

**EXHIBIT 5-1
STANDARD OPERATING PROCEDURES**

Standard Operating Procedure	Centers	Outreach/ Admissions	CTS
a. Administrative Procedures			
1. Organization Chart	x	x	x
2. Personnel Policies and Position Descriptions	x	x	x
3. Staff Training	x	x	x
4. Affirmative Action	x	x	x
5. Internal Communications	x		
6. Reports Control	x		
7. Internal Control Policies/Procedures for Financial, Procurement, and Property Management	x	x	x
b. Staff and Student Schedules	x		
c. Student Testing (including but not limited to TABE, certification, HSD/HSE)	x		
d. Student Accountability Procedures	x		
e. Dormitory Management Procedures (including staff coverage and student safety procedures)	x		
f. Standards of Student Conduct Procedures (including Zero Tolerance Policy for violence and drugs)	x		
g. Preventive Maintenance Procedures	x		
h. Student Benefit Fund Procedures	x		
i. Staff Incentive Procedures		x	x
j. Records Management Procedures	x	x	x
k. Admission and Departure Procedures		x	
l. Quality (Assurance) Control Procedures	x	x	x
m. Energy Conservation Procedures	x		
n. Applicant File Review Procedures	x	x	
o. Reasonable Accommodation Process	x	x	
p. Prescribed Non-controlled Medications	x		
q. Prescribed Controlled Substances	x		
r. Over-the-Counter Medications	x		
s. Health and Wellness Center Staffing	x		
t. High School Diploma/High School Equivalency Test Basic Cheating Prevention Procedures	x		
u. Free Time Leave	x		
v. Expedited Applicant File Review Procedures	x	x	