

7/29/10



# Space Family Education, Inc.

2101 Nasa Road 1, Bldg. 211, Houston, Texas 77058

## SFEI Policy Change

Date of Vote:

8/19/10

Voting Results:

Accept

Requested By: Larissa Arnold, SFEI BOD Vice President

Space Family Education, Inc. (SFEI) Standard Operating Procedures Section:

**Proposed change:** Update JSC Announcement numbers in policy 3.13.2 Withdrawal of Parents for Problem Behaviors to reflect the current JSC policies in place for the center

FROM:

### 3.13.2 Withdrawal of Parents for Problem Behaviors

SFEI places the highest priority on the health and safety of its employees, parents, children, and visitors. Consequently, acts of violence, threats, harassment, intimidation and other disruptive behavior as defined by JSC's Policy on Workplace Violence and Threatening Behavior (JSCA #00-047) and Sexual Harassment Policy (JSCA #94-092) are prohibited and will not be tolerated.

If the parent of a child enrolled in the center exhibits any of these behaviors towards the Facility Director, a teacher, a group of teachers, other parents, any child, a member of the Board of Directors, or any member of SFEI while on facility grounds, the Facility Director can evict the parent and his/her child from the center and terminate enrollment immediately. Eviction will result in the loss of the security deposit. Neither the parent in question, nor the parent's spouse, will be placed on the waiting list at any future time.

Acts of violence, threatening behavior, or sexual harassment that are observed or experienced while at the JSC CCC facility should be reported to the Facility Director and/or Board of Directors immediately. All reports of incidents will be taken seriously and will be dealt with appropriately and confidentially.

TO:

### 3.13.2 Withdrawal of Parents for Problem Behaviors

SFEI places the highest priority on the health and safety of its employees, parents, children, and visitors. Consequently, acts of violence, threats, harassment, intimidation and other disruptive behavior as defined by JSC's Policy on Workplace Violence and Threatening Behavior (JSCA #00-04707-050) and Sexual Harassment Policy (JSCA #94-09205-041) are prohibited and will not be tolerated.

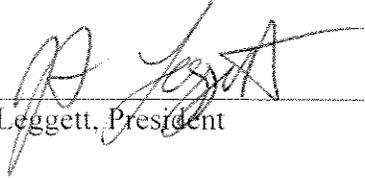
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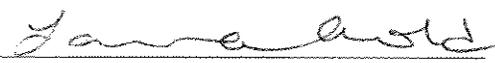
taken seriously and will be dealt with appropriately and confidentially.

**Purpose for change:** *JSC Announcement #s were out of date and needed to be updated to reflect the current JSC Center documentation that is referenced*

**Board of Directors Vote:**

  
Jay Leggett, President

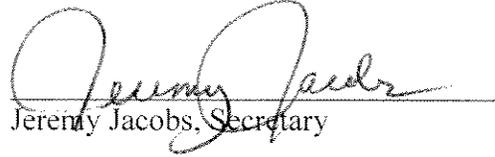
Accept       Reject

  
Larissa Arnold, Vice President

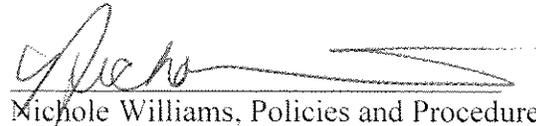
Accept       Reject

  
Maureen Gerty, Treasurer

Accept       Reject

  
Jeremy Jacobs, Secretary

Accept       Reject

  
Nichole Williams, Policies and Procedures

Accept       Reject