# NEW PATHWAYS TRANSITIONAL HOUSING PROGRAM

# POLICY AND PROCEDURES MANUAL

## TABLE OF CONTENTS

1. Program Overview
2. Organizational Structure
3. Staff Policies
4. Student Enrollment
5. Attendance Policies
6. Program Operations
7. Health and Safety
8. Behavior Management
9. Curriculum and Activities
10. Family Engagement
11. Community Partnerships
12. Program Evaluation
13. Financial Management
14. Emergency Procedures
15. Appendices

## 1. PROGRAM OVERVIEW

### 1.1 Mission Statement

The New Pathways Transitional Housing Program is committed to providing a safe, supportive environment for justice-involved youth aged 18-24 and empowering them through comprehensive services that develop life skills, promote accountability, create pathways to independence, and reduce recidivism.

### 1.2 Program Goals

1. Provide a community-based alternative to detention for justice-involved youth
2. Reduce recidivism through evidence-based interventions and support
3. Improve court compliance and reduce technical violations
4. Develop essential life and employability skills
5. Support educational advancement and career readiness
6. Foster stable housing transitions and long-term independence
7. Address underlying factors contributing to justice system involvement

### 1.3 Program Description

The New Pathways Transitional Housing Program serves justice-involved youth aged 18-24 with comprehensive programming that includes supervised housing, case management, life skills development, court compliance support, and educational/employment assistance. The program operates 24 hours a day, 7 days a week, with structured programming and appropriate levels of supervision based on individual needs and risk assessment.

### 1.4 Target Population

The program serves up to 20 justice-involved youth (ages 18-24) annually who:

1. Are awaiting trial or disposition of their cases in Essex County
2. Have been identified as appropriate for community supervision
3. Do not have safe, stable housing options
4. Are at low to moderate risk for re-offense based on validated assessment tools
5. Do not have a history of serious violent offenses
6. Are committed to participating in program requirements

### 1.5 Legal Compliance

The program adheres to all federal, state, and local laws and regulations governing residential programs for justice-involved individuals, including licensing, staffing ratios, health and safety, client rights, confidentiality, and non-discrimination.

## 2. ORGANIZATIONAL STRUCTURE {#organizational-structure}

### 2.1 Management Structure

The program is overseen by the Board of Directors, and the Program Director manages its day-to-day operations.

### 2.3 Organizational Chart

[See Appendix A for Organizational Chart]

## 3. STAFF POLICIES {#staff-policies}

### 3.1 Staff Qualifications

#### 3.1.1 Program Director

1. Bachelor's degree in education, STEM field, or related area (Master's preferred)
2. Minimum 3 years of experience in educational programming
3. Experience with program management and staff supervision
4. Background in STEM education or industry
5. Strong leadership and communication skills

#### 3.1.2 STEM Educators

1. Bachelor's degree in STEM field or education
2. Experience in STEM teaching or programming
3. Knowledge of middle school developmental needs
4. Demonstrated ability to engage students in learning
5. Strong communication and interpersonal skills

#### 3.1.3 Administrative Assistant

1. Associate's degree or equivalent experience
2. Administrative experience in an education setting
3. Strong organizational and communication skills
4. Proficiency with office technology and systems
5. Experience with data management

### 3.2 Hiring Procedures

1. Position announcements posted through multiple channels
2. Review of applications and verification of qualifications
3. Initial screening interviews
4. In-person interviews with program leadership
5. Reference checks and background screenings
6. Job offers contingent on successful background check

### 3.3 Background Checks

All staff members and regular volunteers must complete:

1. Criminal background check
2. Child abuse registry check
3. Sex offender registry check
4. Fingerprinting
5. Employment verification
6. Reference checks

### 3.4 Staff Training and Development

#### 3.4.1 Initial Training

1. Program mission, policies, and procedures
2. Child development and behavior management
3. STEM curriculum and instructional strategies
4. Health and safety protocols
5. Emergency procedures
6. Child abuse prevention and reporting
7. Cultural competence and inclusion

#### 3.4.2 Ongoing Professional Development

1. Monthly staff meetings
2. Quarterly professional development sessions
3. Annual STEM education conference participation
4. Specialized training in STEM content areas
5. Youth development best practices
6. Peer learning and collaboration

### 3.5 Staff Evaluation

1. Annual performance reviews
2. Quarterly progress check-ins
3. Classroom observations
4. Self-assessment and goal-setting
5. Professional development planning
6. Student and family feedback

### 3.6 Staff Conduct

1. Maintain professional relationships with students and families
2. Uphold confidentiality of student and family information
3. Demonstrate ethical conduct at all times
4. Maintain appropriate boundaries with students
5. Serve as positive role models for students
6. Adhere to all program policies and procedures

### 3.7 Staff-to-Student Ratios

1. Overall program ratio: 1:10
2. STEM workshops: 1:12
3. Homework support: 1:8
4. Field trips: 1:8
5. Special events: 1:10

## 4. STUDENT ENROLLMENT {#student-enrollment}

### 4.1 Eligibility Criteria

1. Students in grades 6-8
2. Priority for students from underrepresented groups in STEM
3. Priority for students with limited access to STEM opportunities
4. Commitment to regular attendance
5. Interest in STEM subjects and activities

### 4.2 Enrollment Process

1. The application period was announced 2 months before the program start
2. Applications reviewed and prioritized based on criteria
3. Enrollment decisions communicated to families
4. Waitlist maintained for additional openings
5. Mid-year enrollment is available as space permits

### 4.3 Required Documentation

1. Completed enrollment form
2. Emergency contact information
3. Health information and medical release
4. Photo/media release
5. Transportation authorization
6. School information release (for academic coordination)
7. Behavior agreement signed by student and parent/guardian

### 4.4 Enrollment Period

1. Annual enrollment for the academic year program
2. Applications are accepted year-round for the waitlist
3. The renewal process for returning students

### 4.5 Program Fees

1. The program is grant-funded and free to participants
2. Optional fees may apply for special field trips or events
3. Fee waivers are available for all optional activities based on the need

### 4.6 Withdrawal Procedures

1. The written notice requested for program withdrawal
2. Exit interview conducted when possible
3. Feedback solicited for program improvement
4. Re-enrollment is possible if space is available

## 5. ATTENDANCE POLICIES {#attendance-policies}

### 5.1 Attendance Expectations

1. Students are expected to attend a minimum of 3 days per week
2. Consistent attendance is encouraged for program benefits
3. Advance notice requested for planned absences
4. Communication is required for unexpected absences

### 5.2 Attendance Tracking

1. Daily attendance recorded at check-in
2. Attendance records are maintained in the program database
3. Monthly attendance reports are generated
4. Attendance patterns analyzed for program evaluation

### 5.3 Absence Procedures

1. Parent/guardian notification for unexpected absences
2. Follow-up on consecutive absences (3+)
3. Attendance intervention for chronic absences
4. Collaboration with the school on attendance issues

### 5.4 Late Arrival/Early Departure

1. Sign-in/sign-out is required for all students
2. Parent/guardian authorization is required for early departure
3. Documentation of arrival/departure times
4. Patterns of late arrival addressed with family

### 5.5 Program Capacity

1. Maximum daily enrollment: 100 students
2. Waiting list maintained when capacity reached
3. Attendance monitored to optimize program participation

## 6. PROGRAM OPERATIONS {#program-operations}

### 6.1 Hours of Operation

1. Regular program hours: Monday-Friday, 3:00 PM - 6:00 PM
2. Special events may extend beyond regular hours with advance notice
3. The program follows school calendar for holidays and closures
4. Early dismissal accommodations when needed

### 6.2 Daily Schedule

1. Check-in and snack (15 minutes)
2. Homework support (30 minutes)
3. STEM workshops/activities (90 minutes)
4. Enrichment/special activities (30 minutes)
5. Reflection and checkout (15 minutes