



A part of TransCenter for Youth, Inc.

2022-2023 Parent, Caregiver, and Student Handbook

El Puente Staff for the 2022-2023 School Year

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MISSION STATEMENT

El Puente High School is committed to providing a small, safe, and nurturing learning environment in which students focus on becoming contributing members of society. We believe that a solid and well-rounded academic education is the essential cornerstone in building a successful future for each of our students.

VISION STATEMENT

We envision providing students with a rigorous and relevant curriculum while providing nurturing and safe relationships.

PARENT INVOLVEMENT

Success is achieved with the cooperation of our students' parents/guardians. In order to build a thriving environment that supports the education of our students, we must work together. Parents/guardians will be expected to attend parent-teacher conferences each semester. At these conferences, parents/guardians will discuss their student's progress and have an opportunity to ask questions. There are also monthly parent/guardian meetings. Parents/guardians will also be invited to join various committees and community building groups.

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Table of Contents

Staff Contact Information	1
Mission Statement	1
Vision Statement	1
Parent Involvement	1
Introduction	3
Enrollment MPCP	3
Special Education	3
Enrollment SNSP	3
Notice of Educational Options	4
Non-discrimination Policy	4
Attendance (Truancy Policy) and Academics	4
Sign-out Procedures	4
Student Employment	5
Excused Absences	5
Excused Note from Parent/Guardian	5
Phone Policy	5
Emergency Information	5
Medication	5
Illness/Accidents	6
Communicable Diseases and Infectious Disease	6
Immunizations/Vaccinations	6
Crisis Plans	6
Academic Standards	6
Graduation Requirements	6
Evaluation and Earning Credit	6
Grade Reports	7
Credits from Previous Schools	7
Honor Roll	7
El Puente High School Academic Honesty Policy	7
School Schedule	7
Eating in the Classroom	8
Snow or Other Closing Policy	8
Building/IEQ Management Plan	8
Visitors	8
Fees	8
Discipline	8-13
Computer Acceptable Use Agreement	8
School Rules	9
Classroom Policies	10
Levels of Disciplinary Actions	10
Harassment Policy and Procedure	13-17
TransCenter for Youth, Inc. Board of Directors	18
(USDA) Civil Right Regulations and Policies	18
Notice of Organizations 501 (c) 3	19
	20

INTRODUCTION

We believe that a solid academic education will allow our students to acquire the most opportunities when they graduate from our program. We want to help our students develop their independent learning style, learn what social skills will allow them to resolve conflict peacefully, and how to manage their lives successfully both inside and out of the school building. We expect everyone, staff and students alike, to give their best effort. We expect students to thrive and to learn. We expect that they will treat everyone in the El Puente community with respect and compassion.

El Puente High School is a private school which is run under the nonprofit organization TransCenter for Youth as part of the Milwaukee Parental Choice Program. The curriculum and the program that we utilize are designed to prepare students for moving into a university setting, technical training, or full-time employment. Our August-May academic year is a modified year-round schedule that allows for greater student success.

ENROLLMENT FOR MPCP

El Puente is part of the Milwaukee Parental Choice Program (MPCP), and a MPCP Student Application is used to apply to El Puente High School. The URL for the online parent application will be available via the DPI Choice Programs home page at <http://dpi.wi.gov/sms/choice-programs>. The student's parent or guardian must **submit an application online** during the school's open application period(s). Applicants are required to submit the Choice application and proof of eligibility only during a school's open application period(s). Any application received outside a school's designated open application period(s) or not completed by the end of the specific application period will be considered ineligible. The income eligibility requirements also need to be met to be eligible to attend El Puente. Residency and age can also make an applicant ineligible.

If the school receives applications from more eligible students than it has Choice seats available, selection of students will be determined on a random basis. However, preference will be given to Choice students already attending a Choice school and a sibling of a student attending El Puente. Schools must notify parents within 60 days of receiving the application of admission or non-admission to the Choice program at the school. Any applicant denied may request to meet with the administration to discuss ineligibility of the application. If the student and his/her family wish to re-apply, they will be encouraged to do so in the next application period. A parent may appeal the denial of admission in writing to the administrator. Denial in the program is based on the ineligible MPCP application/forms or the household does not reside in the city of Milwaukee. The administration will review the household information to verify that the MPCP application/forms are properly filled out, the household meets the income eligibility requirement, and there is proof of residency. If it is confirmed that the household does not meet the income requirement, or the residency is not in the city of Milwaukee, this will be explained in writing by administration within five days of receiving the written parental appeal. (1/19/2016)

SPECIAL EDUCATION SERVICES

El Puente may not discriminate against a child applying for MPCP with special needs during the admissions process or elsewhere. However, as a private school, El Puente is only required to offer special education services that can be provided with minor adjustments. Parents should contact the public school district in which the private school is located for more information on the services provided to children with special needs enrolled in the public schools and the lesser services that school district provides those children enrolled in private schools.

ENROLLMENT FOR SNSP

El Puente is part of the Special Needs Scholarship Program (SNSP) and a SNSP Student Application is used to apply to El Puente High School. The student's parent or guardian must **submit an application at the school at any time**. Any application received outside a school's designated open application period(s) or not completed by the end of the specific application period will be considered ineligible. The income eligibility requirements also need to be met to be eligible to attend El Puente. Residency and age can also make an applicant ineligible.

If the school receives applications from more eligible students than it has SNSP seats available, selection of students will be determined on a random basis. However, preference will be given to students already attending a SNSP school or who is the sibling of a student attending El Puente. Schools must notify parents within 60 days of receiving the application of admission or non-admission to the SNSP program at the school. Any applicant denied may request to meet with the administration to discuss ineligibility of the application. If the student and his/her family wish to re-apply, they will be encouraged to do so in the next application period. A parent may appeal the denial of admission in writing to the administrator. Denial in the program is based on the ineligible SNSP application/forms or because the household does not reside in the city of Milwaukee. The administration will review the household information to verify that the SNSP application/forms are properly filled out, the household meets the income eligibility requirement, and there is proof of residency. If it is confirmed that the household does not meet the income requirements or the residency is not in the city of Milwaukee, this will be explained in writing by administration within five days of receiving the written parental appeal. (1/19/2016)

NOTICE OF EDUCATIONAL OPTIONS

Pursuant to Wisconsin State Statute 115.28 (54m), notice must be provided regarding the educational options available to all students who are at least three years old, but not yet 18 years old. The links below represent educational options for Wisconsin students. <https://dpi.wi.gov/ed-options>

NON-DISCRIMINATION POLICY

El Puente does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), language, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and partner organizations, interactions with students, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, parents, volunteers, partner organizations, and community members.

ATTENDANCE AND ACADEMICS

Attendance for Virtual Instruction

There are multiple options for being present for virtual instruction:

- Evidence of daily work,
- Submission or completion of an assignment, module, exam,
- System log-in,
- Weekly progress reports,
- Attendance is taken in the synchronous event(s),
 - The student is present during the event,
 - The educator collects evidence that the student accessed the event (if recorded),
- Contact or activity logs,
- Pacing or adequate course progress,
- A daily check-in with the student (virtual meeting, email connection, phone)

Attendance for In-person Instruction

Students are expected to attend and be on time for all required classes and activities at El Puente. A Parent/guardian must call if a student is going to be late or absent. Students who fail to attend classes regularly will be evaluated according to the following standard:

- Students who fail to attend 85% of their classes will be referred to a social worker/administrator/staff member for evaluation. A parent/guardian conference may be scheduled to discuss the student's continuation in the program. If no legitimate reason exists for a student's poor attendance and/or the student fails to follow conditions of a contract of improvement, the student will be dropped. If a parent/guardian/student chooses to appeal the decision, the parent/guardian/student must make the request in writing within three days of the student being dropped. Parent/guardian/student will present his/her case to an administrator of the school. Actions will be decided by the administrator.
- Students that attend class 90% of the time are considered to be in good standing as far as attendance is concerned.
- If, due to an illness or some unavoidable conflict, a student misses school, the student's parent/guardian must call the school on the day of the absence. The student should also bring in a written explanation signed by the parent or guardian the next day. If the absence is longer than three days for illness, the student is required to bring in a doctor's excuse. These absences (illness/unavoidable conflict) will still be counted in the student's overall monthly attendance percentage.
- Students are expected to pass all their classes. Students failing to pass a class(es) can be placed on academic probation, and, if credit earning does not improve, may be dropped from El Puente High School.

SIGN-OUT PROCEDURES

Students who have a medical or dental appointment that requires them to be out of the building during the school day must have written, signed parent/guardian permission specifying the date and time when the student must leave the building. The student must present this written permission to the office before leaving the building. Students must check out with the office before leaving the building and check in with the office when they return.

STUDENT EMPLOYMENT

Students who are employed must schedule work after school hours whether it is a regular school schedule, PD or Lab day schedule. El Puente High School. School hours are from Monday-Friday, 8:15 a.m.-3:25 p.m.

EXCUSED ABSENCES

Absences will be excused if they are caused by the following reasons: illness, serious illness in immediate family, death in the immediate family, medical or dental appointments, counseling appointments, court appearances, family vacations, planned

educational experiences, religious instruction (< 3 hours per week), physical emergencies (flood, storm, etc.), official school sponsored outings, or suspension.

Approval for excused absences will be granted when the office has received a parent/guardian letter or phone call. Please use the following guide when writing a note for your student.

A NOTE FROM HOME

Date _____
Student Name _____
• Is late because _____
• Is returning to school after being sick the last _____ days
• Other reason _____
Parent signature _____
Phone number _____

PHONE POLICY

The phone policy reflects the expectation that students are learning while minimizing distractions and interruptions. The cooperation of all will help ensure that EPHS operates in the most efficient manner. Phones must be kept on silent during school hours and should not be seen, heard, or used once the student has entered the building. If a phone is seen, heard or being used, then a student will be required to turn the phone in to the office and will get it back at the end of their school day. If a student refuses to turn their phone in, they will be suspended for the rest of the day. Students who are repeat offenders will have to hand in the phone every school day upon arrival and will be able to pick it up at the end of their day in the office. EPHS students have access to school phones for the purposes of contacting parents and others at the discretion of the office.

General office/class phone use: Please plan ahead! Phone calls to make transportation arrangements, lunch plans, or reminders of appointments should be kept to a minimum. The timing of these items should be determined before school to avoid interruptions to the school day. Parents can contact their child by calling the school office.

EMERGENCY INFORMATION

Parents/guardians of each student will be required to complete an emergency information form and return it to the school before the first day of the student's attendance.

If a student becomes ill or injured at the school, first aid or other necessary care will be given immediately. (First aid is the "immediate and temporary care given in the case of an accident or sudden illness before the service of a physician can be secured.") School personnel will not assume responsibility for any treatment beyond first aid. First aid procedures do not include any form of medical treatment. No drugs or medication, including aspirin or Tylenol, will be given. The faculty is NOT permitted to dispense either Tylenol or aspirin to students.

MEDICATIONS

The administration of medication to students is carried out under written orders from a student's physician and written permission of the parents. The policies of the Wisconsin Department of Health and the State Department of Education are followed.

ILLNESS/ACCIDENTS

If your child becomes ill in school, every attempt will be made to send your child home. Should your child have a minor injury, a staff member will give first aid. If the accident is of a serious nature, 911 will be called and parents/guardians will be immediately called after 911.

We will try to contact you at home or at work, as you should assume responsibility for the care of your child. If we are unable to contact you, we will contact the persons designated on your child's emergency form. If all attempts to contact someone fail, your child will remain in school and will be sent home at the end of the day in the same manner in which they came to school. A child will be sent home with a temperature above 100 degrees. If a child has a temperature above 100 degrees, vomits, or has diarrhea within the past 24 hours, please do not send him/her to school.

COMMUNICABLE DISEASES AND INFECTIOUS DISEASE

To prevent the spread of contagious diseases, El Puente needs to be informed of all students with a communicable disease. These include the following: COVID-19, chicken pox, pinkeye (conjunctivitis), measles, mumps, rubella, impetigo, ringworm, head lice, scabies, strep throat, etc. If a student has COVID-19, chicken pox, pinkeye, lice, scabies, impetigo, or strep throat, the student needs to report to the office for clearance to return to school. Parents/guardians should contact the office regarding readmission guidelines for each particular disease.

IMMUNIZATIONS/VACCINATIONS

El Puente will keep on file the immunization records of all students. State law requires that all students be properly vaccinated in order to remain enrolled in school, unless an official immunization waiver has been filed. Immunizations will need to be up to date PRIOR to school entrance for all students, including transfer students.

CRISIS PLAN

A Crisis Plan is on file at El Puente, and staff will brief students on all components of this plan. If a crisis should occur, the staff will contact parents as soon as feasibly possible. If students are evacuated from the building, they will meet with staff in their assigned areas and attendance will be taken. All students will be expected to stay with the group for safety and security purposes.

ACADEMIC STANDARDS

All students that attend El Puente will learn through a curriculum program which is differentiated to meet various learning styles. We at El Puente have found that students are able to learn a wider range of skills when teachers can incorporate “real” uses for the curriculum. The “real” use provides more opportunities for projects and hands-on experiences. **Pandemic Waiver approved by TCY Board: students must meet the minimum state requirements for credits for graduation (15.5). The waiver is in effect until graduation.

Graduation Requirements 22 credits:

Core Classes:

- 4 years of English (Composition, Literature, Creative Writing, Poetry, etc.)
- 3 years of Math (Algebra, Geometry, Statistics, Algebra 2, etc.)
- 3 years of Science (Biology, Chemistry, Earth Science, Physics, Ecology, etc.)
- 3 years of Social Studies (World Geography, Citizenship, Economics, United States History, etc.)
- 0.5 year of Health
- 1 year Fine Arts

Elective Classes:

- 7.5 credits of elective courses

Civics Test:

- Regular education students meet requirements with a 65% and special education students meet by taking it.

9th Grade: 0 – 4.99 credits 11th Grade: 10 – 15.99 credits
10th Grade: 5 – 9.99 credits 12th Grade: 16-22 credits

EVALUATION AND EARNING CREDIT

Students can earn one-fourth of a credit each quarter per subject taken through advisories. Students can earn up to 2 credits per quarter. Students can earn an additional quarter credit of electives per semester. El Puente’s staff evaluates each student on a weekly basis. Progress reports are provided to parent/guardian on a regular basis and are available online and/or upon request. Students who complete the GPS or HSED program, and their portfolio will be rewarded a diploma.

Students will be required to maintain a portfolio that includes projects in English, math, science, and social studies. They will need to present a graduation portfolio containing a piece in the areas of math, English, science, and social studies with reflections, and complete a college prompt, resume, and cover letter. Part of the presentation will require seniors to answer questions posed by the panel. They will need to receive a passing score on their Senior Presentation and complete the credit requirements to earn a diploma from El Puente.

GRADE REPORTS

Once a semester, a conference will be held with staff, students, and a parent/guardian. Students are expected to turn in all class assignments on time. At the end of each quarter, report cards will be sent home to the parent/guardian. Progress reports will also be completed and mailed to the parent/guardian, as well as given to students, approximately every 3-4 weeks.

CREDITS FROM PREVIOUS SCHOOLS / TRANSFER POLICY

Credits from previous schools will be accepted in the form of that school’s transcript. Final determination in acceptance of credits will be made by the school administrator.

HONOR ROLL

To be on El Puente’s honor roll, a student must earn at least a “B” average (3.00 or above) with no incompletes in any of their classes.

EL PUENTE HIGH SCHOOL ACADEMIC HONESTY POLICY

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. To help maintain an atmosphere of mutual trust and confidence among students and faculty and to ensure that each student is judged

solely according to his or her own merits, El Puente High School has established the following honor code: No El Puente High School student will unfairly advance his or her own academic performance, nor will the student in any way intentionally limit or impede the academic performance or intellectual pursuits of other students of the El Puente High School community. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to:

- Plagiarism
- Forgery
- Copying or stealing another person's work
- Allowing another person to copy one's own work
- Doing another person's class work
- Creating more than one copy of one's work for distribution
- Intentionally accessing another's material for the purpose of using it as one's own
- Downloading information from other sources and presenting it as one's own
- Unauthorized copying of software
- Unauthorized use of hard copy or software to develop one's own software

Faculty and building administrators will have the responsibility for monitoring the above actions.

It is the responsibility of the faculty to monitor students' work to avoid any academic dishonesty and to administer penalties for dishonesty in accordance with this policy.

The parents shall be contacted as soon as possible to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their director, to exercise their good judgment in applying a range of academic consequences for violations of this policy.

1st offense: One hour after school community service; written disciplinary referral; and academic consequence per teacher's discretion.

2nd offense: Suspension from school; academic consequence per teacher's discretion, and exclusion from school activities.

3rd offense: Suspension from school; academic consequence per teacher's discretion; exclusion from school activities; and dropped from the class with a grade of "U."

Repeated violations of this policy at the high school level will result in disciplinary action up to and including removal from class with a grade of U as well as other disciplinary consequences.

SCHOOL SCHEDULE

In person classes start at 8:15 and end at 3:25. Lunch is 20 minutes from 12:20 to 12:40. Students who are late for first hour will have closed lunch that day, and any student late to 6th hour will have closed lunch the next school day. [Virtual Schedule](#)

In-Person Schedule

Long Lunch Class Schedule	Short Lunch Class Schedule
<ul style="list-style-type: none"> • Hour 1: 8:15 a.m. - 9:35 a.m. • Hour 2: 9:35 a.m. -10:30 a.m. • Hour 3: 10:30 a.m. -11:25 a.m. • Hour4: 11:25- 12:20 p.m. • Lunch: 12:20 p.m. - 12:40 p.m. • Hour 5: 12:40 p.m.- 1:35 p.m. • Hour 6: 1:35 p.m.-2:30 p.m. • Hour 7: 2:30 p.m.-3:25 p.m. 	<ul style="list-style-type: none"> • Hour 1: 8:15 a.m. - 9:35 a.m. • Hour 2: 9:35 a.m. -10:30 a.m. • Hour 3: 10:30 a.m. -11:25 a.m. • Hour4: 11:25- 12:20 p.m. • Lunch: 12:20 p.m. - 12:35 p.m. • Hour 5: 12:35 p.m.- 1:30 p.m. • Hour 6: 1:30 p.m.-2:25 p.m. • Hour 7: 2:25 p.m.-3:20 p.m.

EATING IN THE CLASSROOM

Eating at other times than lunch (such as in the classroom) will be at each teacher's discretion except no eating in 6th hour. No matter where the student is eating, they will be expected to clean up after themselves and help maintain the clean appearance of the building. All students qualify for free lunch through the Federal Lunch Program*.

SNOW OR OTHER CLOSING POLICY

El Puente's snow or other closing policy follows that of Milwaukee Public Schools. You may listen on the local radio or watch WTMJ 4 to obtain this information. If Milwaukee Public Schools has a "NO SCHOOL" announcement, El Puente will also be closed. El Puente will only be closed for bad weather if Milwaukee Public Schools cancels.

BUILDING/IEQ MANAGEMENT PLAN

The **TransCenter for Youth, Inc./El Puente** has an IEQ management plan in place, and has identified **John Surges** as the IEQ Coordinator for the building. The IEQ Coordinator's responsibilities will:

Serving as the primary contact person for issues related to IEQ within a specific school building. The Coordinator will be responsible for:

1. collecting written IEQ concerns and reporting them to the building manager/landlord: Scott Wick
2. determining if an investigation is necessary and investigating the concern
3. communicating an anticipated timeline given by building manager/landlord: Scott Wick for completion of the investigation
4. sharing results of the investigation with the concerned person

5. ensuring that proper follow-up, remediation, and clean-up is scheduled and completed in a timely matter
6. maintaining a complete record of IEQ concerns and resolutions for a minimum of seven years
7. advising the administration if updates and/or changes are necessary to the IEQ management plan
8. communicating with staff, parents, and other parties regarding IEQ

VISITORS

Parents, community representatives, and El Puente graduates are always welcome in the school building. Students from other schools are **not** allowed in the building unless a previous arrangement has been made with El Puente's administration. Any visitor must report to the main office, sign in and wear a visitor sticker while in the building. Identification may be required from visitors.

FEES

Students are not charged tuition at El Puente if they qualify for the MPCP. There may be fees for field trips, projects, and other special events. A choice student may choose not to attend the field trip or participate in the activity, avoid the fee, and not suffer in any way academically, by class standing, grade or credit. The fees for field trips and other activities will be charged in accordance with choice regulations. (11/6/12)

Discipline

Acceptable Technology Use Agreement for Students

All computers having internet access must be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this agreement will result in revocation of access privileges; restitution for costs associated with damages; and may result in disciplinary action as indicated in paragraph #1 below, and/or legal action.

1. Grounds for suspension or expulsion: misuse of school computers and technology, including but not limited to the unauthorized reproduction of school or legal documents, copyright violations, attempts to harm or destroy data of another user, improper use of the internet or electronic mail, vandalism, solicitation, uploading, downloading or creation of computer viruses, and tampering with operating systems or data.

2. Acceptable use: Use of school computers to access the internet is only authorized for school-related academic purposes. Use which involves violation of governing law, and/or district policy or regulations, will result in appropriate actions by the school administration. Such prohibited use includes, but is not limited to:

- a. Searching, viewing, editing, or retrieving materials that are not related to educational purposes (therefore, searching or viewing sexually explicit, profane, violence promoting, or illegal materials is not permitted).
- b. Sending or displaying offensive messages or pictures.
- c. Using obscene language.
- d. Harassing, insulting, or attacking others.
- e. Damaging computers, computer systems, or computer networks.
- f. Violating copyright laws.
- g. Using the passwords of other users.
- h. Trespassing in the folders, work or files of other users
- i. Intentionally wasting computer system resources.
- j. Using the network for commercial purposes.
- k. Sharing of student or district staff home addresses, phone numbers, or other private information.
- l. Any activity that violates a school policy, district policy, or local, state or federal law.

3. Privilege: The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, restitution for costs associated with damages, and may result in school disciplinary action (including suspension or expulsion) and/or legal action. Staff will deem what is inappropriate use, and that decision is final. The staff may close an account at any time, as required.

4. Right to inspect/monitor: The school may review student files and communications to maintain system integrity and to ensure that users are using the system appropriately and responsibly. Students shall have no expectation of privacy in any information stored on the district's servers, or in their use of school computers.

5. In addition to the internet provisions above, El Puente prohibits the following computer/network use:

- a. Pursue or tamper with areas of the system that are restricted for official use.
- b. Excessive printing or using printers for anything other than educational use.
- c. Downloading games, mp3, video, and other non-educational files to the school network/student folders without staff consent.
- d. Attaching and/or using PDA's on school computers.
- e. Playing games on school computers (unless directed by their teacher to do so as part of the educational process – some games can be considered educational in purpose).
- f. Having food or drink around computers.
- g. Using school computers for sending/receiving email (must have teacher permission to do so).
- h. Use of school computers to visit "chat rooms" on the internet.
- i. Attempting to login as a system administrator.

6. Reporting: Students are expected to report any computer problems they are aware of to their teacher.

7. Students are expected to leave their workstation in as good or better condition than when they started using it.

I have read and understand this Acceptable Use Agreement and agree to abide by its terms. I further understand that violation of this Acceptable Use Agreement may result in my loss of internet access and/or computer use privileges, and school discipline (including suspension or expulsion) being taken against me, legal action being taken against me, and/or restitution by me for costs associated with any damages caused by such violations.

SCHOOL RULES

There are five overarching school wide rules to follow. They are called the "BLUES"

1. **B**e ready to learn
2. **L**ive responsibly
3. **U**phold honesty
4. **E**arn and give respect
5. **S**tay safe

FOLLOWING THE B.L.U.E.S MEANS:

- No fighting in or outside El Puente with any El Puente student even off school property. This includes play fighting or fighting among friends or siblings.
- No drugs or drug paraphernalia.
- No weapons (including but not limited to: Guns, knives, pepper spray, or any object used as a weapon.)
- Respect students, staff, visitors, materials and the building
- No making verbal, written, or electronic threats in person, by phone or via the internet (i.e. Facebook, Snapchat, Instagram, or email).
- Posting negative comments or threats about another student or staff member is not permitted on text messages, social media such as Facebook, SnapChat, etc.
- No hats or unapproved things to be worn in school. Hats may only be worn properly on field trips and when outside.
- No sunglasses on in the building.
- No ribbing, teasing, name-calling, horseplay or play fighting.
- No gambling/no dice.
- No coming to school under the influence of an illegal substance or smelling of an illegal substance.
- No gang symbols or paraphernalia.
- No tagging or graffiti on school work, building property, or personal property.
- Cell phones should not be seen or heard within the school and are not to be used in school or on a field trip.
- No sleeping in class, not doing assigned work, and/or putting your head down.
- Don't be in restricted areas such as stairwell B, gym/basement (without permission), etc.
- No electronic devices such as phones, iPads, iPods, or anything that has a screen or connects to the internet. It is up to the discretion of the staff to determine if a device is allowable in the school or classroom.
- Be on time to class, and return from lunch on time.
- No breaks in between classes, and no loitering during school hours.
- Do not be out of the classroom without a pass and the classroom pass should be used appropriately.
- Making reference to illegal or inappropriate activities not permitted.
- No crude, vulgar, or harmful language or profanity is allowed.
- No behavior that is loud and/or disrupts the learning environment in the classroom or the school building.
- Dress Code:
 - a. No wearing clothes with inappropriate language, pictures or symbols (profanity, references to drugs, alcohol, weapons etc).
 - b. No sleeveless tops. All shirts must have sleeves.
 - c. No exposing the midriff area. Shorts and skirts should be the appropriate length which is to the finger-tips when arms are extended on each side.

All El Puente High School students and their parents agree to the rules, the enforcement of the rules, and understand violating rules 1, 2, and/or 3 will result in a Discipline Committee Hearing for the students removal from the school. Violating other rules puts student's placement in jeopardy.

CLASSROOM POLICIES

- Class time is sacred. Students are expected to remain in class the entire period unless given permission by their teacher and following the school pass rule.
- Repeated and/or flagrant disruption of a class by use of profanity or any inappropriate behavior will result in removal from the class and/or possible suspension which can be issued by the administrator or other staff member. At the earliest possible time, a meeting involving the student, school administrators, and if necessary, the teacher whose class was disrupted. Parents, if necessary and possible, will also be convened to resolve the problem.
- Any staff member can suspend a student if the student is demonstrating inappropriate behaviors. A parent conference may be held before the student can return to school.

LEVELS OF DISCIPLINARY ACTION

There are three levels of disciplinary action. There are many interventions available at El Puente High School (EPHS). Please contact EPHS for more information about the interventions available to your child.

LEVEL 1: Conference/Intervention

At this level, a conference is conducted with the student, teachers, and/or director. The conference may result in a behavior contract with the student in which the student agrees to change his/her behavior to be appropriate for the learning environment.

LEVEL 2: Suspension

Suspension is defined as a temporary exclusion from the building, including classes and all school-related activities held during school, after school, or on weekends. Parents/guardians are notified of the suspension and may be expected to have a conference with a staff member before the student returns to EPHS. Suspensions are usually not more than three days. If a parent wants to appeal a suspension, a meeting with the administrator will be scheduled to discuss the situation and information used to determine the suspension. Three or more suspensions of a chronic disruptive behavior may/can be a reason for a referral to the Discipline Committee resulting in a decision by the Committee to do the following, but not limited to: staff monitoring student behavior, daily behavior/academic progress reports, community service, or the student signing a behavioral contract that must be followed by the student as a condition to prevent another referral to the Discipline Committee for removal of a student from the school due to chronic disruptive behaviors.

LEVEL 3: Referral to the El Puente Disciplinary Committee

An EPHS Disciplinary Committee hearing consists of the student in question returning to school with a parent/guardian (if the student's parent/guardian chooses to attend the hearing) to appear before two staff members and a community member within five school days of the incident. The Committee members will decide through consensus what action/s should be taken if the student is allowed back in school. Parents/guardians will be notified of the Discipline Committee referral verbally and/or in writing within one business day from the date of the incident. Parents/guardians will be notified verbally and/or in writing of the Discipline Committee date, time, and place. The student will have the opportunity to state his/her case regarding his/her behavior. All individuals involved will likewise have the opportunity to state their case/s as well. A decision of action will be reached by the two staff members and the community member that may include the student having to find a new school or signing a behavioral contract that must be followed by the student as a condition to return to EPHS. This decision will be given to the parent/guardian and student in writing. Failure to follow the decided action/s will result in the student and/or parent/guardian finding the student another school to attend.

Students have the right to appeal the Disciplinary Committee's decision. If a student chooses to appeal the decision of the El Puente Disciplinary Committee Hearing, the student must make such appeal in writing within three days of the decision and may present his/her case to an EPHS administrator, a community member and a TransCenter for Youth Board Member. Action/s will be decided by the group of above mentioned individuals. Failure to follow the decided action/s will result in the student and/or parent/guardian finding the student another school to attend. Students have the right to a final appeal if the student and parent/guardian feel that the decided action/s by the Discipline Committee or administrator in regards to attendance and performance is unfair. Such an appeal will be heard by the entire TransCenter Board of Directors during a scheduled board meeting. Decisions reached by the TransCenter Board of Directors are final and must be accepted without dispute.

DISCIPLINE LEVELS

Examples of Conduct that Violate Expectations or Code of Conduct	Definition	ACTION LEVELS	
		Minimum minor	Maximum serious/repeated
Tardiness	Failure to be in class on time without an excuse. Failure to check into school by 9:30 AM.	1 (closed lunch)	3
Truancy	Failure to attend school or class without an excuse	1	2
Inappropriate dress	Dressing or grooming in a manner that disrupts the learning environment	1	2
Closed lunch violation	Failure to serve closed lunch for the entire lunch period and within the designated area	1	2
Inappropriate personal property	Possession of personal property prohibited by school rules and otherwise disruptive to the learning environment, such as food, beverages, laser pointers, electronic, and communication devices	1	3
Leaving the classroom without permission	Leaving the classroom without permission from a staff member	1	2
Refusal to work or follow instructions	Failing to comply with directions or instructions of a staff member	1	2
Inappropriate use of internet	Using the internet for purposes other than assigned class work. Using the computer lab without specific written permission by a staff member.	1	3
Repeated classroom disruption	Confronting staff argumentatively, throwing objects, refusing to follow directions, or making loud noises	1	3

Chronic disruption or violation of school rules	Behavior that disrupts the educational process of others by involvement in misconduct that recurs on a regular basis over a period of time	2	3
Gang activity/ Other similar offenses	Disruption and intimidation caused by gang symbols on materials, jewelry, or clothing Gang posturing which provokes an altercation Involvement in a gang fight – exchange of blows Gang initiation or recruitment	2	3
Verbal abuse, profanity	Use of language, either written or spoken, or conduct and/or gestures, which are obscene, lewd, profane, vulgar, or sexually suggestive	1	3
Verbal abuse, harassment	Disturbing by pestering, tormenting, or threatening	1	3
Sexual harassment	Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal conduct or communication of a sexual nature	1	3
Personal threat	Indirect (through another party), verbal, or written statement of intent to do bodily harm directed towards others	1	3
Bullying	Repetitive, deliberate, unfair, one-sided behavior that involves unequal power, done with the intention of harming others	1	3
Pushing and shoving	Pushing and shoving	2	3
Fighting	Exchange of physical blows	3	3
Loitering	Remaining around or lingering about a school building without a lawful purpose for being there	1	2
Examples of Conduct that Violate Expectations or Code of Conduct	Definition	ACTION LEVELS	
		Minimum minor	Maximum/serious repeated
Trespassing	Entering any school property or into any school facilities without proper authority. Includes any school entry during a period of suspension or expulsion	1	2
Gambling	Playing any game of skill or chance for money or anything of value	1	3
Possession or use of fireworks	Using or possessing any explosive amusement device	1	3
Assault	Aggressive behavior exhibited in an attempt to do immediate bodily harm, or to threaten to do immediate bodily harm to others or to put others in fear of immediate bodily injury	3	3
Hazing	Intentional or reckless acts which endanger the physical health or safety of others for the purposes of initiation/admission/or retaliation with an organization	2	3
Reckless vehicle use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner, or as a threat to health and safety, or as a disruption to the educational process	1	3
Disorderly conduct	Behaving in a violent or seriously inappropriate manner that disrupts the educational process	2	3
Battery	Unprovoked/unanswered intentional physical contact without consent causing bodily harm	3	3
Sexual assault	Intentional bodily contact for sexual gratification or pleasure	3	3
False fire alarms	Reporting a fire to school or fire officials, or setting off a fire alarm without a reasonable belief that a fire exists	2	3
Possession/ownership use of a weapon other than a gun	Possessing, having under one's control, using or threatening with a knife, razor, karate stick, metal knuckle, box cutter, laser pointers used to do bodily harm, pepper spray, or any other object that by the way it is used or intended to be used is capable of inflicting bodily harm	3	3
Bomb threats	Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property	3	3

Possession/ownership use of a gun	Possessing, having under one's control, using, or threatening with a gun (pistol, BB, pellet, rifle, starter, replica, toy gun etc.)	3	3
Other similar offenses	Engaging in other similar acts that endanger the physical safety or mental well-being of others	1	3
Vandalism	Maliciously and/or intentionally causing damage to school property or the property of others. Includes situations in which minor damage can be repaired or replaced at no cost to the school.	1	3
Possession of stolen property	Having in one's possession property obtained without permission of the owner	1	3
Burglary	Unauthorized entry into the school building for the purpose of committing a crime when the building is closed to the students and public	2	3
Arson	Intentionally starting any fire or combustion on school property	3	3

Examples of Conduct that Violate Expectations or Code of Conduct	Definition	ACTION LEVELS	
		Minimum minor	Maximum/serious repeated
Other similar offenses	Engaging in any other similar actions which threaten or result in the loss or destruction of property	1	3
Possession/ownership and use of alcohol	Possessing, having under one's control, or using any alcoholic beverages	2	3
Possession/ownership and use of illegal drugs	Possessing, having under one's control, or using any controlled substances	3	3
Possession with intent to distribute illegal drugs/ alcohol prescribed medications	Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol, including any transfer of a prescription drug or any substance alleged to be a drug regardless of its actual content	3	3
Other substances/materials	Possessing, using, or having under one's control any substances, materials, or related paraphernalia that are dangerous to health or safety, or that disrupt the educational process	3	3

HARASSMENT POLICY

1. Policy Statement

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

2. Definition

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

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

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

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

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

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

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

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

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

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

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

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

A member of El Puente High School who is not a student should promptly report any job or learning-related Harassment or Sexual Harassment to the Director. If appropriate, both the Director and the TransCenter Executive Director will review the complaint.

A student shall report Harassment or Sexual Harassment to any member of the faculty or administration, who will inform the appropriate Director(the "Reviewer").

Procedure For Non-Students Reporting Harassment

PHASE I

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

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

PHASE II

The following steps may be adjusted as appropriate.

1. If, after discussions and/or coaching/counseling, the matter is not resolved, the allegations will be investigated. The Reviewers shall make notes memorializing the procedures followed and information gained during each step of the investigation.

2. The Reviewers should start the review as soon as possible, and no later than two business days after the formal complaint is filed. The investigation should be diligently pursued and brought to resolution as promptly as possible. The review will be consistent with the guidelines established by the Organization, and shall include at least one interview with the Complainant and another with the person alleged to have violated this policy. If the matter is not resolved, any potential material witnesses may be interviewed.

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

- ◊ Review of the investigation process and procedure.
 - ◊ Agreement by both parties to keep matter as confidential as possible.
 - ◊ Who is accused of harassing?
 - ◊ When did the incident(s) take place?
 - ◊ What were the circumstances, behavior(s), conversations?
 - ◊ Were there any witnesses?
 - ◊ Is there any other relevant information?
 - ◊ Restate the investigation process and procedure.
3. The Reviewers will meet with the alleged harasser. During the meeting, the following will be covered:
- ◊ The identity of the accuser.
 - ◊ The allegation(s).
 - ◊ Response to the allegation(s).
 - ◊ Review of the Harassment Policy.
 - ◊ Written assurance that no retaliation will be taken against the complainant.
 - ◊ Agreement by both parties to keep the matter strictly confidential.
 - ◊ Provide counseling and assistance if appropriate.
 - ◊ Discussion of next steps.

4. The review will also include information obtained in interviews with any witnesses, and they will be instructed to maintain confidentiality regarding the content of their interviews. After the initial review is complete, the Reviewers shall conduct a follow-up discussion with the individual alleged to have violated this Policy. The Reviewers shall disclose to the alleged Harasser at least a summary of the facts and statements that support the complaint. The alleged harasser has the right to respond to the summary and cite to the Reviewers any additional facts. The Reviewers shall complete a follow-up review if necessary.

5. The Reviewers shall prepare a written confidential summary stating whether Harassment or Sexual Harassment has occurred, and the describing the basis for that conclusion. If the Reviewers conclude that Harassment and/or Sexual Harassment of a parent, student, faculty/staff member, applicant or Affected Individual has occurred, the Reviewers will prepare a recommendation concerning the nature of the corrective action to be taken. The corrective action must be reasonably calculated to prevent future Harassment and/or Sexual Harassment.

- ◊ If the individual determined to have violated this policy is a teacher or staff member, the corrective action may range from a verbal warning up to and including termination of employment. If the individual determined to have violated this policy is a student, the corrective action may range from a verbal warning to a discipline contract or referral for expulsion.

- ◊ The report, and the suggested corrective action if Harassment or Sexual Harassment has been found, will be discussed with the director. The Executive Director will be consulted before any corrective action is taken, and may accept the Reviewers' suggested action, or alter it as he/she sees fit. As part of the corrective action, the alleged harasser will be advised that all Harassment and/or Sexual Harassment will cease and that no retaliation will occur with any violation resulting in further discipline up to and including termination/expulsion.

- ◊ Any other faculty/staff member, parent, applicant or Affected Individual who has been determined by this review to have harassed and/or sexually harassed another individual shall also be subject to discipline after Steps 3 through 7 of Phase II have been completed by the Reviewers with respect to the additional alleged Harasser(s) or Sexual Harasser(s)

6. The Complainant will be informed of the general nature of the corrective action and will be advised to promptly report any further Harassment and/or Sexual Harassment or retaliation to his or her Director.

7. All notes concerning this investigation, including an explanation of the final disposition of the complaint, will be placed in a locked central file separate from the complainant's or alleged harasser's personnel or student files.

8. If, after review, it is determined that the complaint filed by the Complainant was not bona fide or an individual(s) has provided false information regarding the complaint, disciplinary action may be taken against that or those individual(s) up to and including termination of employment or in the case of a student, referral for expulsion from the school.

Procedure For Students Reporting Harassment by Non-Students

PHASE I

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

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

PHASE II

The following steps may be adjusted as appropriate.

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

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

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

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

- ◊ The identity of the accuser.
- ◊ The allegation(s).
- ◊ Response to the allegation(s).
- ◊ Review of the Harassment Policy.
- ◊ Written assurance that no retaliation will be taken against the complainant.
- ◊ Agreement by both parties to keep the matter strictly confidential.
- ◊ Provide counseling and assistance if appropriate
- ◊ Discussion of next steps.

3. The reviewers will meet with any witnesses who might possess information about the circumstances underlying the complaint. Witnesses will be instructed to maintain confidentiality regarding the content of their interviews.

4. After the initial review is complete, the Reviewers shall conduct a follow-up discussion with the individual alleged to have violated this Policy. The Reviewers shall disclose to the alleged harasser at least a summary of the facts and statements that support the complaint. The alleged harasser has the right to respond to the summary and cite to the Reviewers any additional facts. The Reviewers shall complete a follow-up review if necessary.

5. The Reviewers shall prepare a written confidential summary stating whether Harassment or Sexual Harassment has occurred, and then describe the basis for that conclusion. If the Reviewers conclude that Harassment and/or Sexual Harassment of a parent, student, faculty/staff member, applicant or Affected Individual has occurred, the Reviewers will prepare a recommendation concerning the nature

of the corrective action to be taken. The corrective action must be reasonably calculated to prevent future Harassment and/or Sexual Harassment.

6. If the individual determined to have violated this policy is a teacher or staff member, the corrective action may range from a verbal warning up to and including termination of employment. If the individual determined to have violated this policy is a student, the corrective action may range from a verbal warning to a discipline contract or referral for expulsion.

7. The report, and the suggested corrective action if Harassment or Sexual Harassment has been found, will be discussed with the director. The Executive Director will be consulted before any corrective action is taken, and may accept the Reviewers' suggested action, or alter it as he/she sees fit. As part of the corrective action, the alleged harasser will be advised that all Harassment and/or Sexual Harassment will cease and that no retaliation will occur with any violation resulting in further discipline up to and including termination.

8. Any other faculty/staff member, parent, applicant or Affected Individual who has been determined by this review to have harassed and/or sexually harassed another individual shall also be subject to discipline after Steps 3 through 7 of Phase II have been completed by the Reviewers with respect to the additional alleged Harasser(s) or Sexual Harasser(s).

9. The Complainant will be informed of the general nature of the corrective action and will be advised to promptly report any further Harassment and/or Sexual Harassment or retaliation to his or her Director.

10. All notes concerning this investigation, including an explanation of the final disposition of the complaint, will be placed in a locked central file separate from the complainant's or alleged harasser's personnel or student files.

11. If, after review, it is determined that the complaint filed by the Complainant was not bona fide or an individual(s) has provided false information regarding the complaint, disciplinary action may be taken against that or those individual(s) up to and including referral for expulsion.

Procedure For Students Reporting Harassment By Other Students

PHASE I

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

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

1. A student complaining of student-to-student harassment shall report the problem to any member of the faculty or administration, who will alert the Director. The Director will notify the complaining and accused student's parents of the complaint as appropriate.

2. An initial discussion between the student and the Reviewers shall be held. It shall be informal and exploratory and will include a review of the Harassment Policy. Where appropriate, attempts will be made to resolve this matter through coaching and counseling. The Director will notify the Executive Director of TransCenter of the complaint, and will keep the complaint and its investigation as confidential as possible. The Executive Director will serve as an advisor to the Reviewers, interpreting this policy for the Reviewers as needed.

PHASE II

The following steps may be adjusted as appropriate.

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

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

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

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

- ◊ The identity of the accuser.
- ◊ The allegation(s).
- ◊ Response to the allegation(s).
- ◊ Review of the Harassment Policy.
- ◊ Written assurance that no retaliation will be taken against the complainant.
- ◊ Agreement by both parties to keep the matter strictly confidential.
- ◊ Provide counseling and assistance if appropriate.
- ◊ Discussion of next steps.

2. After the initial review is complete, the Reviewers shall conduct a follow-up discussion with the individual alleged to have violated this Policy. The Reviewers shall disclose to the alleged harasser at least a summary of the facts and statements that support the complaint. The alleged harasser has the right to respond to the summary and cite to the Reviewers any additional facts. The Reviewers shall complete a follow-up review if necessary.

3. The reviewers will meet with any witnesses who might possess information about circumstances underlying the complaint. Witnesses will be instructed to maintain confidentiality regarding the content of their interviews.

4. The Reviewers shall prepare a written confidential summary stating whether harassment or sexual harassment has occurred, and the describing the basis for that conclusion. If the Reviewers conclude that Harassment and/or Sexual Harassment of a student has occurred, the Reviewers will prepare a recommendation concerning the nature of the corrective action to be taken. The corrective action must be reasonably calculated to prevent future Harassment and/or Sexual Harassment.

5. The corrective action may range from a verbal warning to a discipline contract or referral for expulsion. The report, and the suggested corrective action if the review determines that Harassment or Sexual Harassment occurred, will be discussed with the Director. The

Director will be consulted before any corrective action is taken, and may accept the Reviewers' suggested action, or alter it as he/she sees fit. As part of the corrective action, the alleged harasser will be advised that all Harassment and/or Sexual Harassment will cease and that no retaliation will occur with any violation resulting in further discipline up to and including referral for expulsion.

6. Any teacher, staff member, student, parent, applicant or Affected Individual who also has been determined by this review to have Harassed and/or Sexually Harassed another individual shall also be subject to discipline after Steps 4 through 8 of Phase II have been completed by the Reviewers with respect to the additional alleged Harasser(s) or Sexual Harasser(s).

7. The Complainant will be informed of the general nature of the corrective action and will be advised to promptly report any further Harassment and/or Sexual Harassment or retaliation to his or her director.

8. All notes concerning this investigation, including an explanation of the final disposition of the complaint, will be placed in a central file separate from the complainant's or alleged harasser's personnel or student files.

9. If, after review, it is determined that the complaint filed by the Complainant was not bona fide or an individual(s) has provided false information regarding the complaint, disciplinary action may be taken against that or those individual(s) up to and including referral for expulsion.

TransCenter for Youth, Inc.
Board of Directors
2022-2023
Revised 5-16-2022

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Director of Upham Woods
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Dr. Howard Fuller
Dale Gilliam
Dr. Peggy Kendrigan
Debra J. Ogston
Scott Wick

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*year member joined the board

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax: (833) 256-1665 or (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.



IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248404892
Jan. 16, 2009 LTR 4168C E0
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TRANSCENTER FOR YOUTH INC
1749 N 16TH ST
MILWAUKEE WI 53205-1624



2914

Employer Identification Number: 39-1331760
Person to Contact: Jeff Seibert
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Jan. 07, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in November 1973, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I