

ATTACHMENT D
EMPLOYEE HANDBOOK

EMPLOYEE HANDBOOK

2007-2008 Edition

***Academy of Languages and International
Business, Incorporated***

Milwaukee, Wisconsin

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Section 1.0 WELCOME


1.1 INTRODUCTION

The purpose of this Employee Handbook is to provide you with the relevant policies and procedures of Academy of Languages and International Business, Inc. (ALIBI) that will assist you in the performance of your job responsibilities. Many of your questions can be answered by referring to the policies in this handbook. However, if you have questions regarding the handbook or matters that are not covered, please direct your questions to the Director.

1.2 OUR MISSION

To prepare adolescents academically, experientially, and socially for post-secondary life.

1.3 OUR VISION



The Academy of Languages and International Business, Inc. (ALIBI) is committed to using a multi-cultural, multi-faceted and integrated approach to addressing student learning and student development. We will:

- Provide ongoing opportunities for students to demonstrate in-depth understanding and application of their knowledge.
- Cultivate high academic achievement, positive social interaction.
- Examine the delivery of appropriate standards-based curriculum to help ensure students are working toward the mastery of the academically applied skill areas.
- Identify students' performance levels through state, school-wide and classroom based assessments.
- Be a school community that focuses on learning and encourages achievement to prepare students for college and life beyond high school.
- Connect students and the school to the community by sending students out to learn from mentors in the real world.
- Address the learning needs of students from diverse cultural backgrounds and develop the knowledge, skills and values required by all students for active citizenship in a culturally diverse society.



1.4 DISCLAIMER



The ALIBI Employee Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations in this handbook constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied.





Reporting to the Charter School Review Committee

The Academy of Languages and International Business, Inc. (ALIBI) will report to the Charter School Review Committee at their request and in the methods they require.



Section 2.0 EMPLOYMENT PRACTICES

2.1 PHILOSOPHY - ROLE OF THE TEACHER

The role of the teacher in the education process is to nurture the greatest achievement and self-realization in the student's intellect and potential, to guide the student to accept appropriate social and civic obligations and to help the student seek moral and ethical ideas that are universally valid.

The teacher, in relationships with students, is an advisor as well as an instructor. The teacher is concerned with the needs, interests, capabilities, problems and ambitions of every student. Although the Administrator is looked upon as an educational leader within a school, it is the teacher who is more directly concerned with a student's intellectual development.

2.2 EQUAL EMPLOYMENT OPPORTUNITY

ALIBI does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, creed, ancestry, age, disability, military status, arrest/conviction record or on any other basis prohibited by local, state or federal law. Employment decisions will be made on the basis of each individual's job qualifications, experience, and abilities, individuals with questions or concerns relating to discrimination on any basis above should contact ALIBI's Director.

ALIBI will comply with all state and federal employment, contracting and record-keeping laws, related to the hiring and performance of teachers. Teachers at ALIBI will be required to hold certification with the Wisconsin Department of Public Instruction (DPI) or be eligible for a one-year permit in compliance with the requirements of the DPI to comply with ESEA. For teachers who are completing their certification or nearing completion of credits equivalent to a major in their subject area, arrangements will be made with local universities to ensure all teachers are certified or have taken appropriate course work to be qualified high school teachers. In accordance with § PI 34 of the Wisconsin Administrative Code, teachers will be expected produce to a Growth Portfolio using the 10 teacher standards. This macrostructure will be a part of the teacher's annual evaluation. Teachers will be expected to formally and informally share and support other teachers with the implementation of technology throughout the curriculum. ALIBI teachers will generate school-based continuous improvement plans and documentation based on data driven decision-making for meeting the academic, social and career exploration needs.

2.3 NAME AND ADDRESS CHANGES

Each ALIBI employee has a permanent personnel file. It is important that employment records be kept up to date. Employees must notify the school of personal information changes within 30 days of employee's status change. Status changes include a change in name, home address, home telephone number, marital status, number of

dependents, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained in the school office.

This information is used only as necessary for administration of school benefits, to forward necessary information to you, or to contact you when it is necessary for the school to do so. It is our policy to protect the privacy of each employee, to the extent practicable under the law.

2.4 PERSONNEL RECORDS

Wisconsin's public records law provides that almost all records of state and local government (which includes public schools) be available for inspection. Therefore, most school records, including personnel records, are generally considered public information and must be released upon request. Employees may elect to have the following personal information withheld:

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members
- Date of birth
- Marital status

The choice to not allow public access to this information may be done at anytime by submitting a written request to ALIBI. New or terminating employees have 14 days after hire or termination to submit a request.

Common law (judge-made law) allows the denial of certain requests for access to public records if the balance of interests favors nondisclosure. Some of the cases in which the courts have upheld nondisclosure involve certain personnel records of public employees; however, the Wisconsin Supreme Court has also held that personnel records are not automatically excluded from disclosure.

The ALIBI records custodian is required to balance the public interest in disclosure of the record against the interests that may weigh against disclosure. If, after conducting the balancing test, ALIBI determines that a requester is entitled to the release of personnel records or other records with information compromising the privacy or reputation of a person, ALIBI will notify the employee who is the subject of the records and give that employee an opportunity to contest the release of the records in court.

2.5 EQUAL EDUCATIONAL OPPORTUNITIES

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

2.6 STUDENT RECORDS

Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available to persons involved in psychological treatment of a student. ALIBI maintains the following student records:

Progress Reports - records maintained by the school which include a statement of subjects taken by the student, the student academic grades, the student's extracurricular activities, and the student's attendance records.

Behavioral Records – Include i.e., psychological tests, personality inventories, teacher evaluations other than grades and statements relating to individual student behavior, etc.

Directory Data - student records which include:

- student name
- address
- telephone listing
- date and place of birth
- major field of study
- participation in officially recognized activities
- awards received and
- name of the school most recently attended by the student

Immunization Records

Standardized Test scores

Student records are confidential and are protected from unauthorized inspection or use. The only people who have general access to a student's records:

- Parents of a minor or of a student who is a dependent for tax purposes.
- The student (if 18 or older or attending an institution of postsecondary education).
- School officials with legitimate educational interests.
- The judge of any court of this State or of the United States, shall, upon request, be provided with a copy of all progress records of a student who is the subject of any proceeding in such court.

The Student/Parent Handbook provides parents and students with detailed information on student records. The Director shall have primary responsibility for maintaining the confidentiality of all student records kept by ALIBI. Parents or students who want to review student records should be directed to the Director for assistance, who will determine whether inspection is permitted.

2.7 HARASSMENT

ALIBI is committed to providing a professional environment that maintains employee and student equality, dignity and respect. In keeping with this commitment, ALIBI strictly prohibits discriminatory practices, including harassment.

Harassment of a co-worker or student motivated by gender race, color, religion, national origin, creed, ancestry, disability, sexual orientation, age, arrest/conviction record or any other factor prohibited by local, state or federal law is a form of discrimination and is prohibited. A substantiated charge of harassment against a student or employee shall result in disciplinary action.

Harassment includes, but is not limited to, repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's gender, race, color, religion, national origin, creed, ancestry, disability, age or arrest/conviction record that creates an intimidating, hostile, or offensive educational or work environment.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature.

Complaint Procedure

Employees or students who believe they have been subjected to conduct falling within the parameters described above must promptly report such incidents to the Director or supervisor. If the Director or supervisor is the subject of a complaint, the employee shall report the complaint directly to the Director.

An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform the Director or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. ALIBI will not discriminate or retaliate against an employee or student who in good faith reports perceived harassment. There will be no discrimination or retaliation against any other individual who participates in an investigation of harassment. If the investigation substantiates the complaint, appropriate corrective action will be taken. For employees, corrective action will be disciplinary action, up to and including termination of employment. For students, corrective action will include disciplinary action up to and including suspension and/or expulsion.

2.8 PARENT AND STUDENT COMPLAINTS

In an effort to hear and resolve parent and student complaints in a timely manner, the following procedures have been established:

- Contact the classroom teacher, if applicable. If there is a serious issue, you may wish to schedule a meeting rather than by phone.
- If no resolution has been reached, contact the Director.

- If resolution is still not reached, or if your concern is school wide, contact the school for the names and phone numbers of governance board members.
- Unresolved issues may be appealed to the Governance Board in writing. Some complaints may be governed in a different procedural manner based upon the nature of the complaint.

Section 3.0 EMPLOYEE BENEFITS

3.1 HEALTH AND VISION INSURANCE

ALIBI provides group health and vision insurance coverage for full-time employees. Both ALIBI and the employee are responsible for a portion of the individual monthly premium. The percentage passed along to the employee is reviewed on an annual basis during the budget development and adoption process. There is a waiting period for enrollment, which ends the first day of the first month following your 90th day of full-time employment.

Details of the insurance coverage, prices, and eligibility requirements are provided to eligible employees in a separate booklet.

New employees must complete enrollment forms within the first 30 days of employment. Continuing employees can make changes in their insurance coverage during the first 30 days of the school year or as otherwise provided by the plan. Employees should contact the provider for more information.

3.2 DENTAL INSURANCE

ALIBI provides full-time employees the option to elect dental coverage. The dental coverage is a comprehensive plan subject to a deductible, a co-payment window and a plan limit.

Both ALIBI and the employee are responsible for a portion of the individual monthly premium. The percentage passed along to the employee is reviewed on an annual basis during the budget development and adoption process. There is a waiting period for enrollment, which ends the first day of the first month following your 90th day of full-time employment.

Details of the coverage, prices, and eligibility requirements are provided to eligible employees in a separate booklet. Questions regarding these issues should be directed to the provider.

3.3 LIFE INSURANCE

All regular full-time employees are covered by a _____ thousand dollar (\$ _____) term life insurance policy. You are eligible for this benefit at the time you become eligible for group health insurance. Beneficiary forms will be provided to you during your orientation.

Your designated beneficiary will be paid the amount of your life insurance in the event of your death while you are insured. If no designated beneficiary survives you, payment will be made to your estate, surviving spouse, parents, children or individuals entitled to the insurance as provided in the group policy. Additional details relating to

this life insurance is available in a separate booklet from the provider.

3.4 SICK LEAVE

Paid sick leave is provided to employees. Acceptable medical reasons include the following:

- Employee's own illness;
- Illness of the employee's children, spouse or parent; or
- Family emergency (i.e., natural disasters or life-threatening situations).

Full-time employees will earn seven (7) days of paid sick leave, which is credited on August 1 of each year. Part-time employees and employees who begin employment with ALIBI after August 1 will earn sick leave on a prorated basis. Sick leave can be used only in half- and whole-day increments except when coordinated with workers' compensation benefits. Employees will not be permitted to utilize more paid sick leave than the employee has earned. Sick leave will not accumulate from one school year to the next and will not be reimbursed.

An employee absent more than three (3) consecutive workdays will submit, upon return to work a doctor's statement or other acceptable proof of illness plus a certificate of his or her fitness to return to work. An employee absent more than three (3) consecutive workdays because of illness of the employee's child, spouse or parent will present, upon return to work, medical certification of the family member's illness.

3.5 EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) provides confidential assistance for marital, financial, legal, alcohol, family, and other problems to employees and their immediate family members. EAP is an informational, short-term counseling and referral center, and a source for finding solutions to personal or job-related problems. Employees covered by ALIBI's health insurance plan must contact EAP before seeking treatment for any mental, nervous, alcohol abuse, or drug abuse problems. Failure to contact EAP may result in a reduction of covered benefits under ALIBI health insurance plan.

3.6 PERSONAL LEAVE

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job. Time off for any reason during a working day will count first against accrued sick days in half-day or full-day increments. Once all accrued sick leave has been exhausted, any time off will be in accordance with this policy and must be approved by the Director. Any personal leave which is not covered by accrued sick leave will be considered unpaid.

Employees whose personal leave extends for more than ten (10) school days will not accrue additional sick leave during the period of personal leave extending beyond that time. Employees whose unpaid personal leave extends beyond thirty (30) days may continue their insurance benefits at their own expense, for up to 18 months. ALIBI does not pay for benefit contributions to employees who are not on active payroll status.

ALIBI has two types of personal leave:

Non-discretionary:

Leave that is taken for personal or family illness, emergency, or a death in the family is considered non-discretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave. However, excessive absences may subject the employee to disciplinary action, up to and including termination.

Discretionary:

Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must **submit a notice of the request five days in advance** of the anticipated absence to his or her Director or supervisor. Discretionary personal leave will be granted on a first-come, first-served basis, depending on the needs of the school and students. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the Director or supervisor in determining whether discretionary leave will be approved. Employees whose discretionary leave is denied are expected to be at work.

Discretionary leave will be subject to the following limitations:

- The leave may not be taken for more than two (2) consecutive days, except in extenuating circumstances, as determined by the Director; and
- The leave may not be taken on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for tests, or professional or staff development days.

3.7 BEREAVEMENT LEAVE

ALIBI provides employees with time to make necessary funeral arrangements and to attend the funeral.

Bereavement Leave shall not exceed five (5) workdays per occurrence, subject to the approval of the Director. For purposes of this policy, immediate family shall include one's father, mother, spouse, brother, sister, child, stepchild, grandchildren and grandparents. Employee's use of funeral leave which exceeds accrued sick leave shall be considered unpaid.

3.8 JURY DUTY

ALIBI recognizes that you may be called to serve as a juror from time to time. This is a responsibility that you as a citizen should fulfill.

An employee shall be granted leave with pay and without loss of accumulated leave for jury duty which does not last for longer than three (3) weeks. Any jury service which lasts longer than three (3) weeks shall be unpaid. The employee must provide their supervisor and the Director with a copy of the jury summons as soon as the employee receives it.

The employee shall be responsible for reporting to their immediate supervisor the dates of possible absence as soon as the summons is received and will report absences on the appropriate ALIBI absence form.

3.9 OTHER COURT APPEARANCES

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding which relates to employee's employment with ALIBI. Other absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees will be required to submit documentation of their need for leave for court appearances.

3.10 WORKER'S COMPENSATION BENEFITS

ALIBI, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Exact benefits are determined by state law. All work-related accidents or injuries should be reported immediately to the employee's immediate supervisor or the Director.

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use sick leave or any other paid leave benefits. While an employee is receiving workers' compensation wage benefits, ALIBI will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Section 4.0 COMPENSATION ADMINISTRATION

4.1 WORKLOAD AND WORK SCHEDULES

Certified staff and administrative employees are exempt from overtime pay and are employed on a 10 or 12-month basis, according to the work schedules set by ALIBI. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules, including required days of service and scheduled holidays, will be distributed at the beginning of each school year.

Classroom teachers will have planning periods for instructional preparation and conferences. Teachers are entitled to a duty-free lunch period of at least 30 minutes. ALIBI may require teachers to supervise students as needed when no other personnel are available.

4.2 SALARIES, WAGES, AND STIPENDS

Employees are paid in accordance with administrative guidelines and a pay scale established for each position. All positions are classified as exempt or nonexempt according to federal law. Exempt employees are not entitled to *overtime* compensation. Employees classified as nonexempt are paid based on an hourly wage.

Salaries and wages are reviewed periodically and adjusted according to the budgeted amounts approved by the board. All employees will receive written notice of their pay and work schedules at the beginning of each school year.

4.3 PAYCHECKS

All employees are paid bi-weekly during the school year. Paychecks will not be released to any person other than the ALIBI employee named on the check without the employee's written authorization. During summer breaks, paychecks will be mailed to the employee's current home address, or deposited directly to their respective bank.

An employee's payroll statement contains detailed information including deductions and withholding information. Only deductions required by state and federal law and those you authorize will be deducted from your paycheck.

Section 5.0 SAFETY

5.1 STUDENT SAFETY

The safety of all students attending ALIBI is to be a matter of utmost importance at all times. The safety of students shall be assured through close supervision of students in the school building(s) and on the grounds and through special attention to the following:

The Director or his designee shall act as a safety coordinator. All problems and suggestions shall be directed to the Director with reference to student safety.

- Safety experts will be called in periodically to inspect the physical condition of the buildings and grounds.
- Safety education will be offered to students relevant to particular subjects, such as laboratory courses in science, shop courses and health and physical education.
- First aid care for students in case of accident or sudden illness will be provided as in-service to all staff.

5.2 POSSESSION OF FIREARMS AND WEAPONS

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of ALIBI's weapons policy should report it to their supervisor or Director or call the Milwaukee Police Department at (414) 933 4444 immediately.

To protect the property and safety of our students, employees and visitors, and to prevent the use and possession of firearms and weapons at ALIBI, ALIBI reserves the right to conduct a search of any employee's work area and equipment and of any student's work or study area. All employees and students are subject to this policy.

A search is a part of an investigation. A search of an employee's or student's work area is not an accusation of wrongdoing. ALIBI reserves the right to search an employee's or student's work area, including an office, desks, files and lockers. All offices, desks, files and lockers are ALIBI's property, and are issued to employees and students for business use. These items can be searched at any time.

ALIBI will search an employee's or student's work area for firearms or weapons only if ALIBI has a reasonable belief that the item in question is in the employee's or student's possession or under the employee's or student's control. If possible, before conducting the search, ALIBI will ask the employee or student about the item in question, and will give the employee or student the opportunity to produce the item.

Refusal to submit to a search can lead to disciplinary action, including if warranted, termination of employment for employees and disciplinary action, including suspension or expulsion for students.

5.3 REPORTING SUSPECTED CHILD ABUSE

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office. An employee may not delegate to or rely on another person to make the report.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the Director. This includes students with disabilities who are no longer minors. In addition, employees must cooperate with any individual investigating suspected child abuse or neglect.

Reporting the concern to the Director does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse or investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited, and is subject to discipline, up to and including termination of employment.

Any questions about your responsibilities under this policy should be immediately directed to the Director.

5.4 ADMINISTERING MEDICATION TO STUDENTS

Only designated employees can administer medication to students. A student who must take prescription medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the Director for information on procedures that must be followed when administering medication to students.

5.5 DRUG-FREE SCHOOL REQUIREMENT

ALIBI is committed to maintaining an environment which is drug-free and alcohol-free and will not tolerate the use of illegal drugs or alcohol in the workplace. ALIBI also prohibits the distribution, possession or use of illegal drugs and alcohol on school premises or as part of ALIBI's activities.

Employees shall also not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances while at school or at school-related activities during or outside of usual working hours. This prohibition includes the following:

- Any controlled substance or dangerous drug as defined by law, including but

not limited to marijuana, any narcotic drug, hallucinogen, stimulant depressant, amphetamine, or barbiturate.

- Any abuse of glue, aerosol paint, or any other chemical substance for inhalation, alcohol or any alcoholic beverage.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs or substances.
- An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.
- An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy. However, employees who need to use prescription medications must adequately safeguard the medication so it is not accessible to students.

Employees who violate this policy shall be subject to disciplinary action, which may include referral to drug and/or alcohol counseling or rehabilitation programs, suspension, termination, and referral to appropriate law enforcement officials for prosecution.

5.6 SEARCHES AND ALCOHOL AND DRUG TESTING

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places.

In addition, ALIBI reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct, including the suspicion of the sale, possession, or use of controlled substances or alcohol on school property. ALIBI may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on school premises or work sites or used in school business.

Any controlled substance or alcohol found in an employee's possession or work space will be confiscated. Suspected illegal substances will be turned over to appropriate law enforcement authorities. An employee may be required to furnish ALIBI with a physician's name and/or prescription for confirmation of the prescription of a legal substance found in the employee's possession.

This is a drug-free school and therefore a drug-free work zone. Failure to submit to a search will result in termination.

If a supervisor or authorized ALIBI official has cause to believe or has a reasonable suspicion that an employee is impaired or is using illegal substances or alcohol at work, these findings and observations are documented. After review and approval by the

Director or another designated official, the employee will be asked to consent to a test and sign a Chemical Screening Consent and Release Form. Employees who refuse to sign the form or who refuse to submit to the test are subject to discipline or terminated, depending on the circumstances.

All testing is done by a lab chosen by a designee of ALIBI. ALIBI determines the controlled substances for which testing is done, if an initial drug test is positive, a confirmation test is performed on the same specimen.

All results are to be kept confidential. The employee is informed of the results by a designated an ALIBI official. Employees with negative test results can return to work. A confirmed positive test result can subject the employee to discipline, up to and including termination.

5.7 ACCIDENTS AND INJURIES

Employees and students who experience an injury or illness at school, on a school bus or at any school-sponsored activity, including athletics, should report the accident or injury to the teacher, coach or person in charge of the activity immediately.

In case of an injury to a student, the school must call the student's parent(s) and the appropriate emergency personnel, if necessary.

An accident report form must be completed and filed with the office. Accident report forms are available in the office.

5.8 STUDENT ILLNESS IN SCHOOL

Students who become ill during the school day are to report the illness to the teacher. The student will be taken or sent to the school office. A designated school employee will allow the student to rest and will call the student's parent(s) or guardian(s), and a determination will be made if the student is to remain in school or be picked up by a parent, guardian or other appointee.

In case of an emergency, a designated school employee will call the student's parent(s) or guardian(s) and appropriate emergency personnel, if necessary.

Students who come to school with suspected symptoms of a communicable disease will be sent to the office. The office will determine whether the condition is one which requires the student to be sent home. If the student is sent home, the student may not return without a medical excuse stating that the student is no longer contagious.

5.9 EMERGENCIES

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted as required by law to familiarize employees and students with evacuation procedures

Teachers are responsible for their students at all times.

5.10 BOMB THREATS

In the event of a bomb threat, the following procedure shall be used:

- Evacuate the building immediately to fire drill assembly areas.
- Notify appropriate law enforcement personnel.



Section 6.0 POLICIES AND PROCEDURES

6.1 NEW EMPLOYEE ORIENTATION

The Director or the employee's immediate supervisor conducts an employee orientation program. The orientation programs address job responsibilities, employee benefits, and local, state, and federal guidelines as they pertain to assigned jobs.

6.2 STANDARDS OF CONDUCT

All employees are expected to work together in a cooperative spirit to serve the best interests of ALIBI and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students and co-workers and maintain confidentiality in all matters relating to students and co-workers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action. Excessive absences, tardiness or failure to follow absence procedures can result in termination.
- Know and comply with school procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor or the Director immediately.
- Use school time, funds, and property for authorized school business and activities only.

6.3 CODE OF ETHICS AND STANDARD PRACTICES

ALIBI employees shall:

- Comply with standard practices and ethical conduct toward students, colleagues, school officials, parents, and members of the community.
- Maintain the dignity of the profession, demonstrate personal integrity and exemplify honesty.
- In accepting a position of public trust, will measure success by the progress of each student toward realization of their potential as an effective citizen.

Professional Ethical Conduct, Practices, and Performance

- The Director and staff shall not knowingly engage in deceptive practices regarding official policies of the school.
- The Director and staff shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- The Director and staff shall not submit fraudulent requests for reimbursement, expenses, or pay.
- The Director and staff shall not use institutional or professional privileges for personal or partisan advantage.
- The Director and staff will not accept or offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.
- The Director and staff will not falsify records, or direct or coerce others to do so.
- The Director and staff will comply with state regulations, written local school board policies, and other applicable state and federal laws.

Ethical Conduct toward Professional Colleagues

- The Director and staff will not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- The Director and staff will not harm others by knowingly making false statements about a colleague or the school.
- The Director and staff will adhere to written local school policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- The Director and staff will not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- The Director and staff will not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- The Director and staff will not retaliate against any individual who has filed a complaint.

Ethical Conduct toward Students

- The Director and staff will not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- The Director and staff will not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
- The Director and staff will not deliberately or knowingly misrepresent facts regarding a student.
- The Director and staff will not engage in physical or psychological mistreatment of a student.
- The Director and staff not solicit or engage in sexual conduct with a student.
- The Director and staff will not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- The Director and staff will not retaliate against a student who has filed a complaint.

6.4 PERFORMANCE EVALUATIONS

Evaluation of an employee's job performance is a continual process that focuses on improvement. Performance evaluations are based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the Director or his designee. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

6.5 PROFESSIONAL DEVELOPMENT

Professional development opportunities are offered to assist in the development of instructional personnel in achieving performance objectives addressed in the educational improvement plan.

Staff wishing to attend conferences should submit a written request to the Director in advance for approval. The written request shall include the name of the conference or meeting, the hosting entity, the date(s), and the total cost. The request should also include a brief narrative as to the benefits for the staff, students and school.

6.6 STUDENT DISCIPLINE

Students are expected to follow the classroom rules, school rules, and rules listed in the Student/Parent Handbook. Teachers and administrators are responsible for ensuring that proper conduct and behavior is maintained by students in the classrooms, on school premises, on school buses and during school-sponsored activities.

Teachers must file a written report with the Director or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. The Director or administrator will send a copy of this report to the student's parents within 24 hours, and a record of all disciplinary action will be placed in the student's cumulative file.

6.7 STUDENT ATTENDANCE

The focal point of the educational process at ALIBI is classroom instruction and teacher and student interaction. We believe that a positive learning experience at school can only be achieved by regular school attendance. Frequent absences disrupt the learning experience, diminish student achievement.

Teachers and staff should be familiar with ALIBI's policies and procedures for attendance accounting. These procedures require students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence.

6.8 EMPLOYEE DRESS CODE

School employees of ALIBI will model professionalism for students. The following list of apparel is considered inappropriate and should not be worn by any professional, instructional, or office personnel at professional meetings, or workshops sponsored by ALIBI:

- Denim jeans may not be worn.
- Warm-ups or sweat suits, except for physical education teaching personnel while teaching physical education classes.
- Excessively tight-fitting garments or low cut tops.
- Mini-dresses, skirts, or garments that are not at or below knee length.
- Slits on dresses or skirts that are that are excessively high.
- Coaches will adhere to the dress policy when attending meetings or teaching

regular classes.

In addition, the following guidelines apply:

- A professional rather than a casual look will be maintained at all times.
- Hair should be clean and neatly combed. The style must not be extreme to the point of creating distraction.
- All personnel shall adhere to the dress code when attending any professional meeting.

Employees will comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as school employees. Violation may result in disciplinary action, up to and including termination of employment.

6.9 TOBACCO USE

In an effort to create a healthy environment for students, employees and the general public, smoking or using tobacco products is prohibited on all school-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities.

6.10 VISITORS IN THE WORKPLACE

All visitors, including parents, are expected to enter any school facility through the main entrance and report to the building's main office where they will sign in. Authorized visitors and parents will receive directions to their destination or will be escorted to their destination. Employees who observe an unauthorized individual on the school premises should immediately direct him or her to the building office or contact the administrator in charge.

6.11 COPYRIGHTED MATERIALS

Employees and students of ALIBI must comply with the provisions of the United States Copyright Law of 1976, as amended (Title 17, United States Code) relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

Employees who violate this policy or who knowingly permit employees or students to violate this policy are subject to disciplinary action, up to and including termination.

6.12 COMPUTER USE AND DATA MANAGEMENT

ALIBI electronic communications systems, including its network access to the internet, are for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to ALIBI;
- Does not unduly burden ALIBI's computer or network resources, or
- Has no adverse effect on job performance or on a student's academic performance.

Electronic media cannot be used for knowingly transmitting, retrieving or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene;
- Defamatory, libelous or threatening; or
- Engaged in for any purpose that is illegal or contrary to any of the school's policies or business interests.

Electronic mail transmissions and other use of the electronic communications systems are not confidential and ALIBI reserves the right, at its discretion, to monitor, intercept or otherwise review any employee's or student's electronic communications, files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other ALIBI policies. Employees should not assume electronic communications are private.

Employees and students who are authorized to use ALIBI electronic communications systems are required to abide by the provisions of this policy. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action, up to and including termination.

6.13 GIFTS AND FAVORS

No employee shall accept any gift, gratuity, favor, entertainment, reward, or any other item of monetary value. Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's judgment or the discharge of the employee's assigned duties.

Employees can accept gifts or entertainment only in cases where the gifts or entertainment are of nominal value, are customary in the industry, will not violate any laws, and will not influence or appear to influence the employee's judgment or conduct at ALIBI.

All gifts must be recorded and documented.

6.14 WORKING WITH THE MEDIA

The Director's Office is ALIBI's sole contact for the news media. Any information requested by the news media should be directed to the Director's Office. This includes statements concerning current issues and requests for school information, including enrollment reports and school funding figures. Employees who would like a news item to be given to the media should forward the information to the Director's Office.

Employees who violate this policy are subject to discipline, up to and including termination of employment,

6.15 INCLEMENT WEATHER CLOSING

ALIBI may close schools for a full day or part of a day because of inclement weather or emergency conditions. When such conditions exist, the Director will make the official decision concerning the closing of ALIBI's facilities. When it becomes necessary to open late or release students' early, school officials will notify television and radio stations.

6.16 RESIGNATIONS BY CONTRACT EMPLOYEES

Contract employees may resign their position without penalty at the end of any school year if written notice is received 30 days before the first day of instruction of the following school year. Failure to do so will result in the contract employee paying ALIBI stipulated damages of \$500.00. A written notice of resignation should be submitted to ALIBI.

6.17 RESIGNATIONS BY NON-CONTRACT EMPLOYEES

Non-contract employees are employees at will and may resign their positions at any time. A written notice of resignation should be submitted to your supervisor at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

6.18 DISMISSAL OR NON-RENEWAL OF CONTRACT EMPLOYEES

Employees on probationary, term, and continuing contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in the employee's contract. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of

the recommended action, an explanation of the charges against them.

6.19 DISMISSAL OF NON-CONTRACT EMPLOYEES

Non-contract employees are employed at will and may be dismissed without notice. A description of the reasons for dismissal, or a hearing. It is unlawful for ALIBI to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights.

Section 7.0 SUMMARY

These guidelines have been compiled to inform you of ALIBI's practices, policies, and benefits. These policies and benefits may change with time, consult the Director if you have any questions. Replacement pages will be distributed as changes occur. Below is a sample receipt for the Handbook. A duplicate is found on the next page. Please sign and date the receipt form on the next page and return it to the Director. This is our guarantee that you have been properly informed of your job responsibilities and rights.

Methods to Insure Parental Involvement

Section I: School Operations

1.2.3 Parental Involvement

Parents are always welcome to school. Their input is a valuable resource for improving our school and fulfilling our mission. In order to engage families at the beginning of the ALIBI journey, prospective students and their parents are asked to participate in the enrollment process together. Attendance, school work, discipline, uniforms and other related matters will be explained before contracts are signed, so that all parties are aware of the academic demands and expectations of the program. It is mandatory for parents to review and sign off the Parent/Student Handbook that will be provided to students and parents at the time of enrollment. This is a start of a mutually beneficial relationship between the school and the families.

Various opportunities for collaboration between parents, teachers and administration will be provided and developed such as conferences, town hall meetings, cultural programs, events and fund raising. An e-Newsletter will be provided to students, parents and the community at large to inform regarding pertinent issues and happenings at ALIBI. The staff will teach language classes that will be open to parents, as well as business partners, mentors and community members.

Parents will be invited to participate on various committees such as, School Governance Council, interview, budget and disciplinary committees.

ALIBI will use the following methods to report on parental involvement results:

- E-Newsletter
- Town Hall Meetings
- Board Meetings
- Annual Report

Section II: Educational Program

2.3 Other Accountability Measures

This section describes other accountability measures that will be utilized by ALIBI, including parent satisfaction, attendance, parental involvement, community service and business partner/mentor satisfaction.

- **Parental Satisfaction** will be measure using various methods including but not limited to, parent surveys (paper or online), parent/teacher conferences, monthly meetings for parents with administrators, teachers and students and referral of the school to others.
Parent feedback is always welcome.
- **Parental Involvement** will be recorded on a dated sign in sheet and archived.

The activities stated in **Parental Satisfaction** include various ways that parents will be invited to participate. The statement under **Parental Involvement** was written to meet the requirement of accountability measure.

Parental Involvement is also addressed in the Student/Parent Handbook (Attachment S) in section 5.0 School Logistics.

5.1 ENROLLMENT / ADMISSIONS PROCESS

In order to promote the highest standards of education, the Academy of Languages and International Business, Incorporated engages families as well as students in the application process. Therefore, students and their parents are asked to adhere to the application process:

Students:

- Complete application.
- Attend an informational meeting with your parent(s) or guardian(s). You will receive a letter in the mail informing you of the meeting location, date and time.
- Attend as interview with members of the ALIBI staff with your parents or guardians.

**Section 8.0
RECEIPT FOR EMPLOYEE HANDBOOK**

***SAMPLE**

RECEIPT FOR EMPLOYEE HANDBOOK

I have received and read a copy of the Employee Handbook for ALIBI. I understand that the policies and benefits described in it are subject to change at the sole discretion of ALIBI at any time.

If I am not a contract employee, I further understand that my employment is at will, and neither myself nor ALIBI has entered into a contract regarding the duration of my employment.

If I am a contract employee, I understand that my employment may be terminated by ALIBI, without a breach of my employment agreement in the event that ALIBI, in its discretion, concludes that I have failed to perform at a professional level of competence the services, duties, and obligations required by federal law and by the law of the State of Wisconsin, or in accordance with the rules, regulations and policies of ALIBI which are now in existence or which may be hereinafter enacted by the board.

I also acknowledge that this Employee Handbook is not a contract of employment and does not establish a contractual relationship between me and ALIBI.

Employee's Printed Name

Position

Employee's Signature

Date

RECEIPT FOR EMPLOYEE HANDBOOK

I have received and read a copy of the Employee Handbook for ALIBI. I understand that the policies and benefits described in it are subject to change at the sole discretion of ALIBI at any time.

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I also acknowledge that this Employee Handbook is not a contract of employment and does not establish a contractual relationship between me and ALIBI.

Employee's Printed Name

Position

Employee's Signature

Date



ATTACHMENT E
OPERATIONS MANUAL

OPERATIONS MANUAL

***Academy of Languages and International
Business, Incorporated***

Milwaukee, Wisconsin



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OUR MISSION

To prepare adolescents academically, experientially, and socially for post-secondary life.

ALIBI helps students develop global awareness through rigorous academics and relevant workplace skills in preparation for rewarding lives in our increasingly technological and interconnected world.

OUR VISION

The Academy of Languages and International Business, Inc. (ALIBI) is committed to using a multi-cultural, multi-faceted and integrated approach to teaching and learning.

We will:

- Provide ongoing opportunities for students to demonstrate in-depth understanding and application of their knowledge.
- Cultivate high academic achievement, positive social interactions and appreciation for culture and diversity.
- Examine the delivery of appropriate standards-based curriculum to help ensure students are working toward the mastery of academically applied skill areas.
- Identify student's performance levels through state, school-wide and classroom based assessments.
- Be a school community that focuses on learning and encourages achievement to prepare students for college and life beyond high school.
- Connect students, and the school, to the community by sending students out to learn from business partners and mentors.
- Address the learning needs of students from diverse cultural backgrounds and develop the knowledge, skills and values required by all students for active citizenship in a global society.

GOVERNANCE STRUCTURE

ALIBI will incorporate three methods for the recommendation process:

- Board of Directors
- School Governance Council
- Parent/ Teacher Association

This governance structure is designed to be inclusive and cooperative. By sharing a common focus, having high expectations for staff, students and basing recommendation on data, each governing body will have input on school climate and budget. Additionally, they will be committed to the school's educational goals and work with outside agencies to strengthen the school's mission.

We will have a Board of Directors, which board will work toward increasing ALIBI's potential to broaden it's funding through contacts for in-kind resources, and direct financial support. ALIBI's Board will have legal authority and be the governing body of total school operations. They will develop policy; provide direction, expert advice, and develop a rubric for the evaluation of the Director.

The School Governance Council will consist of community members, teachers, parents and the Director of the school. The Governance Council has influence with the educational program and budget. The council will review and assess school performance with respect to student achievement, school culture, and parent involvement.

Our Parent/ Teacher Association will consist of parents and teachers. Its primary purpose is to empower parents with the knowledge and understanding of how schools operate; to be partners with teachers, assist in interpreting data, support public education and take the lead with school fundraisers. The Association is strictly voluntary and has no term limits.

Definitions

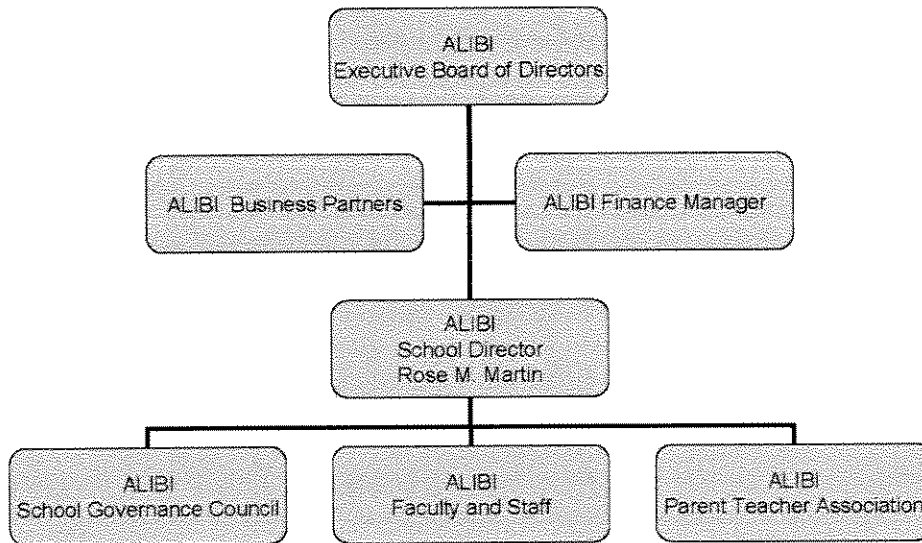
- Councils are the primary vehicle to foster collaborative development of school-wide Rules and Policies. Councils will have representatives from recognized employee and student organizations, chosen by the organizations.
- Sub-committees are representative groups that focus on a specific area of school operations. These groups are not intended to be standing, on-going groups.

Roles of Chairs / Co-Chairs include:

- Orient new members to role of the Council/ Sub-committees
- Record attendance of meetings
- Promote/encourage participation; keep focused on agenda items
- Communicate any membership changes to the Director and the appropriate association president
- Forward all recommendations to appropriate Council

The objective and basic policy of each council, committee, board or association, shall be to work cooperatively and collegially with the administration, staff, and faculty of the school.

ORGANIZATIONAL CHART



Academy of Languages and International Business, Inc.
Organizational Chart

ADMISSIONS POLICY

The admissions process is designed to establish a student body that is diverse and reflects the community at large. ALIBI does not discriminate on the basis of gender, race, religion, or national origin. Students with social IEP or 504 accommodations are also encouraged to apply. ALIBI will not deny any students based on a disability.

ALIBI engages families as well as students in the educational application process. Therefore, students and their parents or guardians must follow the following application process:

- Families will receive a letter in the mail informing them of the meeting location, date, and time.
- Attend an admission informational meeting with your parent(s)/guardian(s).
- Complete the ALIBI application.
- Students and their parents/ guardian will participate in an interview with members of ALIBI faculty.


Application packet must be complete in order to be considered for admission into ALIBI. If the number of applications exceeds enrollment capacity, a random, unbiased lottery process will be used to assure that all applicants have an equal chance of enrolling. Students who are not enrolled are put on a waiting list and will be called as spaces open.

Students with disabilities are afforded additional rights such as, public agencies must permit parents to inspect and review pupil records and if a parent or adult student feels the information contained in their pupil records is inaccurate, misleading, or violates the rights of the child, the parent or adult student may request that the agency amend the records.

Furthermore, specific procedural safeguards such as, the right to obtain an independent educational evaluation, opportunity to present complaints to initiate due process hearings, and access to educational records. These safeguards are aligned with IDEA as it relates to the educational experiences of students with disabilities. This admission policy is not a means to exclude students with disabilities from ALIBI, but rather to ensure that the placement and school schedule are aligned with the IEP.

When a student enrolls, the special education at ALIBI teacher must have a copy of the most current IEP prior to the first day of student attendance (IDEA, Section 300.342(b)(1)). The special education teacher will schedule an IEP meeting. The IEP team composition consists of the student, the parent/guardian, the special education teacher, the regular education teacher, other service providers, and the LEA (IDEA, Sec. 300.344). The purpose of this meeting is to review/revise the IEP. The following items will be reviewed at the intake IEP meeting:

1. Participation in district wide and state wide assessments
2. Classroom Assessments Based on Standards and Promotion
3. Special factors and behavioral concerns
4. Present levels of performance


- 
5. IEP goals and objectives
 6. IEP program, supplemental services and supports needed in regular education
 7. Extent, if any, to which the child will not participate with non-disabled peers in the regular education class and activities

If these items are present, complete and correct, the IEP is compliant (IDEA, Sect. 300.347).

The IEP team must agree that the current IEP is compliant and the student will benefit from this new placement. If the team is unsure that the placement is appropriate for the student, the team may develop an interim IEP for the student that sets out specific conditions and timelines for the trial placement. If the team determines that this school is a proper placement, the student will be admitted. The team will determine the best academic program via a class schedule. Any revisions needed to provide special education support and services will be added to the IEP. The new placement will be noted in the IEP.

If during the intake process, it is determined that the IEP is not compliant, the student will not be admitted. The student's previous school is responsible for developing a legally correct IEP and for providing special education services until the IEP is compliant. After these steps have been taken, the student will be admitted to ALIBI. A non-compliant IEP is not legally correct, if it contains falsified information (levels of performance, behavioral concerns, etc), or if needed, lacks a FBA/BIP.

VISITORS



Parents/guardians are always welcome to visit the school. In order for their visits to be productive, parents are urged to make an appointment with the staff member whom they wish to see. Otherwise, visitors will be limited to persons on official business.


EXCUSED ABSENCES

A student's absence is considered "Excused" if (1) it is due to illness or injury of the student; death of an immediate family member; or observance of a religious occasion; and (2) it is verified by the parent or guardian. If a student is to be absent from school, the parent/guardian is requested to call the school on the day of the absence. A written note, signed by the parent/guardian, is to accompany the student on his or her return, and will be collected. Parents/Guardians will be notified if their student is not in school.

UNEXCUSED ABSENCES

Any unverified absence or absence which does not fall into one of the above categories is considered unexcused and may affect the student's grade in class or promotion.

EARLY DISMISSALS



Early dismissals from school will only be granted in cases of emergency, as determined by the

Director or his/her designee. A student may not be released unless the parent/guardian is notified.

TARDINESS

All students are expected to arrive at school in time to be in class by the designated time. Students who are excessively tardy to school will be subject to consequences, which may include parent conferences or detention. Students are expected to be on time for every class.

INCLEMENT WEATHER CLOSING

ALIBI may close schools for a full or part of a day because of inclement weather or emergency conditions. When such conditions exist, the Director will make the official decision concerning the closing of ALIBI's facilities. When it becomes necessary to open late or release student's early, school officials will notify television and radio stations.

COMPLAINT PROCEDURE

ALIBI is committed to working closely with parents and guardians to resolve issues and concerns in a way that is mutually agreeable. If at any time a parent or guardian feels their concerns about their child's achievement or a school policy are not being addressed, they should use the following steps to resolve a concern, question, or problem that needs attention.

- Contact the classroom teacher if applicable.
- If no resolution has been reached, contact the Director.
- If resolution is still not reached, or if your concern is school wide, contact the school for the names and phone numbers of governance board members.
- Unresolved issues may be appealed to the Governance Board in writing.
- Complaints may be governed in a different procedural manner based upon the nature of the complaint

ALIBI PROMOTION REQUIREMENTS FOR GRADES 9 THROUGH 12

The required curriculum for students in each grade level at ALIBI is described below:

<u>9th GRADE CURRICULUM</u>		<u>10th GRADE CURRICULUM</u>	
Courses		Courses	
English	1 credit	Geometry	1 credit
Algebra I or Math I	1 credit	History	1 credit
World Geography	1 credit	Physical Science	1 credit
Biology	1 credit	Spanish II or Mandarin Chinese II	1 credit
Physical Education	0.5 credits	English 10	1 credit
Spanish I or Mandarin Chinese I	1 credit	Physical Education	0.5 credits
Technology	1 credit	Health	0.5 credits
		Elective	0.5 credits
Additional Requirements		Additional Requirements	
<i>Perform one community service project</i>		<i>Complete one learning project based on research</i>	
<i>Complete one presentation on project</i>		<i>Complete one presentation on learning project</i>	
<i>Begin Digital Learning Portfolio</i>		<i>Continue development of Digital Learning Portfolio</i>	
		<i>Perform one community service project</i>	

<u>11th GRADE CURRICULUM</u>		<u>12th GRADE CURRICULUM</u>	
Courses		Courses	
English 11 (American Literature)	1 credit	English 12 (World Literature)	1 credit
Algebra II/Math II	1 credit	Trigonometry	1 credit
U.S. History	1 credit	Civics and Economics	1 credit
Spanish III or Mandarin Chinese III	1 credit	Spanish IV or Mandarin Chinese IV	1 credit
Chemistry and Lab	1 credit	Psychology	0.5 credits
Physical Education	0.5 credits	Consumer Education	0.5 credits
Multimedia Production (Tech)	0.5 credits	Business Internship	1 credit
Business Internship	0.5 credits		
Additional Requirements		Additional Requirements	
<i>Complete one presentation based on internship</i>		<i>Complete one presentation based on internship</i>	
<i>Continue development of Digital Learning Portfolio</i>		<i>Complete Digital Learning Portfolio</i>	
<i>Begin preparing College Portfolio</i>		<i>Complete College Portfolio</i>	

In 9th grade, all students will begin the development of a digital portfolio that will highlight their projects, abilities and skills. They will continue developing their portfolio at each grade level. The completed portfolio will demonstrate their sequential learning and growth.

STUDENT DISCIPLINE

Students are expected to follow all rules established by the school, which will be included in the

Parent/ Student Handbook. Teachers and administrators are responsible for ensuring that proper conduct and behavior is maintained by students at all times.

A positive approach in the disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction, and the need for positive motivation of students. The ultimate goal of discipline in the school is to develop an understanding of self-discipline and its necessity in our society. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or Director.

Teachers must file a written report with the Director or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. The Director or administrator will send a copy of this report to the student's parents within 24 hours, and a record of all disciplinary action will be placed in the student's cumulative file.

ALIBI will not discriminate in standards and rules of behavior or disciplinary measures, including suspensions and expulsions, on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental or emotional learning disability or any other basis prohibited by applicable law. Discrimination complaints will be process in accordance with established procedures.

POSSESSION OF FIREARMS AND WEAPONS

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of ALIBI's weapons policy should report it to their supervisor or Director or call the Milwaukee Police Department at 414-580-6069 immediately.

ALIBI will search an employee's or student's work area for firearms or weapons only if ALIBI has a reasonable belief that the item in question is in the employee's or student's possession or under the employee's or student's control. If possible, before conducting the search, ALIBI will ask the employee or student about the item in question, and will give the employee or student the opportunity to produce the item.

Refusal to submit to a search can lead to disciplinary action, including if warranted, termination of employment for employees and disciplinary action, including suspension or expulsion for students.

REPORTING SUSPECTED CHILD ABUSE

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office. An employee may not delegate to or rely on another person to make the report.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the Director. This includes students with disabilities who are no longer

minors. In addition, employees must cooperate with any individual investigating suspected child abuse or neglect.

Reporting the concern to the Director does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse or investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited, and is subject to discipline, up to and including termination of employment.

Any questions about your responsibilities under this policy should be immediately directed to the Director.

DRUG-FREE SCHOOL REQUIREMENT

ALIBI is committed to maintaining an environment which is drug-free and alcohol-free and will not tolerate the use of illegal drugs or alcohol in the workplace. ALIBI also prohibits the distribution, possession or use of illegal drugs and alcohol on school premises.

Employees shall also not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances while at school or at school-related activities during or outside of usual working hours. This prohibition includes the following:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant depressant, amphetamine, or barbiturate.
- Any abuse of glue, aerosol paint, or any other chemical substance for inhalation, alcohol or any alcoholic beverage.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs or substances.
- An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.
- An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy. However, employees who need to use prescription medications must adequately safeguard the medication so it is not accessible to students.

Employees who violate this policy shall be subject to disciplinary action, which may include referral to drug and/or alcohol counseling or rehabilitation programs, suspension, termination, and referral to appropriate law enforcement officials for prosecution.

SEARCHES

To assist in administering its drug-free policy, ALIBI reserves the right to searches. Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets,

or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places.

In addition, ALIBI reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct, including the suspicion of the sale, possession, or use of controlled substances or alcohol on school property. ALIBI may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on school premises or work sites or used in school business.

Any controlled substance or alcohol found in an employee's possession or work space will be confiscated. Suspected illegal substances will be turned over to appropriate law enforcement authorities. An employee may be required to furnish ALIBI with a physician's name and/or prescription for confirmation of the prescription of a legal substance found in the employee's possession.

This is a drug-free school and therefore a drug-free work zone. Failure to submit to a search will result in termination.

If a supervisor or authorized ALIBI official has cause to believe or has a reasonable suspicion that an employee is impaired or is using illegal substances or alcohol at work, these findings and observations are documented.

BANKING AND INVESTMENTS

- The Board of Directors shall approve the bank(s) used by ALIBI.
- Banks shall be selected based on physical proximity to the school, cost of services, references, community reputation and other factors deemed appropriate by the Board of Directors.
- The school shall maintain up-to-date records of individuals with signature authority for financial transactions with the bank.
- All financial transactions (deposits, check writing, investments) shall be conducted through the bank(s) approved by the Board.
- The Director shall be responsible for implementing procedures and practices to assure the safe keeping of cash and other negotiable financial instruments.
- Cash and checks will be kept in a safe, locked place and out of sight while in the school, and deposited in accounts of the ALIBI on a daily basis whenever possible.
- Temporarily idle cash may be invested in instruments with a due date not greater than 12 months in bank certificates of deposits or demand deposits (savings account, money market account) of banks approved by the Board.

Other cash
Grants,
endowments

lock box
petty cash

BOOKS OF ORIGINAL ENTRY

- ALIBI will utilize a computerized double entry bookkeeping / accounting system.
- Revenue and expenditure accounts in the general ledger will correspond to the budget.
- All financial transactions, including, but not limited to receipts, disbursements, receivables, payables, payroll, and journal entries, will be entered into the double entry system.
- The Business Manager will create procedures and processes for capturing financial information and assuring all data is properly entered into the system in a timely manner.
- The accounting system will allow for segregation of revenues (receipts) and expenditures (disbursements) in such a manner to assure compliance with regulatory requirements and restrictions as well as generally accepted accounting principles.
- Interim financial statements will be presented to the Board of Directors on a periodic basis, but not less than quarterly.
- An independent auditor selected by the Board of Directors will audit the financial statements and fiscal policies and controls annually.

BUDGETS

- The Business Manager and the Director will prepare a budget for each school year.
- The budget shall include all revenues and expenditures for all programs and activities of the school.
- The budget shall list expenditures by broad categories specified by the Board of Directors and revenues by primary funding source (e.g., tuition (including charter school aid), fees, food service payments, grants and aids, etc.).
- Supplemental information for capital items and budgets for grants and contracts will be included in the annual budget and may be acted upon separately by the Board.
- The Board of Directors shall approve the annual budget and changes to the budget.
- Monthly budget status reports (budget versus actual revenues and expenditures) will be provided to the Director and Treasurer of the Board. The reports will be reviewed by appropriate parties and distributed accordingly.
- The Director, with approval of the Treasurer, may reallocate expenditures within the budget so long as such reallocation does not violate terms of a grant program or charter school regulations and is consistent with the mission of the school.
- Modification to total budgeted revenues or expenditures requires approval of the Board of Directors.

ACCOUNTS RECEIVABLE

- Any amounts that are due from individuals, governments or other agencies will be recorded as an account receivable when earned and payment is expected to be received during the fiscal year or within 90 days of the end of the fiscal year.
- Invoices will be issued for any amount for which payment is not made or expected to be made within 7 days.
- Accounts receivable will be reconciled not less than every 60 days by the Business Manager.
- The Board of Directors, such approval to be evidenced in the Board minutes, will approve any write-off of accounts receivable.
- Loans to employees or members of the Board of Directors shall not be permitted.

RECEIPTS

- All cash or checks received by incoming mail will be recorded in a daily log, a copy of such log to be provided to Business Manager at the end of each month. The log shall include the date, amount and payee.
- Any checks will be immediately endorsed "For Deposit Only" Academy of Languages and International Business, Inc." upon receipt. The individual responsible for opening the mail will endorse checks received by incoming mail.
- A pre-numbered cash receipt will be prepared for all checks and cash received. The cash receipt will list the date of receipt, payee, amount, purpose and account code in which the receipt is to be recorded.
- Cash receipts will be deposited as needed at the designated bank. Amounts not deposited will be held in a locked cabinet or safe. No cash will be left in the school over a weekend or during school breaks (e. g. winter break, spring break, summer).
- A deposit slip listing the total amount of cash and each check will be prepared in duplicate by the financial secretary. Each deposit slip should represent consecutive cash receipt numbers.
- Documentation of all cash receipts (e.g., copy of check, letter, transmittal form, etc.) will be stapled to the duplicate deposit slip.
- All cash receipts and the proper accounting code will be entered into the computerized accounting system on a daily basis.
- The Business Manager shall periodically, but not less than twice per year, conduct an internal audit on deposit procedures. The audit will be based on a sample of deposits, cash receipts and proper recording of transactions in the computer system.

Material variances, if any, shall be immediately reported to the President of the Board of Directors.

PURCHASING

- Purchases may be made by credit card, purchase order or cash. A school credit card, in the name of the Director may be issued with Board approval.
- Requests for purchases shall be made in writing using a Purchase Requisition form. The person preparing the form shall indicate any special handling, such as the need for a check to accompany the purchase order, if there is a special funding source (e.g., Title I, IDEA, restricted gifts) for the expenditure, and the account code to be charged.
- All purchases must receive the prior approval of the Director. All purchases greater than \$500 must receive the approval of the Director and Board Treasurer, or designee.
- Capital items costing greater than \$1,000 not included in the annual budget require approval of the Board.
- Purchases greater than \$500 may be made only with the credit card or by purchase order.

Prior to approving a purchase, the Director shall:

- Determine that the item being requested is necessary for the program.
- Determine if funds are available in the budget.
- Determine if the expenditure is permitted in accordance with the source of revenues that will be used to pay for the purchase.
- Assure the proper account code is affixed to the original documentation.
- Determine if bids or quotes should be requested.
- All packing slips, receipts or other paper work related to a purchase shall be signed and dated by the person who accepts delivery of goods and sent to the Director.

DISBURSEMENTS

- All invoices received by incoming mail will be recorded in a daily log, a copy of which shall be provided to the Business Manager at the end of each month. The log shall list the date, company and dollar amount of invoice.
- Invoices shall be forwarded to the Director for approval. The Director shall assure the invoice is for an approved purchase and will attach any documentation such as a copy of the purchase requisition and/or delivery slips.
- Comparison in prices will be research prior to approval.

- The Director will forward approved invoices, with attached documentation, to the financial secretary for payment.
- Payment will be made by check or credit card only, except as provided below for petty cash.
- The Director shall be responsible for all blank checks and will assure they are kept in a locked and secure place.
- All checks will be pre-numbered and used in sequence.
- Checks will be prepared for an approved vendor invoice only. Upon payment, the invoice is to be stamped "PAID."
- Checks shall be made payable to a specific vendor / payee. Checks shall NOT be made payable to "cash" or "bearer."
- Signatures shall NOT be applied to blank checks.
- A duplicate copy of all checks, attached to the source documents, will be filed alphabetically by vendor name.
- The financial secretary shall record all checks in the computer system.
- Voided checks will be marked "VOID" and the signature portion of the check will be defaced. Void checks will be recorded in the computer system and the original will be filed.

In no event will checks be:

- Prepared unless these procedures are followed.
- Prepared without back-up documentation.
- Used in other than sequential order.
- Signed blank.
- Made out to "cash" or "bearer."

The Business Manager shall periodically, but not less than three times per year, conduct an internal audit on check writing procedures. The audit will be based on a sample of checks written, including examination of source documents and proper recording of transactions in the computer system. Material variances, if any, shall be immediately reported to the President of the Board of Directors.

PETTY CASH

- The school may, upon approval of the President, establish a petty cash fund, including a change box, in an amount not greater than \$500.
- If established, the financial secretary shall maintain the petty cash fund,
- A written receipt signed by the recipient of the payment and the financial secretary shall evidence any payment from petty cash. The written receipt shall include the date, reason for payment, account code to be charged, and amount.

- The petty cash fund may be replenished any time the total cash available is less than 50% of the total amount approved. The petty cash fund must be closed at the end of the school year and may, with approval of the President of the Board of Directors, be reopened the following year.

PAYROLL

- Payroll will be every second Friday for a total of 26 per year. Generally employees will receive pay on the first payroll following the completion of a full-pay period (i.e., pay for pay period that ends on the 2nd Friday of the year will be made to the employee on the pay period that ends on the 4th Friday of the year).
- Every employee will be given a contract or letter of employment specifying their wages and benefit eligibility, signed by the Director.
- Any change in pay rates, hours, or benefit eligibility shall be effective only if approved in writing by the Director.
- The Director shall assure that any position for which someone is hired is included in the budget approved by the Board of Directors.
- The Director shall assure that wages, hours and conditions of employment are consistent with approved Personnel Handbook provisions.
- The financial secretary will be responsible for assuring that each new employee completes a Form W-4, Employee Withholding Certificate, Form 1-9, Employment Eligibility Verification, and appropriate benefit enrollment forms. The financial secretary will be responsible to assure these forms are filed in the employee's personnel file.
- The financial secretary will create a payroll record for new hires and enter in the computer system. Contracted employees will receive their pay in accordance with their contract terms. Hourly employees will be paid when hours are posted.
- Hourly employees will be responsible for completing a bi-weekly time record showing hours worked and hours / days of absence. The employee shall sign and date the bi-weekly time record, attesting that the information is true and correct, and give to their immediate supervisor.
- The employee's immediate supervisor shall review each record, and if accurate sign and date and submit to the financial secretary.
- The financial secretary will gather all payroll information and assure proper signatures and approvals.
- Hourly information will be entered into the computer system.
- The financial secretary will run a "trial payroll" and verify that all contracted and hourly payments are accurate.
- When the "trial payroll" is complete and accurate, the financial secretary will prepare a final report to be reviewed and approved by the Director. A copy of the approved report will be sent to the Business Manager.

- There will be no payroll advances.

In no event will payroll direct deposits be:

- Prepared unless these procedures are followed.
- Prepared without back-up documentation.
- The financial secretary will process claims for unemployment after review and approval by the Director.
- The financial secretary shall be responsible for timely and accurate submittal of payroll taxes and payment(s) for employee benefits.
- The Business Manager will periodically, but not less than monthly, reconcile payroll records with the general ledger and will assure that payroll tax withholdings have been properly transmitted. The reconciliation will be based, on a contracts / letters of employment, letters of termination and other approved payroll documents. Material variances, if any, shall immediately be reported to the President of the Board of Directors.

TRAVEL AND EXPENSE REIMBURSEMENT

- All travel must be approved by the Director in advance.
- Reimbursement for travel and expenses will be based on a properly prepared Expense Reimbursement Claim form signed by the employee and approved by the Director. The maximum reimbursement shall be limited to the amount previously approved.
- Per diem is \$50.00 per day. Receipts must be turned in order to be reimbursed.
- Reimbursement for use of a personal vehicle shall be at the rate established by the Internal Revenue Service. Reimbursement for mileage shall be for the most direct route from the school to the destination and back. The financial secretary may adjust mileage reimbursement to the miles reported on MapQuest or similar travel system.

CONSULTANTS

- Written contracts clearly defining work to be performed will be maintained by the Director, or designee, for all consultation and contracted services.
- Consultant services will be paid for as work is performed and only upon receipt of an invoice for services.

BANK RECONCILIATION

- Bank statements will be received directly by the Business Manager who will prepare a timely reconciliation of the bank balance to the balance shown on the school books

district.

- An itemized list of all reconciling items will be retained.
- The Business Manager will inform the financial secretary of any check outstanding greater than 60 days (30 days for payroll checks). The financial secretary will make an effort to contact the payee for these outstanding checks.
- Variances, if any, shall be immediately reported to the President of the Board of Directors.

PROPERTY

- The financial secretary, under the direction of the Business Manager and with assistance from other staff, shall prepare and maintain an accurate inventory of all property (real estate, furniture, fixtures and equipment).
- The financial secretary will assure the purchase of a capital item is recorded on the inventory when received and shall report changes to inventory to the insurance carrier as required by the carrier.
- A physical inventory shall be made at the beginning of each school year on forms prescribed by the Business Manager.
- The financial secretary will immediately advise the Director and Business Manager of any loss, theft, misuse, damage or destruction of property.
- The property inventory will be maintained in a safe place and will serve as evidence in the event of loss of property for insurance claims.
- The property inventory will be provided to the school's casualty insurer for purposes of established proper insurance coverage.
- An adequate inventory of supplies, as determined by the Director and Business Manager, shall be maintained and monitored by the financial secretary. Replenishment of supplies shall be in accordance with purchasing policies.

LEASES

- Legal counsel shall review all lease agreements prior to submission to the Board of Directors for approval.
- The Director, following Board approval shall execute lease agreements.
- The financial secretary will keep copies of all lease agreements on file.
- Lease agreement shall include the statement "*All obligations of ALIBI under this lease shall terminate upon termination of funding to ALIBI from the funding source used under this lease agreement*" whenever possible.

RISK MANAGEMENT AND INSURANCE

Casualty insurance coverage at limits approved by the Board of Directors will be maintained for:

- Worker's compensation.
- Property insurance on all facilities and equipment.
- Auto for owned, if any, and non-owned vehicles, including under and uninsured coverage.
- Boiler and machinery for owned buildings, if any.
- General liability
- Educator's legal liability
- Employee benefits liability
- Other as required by lease agreements, if any
- Other as required by the charter school contract with the City of Milwaukee, if any
- The financial secretary and Business Manager will maintain insurance policies.
- The Director and the Board of Directors, prior to renewal, shall review insurance policies.
- The school will conduct periodic risk assessment.

GRANTS AND CONTRACTS

- All requests to solicit grants or enter into contracts through federal, state, local or independent agencies are to be approved in advance by the Director.
- The Board of Directors shall approve contracts over \$500.00.

The Director, working with the financial secretary and Business Manager, will assure:

- Documentation necessary to support budgets and financial transactions related to grants and contracts are maintained and properly filed.
- Grant and contract revenues are used only as permitted under the terms and conditions of the approval.

DONATIONS, GIFTS AND FUNDRAISING

- Acceptance of gifts, with related restrictions or requirements, will be approved by the Director when such restrictions or requirements is consistent with the mission of the school and does not conflict with regulations or requirements of other funding sources / agencies.
- A record will be kept of all donations, including the donor's name, amount, date, and any restrictions related to the gift.
- Donations of cash will be accounted for in conformance with procedures described above.
- The Director, working with the financial secretary and Business Manager, will

- establish procedures to assure donation and gifts are used as intended by the donor.
- Fund raising may be approved by the Director when the activity is consistent with the mission of the school and does not conflict with regulations or requirements of other funding sources / agencies.

REPORTING

- The Business Manager will prepare or supervise the preparation of fiscal claims.
- The Director will review all claims prior to signing and submitting,
- The Business Manager will prepare or supervise the preparation of monthly budget reports, interim financial reports and year-end financial statements.
- The auditor will prepare the annual tax report, Form 990, Return of Organization Exempt from Income Tax, which shall be reviewed and signed by the Director.

PUPIL INFORMATION

Accurate counting and reporting of pupils in conformance with Department of Public Instruction (DPI) regulations is necessary to receive and retain state and federal aid to which the school is entitled. These procedures will help to assure students are counted and reported accurately.

- Parents/guardians will provide evidence of their address. Students 18 or over may provide evidence of their personal address. Acceptable forms of evidence may include a utility bill, driver's license, rent receipt, etc.
- The school requires a birth certificate for all students.

The school will maintain a roster of all students, with all data necessary to meet reporting and audit requirements of DPI. The following pupil data will be maintained:

- Name and address
- Parent / guardian name (and address if different from pupils)
- Date of birth
- Grade in which enrolled
- Date of enrollment
- Attendance data

The Business Manager shall prepare and file pupil count reports showing enrollment on the 3rd Friday in September and 2nd Friday in January. If the school is not in session on either of these dates, the Business Manager will file a request for an alternate count date with the State Superintendent of Public Instruction.

**ACADEMY OF LANGUAGES AND
INTERNATIONAL BUSINESS, INC.**

September 26, 2006

CONFLICT OF INTEREST POLICY

Article I
Purpose

The purpose of the conflict of interest policy is to protect the tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II
Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III
Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board of committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV
Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V
Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI
Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII
Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects.

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment of payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transactions.

Article VII
Use of Outside Experts

When conducting the periodic review as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Methods to Insure Parental Involvement

Section I: School Operations

1.2.3 Parental Involvement

Parents are always welcome to school. Their input is a valuable resource for improving our school and fulfilling our mission. In order to engage families at the beginning of the ALIBI journey, prospective students and their parents are asked to participate in the enrollment process together. Attendance, school work, discipline, uniforms and other related matters will be explained before contracts are signed, so that all parties are aware of the academic demands and expectations of the program. It is mandatory for parents to review and sign off the Parent/Student Handbook that will be provided to students and parents at the time of enrollment. This is a start of a mutually beneficial relationship between the school and the families.

Various opportunities for collaboration between parents, teachers and administration will be provided and developed such as conferences, town hall meetings, cultural programs, events and fund raising. An e-Newsletter will be provided to students, parents and the community at large to inform regarding pertinent issues and happenings at ALIBI. The staff will teach language classes that will be open to parents, as well as business partners, mentors and community members.

Parents will be invited to participate on various committees such as, School Governance Council, interview, budget and disciplinary committees.

ALIBI will use the following methods to report on parental involvement results:

- E-Newsletter
- Town Hall Meetings
- Board Meetings
- Annual Report

Section II: Educational Program

2.3 Other Accountability Measures

This section describes other accountability measures that will be utilized by ALIBI, including parent satisfaction, attendance, parental involvement, community service and business partner/mentor satisfaction.

- **Parental Satisfaction** will be measure using various methods including but not limited to, parent surveys (paper or online), parent/teacher conferences, monthly meetings for parents with administrators, teachers and students and referral of the school to others.
Parent feedback is always welcome.
- **Parental Involvement** will be recorded on a dated sign in sheet and archived.

The activities stated in **Parental Satisfaction** include various ways that parents will be invited to participate. The statement under **Parental Involvement** was written to meet the requirement of accountability measure.


Parental Involvement is also addressed in the Student/Parent Handbook (Attachment S) in section 5.0 School Logistics.

5.1 ENROLLMENT / ADMISSIONS PROCESS

In order to promote the highest standards of education, the Academy of Languages and International Business, Incorporated engages families as well as students in the application process. Therefore, students and their parents are asked to adhere to the application process:


Students:

- Complete application.
- Attend an informational meeting with your parent(s) or guardian(s). You will receive a letter in the mail informing you of the meeting location, date and time.
- Attend as interview with members of the ALIBI staff with your parents or guardians.



Reporting to the Charter School Review Committee

The Academy of Languages and International Business, Inc. (ALIBI) will report to the Charter School Review Committee at their request and in the methods they require.



ATTACHMENT F

**RESUMES OF EDUCATIONAL LEADER(S) AND FISCAL
MANAGER**

**(a resume is provided for the educational leader only – a
fiscal manager has not yet been identified)**

ROSE GUAJARDO
5184 Lakeside Dr.
Greendale, WI 53129
(414) 421-8455

SUMMARY OF QUALIFICATIONS

MA in Education and Administration with over 29 years of progressively responsible experience in Elementary Education as a teacher, supervisor, and principal. Proven record of empowering people and recognized for my ability to work with diverse groups and cultures.

EDUCATION:

Alverno College	BS-Education	1966
University of Wisconsin-Milwaukee	M.S.-Administration	1970

ADMINISTRATIVE/ TEACHING EXPERIENCE:

Principal	Kagel School, MPS 1210 West Mineral Street	1985-1995
Asst. Principal	Kilbourn, School, MPS 5354 North 68th Street	1984-1985
Asst. Principal	Oliver Wendel Holmes School 2483 North Buffum Street	1982-1984
Asst. Principal	Forest Home Avenue School 1516 West Forest Home Avenue	1981-1982
Supervisor	Milwaukee Public Schools Bilingual Dept. 5225 West Vliet Street	1969- 1981
Reading Resource	Vieau School. MPS	1966-1969
Classroom Teacher	823 South Fourth Street	

HONORS / AWARDS / RECOGNITION:

1994 Kagel School received National recognition for an outstanding Chapter 1 program
1994 International Reading Association-Presentation of Kagel School Chapter 1 Program, Houston, Texas
1993 International Reading Association-Presentation of Kagel School Chapter 1 Program, Orlando, Florida
1993 Public Policy Forum Local Government Awards, Principal & School Award
1993 Rose Guajardo, Hispanic Woman of the Year Award, Milwaukee, Wisconsin
1992 Metropolitan Milwaukee Civic Alliance, Health and Human Service Award

REFERENCES: Furnished upon request

ATTACHMENT G
FINANCIAL STATEMENT
(not applicable)