



Employee Handbook and Personnel Policies

Revised Fall 2014

No person shall, on the ground of race, color, religion, sex, national origin, age, sexual orientation, disability, veteran status or other characteristic protected by law be discriminated against, or denied employment as participant, administrator or staff person.

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I. The Organization

A) TransCenter's History

TransCenter for Youth, Inc. began working with adjudicated and “at-risk” youth in 1969. In May of 1973, TransCenter registered as a nonprofit corporation in the State of Wisconsin and was recognized as a 501(c)(3) tax-exempt organization by the Internal Revenue Service in the fall of that year. Until the early 1990s, TransCenter for Youth operated two programs: a group foster home for adjudicated delinquents and an alternative high school for what were then called “marginal students.” By 2000, TransCenter had grown to three group homes, three high schools, and a mentoring program.

In 2002, after a year’s reflection and strategic planning, the board decided to transfer the group homes to another non-profit agency, the Nehemiah Project, and to focus on education.

In 2003, TransCenter became the intermediary for “A New Vision of Secondary Education in Milwaukee,” an initiative funded by a \$17.25 million grant from the Bill & Melinda Gates Foundation. TransCenter created the Technical Assistance & Leadership Center (TALC New Vision) to administer the initiative and to guide the development of new small high schools as well as document their results. Forty-two schools were opened through this initiative.

Today, TransCenter for Youth, Inc. operates five schools in Milwaukee: Shalom High School (established 1973); Northwest Opportunities Vocational Academy (NOVA) (1993); El Puente High School for Science, Math, and Technology (1997); Escuela Verde (2012); and NOVA Tech (2014).

Shalom High School and NOVA operate as partnership schools under contract with the Milwaukee Public Schools authorized by Wisconsin’s Children At Risk statute (WI sts. 118.153). El Puente High School for Science, Math, and Technology is currently operating in the Milwaukee Parental Choice Program and is open to students whose families are eligible to participate in the program. Escuela Verde is a charter school authorized by the Common Council of the City of Milwaukee. NOVA Tech is a non-instrumentality charter school authorized by the Milwaukee Public Schools. While each of TransCenter’s schools is unique, all five schools provide the relationships, relevance, and rigor students need for success in the twenty-first century.

Dr. Daniel Grego has directed TransCenter’s educational programs since 1981 and became the agency’s Executive Director in July 2002. Along with his assistant and a fund developer, Dr. Grego runs the TransCenter administrative office.

B) TransCenter's Mission

The mission of TransCenter for Youth, Inc. is to provide high quality educational programs that allow “at-risk” youth and others to become productive adults and responsible community members. TransCenter’s work can be seen as part of an effort to build a New Vision of public education. This New Vision begins with the understanding that all children are part of “the public.” All children deserve adequate public funding equitably distributed to learning environments parents and young people have chosen and that are accountable for results.

C) The Mission of TransCenter's Schools

As partnership schools contracting with the Milwaukee Public Schools, the missions of Shalom High School and the Northwest Opportunities Vocational Academy are to provide a full day, alternative education leading to a diploma for one hundred (100+) students at each site who have been identified as meeting the criteria in the Children At-Risk statute as students “at risk of not graduating from high school.” El Puente High School focuses on the same population through the Milwaukee Parental Choice Program. El Puente operates a full-day program for 100 students. Students are exposed to a variety of colleges and work training programs, including those at Esperanza Unida. When fully implemented, Escuela Verde will enroll 100 students in grades 7-12. Escuela Verde is implementing the EdVisions student-centered, project-based academic model with a focus on environmental justice and urban ecology. NOVA Tech provides educational opportunities and develops career pathways for 100 high school students interested in STEM and technical fields. Students will graduate ready for post-secondary education programs (four-year or two-year colleges), or enter the

workforce with the necessary skills and/or certifications. They will all be prepared to be active citizens AND have options to decide their future.

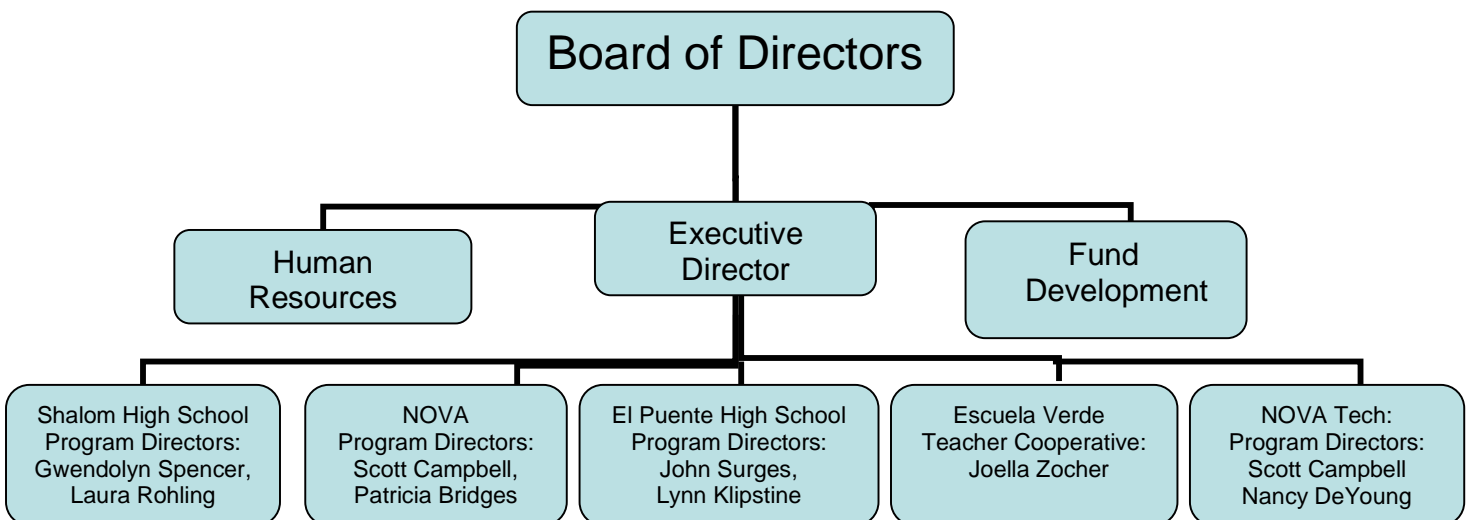
D) Board of Directors

President: Luis Arroyo (2002) – Attorney – Michael, Best & Friedrich
 Vice-President: Dr. René Antrop-González (2011) – Associate Professor, Department of Curriculum and Instruction, University of Wisconsin-Milwaukee
 Secretary: Mary Clare Fagin – MC Strategies
 Treasurer: Brian Dix (2007) – Financial Representative, Northwestern Mutual Financial Network
 Directors: Dale Boehm (2013) – President/CEO – Caspian Technologies
 Felita Daniels-Ashley (2013) – Program Service Administrator – Metropolitan Milwaukee Fair Housing Council
 Dale Gilliam – President – GBG Insurance Agency
 Armando Ibarra (2002) – Art Director - GMR Marketing – El Puente HS graduate
 Gladys Manzanet (2013) – Principal – iPa'lante! Creative, LLC
 Derek Mosley (2000) – Municipal Court Judge, City of Milwaukee
 Debra Ogston (2007) – Vice President, Human Resources, Global Offerings, Johnson Controls
 Antonio Riley (1993) – Midwest Regional Administrator, US Department of Housing & Urban Development

Honorary Board Members: Thomas Barrett
 Dr. James Blackburn
 Dr. Howard Fuller
 Dr. Peggy Kendrigan
 Dr. Charles Stubbs
 Scott Wick

Ex Officio: Dr. Daniel Grego – Executive Director
 Nancy Meylink – Executive Assistant

E) Organizational Structure



F) MPS/TransCenter employee interaction

It is understood that staff and teachers joining the TransCenter programs as a result of an MPS or outside contract will be full members and therefore will have the same responsibilities and duties as staff hired directly by TransCenter.

In this way, all the personnel will be working together as part of each program's family to reach its goals.

At the TransCenter schools, all teachers will be responsible for teaching the classes in their subject areas and for counseling/advising a group of students. All staff will be available for regular and ad hoc staff meetings.

II. Compensation, Benefits, Evaluation

A) Fair practice/due process/at will status

In the performance of its mission, TransCenter for Youth, Inc. will exercise fair employment practices and grant due process to each employee when dealing with employment matters.

All employees hired by TransCenter for Youth, Inc. are employed "AT WILL", as such, an EMPLOYEE'S EMPLOYMENT MAY BE TERMINATED AT ANY TIME, FOR ANY REASON AT ALL, OR NO REASON.

Good performance and sincere effort are basic requirements for continued employment.

As such, and because all employees are "at will", there is no probationary period. Evaluations will be done on each employee at least yearly. Job descriptions will be issued to new employees upon being hired to ensure they know and understand their responsibilities. Any questions an employee might have related to his/her responsibilities should be directed to his/her immediate supervisor.

In the event of program modifications resulting in the addition or elimination of certain services, employees will be informed of the proposed changes. Employees who are retained will be selected on the basis of performance and potential for enhancing the quality of the program.

When an employee feels he or she has been treated unfairly or unjustly by his or her supervisor on an employment matter, including but not limited to evaluations and work requirements, the employee may meet with the supervisor. If the meeting with the supervisor does not produce a result, which is satisfactory to the employee, the employee may review the matter further with the Executive Director. If the meeting with the Executive Director does not produce a result, which is satisfactory to the employee, the employee may review the matter further with the Board of Directors. Some or all of the procedures provided for herein may be bypassed in the event of extenuating circumstances including if the employee's behavior/conduct merits immediate dismissal.

B) Compensation

Salaries will vary according to job classification. Salaries and salary increases will be dependent upon satisfactory job performance and will be determined by the Executive Director in consultation with each program's Directors. Salary increases for teaching staff may also be dependent on teachers' professional development and licensure. Ultimately, the availability of funds will determine if salary increases are an option in any given year.

Non-salaried employees are expected to keep accurate records of their working hours on approved time sheets. Their reports will be checked for accuracy and supervisor's approval before being forwarded for payment. Falsification of an employee's time sheets or the alteration of time sheets that are not the employee's is prohibited and will result in discipline up to and including termination.

All salaried employees will be paid semi-monthly, on the 15th and the last day of the month unless these fall on the weekend in which case employees will be paid on the preceding Friday.

C) Benefits: health, life, 401K

All full-time TransCenter employees are eligible for the following benefits:

Social Security (legally required)
Unemployment Compensation (legally required)
Worker's Compensation (legally required)
ERISA, Employee Income Security Act (legally required)

Employer provided benefits (described herein and in the pertinent plan documents):

Health Insurance	Dental Insurance
Paid Vacation	Life Insurance
Paid Jury Duty	Long and Short Term Disability Insurance
Retirement Plan	

Health insurance is provided to full-time employees with the TransCenter's current carrier and after the first full month of employment. Plan documents containing coverage information are available upon request or will be provided upon eligibility. The plan documents and the prevailing conditions that the carrier invokes will determine benefit levels, deductible/co-pay requirements. TransCenter for Youth, Inc. may change coverage and carriers at its discretion. Employees will be subject to requirements the current carrier requests, i.e. physicals, medical documentation. The monthly cost of health insurance for an employee is currently \$100- single, \$190-employee/spouse, \$175-employee/child, and \$260 for family. The amounts are prorated for employees who work 10 ½ months. TransCenter may adjust this cost as necessary as the cost of providing coverage increases.

Under COBRA, when an employee who carries TransCenter's health insurance is terminated and no longer covered under TransCenter for Youth, Inc. health care plan, the employee has the option to continue benefits under the plan beyond the termination date. If the employee has dependents who are covered under the plan, the employee also has the option to continue their benefits.

The employee has 60 days from the notice of termination to notify TransCenter for Youth, Inc. of his/her selection. If the employee selects this option, the benefits will be continued until:

- the expiration of 18 months following date employment terminates
- the employee is covered under another group health plan
- the employee or his/her dependents become eligible for Medicare
- the employee fails to pay the monthly charge for the coverage on time, or
- our employee health plan is no longer in force

The employee will be responsible for paying the actual monthly charge. The first payment will be for the period following the termination date. The first payment must be received within 45 days of the date the employee signs the selection form. If the first or any other payment is not received on time, the employee will lose the option to continue coverage.

After two consecutive years of full-time employment, an employee who moves to part-time to seek professional development, at an Organization-approved facility and in an Organization approved course of study, will be offered continued insurance coverage for up to 2 years. It is expected that employees who take advantage of this continued health insurance coverage will remain employed with the Organization for at least 1 year after their course of study is completed.

Life insurance is provided to all full-time employees after 30 days of work and based on the approval of their applications by the insurance company. TransCenter currently pays this premium. Coverage and coverage amounts are governed by the plan documents.

A retirement plan is provided to all full-time employees. Depending on availability of funds, a contribution will be made (an equal percentage of each employee's salary) to TranCenter's pension plan. Employees will be vested at 20% for each year of employment beginning with the first year's anniversary date. At the employee's request, accrued pension benefits will be distributed within sixty (60) days of the employee's last day of employment.

D) Benefits: Dental

TransCenter for Youth, Inc. offers full-time employees dental coverage through a self-funded insurance program.

TransCenter for Youth, Inc. can recommend a dentist that is familiar with our plan and price-list for dental procedures. The plan has a \$1500 calendar maximum for single employees and a \$2000 calendar maximum for limited and full families. There is a \$1000 lifetime maximum for orthodontia. If employees choose to use a different dentist, they will be covered at the rates listed on the price-list. The dentist office can mail invoices to TransCenter for Youth, 1749 N. 16th St., Milwaukee, WI 53205 Attn: Nancy Meylink. Dental bills are paid twice a month - on the 15th and last day of every month. Some dentists will require the employee to pay up-front. If that is the case, the employee can submit a paid receipt from the dentist and TransCenter will reimburse the employee, again at the prices listed on the price-list.

E) Benefits: Vacation

Because each of the TransCenter programs runs its own unique schedule, vacations for full-time employees will follow the schedule of their particular programs. All full-time employees hired to teach will be scheduled to teach 180 days during the school year and work an additional 3 weeks to be determined by the Director of each program. Year round staff will have five (5) weeks vacation. All summer vacations must be approved by the program's Director.

Holidays:

All full-time employees are eligible for the following Holidays:

January 1 st	Martin Luther King's Birthday
4 th of July	Memorial Day
Thanksgiving Day	Labor Day
The day after Thanksgiving	

F) Benefits: Absences, Disability, Leaves

Employees who have completed one year of employment may be granted a leave of absence for 30 or less consecutive days. No salary or other consideration will be given for holidays occurring within such a leave. If the leave is in conjunction with the use of vacation time, such accrued vacation must be utilized prior to the commencement of the leave period.

The employee's direct supervisor will determine if the employee will be granted a leave of absence and this will usually be for compelling reasons i.e. family health issue, birth, adoption. It is within the supervisor's discretion to request verification of such circumstances. Any compensation during the leave will be determined by the supervisor and must be approved by the Executive Director.

Short and Long term Disability is provided to all full-time employees after 30 days of work and based on the approval of their applications by the insurance company. TransCenter currently pays this premium. Coverage and coverage amounts are governed by the plan documents.

Death in the Family: A leave of three days will be granted in the event of death in the immediate family (father, mother, husband, wife, sister, brother, child). In the event that more time is required, a special leave of absence, charged against accrued vacation leave, may be granted at the discretion of the Director.

Maternity/Paternity Leave: Full-time employees who have been with the organization for two consecutive years are eligible for 9 weeks of their Family Leave to be paid. Employees may also apply any vacation leave toward their maternity/paternity leave.

Jury Leave: For full-time employees, time off will be granted during the term of jury duty with the difference in compensation between pay received for jury duty and employee's regular salary to be paid by the employer.

Military Leaves of Absence: The following guidelines will be used to assure compliance with the Uniform Services Employment and Reemployment Act. Appropriate military leaves of absence will be granted by the immediate supervisor to full-time employees for the following types of military duties:

1. Full-time Active Duty
2. Short-time Active Duty
3. Weekend Drills or Summer Training Duty

Employees are not required to use their vacation time for their military training.

Employees with questions on these military leave provisions should contact their supervisor.

Sick Days:

It is expected that employees will not abuse sick days, i.e. repeated taking sick days on a regular basis, using sick days when not actually sick. If in the case of any given employee, the supervisor feels this policy is being abused, the employee will receive written notice and be required to submit written doctor's excuses for any days missed for a period of one year. Abuse of sick days will result in discipline up to and including termination.

All employees will be responsible for notifying their Director/Co-Director when they will be absent due to illness and keep their Director/Co-Director informed of their progress and anticipated return to work.

Procedure for reporting Absences

1. Definition of Absence. An absence occurs any time the employee is tardy for work, leaves early or does not report to work at all for a scheduled workday.
2. Foreseeable Absences. If an employee has advance knowledge that an absence will be necessary, the employee must schedule the absence in advance with his or her program Director/Co-Director.
3. Unforeseeable Absences. An employee who will be late or absent when scheduled to work must report all absences by calling his or her program Director/Co-Director at least one (1) hour before the employee's scheduled starting time.
4. Personal Reporting. The employee is expected to personally report his or her own absence. Reporting by a friend or relative is acceptable only in extraordinary circumstances.
5. Emergency Reporting. If an emergency beyond the employee's control prevents the employee, or someone on the employee's behalf, from calling one (1) hour before the employee's scheduled start time, the report must be made as soon as possible. Calls not received within one (1) hour after the employee's scheduled start time will be considered unreported unless the employee can prove to the satisfaction of the Organization that an emergency beyond the employee's control unavoidably prevented the employee or someone on his or her behalf from reporting the absence earlier.
6. Daily Reporting. Employees must report on **each day** of absence unless excused from doing so by the Organization. When an employee requests and receives approval by his or her program Director/Co-Director for a leave of absence, periodic reporting may be required by the Organization as appropriate for the type and duration of the leave requested. In cases of leaves of absence, reporting requirements will be communicated to the employee at the time the leave is granted.
7. Information to be Reported. When calling to report an absence, the following information must be provided:
 - a. The employee's name and scheduled starting time;
 - b. The date and reason for the absence, including the nature of the illness or injury if the absence is due to the serious health condition of the employee, or the parent, spouse or child of an employee;
 - c. The expected date and time of return to work;
 - d. The identity of the caller (if other than the employee).
8. Certification of Absence Due to Injury or Illness. Certification by a health care provider will be **required** for any absence of more than three (3) consecutive days due to illness or injury. Certification may also be required for absences of shorter duration when the Organization determines it is necessary in light of the employee's attendance record. The certification must contain at least the following information: (1) the medical facts regarding the condition; (2) the date the condition commenced; (3) probable duration of condition; (4) regimen of treatment prescribed; (5) whether inpatient care is required; (6) whether the employee is able to perform the functions of the employee's regular position; (7) whether the employee is able to perform **any** work and a description of any work restrictions. The Organization has certification forms available, which must be used for absences which qualify as statutory family or medical leave and which may be used for other absences. The Organization may also waive the requirement of medical certification in its discretion.
9. Leave of Absence. The employee must provide his/her Director/Co-Director with enough information about the reasons for an absence for the Organization to know whether a particular policy will govern the absence, i.e., funeral leave, military leave, jury duty, witness subpoena, family and medical leave, etc. An employee whose absence is to be covered by such a policy will be required to **contact his or her program's Director or Co-Director no later than the third day after the absence begins** for instructions

as to appropriate documentation of the leave. If an absence extends beyond five (5) consecutive days, the employee must formally request a leave.

10. **No Call/No Show.** An employee who fails to comply with the Organization's policies concerning notice, scheduling, and written support for an absence, is subject to discipline even if the absence itself would otherwise be excused for the employee. An employee who fails to report to work as scheduled and fails to contact the Organization on a timely basis in accordance with these rules for three (3) consecutive days will be deemed to have voluntarily resigned his or her position with the Organization effective on the third consecutive day.

Employee Injuries On The Job:

Employees injured on the job are required to immediately report their injury to their immediate Director/Co-Director. Even if treatment is not required immediately, problems may arise in the future and reimbursement or payment of claims may be jeopardized if claims are not filed within 24 hours of the date of injury. Failure to promptly report an injury that occurs on the job may result in discipline up to and including termination.

If medical treatment is required, the Director/Co-Director can give the employee clearance to seek treatment at the appropriate medical facility.

G) Medical Leave of Absence

If a disabling medical condition renders an employee unable to perform his or her job, the Organization may grant the employee a medical leave of absence.

The Organization may grant a medical leave at its discretion. The employee is responsible for requesting an extension of this medical leave at least three days in advance of the date upon which the approved leave will expire.

To qualify for medical leave, the employee must provide the Organization with a certificate from a health care provider regarding his or her condition and inability to work, and recertification for each extension of the leave. The Organization reserves the right to have a second, and if necessary, a third opinion rendered by an independent health care provider as to these matters. Employees who are absent on medical leave for at least 5 consecutive days must provide a certificate of fitness for duty prior to returning to work. At its discretion, the Organization may waive any of the medical certificate requirements.

While on medical leave, the employee may be eligible to receive income replacement benefits, such as comp time, short-term disability, long-term disability or workers compensation. Eligibility for those benefits is governed by the terms of those programs.

While on medical leave, employees may continue medical, dental and vision coverages at their regular employee contribution rate. If an employee fails to return to work at the end of the leave, the leave period will count towards his or her period of COBRA continuation entitlement. Service related benefits, such as seniority and comp time do not accrue during medical leave. Other non-service related benefits, such as life insurance, will cease while the employee is not actively at work.

While on medical leave, employees will be required to report periodically as to their status and intent to return to work. If they begin working for another employer, their employment with the Organization shall automatically be terminated. If employees are able to return to work within the one-year period described above, they will be returned to their former position if it is open. If it is no longer available, the Organization will attempt to place the employee in a comparable position by scheduling interviews for available suitable openings. If no suitable job is available, or the employee is unable to return to work within one year, his or her employment relationship will be terminated.

H) Personal Leave of Absence

If an employee needs time off for compelling personal reasons, the Organization may grant a personal leave of absence.

The Organization may grant an unpaid personal leave at its discretion. Personal leave will generally be granted in 30-day increments, and the total period for any one personal leave of absence may not exceed six months. It is the responsibility of the employee to request an extension at least three days in advance of the date upon which the approved leave will expire.

To qualify for personal leave, the Organization may require documentation of the underlying reason for the leave. If the leave involves care of a family member who is ill, the Organization may require a certificate from a health care provider regarding the condition and the need for the employee's presence, and recertification of these facts for each extension of the leave. The Organization reserves the right to have a second, and if necessary, third opinion rendered by an independent health care provider as to these matters.

In the absence of paid vacation or personal days to which the employee is otherwise entitled, any personal leave will generally be unpaid. While on personal leave, the employee may continue medical, dental and vision coverages at the regular employee contribution rate. If the employee fails to return to work at the end of the leave, the leave period will count towards the period of COBRA continuation entitlement. Service related benefits, such as seniority and comp time do not accrue during personal leave. Other non-service related benefits, such as life insurance, will cease while the employee is not actively at work.

While on personal leave, the employee will be required to report periodically as to his or her status and intent to return to work. If the employee begins working for another employer, his or her employment with the Organization shall automatically be terminated. If employees are able to return to work within the six-month period described above, they will be returned to their former position if it is open. If it is no longer available, the Organization will attempt to place the employee in a comparable position by scheduling interviews for available suitable openings. If no suitable job is available, or the employee is unable to return to work within six months, his or her employment relationship will be terminated.

I) Benefits: Miscellaneous

TransCenter currently offers all full-time employees an opportunity to participate in a FLEX plan and/or enrollment in AFLAC for supplemental insurance coverage. TransCenter offers all full-time employees an opportunity to add supplemental life insurance. A supplemental vision policy is also offered to all full-time employees. Coverage and coverage amounts are governed by the plan documents. Further information is available through the Executive Assistant in the TransCenter administrative office.

J) Professional Enrichment

TransCenter for Youth, Inc. is committed to the continued professional development of its staff. Contingent on their availability, TransCenter makes funds available and encourages the use of these funds for conferences, seminars, visitation, etc. TransCenter also makes funds available to be used for summer seminar workshops, degree work in subject or teaching related fields, and single teaching-related, non-degree coursework.

K) Professional Guidelines

The staff at all the TransCenter programs are expected to conduct themselves in a professional manner at all times in their relation to their program, its constituencies, and their colleagues, and to adhere to our professional guidelines.

The staff at the TransCenter schools are role models for students. As such, their responsibilities as faculty extend well beyond specific academic and classroom duties. Faculty are teachers in the broadest sense and every minute they are in the school or with students they must fulfill the highest expectations of their profession.

- 1) Discussions at faculty meetings are considered confidential and should not be reported to parents, students or Board members unless cleared by the Director. Faculty and staff should use their professional discretion when discussing these matters.
- 2) The avenue of communication for all announcements of faculty or administration decisions will be made by the Directors or their designees. Faculty and staff should respect the timing of official announcements.
- 3) Faculty and staff members should not be evaluated before or with students, parents, Board members or colleagues. When addressing student or parent concerns, faculty and staff ought to be effective listeners. Students, parents, Board members, faculty and staff should be encouraged to seek solutions to concerns through appropriate channels.

- 4) School policy as formulated by the Director and the faculty should only be discussed with students or parents in a constructive fashion. Faculty are expected to support official school policies. Concerns regarding school policies should be aired in an appropriate forum.

L) Professional Development & Evaluation

The performance of each staff member shall be evaluated by his/her supervisor and approved by the Executive Director on at least a yearly basis. Salary recommendations will be approved by the Executive Director and, ultimately, subject to Board approval.

Evaluations shall include a personal interview with the staff member by the supervisor to discuss job performance, salary, and other matters of concern to the staff member and supervisor. The staff member will be given a chance to include written comments before a copy is placed in his/her personnel file.

The immediate supervisor or staff member may request an additional evaluation at any time. Disagreements by the employee may be reviewed by the supervisor and/or the Executive Director and, ultimately, the Board of Directors.

III. Policies and Procedures

A) Keys

All faculty and staff will be issued a key to their building by the Director of that program. Keys for other separate areas are issued to the people responsible for them. Under no circumstances is a key to be lent or used by a student except for students approved to use the copy machines. All keys must be returned to the Director upon the employee's separation from employment.

B) Change in Personal Status

It is very important that personnel records are kept up-to-date. Each employee is to report any changes in family and personal status, address, telephone number and whom to notify in the case of an emergency to the TransCenter administrative office.

C) Photo copying/copyright policy

Staff and students will not be allowed to copy for personal use. Students who need to copy for school business must obtain permission from their teacher or educational advisor. Parents and alumni parents should not be copying for alumni use.

Employees and any authorized persons using the school facilities must adhere to the provisions of the United States Copyright Law (Title I, United States code, Sections 101 et seq.)

TransCenter hereby directs employees to avoid, or to take reasonable steps to prevent, such copying as is prohibited by the Copyright Law. Other copying, of course, is acceptable, including (1) copying under the "fair use" guidelines of the Copyright Law, (2) copying under license (permission in any form) from the copyright owner, and (3) copying of unprotected works.

Any TransCenter staff who willfully disregards this Copyright Policy, or the implementing guidelines, is violating TransCenter policy; such employees do so at their own risk and accept all liability for such actions. In any legal proceedings for violation of the Copyright Law, TransCenter will only support those employees who reasonably believed they were acting in compliance with this Copyright Policy and the implementing guidelines.

The use of a TransCenter program's equipment for purposes of violating the Copyright Law is prohibited.

Fair Use Exception: The "fair use" section of the Copyright Law is of particular importance to schools. Because of its importance, this section is quoted here in pertinent part:

"(T)he fair use of a copyrighted work, including such use by reproduction in copies...or by any other means..., for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors

to be considered shall include – ‘(1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes,’
(2) the nature of the copyrighted work,
(3) the amount and sustainability of the portion used in relation to the copyrighted work as a whole, and
(4) the effect of the use upon the potential market for or value of the value of the copyrighted work.’

D) Electronic Communication System Policy

1. Generally

Involvement with computer and other communication technology will play an important part in the efficient running of TransCenter and its schools and programs (the “Organization”). Employees have access to the Organization’s electronic communication system, which includes telephones, voice mail, facsimile machines, e-mail and the Internet. The purpose of this system is to enhance job performance on day-to-day assignments and to facilitate effective Organization-related communications. Because employees work for the Organization, their actions and communications using the Organization’s electronic communication system may be attributed to the Organization, which in turn, could be held responsible for their actions. Therefore, this policy outlines the proper uses of the electronic communication system.

2. Ownership

The Organization’s electronic communication system is the Organization’s property. All messages, information, and data sent and received by the electronic communication system are the Organization’s property.

3. Personal Use

Incidental and occasional personal use of the electronic communication system is allowed, but such use will be subject to this policy and any resulting messages and data are the property of the Organization. Examples of incidental or occasional personal use are use during breaks or lunch or use for no more than a few minutes a day during working hours. This personal use is allowed when it does not interfere with an employee’s work performance, interfere with any other employee’s work performance, unduly impact the operation of the electronic communication system, or violate any other provision of this or any other Organization policy. If the Organization determines that an employee’s personal use of the electronic communication system is excessive, the employee will be disciplined up to and including termination from employment.

Employees should practice discretion in using the Organization’s telephones and making personal calls. Personal calls are to be limited to those that are absolutely necessary and should be kept as brief as possible.

4. No Privacy

Even though employees may have unique user log-in identification codes and passwords to access the electronic communication system, employees have no privacy in the use of the system or in any documents, messages or information created on, with or transmitted over the system. The Organization has access to the system and maintains the right to access and monitor, consistent with the law, all documents, messages and information created on, with or transmitted over the system, including e-mail and Internet usage, without notice to the employees. All such documents, messages, and information can be reviewed by the Organization consistent with the law.

5. Monitoring

The Organization may monitor and access, from time-to-time, the electronic communication system, all documents, messages or information created on, with or transmitted over the system in accord with the law and the Organization’s business purposes, which include ensuring the appropriate use of the system and training.

6. No Offensive Use

Employees accessing the electronic communication system are identifiable as employees of the Organization. Employees therefore must recognize that they may be viewed as representatives of the Organization when they access the system and they must conduct themselves appropriately. Employees may not use the electronic communication system in an offensive, harassing, illegal, or defamatory manner. The Organization prohibits the use of the electronic communication system to send or receive offensive or improper messages such as sexually explicit messages, images, cartoons or jokes; unwelcome propositions, requests for dates, or love letters; profanity, obscenity, slander, or libel; ethnic, religious, sexual,

racial or other inappropriate slurs; messages containing political beliefs or commentary; or any other message that could be construed as harassment or disparagement of others.

7. Barred Web Site Browsing

Visiting web sites on the Internet that contain sexually explicit or other offensive material is prohibited.

8. Confidential Information, Solicitation, and Illegal Activities

Employees may not improperly disclose confidential Organization information and materials via the electronic communication system. Nor may employees use the system to solicit for commercial activities, religious or political causes, outside organizations or other non-Organization related matters. Employees also may not use the electronic communication system for illegal activities or purposes.

9. Copyrights

Employees are expected not to violate any copyright or trademark laws. An employee may not copy, download, or use any image, text, video, audio material, software, or other copyright-protected or trademark-protected data, in substantial portions, without appropriate authorization. Any material which is copyrighted or trademark protected that is to be reproduced should follow trademark and copyright laws by contacting the copyright or trademark holder for permission to reproduce. This restriction applies to copying copyright or trademark protected materials from someone else, the local area networks, or the Internet.

10. Security issues:

(1) Viruses. Because of the increasing threat of viruses transmitted via the Internet and e-mail, no Internet or e-mail files may be downloaded or opened unless the source of these files or programs is known to be safe. If there is any uncertainty about the source of these files, the Network Administrator must be contacted for approval before downloading or opening any potentially damaging files.

(2) Passwords. Employees should not give their passwords to anyone. When absent from work, however, employees may make arrangements for someone else to have access to and to respond to electronic communications addressed to them.

(3) Right to search. The Organization reserves the right to inspect and search all computers, electronic devices, and components of the electronic communication system found on Organization property without notice to ensure that employees are complying with this and other Organization policies.

(4) Right to clean/purge. The Organization reserves the right to clean/purge/erase the contents of the Organization's computers in an effort to resolve virus or other problems that may affect computer performance. Employees should be aware that they may lose information in this process. The Organization is not responsible for any information lost through this process.

11. Impersonation of another employee.

Employees are prohibited from attempting to or actually impersonating another employee in relation to the electronic communication system. This prohibition bars, among other things, the checking of another employee's e-mails or voice mails or accessing the system with another employee's user log-in code or password without prior approval.

12. Complaint procedure.

If an employee is subjected to e-mail or other electronic communications involving improper language, jokes, harassment, sexually explicit or offensive images, or other communications that are in violation of the "No Offensive Use" subsection of this policy, the employee should immediately report the activity to the Director, or the Executive Director.

13. Etiquette.

Employees must be very careful when drafting electronic communications and treat them like any other form of business correspondence. Remember that electronic communications are easily copied and forwarded and cannot be retrieved after they are sent. The content and quality of employees' writing may reflect on the Organization.

Please keep in mind that anything created, received, forwarded or stored may and likely will be reviewed by others and that even deleted files may be recovered.

14. Consequences of violations.

Employees who violate this policy will be subject to discipline up to and including termination of employment.

E) Purchasing/Reimbursements

The Directors of each of TransCenter's programs must approve all purchases for their program. Books and equipment purchased by the staff and funded by the program's resources are the sole property of the program. All invoices for purchased items must be given to the main office.

If, after approval from their Director, employees purchase an item themselves, they should use the organization's tax-exempt number. Reimbursement forms are available in the main offices of each program and the request must have a copy of the receipt attached in order to receive payment. Reimbursements usually coincide with payroll.

F) Security

Equipment items of special concern include audio-visual equipment, calculators, computers and other items of value. These items should be locked in storage cabinets at the close of each day. Faculty/staff members are responsible for the equipment assigned to them. Vandalism is as much a problem as theft. It is a simple matter to return valuable equipment to a secure cabinet when it is no longer needed.

When leaving a classroom or office at the end of the day, please turn off excess lights and check the doors. This action may prevent a serious problem for the program.

Staff are discouraged from bringing personal or valued items to work at any of the facilities. They are responsible for the security of their personal belongings and money, and they must take necessary measures to make sure that their items are secured.

As each facility provides a place for employees to protect their valuables, i.e., locked desk, office, etc., the Organization, will not reimburse staff for stolen money or damaged/stolen property.

Damage to vehicles in the parking lots or on city streets is not reimbursable.

G) Use of facilities outside normal hours of operation

All staff are expected to be available during their program's workday.

There will be times when a staff member, for a variety of reasons, may require use of the facility after normal hours of operation. The following standards apply to the usage of TransCenter facilities:

1. TransCenter facilities are not available to outside groups unless approved by the Director of the program.
2. The program Director must approve all out-of-hours use of their facility.
3. The TransCenter employee designated responsible for a given event must be present for all activities.
4. At no time are visitors/students to be left unsupervised.
5. All building areas except for those specified for the event are off limits. Violators will be liable for damages and denied use privileges in the future.
6. Staff present at events are requested to actively supervise events with respect to the following behaviors:
 - a) No smoking
 - b) No food or beverages except in designated areas.
 - c) Proper deportment in terms of behavior and care of the property.
 - d) Clean-up, including lights off, vacating the premises and locking doors.

H) Harassment Policy

1. Policy Statement

The policy of TransCenter and its programs and schools (the “Organization”) is to ensure a working, teaching and learning environment free of Harassment and Sexual Harassment for all students, faculty and staff members, employees, applicants, and parents without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, veteran status, or other characteristic protected by law.

2. Definition

“Harassment” (excepting “Sexual Harassment” which is defined separately) shall be defined for purposes of this Policy as verbal, physical or any other Harassing Conduct (as defined below) that denigrates or shows hostility or aversion toward an individual because of his/her race, gender, color, religion, national origin, age, sexual orientation, disability, veteran, or any other protected status (collectively Protected Characteristics) or that of his/her friends, relatives or associates and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working, teaching and learning environment,
- Has the purpose or effect of unreasonably interfering with an individual’s working/learning/teaching performance, or
- Otherwise adversely affects an individual’s ability to feel safe and secure at the Organization.

“Harassing Conduct” is defined as: (i) epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to any Protected Characteristic and (ii) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of a Protected Characteristic and that is placed on walls, bulletin boards, or elsewhere in the Organization, or circulated in the Organization. Examples include but are not limited to:

- Telling a racial joke.
- Making fun of a person’s disability.
- Posting cartoons that are derogatory to an ethnic or religious group.
- Harassing acts or behavior directed against an individual on the basis of his or her sexual orientation.

“Sexual Harassment” is defined as any unwelcome (i) sexual advances, (ii) requests for sexual favors, and (iii) all other verbal and/or physical conduct of a sexual or otherwise offensive nature, especially where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment and/or success in academic and non-academic activities.
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment and/or success in academic or non-academic activities.
3. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working, learning or teaching environment, or
4. Such conduct otherwise adversely affects an individual’s employment or academic/learning opportunities.

Examples of Sexual Harassment include, but are not limited to, the following:

- Touching or grabbing any part of an individual’s body in a sexual manner
- Continuing to ask a staff or faculty member to socialize on or off duty when that individual has indicated that he or she is not interested
- Displaying or transmitting sexually suggestive pictures, objects, cartoons or posters
- Telling sexual jokes, or using a pattern of sexually vulgar or explicit language.

3. Policy

It is our intention to provide a working, teaching and learning environment where each student, faculty or staff member, applicant and/or parent can:

- be treated with dignity, respect and courtesy
- personally develop and productively contribute to the overall success of the school and
- be free of “Harassment” and/or “Sexual Harassment” (as both are previously defined).

Also, it is our intention that parents, students, faculty, staff and applicants, while conducting organization business, will treat, and will be treated by, others who conduct business with the organization (collectively “Affected Individuals”) in a manner consistent with the provisions of this Policy.

Accordingly, it is our policy that Harassment and Sexual Harassment of and by students, faculty/staff members, parents, applicants and other Affected Individuals is unacceptable and will not be tolerated. We will discipline any faculty/staff member or student or take any other reasonable and appropriate action available to implement the intent of this Policy. All faculty and staff members of the Organization, students, parents, applicants and Affected Individuals are encouraged to bring forth any concerns or complaints in this using the procedure outlined below.

A member of TransCenter or individual program’s community who is not a student should promptly report any job or learning-related Harassment or Sexual Harassment to the Director/lead teacher or Executive Director. If appropriate, both the Director/lead teacher and the Executive Director will review the complaint.

A student shall report Harassment or Sexual Harassment to any member of the faculty or administration, who will inform the appropriate Director/lead teacher, Executive Director or their designee (the “Reviewers”). In the case of student-to-student harassment involving an alleged harasser in the eighth grade or lower, complaints will be resolved outside of the Harassment Policy using usual disciplinary/counseling methods reasonably calculated to stop the harassing behavior. A student complaining of harassment by someone in the 8 grade or lower shall report the problem to any member of the faculty or administration, who will alert the appropriate Director/lead teacher, Executive Director or their designee who will, in turn, coordinate the handling of the complaint.

4. Procedure For Non-Students Reporting Harassment

PHASE I

Following is a guideline only. The actual manner in which the investigation is handled will be determined on a case-by-case basis.

1. An initial discussion between the Complainant (complaining parent, applicant, faculty/staff member, Affected Individual) and the Reviewers will be held. It shall be informal and exploratory and will include a review of the Harassment Policy. Where appropriate, attempts will be made to resolve this matter through coaching and counseling. The person(s) assigned to investigate the complaint will keep the complaint and its investigation as confidential as possible. However, no promise of confidentiality can be given since the investigation will necessarily require the discussion of the facts at issue with involved parties.

PHASE II

The following steps may be adjusted as appropriate.

1. If, after discussions and/or coaching/counseling, the matter is not resolved, the allegations will be investigated. The Reviewers shall make notes memorializing the procedures followed and information gained during each step of the investigation.
2. The Reviewers should start the review as soon as possible, and no later than two business days after the formal complaint is filed. The investigation should be diligently pursued and brought to resolution as promptly as possible. The review will be consistent with the guidelines established by the Organization, and shall include at least one interview with the Complainant and another with the person alleged to have violated this policy. If the matter is not resolved, any potential material witnesses may be interviewed.

During the meeting with the complainant, the following is a sample of an appropriate area of inquiry.

- ♦ Review of the investigation process and procedure.
- ♦ Agreement by both parties to keep matter as confidential as possible.
- ♦ Who is accused of harassing?
- ♦ When did the incident(s) take place?
- ♦ What were the circumstances, behavior(s), conversations?
- ♦ Were there any witnesses?
- ♦ Is there any other relevant information?

- ♦ Restate the investigation process and procedure.
3. The Reviewers will meet with the alleged harasser. During the meeting, the following will be covered:
 - ♦ The identity of the accuser.
 - ♦ The allegation(s).
 - ♦ Response to the allegation(s).
 - ♦ Review of the Harassment Policy.
 - ♦ Written assurance that no retaliation will be taken against the complainant.
 - ♦ Agreement by both parties to keep the matter strictly confidential.
 - ♦ Provide counseling and assistance if appropriate.
 - ♦ Discussion of next steps.
 4. The review will also include information obtained in interviews with any witnesses, and they will be instructed to maintain confidentiality regarding the content of their interviews. After the initial review is complete, the Reviewers shall conduct a follow-up discussion with the individual alleged to have violated this Policy. The Reviewers shall disclose to the alleged Harasser at least a summary of the facts and statements that support the complaint. The alleged harasser has the right to respond to the summary and cite to the Reviewers any additional facts. The Reviewers shall complete a follow-up review if necessary.
 5. The Reviewers shall prepare a written confidential summary stating whether Harassment or Sexual Harassment has occurred, and the describing the basis for that conclusion. If the Reviewers conclude that Harassment and/or Sexual Harassment of a parent, student, faculty/staff member, applicant or Affected Individual has occurred, the Reviewers will prepare a recommendation concerning the nature of the corrective action to be taken. The corrective action must be reasonably calculated to prevent future Harassment and/or Sexual Harassment.
 - ♦ If the individual determined to have violated this policy is a teacher or staff member, the corrective action may range from a verbal warning up to and including termination of employment. If the individual determined to have violated this policy is a student, the corrective action may range from a verbal warning to a discipline contract or referral for expulsion.
 - ♦ The report, and the suggested corrective action if Harassment or Sexual Harassment has been found, will be discussed with the director/lead teacher. The Executive Director will be consulted before any corrective action is taken, and may accept the Reviewers' suggested action, or alter it as he/she sees fit. As part of the corrective action, the alleged harasser will be advised that all Harassment and/or Sexual Harassment will cease and that no retaliation will occur with any violation resulting in further discipline up to and including termination/expulsion.
 - ♦ Any other faculty/staff member, parent, applicant or Affected Individual who has been determined by this review to have harassed and/or sexually harassed another individual shall also be subject to discipline after Steps 3 through 7 of Phase II have been completed by the Reviewers with respect to the additional alleged Harasser(s) or Sexual Harasser(s)
 6. The Complainant will be informed of the general nature of the corrective action and will be advised to promptly report any further Harassment and/or Sexual Harassment or retaliation to his or her Supervisor, Director/lead teacher, the Executive Director or the Reviewers.
 7. All notes concerning this investigation, including an explanation of the final disposition of the complaint, will be placed in a locked central file separate from the complainant's or alleged harasser's personnel or student files.
 8. If, after review, it is determined that the complaint filed by the Complainant was not bona fide or an individual(s) has provided false information regarding the complaint, disciplinary action may be taken against that or those individual(s) up to and including termination of employment or in the case of a student, referral for expulsion from the school.

5. Procedure For Students Reporting Harassment by Non-Students

PHASE I

Following is a guideline only. The actual manner in which the investigation is handled will be determined on a case-by-case basis.

1. The Director/lead teacher or Executive Director shall notify the complaining student's parents of the complaint. The Reviewers will keep the complaint and investigation as confidential as possible, and will proceed directly to Phase II, below.

PHASE II

The following steps may be adjusted as appropriate.

1. The Reviewers should start the review as soon as possible, and no later than two business days after the formal complaint is filed. The investigation should be diligently pursued and brought to resolution as promptly as possible. The review shall include at least one interview with the Complainant and another with the person alleged to have violated this policy. If the matter is not resolved, any potential material witnesses may be interviewed. The Reviewers shall make notes memorializing the procedures followed and information gained during each step of the investigation.

During the meeting with the complainant, the following is a sample of an appropriate area of inquiry.

- ♦ Review of the investigation process and procedure.
 - ♦ Agreement by both parties to keep matter confidential.
 - ♦ Who is accused of harassing?
 - ♦ When did the incident(s) take place?
 - ♦ What were the circumstances, behavior(s), conversations?
 - ♦ Were there any witnesses?
 - ♦ Is there any other relevant information?
 - ♦ Restate the investigation process and procedure.
2. The Reviewers will meet with the alleged harasser. During the meeting, the following will be covered:
 - ♦ The identity of the accuser.
 - ♦ The allegation(s).
 - ♦ Response to the allegation(s).
 - ♦ Review of the Harassment Policy.
 - ♦ Written assurance that no retaliation will be taken against the complainant.
 - ♦ Agreement by both parties to keep the matter strictly confidential.
 - ♦ Provide counseling and assistance if appropriate
 - ♦ Discussion of next steps.
 3. The reviewers will meet with any witnesses who might possess information about the circumstances underlying the complaint. Witnesses will be instructed to maintain confidentiality regarding the content of their interviews.
 4. After the initial review is complete, the Reviewers shall conduct a follow-up discussion with the individual alleged to have violated this Policy. The Reviewers shall disclose to the alleged harasser at least a summary of the facts and statements that support the complaint. The alleged harasser has the right to respond to the summary and cite to the Reviewers any additional facts. The Reviewers shall complete a follow-up review if necessary.
 5. The Reviewers shall prepare a written confidential summary stating whether Harassment or Sexual Harassment has occurred, and then describe the basis for that conclusion. If the Reviewers conclude that Harassment and/or Sexual Harassment of a parent, student, faculty/staff member, applicant or Affected Individual has occurred, the Reviewers will prepare a recommendation concerning the nature of the corrective action to be taken. The corrective action must be reasonably calculated to prevent future Harassment and/or Sexual Harassment.
 6. If the individual determined to have violated this policy is a teacher or staff member, the corrective action may range from a verbal warning up to and including termination of employment. If the individual determined to have violated this policy is a student, the corrective action may range from a verbal warning to a discipline contract or referral for expulsion.

7. The report, and the suggested corrective action if Harassment or Sexual Harassment has been found, will be discussed with the director/lead teacher. The Executive Director will be consulted before any corrective action is taken, and may accept the Reviewers' suggested action, or alter it as he/she sees fit. As part of the corrective action, the alleged harasser will be advised that all Harassment and/or Sexual Harassment will cease and that no retaliation will occur with any violation resulting in further discipline up to and including termination.
8. Any other faculty/staff member, parent, applicant or Affected Individual who has been determined by this review to have harassed and/or sexually harassed another individual shall also be subject to discipline after Steps 3 through 7 of Phase II have been completed by the Reviewers with respect to the additional alleged Harasser(s) or Sexual Harasser(s).
9. The Complainant will be informed of the general nature of the corrective action and will be advised to promptly report any further Harassment and/or Sexual Harassment or retaliation to his or her Director/lead teacher or his/her designee.
10. All notes concerning this investigation, including an explanation of the final disposition of the complaint, will be placed in a locked central file separate from the complainant's or alleged harasser's personnel or student files.
11. If, after review, it is determined that the complaint filed by the Complainant was not bona fide or an individual(s) has provided false information regarding the complaint, disciplinary action may be taken against that or those individual(s) up to and including referral for expulsion.

6. Procedure For Students Reporting Harassment By Other Students

PHASE I

Following is a guideline only. The actual manner in which the investigation is handled will be determined on a case-by-case basis.

The procedure for handling complaints of Harassment or Sexual Harassment by an alleged harasser in the 9th grade or higher is as follows:

1. A student complaining of student-to-student harassment by someone in the 8th grade or higher shall report the problem to any member of the faculty or administration, who will alert the Director/lead teacher. The Director/lead teacher will notify the complaining and accused student's parents of the complaint as appropriate.
2. An initial discussion between the student and the Reviewers shall be held. It shall be informal and exploratory and will include a review of the Harassment Policy. Where appropriate, attempts will be made to resolve this matter through coaching and counseling. The Director/lead teacher will notify the Executive Director of the complaint, and will keep the complaint and its investigation as confidential as possible. The Executive Director will serve as an advisor to the Reviewers, interpreting this policy for the Reviewers as needed.

PHASE II

The following steps may be adjusted as appropriate.

1. The selected Reviewers should start the review as soon as possible, and no later than two business days after the formal complaint is filed. The investigation should be diligently pursued and brought to resolution as promptly as possible. The review will be consistent with the guidelines established by the school. The review shall include at least one interview with the Complainant and another with the person alleged to have violated this policy. If the matter is not resolved, any potential material witnesses may be interviewed. The Reviewers shall make notes memorializing the procedures followed and information gained during each step of the investigation.

During the meeting with the complainant, the following is a sample of an appropriate area of inquiry.

- ♦ Review of the investigation process and procedure.
- ♦ Agreement by both parties to keep matter confidential.
- ♦ Who is accused of harassing?
- ♦ When did the incident(s) take place?

- ♦ What were the circumstances, behavior(s), conversations?
- ♦ Were there any witnesses?
- ♦ Is there any other relevant information?
- ♦ Restate the investigation process and procedure.

The Reviewers will meet with the alleged harasser. During the meeting, the following will be covered:

- ♦ The identity of the accuser.
 - ♦ The allegation(s).
 - ♦ Response to the allegation(s).
 - ♦ Review of the Harassment Policy.
 - ♦ Written assurance that no retaliation will be taken against the complainant.
 - ♦ Agreement by both parties to keep the matter strictly confidential.
 - ♦ Provide counseling and assistance if appropriate.
 - ♦ Discussion of next steps.
2. After the initial review is complete, the Reviewers shall conduct a follow-up discussion with the individual alleged to have violated this Policy. The Reviewers shall disclose to the alleged harasser at least a summary of the facts and statements that support the complaint. The alleged harasser has the right to respond to the summary and cite to the Reviewers any additional facts. The Reviewers shall complete a follow-up review if necessary.
 3. The reviewers will meet with any witnesses who might possess information about circumstances underlying the complaint. Witnesses will be instructed to maintain confidentiality regarding the content of their interviews.
 4. The Reviewers shall prepare a written confidential summary stating whether harassment or sexual harassment has occurred, and the describing the basis for that conclusion. If the Reviewers conclude that Harassment and/or Sexual Harassment of a student has occurred, the Reviewers will prepare a recommendation concerning the nature of the corrective action to be taken. The corrective action must be reasonably calculated to prevent future Harassment and/or Sexual Harassment.
 5. The corrective action may range from a verbal warning to a discipline contract or referral for expulsion. The report, and the suggested corrective action if the review determines that Harassment or Sexual Harassment occurred, will be discussed with the Director/lead teacher. The Director/lead teacher will be consulted before any corrective action is taken, and may accept the Reviewers' suggested action, or alter it as he/she sees fit. As part of the corrective action, the alleged harasser will be advised that all Harassment and/or Sexual Harassment will cease and that no retaliation will occur with any violation resulting in further discipline up to and including referral for expulsion.
 6. Any teacher, staff member, student, parent, applicant or Affected Individual who also has been determined by this review to have Harassed and/or Sexually Harassed another individual shall also be subject to discipline after Steps 4 through 8 of Phase II have been completed by the Reviewers with respect to the additional alleged Harasser(s) or Sexual Harasser(s).
 7. The Complainant will be informed of the general nature of the corrective action and will be advised to promptly report any further Harassment and/or Sexual Harassment or retaliation to his or her director/lead teacher.
 8. All notes concerning this investigation, including an explanation of the final disposition of the complaint, will be placed in a central file separate from the complainant's or alleged harasser's personnel or student files.
 9. If, after review, it is determined that the complaint filed by the Complainant was not bona fide or an individual(s) has provided false information regarding the complaint, disciplinary action may be taken against that or those individual(s) up to and including referral for expulsion.

I) Use of vans/buses/vehicles

Transportation of students by faculty and staff in private cars is discouraged. If transportation is required, a school bus, school van or other designated school vehicle should be used. Employees that drive personal cars for business will provide proof of insurance with limits of \$100,000/\$300,000.

The following procedure must be followed if an employee would like to use the schools' vans:

1. Obtain trip approval from the Director of the program.
2. Once the request is approved and the employee obtains the keys to the van, the keys must be returned to the school office within 24 hours after the trip.
3. There is to be no food or drink used in any school vehicle. Vehicles that are returned in less than satisfactory condition will be cleaned by the users, not the school.
4. At the time of use, a mileage form must be filled out and turned in to the school.
5. If there are any problems with the vehicles, report the problem(s) when the keys are returned.

J) Termination Of Employment

Typically, there are three reasons for separation from the payroll:

- 1) Layoff and/or Economic Necessity
- 2) Behavior-related Termination
- 3) Performance-related Termination

A. Layoff

TransCenter reserves the right to lay-off employees as work requirements dictate or for economic reasons. The length of the lay-off will depend on the situation and all reasonable efforts will be made to call people back as soon as possible.

Criteria in calling employees back to work will be at the Director's discretion but will consider both prior performance record as well as seniority.

B. Behavior Related Termination

TransCenter for Youth, Inc. in all of its facilities, has the right to establish reasonable work rules to ensure uniformity and consistency in the workplace.

Where an employee's behavior violates those rules, it may become necessary to terminate employment. Given all employees' "at-will" status, discharge may or may not result with prior notice. All efforts will be made by management to rectify employee behavior problems through the use of

- 1) verbal warnings
- 2) written warnings
- 3) suspensions without pay

Management will use disciplinary measures to fit the situation. In each case, the ability to terminate the employment rests with the Director, the Executive Director, and/or Board of Directors. However, management may deem to skip some or all of these procedures and separate the employee from employment.

It is impossible to write a comprehensive, all-inclusive set of work rules to cover every situation that arises. But a sample list of prohibited conduct include:

- 1) Falsifying records
- 2) Theft of any property belonging to a student, employee or the organization.
- 3) Gambling on the premises.
- 4) Conviction of a felony.
- 5) Abuse of a child.
- 6) Possession of a weapon on organization premises.
- 7) Obtaining, possessing, or selling any drugs or alcohol on organization property, or with students at any time.
- 8) Buying or selling of stolen property at school or with a student.
- 9) Conduct on or off school premises endangering the safety of a student or employee.

- 10) Refusal or failure to carry out the Director's direct instructions.
- 11) Absences without notifying a supervisor.
- 12) Malfeasance (illegal or unethical conduct.)
- 13) Violation of a condition of a disciplinary action.
- 14) Engaging in sexual relations with or making sexual advances to any student/client.
- 15) Failure to attend scheduled, mandatory meetings.
- 16) Sleeping during work hours.
- 17) Using abusive, threatening, or obscene language directed towards employees or students.
- 18) Leaving the workplace before the regularly assigned hours are completed without prior supervisor approval.
- 19) Reporting late to work without giving prior notice or repeatedly reporting late to work.
- 20) Failing to call in sick at least one hour before school starts (schools).

Violations of the above-prohibited conduct will result in discipline up to and including termination.

TransCenter for Youth, Inc. operates all of its facilities as drug-free workplaces.

It should be understood that should the Director suspect drug/alcohol use in an employee, he/she has the right to request an immediate urine sample or blood alcohol test. Failure to submit to such a test will result in immediate termination.

C. Performance-related Termination

All employees perform essential duties that increase productivity within the workplace. Therefore, if the performance decreases, employees may be notified as follows:

- 1) Notified of deficiency
- 2) Given a timetable to rectify the deficiency
- 3) Be provided with coaching by the supervisor as to how to improve

However, in certain cases, management may deem it necessary to skip some or all of these steps and separate the employee from employment.

Yearly evaluations will be done on each employee and areas of weakness may be addressed then. Other evaluations will occur if either the employee or supervisor requests such an evaluation to address specific concerns.

It is important for the employee to understand that the responsibility to get the job done rests with him/her but that supervisors and program Directors must address deficiencies as they apply to the overall effective operating of the organization.

Conflict of Interest Policy

All personnel shall avoid personal conflict of interest and appearance of conflict involving state or federal funds. No employee shall solicit or accept gratuities, favors, or anything of monetary value from any actual or potential subrecipient or contractor.

IV. Policies and Procedures

A. Supervision of Students

Students may not be left unattended at any time. Teachers are responsible for their students' safety and must supervise students at all times. If an emergency arises and the teacher must leave the students for a brief time (less than five minutes), ask a nearby teacher to supervise the class. (When supervising more than one class, the teacher will keep both doors open and walk between the two classes.) Please notify the Director/lead teacher if it is anticipated that the absence will take longer than five minutes. A school employee will then be sent to cover the class or another teacher will be notified to supervise the class until the teacher returns.

B. Transportation

Each of TransCenter's schools will work individually with the families of students to support their transportation to and from the school.

C. Accident/Injury

All accidents, injuries or health related situations which require first aid must be reported to the office immediately. Send any student involved in an accident or injury which will require first aid treatment to the office or alert the office if the student

cannot/should not be moved. The school nurse (if available) or a staff member will provide first aid treatment. If further medical treatment is required, office personnel will secure it. If the injury is minor, the student will be returned to class. Parents will be contacted when appropriate.

The staff person on duty or present at the time of the accident or injury will be responsible for completing a written report which is to be given to the Director. Depending on the seriousness of the accident or injury, the staff person on duty or present will assure that witness statements are prepared.

Report all bites which break the skin to the office immediately due to the possibility of blood borne diseases being communicated.

An accident that occurs in the course of the workday involving a staff member must be reported to the office immediately. First aid, if necessary, will be provided by the school nurse (if available) or a staff member. If further medical treatment is required, office personnel will secure it. A written report of the injury must be submitted to the director.

D. Prescription Drugs

Prescription drugs may not be given by any staff member unless written consent is given from the parent/guardian to administer medication to the student and written instructions signed by the prescribing physician. Staff members are to refer any inquiries from parents or students regarding this issue to the Director.

E. Universal Precautions

The risk of transmission of blood borne diseases in a regular school setting is very small. Nonetheless, it must be assumed that some risk does exist. Because it is not possible to know or practical to expect to know the identity of all infected persons in an institutional setting, to guard against exposure to HIV, Hepatitis B, or other potentially communicable diseases, it is necessary that a standard approach be used in every case of exposure to blood and body fluids. This standard approach is called "universal precautions." Staff members are expected to practice universal precautions.

Hand washing is the most effective means of preventing the spread of communicable diseases. Disposable plastic gloves are available from the office for use when handling any body fluids or excretions including blood. It is recommended that all staff members have a plastic bag containing a pair of plastic gloves and a paper towel available for use in emergencies. If gloves are not readily available, place a barrier between the staff member's skin and the body fluid (e.g., glove, scarf, paper toweling). Place contaminated materials in a plastic bag and tightly close it.

F. Suspected Child Abuse or Neglect

When there is reasonable cause to believe a child has been abused or neglected, school personnel must act in accordance with Wisconsin statutes and report incidents to the Milwaukee County Department of Social Services (271-3980). Contact the Director/lead teacher as soon as you become aware of situations involving suspected child abuse or neglect.

G. Fire Drill Procedures

During a fire drill every person, child and adult, WITHOUT EXCEPTION, is to exit the building. There will be at least ten fire drills throughout the school year. Two fire drills will be conducted during the first two weeks of school. At least two of our fire drills will be observed by the Milwaukee Fire Department.

Before students arrive in September, check classrooms to determine available exits. Discuss fire drill procedures with students.

When the fire drill signal sounds:

- 1) Exit the building in a single, orderly line through the designated exit.
- 2) Take the class roster.
- 3) Close windows and door.
- 4) Do not lock the classroom door.
- 5) Do not inform students in advance of a scheduled fire drill.
- 6) Do not allow students to don their coats prior to the fire drill.
- 7) Do not allow students to talk during the fire drill.
- 8) Use the class roster to determine that all students are present at the designated outside

location.

- 9) Reenter the building in a single, orderly line when the “all clear” is given.

H. Tornado Alert Procedures

Tornado alerts are conducted in the spring. However, please review tornado alert procedures at the beginning of the school year with the students in the event that an emergency should arise at other times during the school year.

When the tornado alert siren sounds:

- 1) Proceed to the designated shelter area in a single, orderly line.
- 2) Take the class roster.
- 3) Assume the duck and cover position.
- 4) Do not allow students to talk during the tornado alert.
- 5) Use the class roster to determine that all students are present at the designated shelter location.
- 6) Return to the classroom in a single, orderly line when the “all clear” is given.

I. Access To Students Records

Access to student records and personally identifiable information regarding students is governed by both federal and state law. The purpose of both the state and federal law is to allow broad access to student records by parents and restrictive access by third parties. In general, student records and personally identifiable information regarding students are confidential, with specified exceptions.

Please refer parents who wish to review the content of their child’s cumulative folder to the Director or the school secretary. Refer all requests from other parties for student information to the Director.

TRANSCENTER FOR YOUTH, INC. EMPLOYEE HANDBOOK SIGN OFF SHEET

I acknowledge that I have received a copy of the TransCenter for Youth, Inc. Employee Handbook. I understand that I am responsible for reviewing the Employee Handbook and for seeking clarification on any issues I have questions about with my supervisor. I also understand that a copy of the Employee Handbook is available for my reference and that these policies and procedures are for informational purposes; not intended as a contract between TransCenter for Youth, Inc. and myself, and not intended to alter the at-will relationship between me and TransCenter, its schools and programs. Policies may be changed from time to time at the discretion of TransCenter for Youth, Inc.

EMPLOYEE SIGNATURE

DATE

EMPLOYEE ACKNOWLEDGEMENT

I understand that I am an “at-will” employee of TransCenter for Youth, Inc. either because I work for TransCenter directly or one its schools or programs (the “Organization”), and, accordingly I have the right to terminate my employment at any time for any reason and the Organization retains a similar right to terminate my employment. I understand that no manager or supervisor has any authority to vary by contract or otherwise my employment-at-will relationship with the Organization, except for the Executive Director of TransCenter for Youth, Inc. who has such authority provided the variance is contained in a written instrument captioned on its face as an employment agreement and executed by both the Board President and me.

I further understand that the employment practices of the Organization are subject to modification, revocation, suspension, termination or change by the Organization at any time. Furthermore, such policies and practices contained in the Employee Handbook do not constitute a contract between the Organization and me. I understand that the Organization will apply such policies and practices to particular situations as it deems to be in the best interest of the Organization.

EMPLOYEE SIGNATURE

(Date)