the Anti-Bullying Pledge that is signed upon enrollment.

Safe and Respectful Learning Environment: Bullying and Cyberbullying

I. Definitions

A. Definition of Bullying

1. Under NRS 388.122, “bullying” means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:
 - a. Have the effect of:
 - a. Physically harming a person or damaging the property of a person; or
 - (1) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or
 - b. Interfere with the rights of a person by:
 - (1) Creating an intimidating or hostile educational environment for the person; or
 - (2) Substantially interfering with the academic performance of a student or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
 - c. Are acts or conduct described in paragraph (a) or (b) and are based upon the:
 - (1) Actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person; or
 - (2) Association of a person with another person having one or more of those actual or perceived characteristics.

2. The term includes, without limitation:
 - a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of putdowns or demeaning humor regarding the actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person;
 - b. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;
 - c. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing, or disrespectful gestures;
 - d. Threats of harm to a person, to his or her possessions, or to other persons, whether such threats are transmitted verbally, electronically, or in writing;
 - e. Blackmail, extortion, or demands for protection money or involuntary loans or donations;
 - f. Blocking access to any property or facility of a school;
 - g. Stalking; and
 - h. Physically harmful contact with or injury to another person or his or her property.
- B. Under NRS 388.123, "cyberbullying" means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, "sexual image" has the meaning ascribed to it in NRS 200.737 which is any visual depiction, including, without limitation, any photograph or video of a minor simulating or engaging in sexual conduct, or of a minor as the subject of a sexual portrayal.
- C. Under NRS 388.124, "electronic communication" means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer, or any similar means of communication.
- D. A student who is a minor who knowingly and willfully transmits or distributes an image of bullying, electronically or using another means, with the intent to encourage, further, or promote bullying:
 1. For a first violation is considered a child in need of supervision, as that term is used in Title 5 the NRS.
 2. For a second or subsequent violation, commits a delinquent act, for which a court may order the detention of the minor in the same manner as if the minor had committed an act that would have been a misdemeanor if committed by an adult.

II. Reporting of Bullying and Cyberbullying

A. Students

It is the policy of TEACH LV Charter Schools to encourage students who are subjected to, witness, or overhear incidents of bullying and cyberbullying to report such incidents. Students

should report any incident(s) of bullying and cyberbullying to a teacher, counselor, or school administrator. Students are also encouraged to report knowledge of bullying and/or cyberbullying via the Nevada Department of Education Website under the Bully Free Zone that allows individuals to anonymously report unlawful activities. However, students should be aware that the Website may not be monitored after school hours, or during weekends and holidays.

Please refer to the full text of the provision of [NRS 388.121](#) to [388.1395](#) at the end of this handbook.

Rights and Responsibilities

TEACH LV Schools recognize the following:

- The primary intent of society in establishing the public schools is to provide an opportunity for learning
- The students have full rights of citizenship as delineated in the United States Constitution and its amendments
- Citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law; and
- Education is one of these citizenship rights. The liberty of the individual must be thus far limited: the student must not infringe upon the rights of others to an education.

Definitions of Rights and Responsibilities

Students at TEACH LV Charter Schools have the basic constitutional rights guaranteed to all citizens. In exercising these rights, students have a responsibility to respect the fundamental rights of all citizens. One purpose of schools is to encourage the responsible use of these rights and develop good citizenship within the framework of an educational society. The school is a community and the rules of a school are the laws of that community. To enjoy the right of citizenship in the school, students must also accept the responsibilities of citizenship.

This handbook presents the rights and responsibilities of the students in the TEACH LV Charter Schools. It has been written by the school administration and approved by the board of directors.

Right to Freedom from Discrimination Based on Race, Creed, National Origin, Sex, or Physical Disability

It is the policy of TEACH LV Charter Schools to comply with the constitutional right that no person shall be denied the benefits of an educational program on the basis of race, creed, national origin, sex, or physical disability.

If you have complaints in this regard, you are asked to notify Tim Lorenz, Superintendent of Schools, TEACH LV Charter Schools of Nevada.

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, changing grades manually or 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. 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 work 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.

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.

Parent Code of Conduct

- Parents are expected to interact with all members of the TEACH LV community (students, staff, and other parents) with respect and courtesy at all times
- Parents are expected to follow TEACH LV parent responsibilities and expectations while on campus or interacting with the TEACH LV community.
- Parents are guests on our campus. All guests must enter the school through a school office and follow all identification and badging procedures for the safety of the school community.
- Failure to meet these expectations will result in an administrative conference and:
 - o the school may feel it necessary to contact the appropriate authorities and if necessary, ban the offending parent from entering the school grounds, or
 - o if creating educational barriers, may result in the ultimate withdrawal of the student from TEACH LV Charter Schools

ACCEPTABLE USE POLICY

Prior to receiving access to TEACH LV Charter School's network resources, students, parents, and educators must read the Acceptable Use Policy and submit a completed Network Access Form to the appropriate administrator or designee.

ACCEPTABLE USE POLICY (AUP)

The purpose of TEACH LV Charter School's (OCS) Acceptable Use Policy is to be certain that the school's staff, students and families have appropriate and productive communications with electronic communities around the world. This policy includes all email and Internet services and all Internet service providers when used in association with OCS.

The electronic resources provided by OCS can only be used to promote the purpose, mission, and goals of the school. These resources are provided to facilitate access to information and resources, promote educational excellence, and enhance communication between OCS and the community.

The Internet is a network connecting thousands of computers throughout the world. The Internet can bring a wealth of educational material to the user, but may also contain material that is objectionable. OCS filters web sites believed to be inappropriate for students. However, OCS cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parent(s) and or guardian(s) must consider this limitation when allowing their children access to the internet either at school or at home.

TERMS AND CONDITIONS

A. Access to District Network and Resources

1. Staff, students, and members of the community may be given access to the OCS computer network. This access, including account and password, must not be shared, assigned, or transferred to another individual.
2. Access to OCS's computer network resources may be suspended or terminated if terms and conditions of the AUP are violated. Prior to a termination of access to OCS's computer network resources, the user will be informed of the suspected violation and given an opportunity to present an explanation. The user may request a review hearing with the Executive Director within seven (7) days of notification if the user feels that such action is unjust. After the review, access may be terminated if the Executive Director denies the appeal.
3. Upon entrance to OCS, a student must complete a Network Access Form that is signed by the legal parent and/or guardian before access is granted to OCS's computer network resources. Student signature is mandatory for grades 6 through 8 only.

B. System Security

1. Computer users may not run applications or files that create a security risk to OCS's computer network resources. If users identify a security problem, they must notify appropriate administrators immediately.
2. Any user reasonably deemed to be a security risk, or discovered to have a proven history of problems with other computer networks, may be denied access to OCS's computer network resources.
3. Users should immediately notify a teacher or school administrator if they believe that someone has obtained unauthorized access to their private account.

C. Respecting Resource Limits

1. Staff, students, and community members will not use the school's technology services to post chain letters or engage in spamming. Spamming is sending messages to a large number of people, or sending a large number of messages to a single person, with the intent of annoying users or to interrupt the system.

D. Illegal Activities

1. OCS cooperates fully with local, state or federal officials in any investigation related to illegal activities
2. It is prohibited to utilize OCS's technology services to sell or purchase goods and services without prior approval of the appropriate administrator.
3. Attempting to gain unauthorized access to OCS's network resources or go beyond authorized access is prohibited. This includes attempting to log in through another person's account or accessing another person's files.
4. Vandalism will result in cancellation of privileges to OCS's computer network resources and may result in suspension from school. Vandalism is defined as any malicious attempt to harm or destroy data or equipment on any computer network.
5. It is prohibited to use OCS's computer network resources with the intent of denying others access to the system.
6. Advertising will be permitted on OCS's computer network resources only with the prior approval of the appropriate administrator.

E. Intellectual Property (Copyright)

1. No copyrighted material is to be placed on TEACH computer network resources without written permission from the copyright owner.
2. All users of TEACH network resources must agree not to submit, publish, or display any type of material that violates this AUP.

F. Language

1. Polite and appropriate language is expected at all times. Abusive messages are prohibited.
2. Harassment is prohibited. Harassment is conduct which is sufficiently severe, persistent, or pervasive that it adversely affects, or has the purpose, or logical consequences, of interfering with a user's educational program, or creates an intimidating, hostile, or offensive environment. Behavior that continues after an individual is informed of its offensiveness may constitute evidence of intent to harass. If told by a person to stop sending messages, the sender must stop.

G. Liability

1. OCS does not warrant the functions or services performed by TEACH computer network resources. Resources are provided on an "as is, as available" basis.
2. Opinions, advice, services, and all other information supplied by third parties are for informational purposes only. It is not guaranteed to be correct. Users are urged to seek professional advice for specific individual situations.

H. Electronic Mail and Real-Time Conferencing

1. It is not the intention of the system administrators to inspect or disclose the contents of electronic mail or computer files sent by one user to another, without consent from either party, unless required to do so by OCS, local, state, or federal officials. Electronic mail is not private. As with written communications, users should recognize there is no expectation of privacy for electronic mail.
2. Users are expected to remove email messages in a timely manner.
3. All users must promptly report inappropriate messages received to a teacher, supervisor, or the system administrators.
4. Students should not reveal personal information such as addresses, phone numbers, passwords, or financial information to others. If student work is identified, only the first

name, grade, and school should be listed. Private information may not be posted about another person.

5. A cancelled account will not retain electronic mail.
6. The system administrators reserve the right to terminate access to TEACH' computer network resources if this AUP is violated while using real time chat features, including video conferencing.

Internet Safety

Follow these 10 tips to instill a safe Internet routine at home.

1. Excite your student with the positive side of cyberspace and the ease of information. They can learn anything and everything - the Internet is not just You Tube, social media, and homework.
2. Manage your browser settings, allowing you to choose what content is viewable to your child.
3. Discuss the dangers of predators on the Internet with your student, as well as the danger of putting personal information on the Internet.
4. Discuss a set of rules for use of the Internet, which may include asking permission before using the computer, a time limit of usage, off limits times of day, sharing passwords, etc.
5. Discuss the threat of viruses and clicking on things if they are unsure or unfamiliar.
6. Talk to your student about Internet usage when at other houses or away from home.

7. Remember that the danger is not just on your PC, laptop and tablet. The Internet is at their fingertips – on their phone or yours!
8. Check your student's Internet history often. If you don't know what something is, click on it.
9. Always be aware of your student's involvement, access and behavior on social media outlets as well as email. Discuss things to talk about in the future and now. Discuss the permanency of things on the Internet and how you can't take it back, legal issues, pictures, etc.
10. Encourage conversation with your student if they have a questions or concern about something they saw on the Internet.

SUCCESS STRATEGIES

Parent Tips

TEACH LV is unique in that parents assume the responsibility of a partnership with licensed teachers in the education of the student. The parent's role is critical for the success of the student. We recommend that you strive throughout the year to attain the following skills:

- Develop basic computer skills and prepare for the “21st Century glitches.” What steps will you take if your computer goes down? Have a practical plan in place.
- Become familiar with the Internet to find websites that will support your student's lessons.
- Be able to print out necessary materials. If you do not have a printer, you may print out materials at your local library for a small fee.
- Regularly utilize the library and other community resources.
- Ensure that your student actively participates in school activities and programs.
- Adhere to school requirements and procedures to ensure that both you and your student's experiences on campus are successful.
- If additional school days are required, make certain your student is in attendance. The school provides many valuable resources that are intended to promote development or strengthen skills (schedules TBA).
- Build relationships with our teachers. Share ideas openly, discuss difficulties, and use all of the tools made available to you.
- Always encourage your student.
- Do not be afraid to make mistakes.

Successful Strategies for Effective Communication: Resolving Differences So Everyone Wins

Communication plays a critical role in education, especially in a school environment where email and the telephone are used more frequently than face-to-face meetings. The success of our program is often attributed to effective communication between the teacher, the students and the parents.

Those who have been most successful in our school point to several strategies that worked for them. With the additional help of our counselor, we are able to offer the following list of guidelines for making your year a year in which EVERYONE WINS!

1. Accept and respect that individual opinions may differ. Work to develop common agreement.
2. Communicate assertively, not aggressively.
3. Focus on the issue, not your position about the issue.
4. Give others an opportunity to express themselves without jumping to conclusions or making assumptions about what they are feeling or thinking.
5. Review the situation as one where no one has to win and no one has to lose. Work toward a solution where both parties can have some of their needs met.
6. Listen without interrupting; ask for feedback if needed to assure a clear understanding of the issue.
7. Thank the person for listening to you.
8. Stay in the present.
9. Take time to cool off should you find yourself becoming angry or annoyed; send the email or make the phone call once you have regained control.
10. Work through the problem. It is best to start with a compliment.

Remember the goal is that all parties want what is best for the student.

For additional suggestions or further resources please contact the school counselor.

Public Concern Process

All parents are encouraged to discuss any concerns to the Executive Director.

NEVADA REVISED STATUTES

NRS 392.040 Attendance required for child between 7 and 18 years of age; minimum age required for kindergarten and first grade; waiver from attendance available for child 6 years of age; developmental screening test required to determine placement of certain children. Except as otherwise provided by law, each parent, custodial parent, guardian or other person in the State of Nevada having control or charge of any child between the ages of 7 and 18 years shall send the child to a public school during all the time the public school is in session in the school district in which the child resides unless the child has graduated from high school.

NRS 392.122 Minimum attendance requirements; school district authorized to exempt medical absences from requirements; notice and opportunity for parent to review absences before credit or promotion is denied; information to parents concerning duty to comply.

1. The board of trustees of each school district shall prescribe a minimum number of days that a pupil who is subject to compulsory attendance and enrolled in a school in the district must be in attendance for the pupil to obtain credit or to be promoted to the next higher grade. The board of trustees of a school district may adopt a policy prescribing a minimum number of days that a pupil who is enrolled in kindergarten or first grade in the school district must be in attendance for the pupil to obtain credit or to be promoted to the next higher grade.
2. For the purposes of this section, the days on which a pupil is not in attendance because the pupil is absent for up to 10 days within 1 school year with the approval of the teacher or principal of the school pursuant to [NRS 392.130](#), must be credited towards the required days of attendance if the pupil has completed course-work requirements. If the board of trustees of a school district has adopted a policy pursuant to subsection 5, the 10-day limitation on absences does not apply to absences that are excused pursuant to that policy.
3. Except as otherwise provided in subsection 5, before a pupil is denied credit or promotion to the next higher grade for failure to comply with the attendance requirements prescribed pursuant to subsection 1, the principal of the school in which the pupil is enrolled or his designee shall provide written notice of the intended denial to the parent or legal guardian of the pupil. The notice must include a statement indicating that the pupil and his parent or legal guardian may request a review of the absences of the pupil and a statement of the procedure for requesting such a review. Upon the request for a review by the pupil and his parent or legal guardian, the principal or his designee shall review the reason for each absence of the pupil upon which the intended denial of credit or promotion is based. After the review, the principal or his designee shall credit towards the required days of attendance each day of absence for which:
 - a. There is evidence or a written affirmation by the parent or legal guardian of the pupil that the pupil was physically or mentally unable to attend school on the day of the absence; and
 - b. The pupil has completed course-work requirements.

NRS 392.130 Conditions under which pupil deemed truant; approval required for absence; notice of unapproved absence to parent; applicability.

1. Within the meaning of this chapter, a pupil shall be deemed a truant who is absent from school without the written approval of his teacher or the principal of the school, unless the pupil is physically or mentally unable to attend school. The teacher or principal shall give his written approval for a pupil to be absent if an emergency exists or upon the request of a parent or legal guardian of the pupil. Before a pupil may attend or otherwise participate in school activities outside the classroom during regular classroom hours, he must receive the approval of the teacher or principal.
2. An unapproved absence for at least one period, or the equivalent of one period for the school, of a school day may be deemed truancy for the purposes of this section.
3. If a pupil is physically or mentally unable to attend school, the parent or legal guardian or other person having control or charge of the pupil shall notify the teacher or principal of the school orally or in writing, in accordance with the policy established by the board of trustees of the school district, within 3 days after the pupil returns to school.
4. An absence which has not been approved pursuant to subsection 1 or 3 shall be deemed an unapproved absence. In the event of an unapproved absence, the teacher, attendance officer or other school official shall deliver or cause to be delivered a written notice of truancy to the parent, legal guardian or other person having control or charge of the child. The written notice must be delivered to the parent, legal guardian or other person who has control of the child. The written notice must inform the parents or legal guardian of such absences in a form specified by the Department.
5. The provisions of this section apply to all pupils who are required to attend school pursuant to [NRS 392.040](#).
6. As used in this section, "physically or mentally unable to attend" does not include a physical or mental condition for which a pupil is excused pursuant to [NRS 392.050](#).

NRS 392.140 Conditions under which pupil declared habitual truant; applicability.

1. Any child who has been declared truant three or more times within one school year must be declared a habitual truant.
2. Any child who has once been declared a habitual truant and who in an immediately succeeding year is absent from school without the written:

a. Approval of his teacher or the principal of the school pursuant to subsection 1 of [NRS 392.130](#); or

b. Notice of his parent or legal guardian or other person who has control or charge over the pupil pursuant to subsection 3 of [NRS 392.130](#), may again be declared a habitual truant.

3. The provisions of this section apply to all pupils who are required to attend school pursuant to [NRS 392.040](#).

NRS 392.144 Duties of school if pupil is truant; reporting of habitual truant to law enforcement or referral to advisory board.

1. If a pupil has one or more unapproved absences from school, the school in which the pupil is enrolled shall take reasonable actions designed, as applicable, to encourage, enable or convince the pupil to attend school.
2. If a pupil is a habitual truant pursuant to [NRS 392.140](#), the principal of the school shall:
 - a.** Report the pupil to a school police officer or to the local law enforcement agency for investigation and issuance of a citation, if warranted, in accordance with [NRS 392.149](#); or
 - b.** If the parent or legal guardian of a pupil has signed a written consent pursuant to subsection 4, submit a written referral of the pupil to the advisory board to review school attendance in the county in accordance with [NRS 392.146](#).
3. The board of trustees of each school district shall adopt criteria to determine whether the principal of a school shall report a pupil to a school police officer or law enforcement agency pursuant to paragraph (a) of subsection 2 or refer a pupil to an advisory board to review school attendance pursuant to paragraph (b) of subsection 2.
4. If the principal of a school makes an initial determination to submit a written referral of a pupil to the advisory board to review school attendance, the principal shall notify the parent or legal guardian of the pupil and request the parent or legal guardian to sign a written consent that authorizes the school and, if applicable, the school district to release the records of the pupil to the advisory board to the extent that such release is necessary for the advisory board to carry out its duties pursuant to [NRS 392.146](#) and [392.147](#). The written consent must comply with the applicable requirements of 20 U.S.C. § 1232g(b) and 34 C.F.R. Part 99. If the parent or legal guardian refuses to sign the consent, the principal shall report the pupil to a school police officer or to a local law enforcement agency pursuant to paragraph (a) of subsection 2.

NRS 392.210 Penalty for failure of parent, guardian or custodian of child to prevent subsequent truancy; limitation for providers of foster care.

1. Except as otherwise provided in subsection 2, a parent, guardian or other person who has control or charge of any child and to whom notice has been given of the child's truancy as provided in [NRS 392.130](#) and [392.140](#), and who fails to prevent the child's subsequent truancy within that school year, is guilty of a misdemeanor.
2. A person who is licensed pursuant to [NRS 424.030](#) to conduct a family foster home, a specialized foster home or a group foster home is liable pursuant to subsection 1 for a child in his or her foster care only if the person has received notice of the truancy of the child as provided in [NRS 392.130](#) and [392.140](#), and negligently fails to prevent the subsequent truancy of the child within that school year.

NRS 392.215 False statement concerning age or attendance; false birth certificate or record of attendance; refusal to furnish documents; penalty. Any parent, guardian or other person who, with intent to deceive under [NRS 392.040](#) to [392.110](#), inclusive, or [392.130](#) to [392.165](#), inclusive:

- a.** Makes a false statement concerning the age or attendance at school;
- b.** Presents a false birth certificate or record of attendance at school; or
- c.** Refuses to furnish a suitable identifying document, record of attendance at school or proof of change of name, upon request by a local law enforcement agency conducting an investigation in response to notification pursuant to subsection 4 of [NRS 392.165](#), of a child under 18 years of age who is under his or her control or charge, is guilty of a misdemeanor.

NRS 392.220 Penalty for abetting truancy; unlawful employment of child absent from school; visitation of place of employment by school officer or attendance clerk to verify compliance.

1. Any person, including, without limitation, a parent or legal guardian of a child, who knowingly induces or attempts to induce any child to be absent from school unlawfully, including, without limitation, requiring the child to provide care for a sibling while school is in session, or who knowingly employs or harbors, while school is in session, any child absent unlawfully from school, is guilty of a misdemeanor.
2. The attendance officer for the school district, an attendance clerk or any other school officer is empowered to visit any place or establishment where minor children are employed to ascertain whether the provisions of this title of NRS are complied with fully, and may demand from all employers of such children a list of children employed, with their names and ages.

Bullying and Cyber-Bullying Is Prohibited in Public Schools

NRS 388.122 "Bullying" defined.

1. "Bullying" means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:

(a) Have the effect of:

(1) Physically harming a person or damaging the property of a person; or

(2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person;

(b) Interfere with the rights of a person by:

(1) Creating an intimidating or hostile educational environment for the person; or

(2) Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or

(c) Are acts or conduct described in paragraph (a) or (b) and are based upon the:

(1) Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or

(2) Association of a person with another person having one or more of those actual or perceived characteristics.

2. The term includes, without limitation:

(a) Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;

(b) Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;

(c) Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;

(d) Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;

(e) Blackmail, extortion or demands for protection money or involuntary loans or donations;

(f) Blocking access to any property or facility of a school;

(g) Stalking; and

(h) Physically harmful contact with or injury to another person or his or her property.

(Added to NRS by [2009, 687](#); A [2011, 2245](#); [2013, 1655, 2138](#); [2015, 411](#))

NRS 388.123 "Cyber-bullying" defined. "Cyber-bullying" means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, "sexual image" has the meaning ascribed to it in [NRS 200.737](#).

(Added to NRS by [2009, 687](#); A [2011, 1062](#))

NRS 388.124 "Electronic communication" defined. "Electronic communication" means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

(Added to NRS by [2009.687](#))

NRS 388.132 Legislative declaration concerning safe and respectful learning environment. The Legislature declares that:

1. Pupils are the most vital resource to the future of this State;
2. A learning environment that is safe and respectful is essential for the pupils enrolled in the public schools in this State and is necessary for those pupils to achieve academic success and meet this State's high academic standards;
3. Every classroom, hallway, locker room, cafeteria, restroom, gymnasium, playground, athletic field, school bus, parking lot and other areas on the premises of a public school in this State must be maintained as a safe and respectful learning environment, and no form of bullying or cyber-bullying will be tolerated within the system of public education in this State;
4. Any form of bullying or cyber-bullying seriously interferes with the ability of teachers to teach in the classroom and the ability of pupils to learn;
5. The use of the Internet by pupils in a manner that is ethical, safe and secure is essential to a safe and respectful learning environment and is essential for the successful use of technology;
6. It will ensure that:
 - (a) The public schools in this State provide a safe and respectful learning environment in which persons of differing beliefs, races, colors, national origins, ancestries, religions, gender identities or expressions, sexual orientations, physical or mental disabilities, sexes or any other distinguishing characteristics or backgrounds can realize their full academic and personal potential;
 - (b) All administrators, principals, teachers and other personnel of the school districts and public schools in this State demonstrate appropriate and professional behavior on the premises of any public school by treating other persons, including, without limitation, pupils, with civility and respect, by refusing to tolerate bullying and cyber-bullying, and by taking immediate action to protect a victim or target of bullying or cyber-bullying when witnessing, overhearing or being notified that bullying or cyber-bullying is occurring or has occurred;
 - (c) The quality of instruction is not negatively impacted by poor attitudes or interactions among administrators, principals, teachers, coaches or other personnel of a school district;
 - (d) All persons in public schools are entitled to maintain their own beliefs and to respectfully disagree without resorting to bullying, cyber-bullying or violence; and
 - (e) Any teacher, administrator, principal, coach or other staff member or pupil who tolerates or engages in an act of bullying or cyber-bullying or violates a provision of [NRS 388.121](#) to [388.1395](#), inclusive, regarding a response to bullying or cyber-bullying will be held accountable; and
7. By declaring this mandate that the public schools in this State provide a safe and respectful learning environment, the Legislature is not advocating or requiring the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but is requiring that pupils be free from physical, emotional or mental abuse while in the care of the State and that pupils be provided with an environment that allows them to learn.

(Added to NRS by [2001.1929](#); A [2005.705](#); [2009.687](#); [2013.1655](#); [2015.412](#), [881](#))

NRS 388.1321 Legislative declaration concerning duty of board of trustees, administrators and teachers to create and provide safe and respectful learning environment; authority of parent or guardian of pupil to petition court to compel performance of duty; remedy not exclusive.

1. The Legislature hereby declares that the members of a board of trustees and all administrators and teachers of a school district have a duty to create and provide a safe and respectful learning environment for all pupils that is free of bullying and cyber-bullying.
2. A parent or guardian of a pupil of the public school system of this State may petition a court of competent jurisdiction for a writ of mandamus to compel the performance of any duty imposed by the provisions of [NRS 388.121](#) to [388.1395](#), inclusive.
3. Nothing in this section shall be deemed to preclude a parent or guardian of a pupil of the public school system of this State from seeking any remedy available at law or in equity.

(Added to NRS by [2015.410](#))

NRS 388.1323 Office for a Safe and Respectful Learning Environment: Creation; appointment and duties of Director.

1. The Office for a Safe and Respectful Learning Environment is hereby created within the Department.
2. The Superintendent of Public Instruction shall appoint a Director of the Office, who shall serve at the pleasure of the Superintendent.
3. The Director of the Office shall ensure that the Office:

(a) Maintains a 24-hour, toll-free statewide hotline and Internet website by which any person can report a violation of the provisions of [NRS 388.121](#) to [388.1395](#), inclusive, and obtain information about anti-bullying efforts and organizations; and

(b) Provides outreach and anti-bullying education and training for pupils, parents and guardians, teachers, administrators, principals, coaches and other staff members and the members of a board of trustees of a school district. The outreach and training must include, without limitation:

(1) Training regarding methods, procedures and practice for recognizing bullying and cyber-bullying behaviors;

(2) Training regarding effective intervention and remediation strategies regarding bullying and cyber-bullying;

(3) Training regarding methods for reporting violations of [NRS 388.135](#); and

(4) Information on and referral to available resources regarding suicide prevention and the relationship between bullying or cyber-bullying and suicide.

4. The Director of the Office shall establish procedures by which the Office may receive reports of bullying and cyber-bullying and complaints regarding violations of the provisions of [NRS 388.121](#) to [388.1395](#), inclusive.

5. The Director of the Office or his or her designee shall investigate any complaint that a teacher, administrator, principal, coach or other staff member or member of a board of trustees of a school district has violated a provision of [NRS 388.121](#) to [388.1395](#), inclusive. If a complaint alleges criminal conduct or an investigation leads the Director of the Office or his or her designee to suspect criminal conduct, the Director of the Office may request assistance from the Investigation Division of the Department of Public Safety.

(Added to NRS by [2015, 410](#))

NRS 388.1325 Bullying Prevention Account: Creation; acceptance of gifts and grants; credit of interest and income; authorized uses by school district that receives grant.

1. The Bullying Prevention Account is hereby created in the State General Fund, to be administered by the Director of the Office for a Safe and Respectful Learning Environment appointed pursuant to [NRS 388.1323](#). The Director of the Office may accept gifts and grants from any source for deposit into the Account. The interest and income earned on the money in the Account must be credited to the Account.

2. In accordance with the regulations adopted by the State Board pursuant to [NRS 388.1327](#), a school district that applies for and receives a grant of money from the Bullying Prevention Account shall use the money for one or more of the following purposes:

(a) The establishment of programs to create a school environment that is free from bullying and cyber-bullying;

(b) The provision of training on the policies adopted by the school district pursuant to [NRS 388.134](#) and the provisions of [NRS 388.121](#) to [388.1395](#), inclusive; or

(c) The development and implementation of procedures by which the public schools of the school district and the pupils enrolled in those schools can discuss the policies adopted pursuant to [NRS 388.134](#) and the provisions of [NRS 388.121](#) to [388.1395](#), inclusive.

(Added to NRS by [2011, 2242](#); A [2013, 1655, 2755](#); [2015, 413](#))

NRS 388.1327 Regulations. The State Board shall adopt regulations:

1. Establishing the process whereby school districts may apply to the State Board for a grant of money from the Bullying Prevention Account pursuant to [NRS 388.1325](#).

2. As are necessary to carry out the provisions of [NRS 388.121](#) to [388.1395](#), inclusive.

(Added to NRS by [2011, 2244](#); A [2013, 2755](#); [2015, 413](#))

Policies; Informational Pamphlet; Program of Training

NRS 388.133 Policy by Department concerning safe and respectful learning environment.

1. The Department shall, in consultation with the boards of trustees of school districts, educational personnel, local associations and organizations of parents whose children are enrolled in public schools throughout this State, and individual parents and legal guardians whose children are enrolled in public schools throughout this State, prescribe by regulation a policy for all school districts and public schools to provide a safe and respectful learning environment that is free of bullying and cyber-bullying.

2. The policy must include, without limitation:

(a) Requirements and methods for reporting violations of [NRS 388.135](#), including, without limitation, violations among teachers and violations between teachers and administrators, principals, coaches and other personnel of a school district; and

(b) A policy for use by school districts to train members of the board of trustees and all administrators, principals, teachers and all other personnel employed by the board of trustees of a school district. The policy must include, without limitation:

(1) Training in the appropriate methods to facilitate positive human relations among pupils by eliminating the use of bullying and cyber-bullying so that pupils may realize their full academic and personal potential;

(2) Training in methods to prevent, identify and report incidents of bullying and cyber-bullying;

(3) Methods to promote a positive learning environment;

(4) Methods to improve the school environment in a manner that will facilitate positive human relations among pupils; and

(5) Methods to teach skills to pupils so that the pupils are able to replace inappropriate behavior with positive behavior.

(Added to NRS by [2005, 704](#); A [2009, 687](#); [2013, 1656, 2138](#); [2015, 881](#))

NRS 388.134 Policy by school districts for provision of safe and respectful learning environment and policy for ethical, safe and secure use of computers; provision of training to board of trustees and school personnel; posting of policies on Internet website; annual review and update of policies. The board of trustees of each school district shall:

1. Adopt the policy prescribed pursuant to [NRS 388.133](#) and the policy prescribed pursuant to subsection 2 of [NRS 389.520](#). The board of trustees may adopt an expanded policy for one or both of the policies if each expanded policy complies with the policy prescribed pursuant to [NRS 388.133](#) or pursuant to subsection 2 of [NRS 389.520](#), as applicable.

2. Provide for the appropriate training of members of the board of trustees and all administrators, principals, teachers and all other personnel employed by the board of trustees in accordance with the policies prescribed pursuant to [NRS 388.133](#) and pursuant to subsection 2 of [NRS 389.520](#). For members of the board of trustees who have not previously been elected or appointed to the board of trustees or for employees of the school district who have not previously been employed by the district, the training required by this subsection must be provided within 180 days after the member begins his or her term of office or after the employee begins his or her employment, as applicable.

3. Post the policies adopted pursuant to subsection 1 on the Internet website maintained by the school district.

4. Ensure that the parents and legal guardians of pupils enrolled in the school district have sufficient information concerning the availability of the policies, including, without limitation, information that describes how to access the policies on the Internet website maintained by the school district. Upon the request of a parent or legal guardian, the school district shall provide the parent or legal guardian with a written copy of the policies.

5. Review the policies adopted pursuant to subsection 1 on an annual basis and update the policies if necessary. If the board of trustees of a school district updates the policies, the board of trustees must submit a copy of the updated policies to the Department within 30 days after the update.

(Added to NRS by [2005, 705](#); A [2009, 688](#); [2011, 2245](#); [2013, 2138](#))

NRS 388.1341 Development of informational pamphlet by Department; annual review and update; posting on Internet website; development of tutorial.

1. The Department, in consultation with persons who possess knowledge and expertise in bullying and cyber-bullying, shall, to the extent money is available, develop an informational pamphlet to assist pupils and the parents or legal guardians of pupils enrolled in the public schools in this State in resolving incidents of bullying or cyber-bullying. If developed, the pamphlet must include, without limitation:

(a) A summary of the policy prescribed by the Department pursuant to [NRS 388.133](#) and the provisions of [NRS 388.121](#) to [388.1395](#), inclusive;

(b) A description of practices which have proven effective in preventing and resolving violations of [NRS 388.135](#) in schools, which must include, without limitation, methods to identify and assist pupils who are at risk for bullying and cyber-bullying; and

(c) An explanation that the parent or legal guardian of a pupil who is involved in a reported violation of [NRS 388.135](#) may request an appeal of a disciplinary decision made against the pupil as a result of the violation, in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district.

2. If the Department develops a pamphlet pursuant to subsection 1, the Department shall review the pamphlet on an annual basis and make such revisions to the pamphlet as the Department determines are necessary to ensure the pamphlet contains current information.

3. If the Department develops a pamphlet pursuant to subsection 1, the Department shall post a copy of the pamphlet on the Internet website maintained by the Department.

4. To the extent the money is available, the Department shall develop a tutorial which must be made available on the Internet website maintained by the Department that includes, without limitation, the information contained in the pamphlet developed pursuant to subsection 1, if such a pamphlet is developed by the Department.

(Added to NRS by [2011, 2241](#); A [2013, 1656](#); [2015, 414](#))

NRS 388.1342 Establishment of programs of training by Department; completion of program by members of State Board of Education and boards of trustees; completion of program by administrators in prevention of and appropriate responses to violence and suicide; annual review and update.

1. The Department, in consultation with persons who possess knowledge and expertise in bullying and cyber-bullying, shall:

(a) Establish a program of training on methods to prevent, identify and report incidents of bullying and cyber-bullying for members of the State Board.

(b) Establish a program of training on methods to prevent, identify and report incidents of bullying and cyber-bullying for members of the boards of trustees of school districts.

(c) Establish a program of training for school district and charter school personnel to assist those persons with carrying out their powers and duties pursuant to [NRS 388.121](#) to [388.1395](#), inclusive.

(d) Establish a program of training for administrators in the prevention of violence and suicide associated with bullying and cyber-bullying and appropriate methods to respond to incidents of violence or suicide.

2. Each member of the State Board shall, within 1 year after the member is elected or appointed to the State Board, complete the program of training on bullying and cyber-bullying established pursuant to paragraph (a) of subsection 1 and undergo the training at least one additional time while the person is a member of the State Board.

3. Except as otherwise provided in [NRS 388.134](#), each member of a board of trustees of a school district shall, within 1 year after the member is elected or appointed to the board of trustees, complete the program of training on bullying and cyber-bullying established pursuant to paragraph (b) of subsection 1 and undergo the training at least one additional time while the person is a member of the board of trustees.

4. Each administrator of a public school shall complete the program of training established pursuant to paragraph (d) of subsection 1:

(a) Within 90 days after becoming an administrator;

(b) Except as otherwise provided in paragraph (c), at least once every 3 years thereafter; and

(c) At least once during any school year within which the program of training is revised or updated.

5. Each program of training established pursuant to subsection 1 must, to the extent money is available, be made available on the Internet website maintained by the Department or through another provider on the Internet.

6. The board of trustees of a school district may allow school district personnel to attend the program established pursuant to paragraph (c) or (d) of subsection 1 during regular school hours.

7. The Department shall review each program of training established pursuant to subsection 1 on an annual basis to ensure that the program contains current information.

(Added to NRS by [2011, 2242](#); A [2013, 1657, 2139](#); [2015, 414](#))

School Safety Team

NRS 388.1343 Establishment by principal of each school; duties of principal. The principal of each public school or his or her designee shall:

1. Establish a school safety team to develop, foster and maintain a school environment which is free from bullying and cyber-bullying;
2. Conduct investigations of violations of [NRS 388.135](#) occurring at the school; and
3. Collaborate with the board of trustees of the school district and the school safety team to prevent, identify and address reported violations of [NRS 388.135](#) at the school.

(Added to NRS by [2011, 2243](#); A [2013, 1658](#))

NRS 388.1344 Membership; chair; duties.

1. Each school safety team established pursuant to [NRS 388.1343](#) must consist of the principal or his or her designee and the following persons appointed by the principal:

- (a) A school counselor;
- (b) At least one teacher who teaches at the school;
- (c) At least one parent or legal guardian of a pupil enrolled in the school; and
- (d) Any other persons appointed by the principal.

2. The principal or his or her designee shall serve as the chair of the school safety team.

3. The school safety team shall:

- (a) Meet at least two times each year;
- (b) Identify and address patterns of bullying or cyber-bullying;
- (c) Review and strengthen school policies to prevent and address bullying or cyber-bullying;
- (d) Provide information to school personnel, pupils enrolled in the school and parents and legal guardians of pupils enrolled in the school on methods to address bullying and cyber-bullying; and
- (e) To the extent money is available, participate in any training conducted by the school district regarding bullying and cyber-bullying.

(Added to NRS by [2011, 2243](#); A [2013, 1658](#))

Prohibition of Bullying and Cyber-Bullying; Reporting and Investigation of Violations

NRS 388.135 Bullying and cyber-bullying prohibited. A member of the board of trustees of a school district, any employee of the board of trustees, including, without limitation, an administrator, principal, teacher or other staff member, a member of a club or organization which uses the facilities of any public school, regardless of whether the club or organization has any connection to the school, or any pupil shall not engage in bullying or cyber-bullying on the premises of any public school, at an activity sponsored by a public school or on any school bus.

(Added to NRS by [2001, 1929](#); A [2009, 688](#); [2013, 1658](#))

NRS 388.1351 Staff member required to report violation to principal; required actions and investigation; notification to parent or guardian; written report of findings and conclusions of investigation; follow-up with victim; list of resources to be provided to parent or guardian; appeal of disciplinary action.

1. A teacher, administrator, principal, coach or other staff member who witnesses a violation of [NRS 388.135](#) or receives information that a violation of [NRS 388.135](#) has occurred shall report the violation to the principal or his or her designee as soon as practicable, but not later than a time during the same day on which the teacher, administrator, principal, coach or other staff member witnessed the violation or received information regarding the occurrence of a violation.

2. Upon receiving a report required by subsection 1, the principal or designee shall immediately take any necessary action to stop the bullying or cyber-bullying and ensure the safety and well-being of the reported victim or victims of the bullying or cyber-bullying and shall begin an investigation into the report. The investigation must include, without limitation:

(a) Except as otherwise provided in subsection 3, notification provided by telephone, electronic mail or other electronic means or provided in person, of the parents or guardians of all pupils directly involved in the reported bullying or cyber-bullying, as applicable, either as a reported aggressor or a reported victim of the bullying or cyber-bullying. The notification must be provided not later than:

(1) If the bullying or cyber-bullying is reported before the end of school hours on a school day, 6 p.m. on the day on which the bullying or cyber-bullying is reported; or

(2) If the bullying or cyber-bullying was reported on a day that is not a school day, or after school hours on a school day, 6 p.m. on the school day following the day on which the bullying or cyber-bullying is reported.

(b) Interviews with all pupils whose parents or guardians must be notified pursuant to paragraph (a) and with all such parents and guardians.

3. If the contact information for the parent or guardian of a pupil in the records of the school is not correct, a good faith effort to notify the parent or guardian shall be deemed sufficient to meet the requirement for notification pursuant to paragraph (a) of subsection 2.

4. Except as otherwise provided in this subsection, an investigation required by this section must be completed not later than 2 school days after the principal or designee receives a report required by subsection 1. If the principal or designee is not able to complete the interviews required by paragraph (b) of subsection 2 within 2 school days after making a good faith effort because any of the persons to be interviewed is not available, 1 additional school day may be used to complete the investigation.

5. A principal or designee who conducts an investigation required by this section shall complete a written report of the findings and conclusions of the investigation. If a violation is found to have occurred, the report must include recommendations concerning the imposition of disciplinary action or other measures to be imposed as a result of the violation, in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district. Subject to the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, and any regulations adopted pursuant thereto, the report must be made available, not later than 24 hours after the completion of the written report, to all parents or guardians who must be notified pursuant to paragraph (a) of subsection 2 as part of the investigation.

6. Not later than 10 school days after receiving a report required by subsection 1, the principal or designee shall meet with each reported victim of the bullying or cyber-bullying to inquire about the well-being of the reported victim and to ensure that the reported bullying or cyber-bullying, as applicable, is not continuing.

7. To the extent that information is available, the principal or his or her designee shall provide a list of any resources that may be available in the community to assist a pupil to each parent or guardian of a pupil to whom notice was provided pursuant to this section as soon as practicable. Such a list may include, without limitation, resources available at no charge or at a reduced cost. If such a list is provided, the principal, his or her designee, or any employee of the school or the school district is not responsible for providing such resources to the pupil or ensuring the pupil receives such resources.

8. The parent or guardian of a pupil involved in the reported violation of [NRS 388.135](#) may appeal a disciplinary decision of the principal or his or her designee, made against the pupil as a result of the violation, in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district. Not later than 30 days after receiving a response provided in accordance with such a policy, the parent or guardian may submit a complaint to the Department. The Department shall consider and respond to the complaint pursuant to procedures and standards prescribed in regulations adopted by the Department.

(Added to NRS by [2011, 2244](#); A [2013, 2140](#); [2015, 415](#), [2069](#))

NRS 388.1352 Establishment of policy by school districts for employees to report violations to law enforcement. The board of trustees of each school district, in conjunction with the school police officers of the school district, if any, and the local law enforcement agencies that have jurisdiction over the school district, shall establish a policy for the procedures which must be followed by an employee of the school district when reporting a violation of [NRS 388.135](#) to a school police officer or local law enforcement agency.

(Added to NRS by [2011, 2244](#))

NRS 388.1354 Disciplinary action against administrator or principal or designee thereof who fails to comply with certain provisions. If an administrator, principal or the designee of an administrator or principal of a school knowingly and willfully fails to comply with the provisions of [NRS 388.1351](#), the superintendent of the school district:

1. Shall take disciplinary action against the employee by written admonishment, demotion, suspension, dismissal or refusal to reemploy; and
2. If the employee is the holder of a license issued pursuant to [chapter 391](#) of NRS, may recommend to the board of trustees of the school district that the board submit a recommendation to the State Board for the suspension or revocation of the license.

(Added to NRS by [2015, 410](#))

NRS 388.136 School officials prohibited from interfering with disclosure of violations.

1. A school official shall not directly or indirectly interfere with or prevent the disclosure of information concerning a violation of [NRS 388.135](#).
2. As used in this section, "school official" means:
 - (a) A member of the board of trustees of a school district; or
 - (b) A licensed or unlicensed employee of a school district.

(Added to NRS by [2005, 705](#))

NRS 388.137 Immunity for reporting of violations; exceptions; recommendation for disciplinary action if person who made report acted with malice, intentional misconduct, gross negligence or violation of law.

1. No cause of action may be brought against a pupil or an employee or volunteer of a school who reports a violation of [NRS 388.135](#) unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.
2. If a principal determines that a report of a violation of [NRS 388.135](#) is false and that the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law, the principal may recommend the imposition of disciplinary action or other measures against the person in accordance with the policy governing disciplinary action adopted by the board of trustees of the school district.

(Added to NRS by [2005, 705](#); A [2013, 2140](#))

Rules of Behavior; Week of Respect

NRS 388.139 Text of certain provisions required to be included in rules of behavior. Each school district shall include the text of the provisions of [NRS 388.121](#) to [388.1395](#), inclusive, and the policies adopted by the board of trustees of the school district pursuant to [NRS 388.134](#) under the heading "Bullying and Cyber-Bullying Is Prohibited in Public Schools," within each copy of the rules of behavior for pupils that the school district provides to pupils pursuant to [NRS 392.463](#).

(Added to NRS by [2001, 1929](#); A [2005, 706](#); [2009, 688](#); [2011, 2246](#); [2013, 1659](#); [2015, 417](#))

NRS 388.1395 Requirements for delivery of information during annual "Week of Respect." The board of trustees of each school district and the governing body of each charter school shall determine the most effective manner for the delivery of information to the pupils of each public school during the "Week of Respect" proclaimed by the Governor each year pursuant to [NRS 236.073](#). The information delivered during the "Week of Respect" must focus on:

1. Methods to prevent, identify and report incidents of bullying and cyber-bullying;
2. Methods to improve the school environment in a manner that will facilitate positive human relations among pupils; and
3. Methods to facilitate positive human relations among pupils by eliminating the use of bullying and cyber-bullying.

(Added to NRS by [2013, 2137](#)) — (Substituted in revision for NRS 388.145)

APPENDIX A

**Nevada Department of Education
Read by Grade 3 Program**

**READING STRATEGIES FOR K-3 PARENTS
TO BEGIN USING AT HOME**

<p>Engage in active conversation with your child in order to build his/her speaking and listening skills.</p>	<p>Enrich these conversations through the art of questioning (even when involved in regular activities such as grocery shopping).</p>
<p>Challenge your child to verbalize what he/she is thinking (particularly when reading a book together).</p>	<p>Model reading behaviors for your child by reading to yourself and by reading with and to your child.</p>
<p>Become a fan of libraries – both the school library and the local public library. Participate in your libraries’ early learning activities aimed at developing literacy skills for your child.</p>	<p>Engage in interactive activities with your child such as cooking, conducting internet searches, sports, etc. that promote active conversation.</p>
<p>Establish a daily routine for your child that includes both reading and writing activities.</p>	<p>Use music and rhythm and rhyme to expand your child’s early speaking skills.</p>
<p>Engage in literacy activities while unplugging your television and/or computer.</p>	<p>Utilize programs on your computer that you and your child can use together for practicing his/her early literacy skills.</p>
<p>Provide a special time for you and your child to enjoy literacy activities including reading, writing, listening, and/or speaking.</p>	<p>Research television programs that you and your child can watch together that are specifically aimed at improving early literacy skills.</p>
<p>Help to build your child’s vocabulary skills by learning and using new words together.</p>	<p>Make word-play part of your regular board game activities.</p>

APPENDIX B

Read by Grade 3 Questions and Answers for Nevada's Parents	
Questions	Answers
What 2015 Nevada law established the <i>Nevada Read by Grade 3 State Initiative</i> ?	<i>Nevada's Read by Grade 3 State Initiative</i> was established by Senate Bill (SB) 391 of the 2015 Nevada State Legislature. It is also called the <i>Nevada Read by Grade 3 Act</i> .
When was the <i>Nevada Read by Grade 3 Act</i> enacted?	This act was enacted on July 1, 2015.
What is the primary group of students that will be impacted by SB 391?	This law primarily impacts Nevada school district's and charter school's kindergarten, first, second, and third grade students.
How will I be informed that my child has been identified in need of <i>Read by Grade 3</i> intervention services?	Your child's school principal will notify you with a written letter of notification.
What measures have been used to determine that my child is in need of reading intervention?	Your child has been identified as being in need of reading intervention through multiple reading assessments, classroom teacher observations, and other local measures.
What other types of activities will be integrated into these services?	Your child's program will include specific instruction in the 3 areas of literacy: writing, speaking, and listening.
What kinds of programs or services will my child receive as a <i>Read by Grade 3</i> student?	Your child will receive instruction that has been specifically targeted to his/her specific needs in reading.

<p>Who will be providing these services for my child?</p>	<p>A highly trained group of literacy educators will be providing these services for your child. Your school's K-3 learning strategist will guide this process.</p>
<p>What will my child's intervention sessions focus on?</p>	<p>Your child's reading intervention program will take place in a small-group format. Instruction will include all of the main components of reading: phonemic awareness, phonics, fluency, and reading comprehension.</p>
<p>How will I be notified of my child's progress in reading?</p>	<p>You will be notified 30 days after you have received your initial notification letter for a <i>Read by Grade 3</i> parent conference where you will be informed of the progress monitoring plan that has been established for your child. SB 391 requires your approval of this plan.</p>
<p>Will my child be retained as a result of this new law?</p>	<p>SB 391 does include retention requirements for students who have not met a proficiency level in reading by the end of third grade. SB 391 retentions will not occur until July 1, 2020. The first group of students who will be retained under this law include the kindergarten class of 2016-2017. The first year of retention under SB 391 will occur during the 2020-2021 school year when that particular group completes the third grade.</p>

TEACH Las Vegas 2021-2022 Academic Calendar

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Instructional Days: 0
PD Days: 0

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Instructional Days: 17
PD Days: 0

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Instructional Days: 20
PD Days: 1

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Instructional Days: 19
PD Days: 1

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Instructional Days: 17
PD Days: 0

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Instructional Days: 13
PD Days: 0

Calendar Key	
	Staff Development (No School)
	Regular Instructional Days
	1st Day of Semester
	Parent-Teacher Conferences
	Last Day of School Year
	Holidays
bold	Early Dismissal Day

175 Days of Instruction
5 Staff Development Days

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Instructional Days: 18
PD Days: 1

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Instructional Days: 18
PD Days: 0

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Instructional Days: 21
PD Days: 1

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Instructional Days: 14
PD Days: 1

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Instructional Days: 18
PD Days: 0

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Instructional Days: 0
PD Days: 0

Important Dates

	July	
	August	January 4
August 9	Classes Begin	January 5
	September	January 17
September 6	Labor Day	February 7
September 13	Staff Development Day	February 21
	October	March 11
October 4	Staff Development Day	March 14
October 8	End of First Grading Period	
October 13	(44 days)	
October 29	Elementary School Parent-Teacher Conferences	April 8
November 11	Nevada Day Observed	April 18
November 12	November	April 19
November 24	Veteran's Day (observed)	April 25
November 25-26	No School	May 25
	December	May 26
December 17	End of Second Grading Period (44 days)	
	End of First Semester (88 days)	
	Winter Break Begins	
	January	Staff Development Day
	Classes Resume	Second Semester Begins
	Martin Luther King Jr. Day	February
	No School, First Contingency Day (if needed)	President's Day
	March	End of Third Grading Period (46 days)
	No School	April
	Spring Break Begins (End of Day)	No School, Second Contingency Day (if needed)
	Classes Resume	Staff Development Day
	May	End of Fourth Grading Period (46 days)
	End of Second Semester (92 days)	