



2024-2025 Parent, Guardian, and Student Handbook

El Puente Staff Contacts for the 2024-2025 School Year

Brenda Aranda Gomez	Administrative Assistant	brenda@elpuentehs.org
Arnie Birren	English Teacher	arnie@elpuentehs.org
Nate Crawley	Math/Science Teacher	nate@elpuentehs.org
Julio Fuentes	Computer Science Teacher	julio@elpuentehs.org
Dan Gray	Social Studies Teacher	dan@elpuentehs.org
Molly Imbrie	Co-Director	molly@elpuentehs.org
Alex Meylink	English Teacher	alex@elpuentehs.org
Renee Morrow	Co-Director	renee@elpuentehs.org
Ashley Parrish	Teacher Assistant	ashley@elpuentehs.org
Andrea Senske	Math Teacher	andrea@elpuentehs.org
Tim Steen	Social Studies Teacher	tim@elpuentehs.org
John Surges	Science Teacher	john@elpuentehs.org
Jaquelin Zaragoza	Student Support Specialist	jacky@elpuentehs.org

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/Guardian 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.

1127 South 35th Street
Milwaukee, WI 53215
Phone: 414-672-1237
Fax: 414-672-1408
enroll@elpuentehs.org

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Introduction

At El Puente High School, 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 (MPCP) and Special Need Scholarship Program (SNSP). El Puente is fully accredited by Wisconsin Religious and Independent Schools Accreditation (WRISA). 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, 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, and 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 link below represents 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. Classes begin promptly at 8:15 a.m., and students who arrive late are considered tardy. In addition, El Puente High School requires that all students arrive no later than 9:15 a.m. to be admitted into the building each day. 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.

Absences

Under s.118.15 (3), exceptions to compulsory attendance include any child excused in writing by his or her parent or guardian before the absence. El Puente's policy for excusing absences is as follows: Parents/guardians should notify the school in advance of their student's anticipated school absence(s). However, parent/guardian notifications must be made within two (2) school days. Please make note of the following to ensure your child's absence is excused in a timely manner.

- Parents and students should check attendance regularly by logging on to their JMC account.
- To excuse any absence, the school must receive one of the following stating the reason for the absence (see list of excusable reasons below).
 - a phone call to the attendance hotline: (414) 672-1237
 - an email to brenda@elpuentehs.org
 - a written, signed, note from parent/guardian

Excused Absences

A student shall be excused from school for the following reasons:

Permission of Parent or Guardian

A student may be excused by his or her parent or guardian for any reason for up to ten (10) days in a school year. A child may not be excused for more than 10 days in a school year under Wis. Stat. sec. 118.15(3)(c). In the case of any absence, the student must complete any coursework missed during the duration of the absence.

Examples of reasons for being absent can include, but are not limited to, the following:

- appointments (e.g., medical, dental, and therapy appointments should be documented with doctor's office note)
- family reason
- student illness
- attendance at a funeral
- required legal proceedings
- driver's examination
- college visits
- job fairs

Pre-Arranged Absence

There are circumstances that may require a student's absence from school for an extended period of time. The school must be notified one week prior to the absence. Parents/guardians are not encouraged to take their child out of school for vacations.

Medical Excuse - Physical or Mental Condition

If a student should have an absence that exceeds three (3) days, the inability of the student to attend school temporarily due to physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist, or psychologist. The time period for which the certification is valid may not exceed thirty (30) days.

Student Employment

Students who are employed must schedule work after school hours whether it is a regular school schedule or early release schedule. El Puente High School's school day runs from 8:15 a.m. - 3:25 p.m. Monday through Friday.

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 may 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/guardians and others at the discretion of the office. Families are strongly encouraged to contact the school at 414-672-1237 if they need to make contact with their student during school hours.

Office and classroom 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/guardians 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.

Medications

The administration of medication to students is carried out under written orders from a student's physician and written permission of the parents/guardians. All prescription medicines and OTC drugs that require administration during the school hours must be authorized by a family doctor, presented to the main office for locked storage, and taken under direction of the school designee. 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.

Emergency Operations Plan (EOP)

An Emergency Operations Plan (EOP) is on file at El Puente, and staff will brief students on all components of this plan. If an emergency or crisis should occur, the staff will contact parents/guardians 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. Reunification with parents/guardians is top priority. Due to the unpredictability of emergency situations and to ensure the safety of students, staff, and families, please wait to be notified and provided with student pickup instructions.

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.

Graduation Requirements (22 credits):

- Core Classes:
 - 4 years of English (Composition, Literature, Creative Writing, Poetry, etc.)
 - 3 years of Math (Algebra, Geometry, Statistics, Algebra II, etc.)
 - 3 years of Science (Biology, Chemistry, Earth Science, Physics, Physical Science, 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 parents/guardians 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 complete a presentation and 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 complete the portfolio, 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 sent to the parent/guardian, as well as given to students, approximately every 3-4 weeks.

Parents/guardians can access student grades at any time using our online gradebook, JMC. Please contact the office if you have questions about accessing JMC.

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.

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
- Downloading or copying information from the Internet/other source and submitting it as one's own
- 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
- 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/guardians 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.

AI (Artificial Intelligence) and Academic Honesty

El Puente High School commits itself to engaging students in achieving personal success. Academic integrity is vital to this commitment. Therefore, student work must be the student's own and completed in accordance with the academic honesty expectations. Students may not engage in unauthorized collaboration or utilize ChatGPT or additional Artificial Intelligence (AI) tools. Students must obtain permission from their teacher before using an artificial intelligence (AI) tool for coursework. Using AI tools without permission is viewed as a violation of the Academic Honesty Policy.

School Schedule

Classes start at 8:15 and end at 3:25. Lunch is 20 minutes from 12:20 to 12:40. El Puente is a closed campus, and students are not permitted to leave the building during lunch.

On Mondays, Tuesdays, Thursdays, and Fridays, classes follow the in-person schedules listed below. Wednesdays are asynchronous.

In-Person Schedule

Standard Class Schedule	Early Release Schedule
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<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. - 8:47 a.m. ● Hour 2: 8:47 a.m. - 9:10 a.m. ● Hour 3: 9:10 a.m. - 9:33 a.m. ● Hour 4: 9:33 a.m. - 9:56 a.m. ● Hour 5: 9:56 a.m. - 10:19 a.m. ● Hour 6: 10:19 a.m. - 10:42 a.m. ● Hour 7: 10:42 p.m. - 11:05 a.m. ● Lunch: 11:05 a.m. - 11:25 a.m.
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Asynchronous Expectations

Begin your work day by checking your [email](#). Look for updates and respond to teachers, as needed. Check your grades on [JMC](#). Check [Google Classroom](#) for your assignments that are due. Complete and turn in your assigned work by the due date. End your work day by checking your [email](#) again. Remember, you are looking for updates and assignments to help you plan your work time. Contact us at 414-672-1237 with any questions.

Eating in the Classroom and Food Deliveries

To minimize classroom disruptions, eating at other times than lunch (such as in the classroom) will be at each teacher’s discretion except no eating in 5th 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*.

All students must follow the guidelines to have food delivered to campus.

1. Orders must be placed outside of school hours.
2. Food not delivered by 12:20 will be held in the main office until dismissal.
3. Students are to remain in class during food deliveries. The main office will accept the delivery and notify students when they may get their food from the office.
4. All orders are at your own risk.

Snow or Other Closing Policy

El Puente’s snow or other building 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 notify families if classes are canceled or if classes will be held virtually.

Building/IEQ Management Plan

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/guardians, and other parties regarding IEQ

Visitors

Parents/guardians, 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 or SNSP. 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. Students must read and understand the Acceptable Use Agreement and agree to abide by its terms. Violating the Acceptable Use Agreement may result in loss of internet access and/or computer use privileges, and school discipline (including suspension or expulsion) and/or legal action being taken, and/or restitution 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:

Be ready to learn:

- 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 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 behavior that is loud and/or disrupts the learning environment in the classroom or the school building.
- No gambling/no dice.
- No sleeping in class, not doing assigned work, and/or putting your head down.

Live responsibly:

- Don't be in restricted areas such as stairwell B, gym/basement (without permission), etc.
- 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.
- 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.
- Dress Code:
 - No wearing clothes with inappropriate language, pictures or symbols (profanity, references to drugs, alcohol, weapons, etc).
 - Shirts should cover the midriff completely when arms are raised or when seated.
 - Shirts must have shoulder straps that are at least 2 inches wide. Shirts with shoulder straps less than 2 inches wide are not permitted.
 - The sides of the torso should be completely covered by the shirt.
 - Shorts, skirts, and dresses should be at least fingertip length when arms are relaxed at the sides. If the garment rides up when seated or moving, it is considered too short, and the student must change into appropriate attire.
 - Pants must be worn in a manner that completely covers all undergarments.
 - Exposed undergarments are not permitted.

Uphold honesty:

- At El Puente we are a diverse community, and everybody is welcome as they are. We encourage each student to be their authentic self.
- Have a willingness to be self-reflective, celebrate personal growth, and recognize that you are in control of your behavior, attitude, and actions.
- No plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, etc.

Earn and give respect:

- Making reference to illegal or inappropriate activities not permitted.
- No crude, vulgar, or harmful language or profanity is allowed.
- No ribbing, teasing, name-calling, horseplay or play fighting.
- No tagging or graffiti on school work, building property, or personal property.

Stay safe: Safety starts with showing respect for students, staff, visitors, materials and the building.

- No fighting in or outside El Puente with any El Puente student, even off of 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.)
- 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 through text messaging, social media, such as Facebook, SnapChat, etc., or other messaging platforms.
- No coming to school under the influence of an illegal substance or smelling of an illegal substance.
- No gang symbols or paraphernalia.

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

Weapons

All students, staff, and visitors are prohibited from possessing, storing, making, or using a weapon at school or on or in any school property, including leased or owned facilities or vehicles, or at any school-sponsored activity or event. A "weapon" is any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives. All students, staff, and visitors are also prohibited from possessing, storing, making, or using objects which resemble weapons such as cap guns or water guns. Anyone who violates this policy will be subject to discipline according to the school's Discipline Policy and referred to law enforcement, as appropriate.

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/guardians, if necessary, will also be convened to resolve the problem.
- Any staff member can suspend a student if the student is demonstrating inappropriate behaviors. A parent/guardian 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 a school 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 can be up to three days. If a parent/guardian 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 TransCenter for Youth representative 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 TransCenter for Youth representative 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. If the student is not expelled, 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

Learning Environment and Attendance			
Examples of Conduct that Violate Expectations or Code of Conduct	Definition	Action Levels	
		Minimum <i>minor</i>	Maximum <i>serious / repeated</i>
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, including, but not limited to, confronting staff argumentatively, throwing objects, refusing to follow directions, or making loud noises.	2	3
Disruption or violation of school rules	Behavior that disrupts the educational process of others by involvement in misconduct, including, but not limited to, confronting staff argumentatively, throwing objects, refusing to follow directions, or making loud noises.	1	2
Gang activity / Other similar offenses	All gang activities which include, but are not limited to, use of material, jewelry, or clothing to disrupt or intimidate others; gang posturing to provoke an altercation; engagement in gang initiation or recruitment; or any act that furthers gang membership activity.	2	3
Inappropriate dress	Failure to comply with the school-level dress code. Dressing in a manner that is unsafe and/or disrupts the learning environment. This includes but is not limited to clothing that promotes drugs, alcohol, or profanity.	1	2
Inappropriate personal property	Possession of personal property that interferes with the educational environment or interrupts learning or school activities, including but not limited to: toys, toy guns, food, beverages, laser pointers, cell phones, electronic or communication devices, or any item used to cause disruption.	1	3
Inappropriate use of electronic communication devices	Engaging in non-educational activities in the educational environment, including but not limited to capturing, distributing, displaying, sharing, and/or posting of inappropriate images, videos, movies, and/or music from personal or school technology sources. Engaging in social media, texting, playing games, and/or streaming that disrupts the learning environment.	1	3
Leaving the classroom without permission	Leaving the classroom/learning environment without permission from a staff member	1	2
Substantial environmental disruption	Engaging in conduct that causes a substantial disruption to the educational environment such that teaching, learning, and/or normal school operation cannot continue.		

Tardiness	Failure to be in class on time without an excuse. Failure to check into school by 8:15 AM.	1	3
Physical Safety/Mental Well-Being			
Examples of Conduct that Violate Expectations or Code of Conduct	Definition	Action Levels	
		Minimum <i>minor</i>	Maximum <i>serious / repeated</i>
Attempted Battery	A physical attempt to cause bodily harm to another person without making physical contact.	2	3
Battery	Unprovoked/unanswered intentional physical contact without consent causing 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
Bullying	Deliberate, often repetitive behavior, involving an imbalance of power, that harms or intimidates others.	1	3
Disorderly conduct	Engaging in behavior that causes a disruption in the educational environment and/or which causes property damage or minor injury (without regard to intention).	2	3
Endangerment of physical safety / mental well-being	Engaging in conduct (physical or verbal) that directly and substantially endangers the physical safety or mental well-being of others. This includes but is not limited to making false reports of an active shooter, summoning/ bringing outsiders to the building to confront others, or pointing out a student to be a victim.	3	3
Extortion	Forcing other persons to act against their will under threat of, but not limited to, physical harm.	2	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
Fighting	Physical confrontation including, but not limited to, pushing, shoving, and/or exchange of physical blows.	3	3
Gambling	Playing any game of skill or chance for money or anything of value.	1	3
Hazing	Intentional or reckless acts which endanger the physical health or safety of others for the purposes of initiation/admission/affiliation with an organization.	2	3
Loitering	Remaining around or lingering about a school building without a lawful purpose or particular purpose for being there.	1	2
Personal threat	Direct or indirect (through another party) verbal, written, or electronic (including social media) threat to do bodily harm directed toward others.	1	3
Possession/ownership/use of a weapon other than a firearm	Possessing, having under one's control, using, or threatening with a weapon (such as a BB or pellet gun, starter pistol, taser, pepper spray, knife, box cutter), explosive device, or any other object that, by the way it is used, is capable of inflicting bodily harm.	3	3
Possession/ownership use of a firearm	Possessing, having under one's control, using, or threatening with a firearm that fires a projectile using gunpowder (pistol, shotgun, rifle, handgun, or other firearm).	3	3
Possession or use of fireworks	Using or possessing any explosive amusement device.	1	3
Reckless vehicle use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner (i.e., a manner that shows conscious disregard for a substantial or unjustified risk to oneself and others) or in a manner that disrupts the educational process.	1	3
Robbery	Taking property from a person by force or threat of aggression.	2	3
Sexual activity	Engaging in sexual activity on school grounds or during school activities including, but not limited to, touching private body parts of another person (buttocks, groin, and/or breasts); and/or removing one's clothing to engage in sex.	3	3
Sexual assault	Intentional bodily contact of a sexual nature that occurs without explicit consent.	3	3
Sexual harassment	Unwelcome sexual advances, requests for sexual favors, physical contact of a sexual nature, or other verbal conduct or communication of a sexual nature.	1	3
Trespassing	Entering any school property without proper authority or remaining on any school property after being told to leave by authorized	1	2

	personnel; includes any school entry during a period of suspension or expulsion.		
Verbal abuse, profanity, harassment	Use of language (written or spoken) or conduct or gestures which may be obscene, profane, or vulgar.	1	3
Property			
Examples of Conduct that Violate Expectations or Code of Conduct	Definition	Action Levels	
		Minimum <i>minor</i>	Maximum <i>serious / repeated</i>
Arson	Intentionally starting any fire or combustion on school property.	3	3
Burglary	Unauthorized entry into the school property for the purpose of committing a crime, especially theft.	2	3
Theft / possession of stolen property	Taking of property belonging to another individual, group, or entity without permission with the specific intent to permanently deprive; or being in the possession of property without permission of the owner.	1	3
Vandalism	Maliciously and 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 district.	1	3
Controlled Substances			
Examples of Conduct that Violate Expectations or Code of Conduct	Definition	Action Levels	
		Minimum <i>minor</i>	Maximum <i>serious / repeated</i>
Other substances / materials	Possessing, using, or having under one's control any substances or materials that threaten the health or safety of oneself or others, Possessing, using, or having under one's control any substances or materials that threaten the health or safety of oneself or others, or that disrupt the educational process. <i>A student or students may be reasonably assumed to be guilty of abusing school rules when observed in an area where smoke, substances/materials, or other indications of substance use are present.</i>	3	3
Possession of drug paraphernalia	Possession of a tool used to prepare, store, contain, or used to ingest, inject, or inhale a drug or controlled substance with or without drug residue	1	3
Possession/possession with intent to distribute/ownership/use of alcohol or illegal drugs	Possessing, possessing with intent to distribute, selling, giving away, transferring, having under one's control, or using any alcoholic beverages, controlled substances, THC in any form, or intoxicants. <i>A student or students may be reasonably assumed to be guilty of abusing school rules when observed in an area where smoke, substances/materials, or other indications of substance use are present.</i>	3	3
Use of tobacco, including chewing	Use of any tobacco product by a student. Use/possession of any tobacco and/or nicotine products or vape pen.	1	3

Electronic Surveillance

The El Puente High School community deserves buildings that are safe and secure to all users. The school has an obligation to protect the safety and property of students, employees and visitors and to respect the legitimate privacy interests of users of its facilities. Therefore, the hallways and other public areas of school buildings and grounds may be subject to surveillance by videotaping or other electronic monitoring. Any person who takes action to block, move or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. In addition, all people on campus may be asked to submit to a search of all personal articles or scanning via metal detector.

Searches

TransCenter for Youth must maintain a safe and orderly environment for all students and staff. Accordingly, TransCenter for Youth Administrators and School Leaders may search school property used by students or the person or property of a student. The Schools retains ownership and possessory control of a student's desks and lockers (or other property assigned to students) and the same may be searched at random by administration at any time and no showing of reasonable cause or suspicion is necessary. Students shall not have an expectation of privacy in lockers, desks, cubbies, or other school property which would prevent administration from conducting a search. Students enrolled in TransCenter for Youth schools and their parents and guardians shall be notified of this policy. TransCenter for Youth recognizes that

the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a policy or school rule. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. Under no condition shall a student be stripped searched by an employee of TransCenter for Youth.

Bullying

Introduction

TransCenter for Youth Schools strive to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The Schools network consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion, and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by The Schools network. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the Director of School Support. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the Director of School Support.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. The Schools official receiving a report of bullying shall immediately notify The Schools network employee assigned to investigate the report. The following school network employees have been identified as the investigator: (a list that contains the names of network employees and schools who have the responsibility to receive the information and conduct the investigation.) There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The person assigned by the network to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The network shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, The Schools administration will work with TransCenter for Youth administration and the board to take

disciplinary action, including: suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate. School staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in The School, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with The Schools. TransCenter for Youth administration and The Schools will also provide a copy of the policy to any person who requests it. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to The TransCenter for Youth board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Source: DPI Model Bullying Policy

Non-Discrimination & Anti-Harassment

(1) No student will be denied admission to, or participation in or the benefits of, or be discriminated against in any of TransCenter for Youth (TCY) programs, operations or activities on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, or any other category protected by law, including physical condition or disability.

(2) No employee of TCY will be discriminated against on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, genetic information, arrest record, conviction record, military service, veteran status, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or participate in any communication about religious matters or political matters, or any other category protected by law.

(3) TCY will ensure a working, teaching, and learning environment free of Harassment and Sexual Harassment for all students, faculty, staff members, employees, applicants, and parents.

"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 their race, gender, color, religion, national origin, age, sexual orientation, disability, veteran, or any other protected status (collectively Protected Characteristics) or that of their 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 TCY.

"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 TCY, or circulated in TCY. 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 their sexual orientation.

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

- 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.
- 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.
- Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working, learning or teaching environment, or
- 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 they are not interested
- Displaying or transmitting sexually suggestive pictures, objects, cartoon 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, board members and applicants, while conducting organization business, will treat, and will be treated by, others who conduct business with TCY (collectively "Affected Individuals") in a manner consistent with the provisions of this Policy. Accordingly, the 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 TCY, students, parents, applicants and Affected Individuals are encouraged to bring forth any concerns or complaints in this using the procedure outlined below.

Reporting

A member of TransCenter or individual program's community who is not a student should promptly report any job or learning-related Harassment or Sexual Harassment to the Director/lead teacher or Executive Director. If appropriate, both the Director/lead teacher and the Executive Director will review the complaint. Reports of offensive behavior and harassment will be promptly investigated in as discreet a manner as possible. Guidelines for investigating reports of harassment are maintained in the Human Resources/School Office.

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 matters 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/guardian, 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/guardian, 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/guardians 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/guardian, 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/guardian, 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/guardians 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.

Student Discrimination Complaint Procedures

No TransCenter for Youth student will be denied admission to, or participation in or the benefits of, or be discriminated against in any School program, operation or activity on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, or any other category protected by law, including physical condition or disability.

If any person believes that there has been a violation of El Puente, Escuela Verde, NOVA or Shalom High School's ("The Schools") nondiscrimination policy, that The Schools has failed to meet any of its obligations under a state or federal nondiscrimination law, or that any unlawful discrimination has occurred (including harassment or prohibited retaliation) for which The Schools is responsible, they may bring forward a complaint under these procedures. It is The Schools' expectation that all such complaints will be brought forward and processed in good faith.

Complaints under these procedures shall normally be submitted in writing directly to the Director of School Support under the following federal laws: Title IX, Section 504, and the Americans with Disabilities Act.

The following individual currently serves as the Compliance Officer:

TransCenter for Youth, Director of School Support
1749 N 16th Street, Milwaukee, WI 53205
414.933.7895, info@transcenterforyouth.org

The Executive Director shall perform the duties of the Compliance Officer (including receiving complaints) if the Compliance Officer is temporarily unavailable or if a complaint involves any alleged improper conduct by the Compliance Officer.

Any person presenting a report or complaint under these procedures who has concerns about safety, confidentiality, or retaliation should discuss those concerns with the Compliance Officer as early as possible in the process — preferably at or even prior to the time that the detailed report or complaint is made.

In conjunction with The Schools' receipt of notice of any report or complaint of alleged discrimination or retaliation under these procedures, The Schools shall consider (and the complainant may affirmatively request consideration of) any interim measures that should be taken before the final outcome of an investigation (e.g., safety planning or other steps needed to protect the complainant and ensure equal access to The Schools' education programs and activities).

Informal Resolution Of Complaints And Concerns

The School encourages the voluntary, informal resolution of student discrimination complaints or related concerns. For example, if an issue or concern is brought to the attention of an administrator and the administrator offers a resolution that is satisfactory to both The Schools and to the person who presents the issue(s), it is not necessary to initiate or complete a more formal investigation or to issue a formal determination of the complaint under the steps outlined below. However, if a complainant is not satisfied with a proposed resolution or believes the issue is too significant to pursue and resolve informally, the complainant may initiate (or continue to pursue) the formal procedures according to the steps listed below.

Formal Complaint Procedures

Step 1: A written statement of the complaint shall be prepared by the complainant, signed, and submitted to the Compliance Officer or their administrative-level designee. The Schools has a form available for this purpose. The Compliance Officer shall investigate or coordinate an appropriate investigation of the issue(s) and, in a manner consistent

with applicable student records laws, issue a written determination to the complainant and any other appropriate parties indicating the extent to which the complaint was or was not substantiated and including such other information as may be appropriate under the circumstances. This initial, written administrative determination shall normally be made within 15 days of the filing of the statement of the complaint, although some matters may require additional time.

Step 2: If any actual party in interest to the complaint (including any alleged victim/target or any alleged responsible party) wishes to appeal an initial administrative determination of a formal complaint, they may submit a signed statement of appeal to the Executive Director. After conducting any further inquiry into the matter that they deems appropriate, the Executive Director shall formulate a conclusion and respond in writing to the appeal. The response will normally be issued within 15 business days.

Step 3: If any actual party in interest to the complaint disagrees with the determination of the complaint made by the Executive Director, they may submit a written statement to the Governance Board of TransCenter for Youth that describes in reasonable detail the factual and/or legal basis for the person's disagreement with the previous determination. Within 30 days, the Board shall address the appeal at a meeting. Upon its review of the appeal and the record of the complaint, the Board may affirm, reverse, or modify the previous determination or remand the matter for additional information. The Board may or may not meet with any of the parties in interest prior to reaching a decision. Notice of the Board's disposition of the appeal shall be sent by the Board Clerk, or their designee, to appropriate parties within 10 days of reaching a disposition.

Depending on the alleged basis of the discrimination (e.g., sex, disability, race, age, etc.), a complaint or appeal may also be made to the U.S. Department of Education's Office for Civil Rights (OCR) in Chicago, as authorized by various federal laws, or a complaint or suit may be filed with another external governmental agency or court. Such agencies and courts independently determine the extent to which any given complaint or appeal falls within their realm of authority. Such actions may be taken in lieu of or in addition to filing a complaint under The Schools' local procedures.

Complaint Procedure - Special Education

Discrimination complaints relating to the identification, evaluation, educational placement, or free appropriate public education of a student with a disability in connection with state and federal special education laws shall be submitted and processed in accordance with the applicable laws and regulations and The Schools' established special education policies and procedures.

Maintenance Of Complaint Records

Records shall be kept under The Schools records retention procedures of all formal and informal written complaints submitted under these procedures. The records shall include information on all levels of the complaint and any appeals. To the extent applicable to a particular complaint, the retained records should normally include:

1. The name of the complainant and their title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of any individually-identified the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. The written evidence that was presented by a party or that was made a part of the record of the complaint.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

**TransCenter for Youth, Inc.
Board of Directors
2024-2025**

President / Vice President: Victor Frasher (2020) – Director of Community Engagement, Educators Credit Union

Secretary: Ingrid Jagers (2020) – Regulatory Change Management -Optum/United Health Group

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Directors: La'Wanda Bass (2019) – Community Member, Shalom High School graduate
Mary Clare Fagin (1973) – MC Strategies
Rafael Garcia (2019) – Executive Director, Community First
Justin Hougham (2020) – Associate Professor UW Madison, Environmental Education State Specialist, Director of Upham Woods
Derek Mosley (2000) – Director of the Lubar Center of Public Policy Research & Civic Education, Marquette University Law School
Dave Steele (2021) – Principal/Founder, Mosaic Non Profit Consulting
Amy Lorenz (2021) - Deputy Administrator, Milwaukee County Health & Human Services
Sheila Thobani (2023) – Attorney, Wirth & Baynard

Honorary Board Members: Dr. René Antrop-González
Thomas Barrett
Dr. James Blackburn
Dr. Howard Fuller
Dale Gilliam
Dr. Peggy Kendrigan
Debra J. Ogston
Scott Wick
Ex Officio: Dr. Joey Zocher – Executive Director

*year member joined the board

USDA Civil Right Regulations and Policies

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.

Notice of Organizations 501 (c) 3



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
39-1331760 000000 00 000
00013706
BODC: TE

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