

PERSONNEL POLICIES

Acadia Parish School Board
Head Start Program

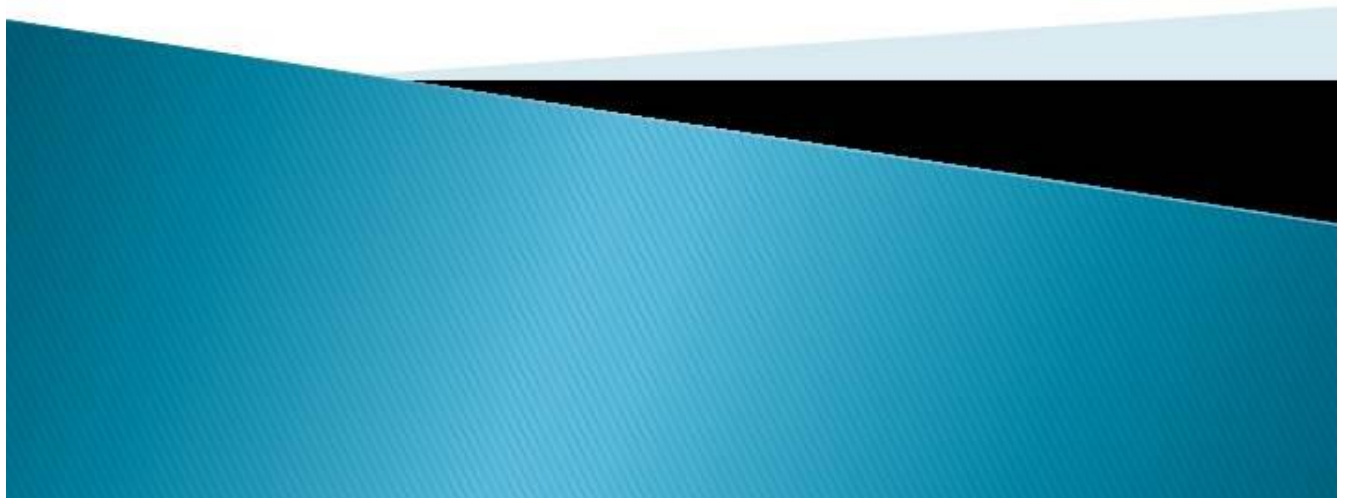


TABLE OF CONTENTS

I. AGENCY STRUCTURE	1
A. Agency Structure	
B. Policy Authority	
C. Assurances	
D. Philosophy	
E. Mission Statement	
II. GOVERNING GROUPS	8
A. Administrative Authority	
B. Policy Council / Shared Decision Making	
C. Policy Council Composition	
D. Communications to and Training for Program Governing Bodies	
E. Organizational Structure & Authority	
III. EMPLOYMENT	10
A. Employing Agency	
B. Recruitment Policy	
C. Selection Procedure	
D. Classes of Appointment	
E. Employment Requirements	
F. Orientation	
G. Degree Requirements	
H. Personnel File	
I. Employment Restrictions	
J. Changes in Employment Status	
K. Resignation	
L. Reduction in Work Force Policy	
IV. PROFESSIONAL DEVELOPMENT	29
A. Staff/ Professional Development	
B. Career Development Program	
C. Conferences / Workshops	
V. EMPLOYEE PERFORMANCE	36
A. Observation of Job Performance and Employee Conduct	
B. Performance Evaluations	
C. Standards for Employee Conduct	
D. Reason for Disciplinary Action	
E. Disciplinary Procedures and Actions	
VI. GRIEVANCE PROCEDURES FOR EMPLOYEES	44
VII. SALARIES AND WAGES	46
A. Policy	
B. Increases	
C. Payroll Procedures & Salary Year	
D. Vacations / Holidays	

- E. Employee / Fringe Benefits
- F. Dismissal

VI. GRIEVANCE PROCEDURES FOR EMPLOYEES	44
VII. SALARIES AND WAGES	46
A. Policy	
B. Increases	
C. Payroll Procedures and Salary Year	
D. Vacations/ Holidays	
E. Employee/ Fringe Benefits	
VIII. GENERAL TRAVEL REGULATIONS	49
IX. ATTENDANCE AND TIME	57
A. Work Schedules	
B. Compensatory Time	
C. Leaves	
X. FISCAL POLICIES & PROCEDURES	62
XI. CHILDREN AND FAMILY SERVICES	64

I. AGENCY STRUCTURE

A. PURPOSE

This policy statement is an addendum to the policy statement of the employing agency, the Acadia Parish School Board and specifically addresses guidelines of the Head Start Program.

The purpose is to give clear direction to School Board personnel who serve as staff in the Head Start Program.

B. POLICY AUTHORITY

This policy statement supersedes and rescinds all previous personnel policy and procedures statements and becomes the official policy statement of the agency.

1. The Acadia Parish School Board is the source of authority on reviewing and amending Personnel Policies and Procedures, addendum and other policy changes that govern the Head Start Program and staff. Policies and amendments are submitted to the School Board and Head Start Policy Council for approval.
2. These Personnel Policies and Procedures, addendum and other recommended changes will be reviewed annually by the Acadia Parish School Board and by the Policy Council or through designated committees at any regular meeting. Amendments must be recommended to the School Board and Policy Council or designated committee. After review by the School Board and the Policy Council or designated committees, and after comment by the Superintendent (Executive Director)/ designee, an amendment may be approved as outlined in Board policies and by a quorum of the Policy Council at any regular meeting, providing all Policy Council members have been mailed a copy of the proposed amendment at least five days in advance of the meeting. Employees are given the opportunity to provide input on policy changes through annual staff surveys.
3. The Executive Director (Superintendent), Acadia Parish School Board Personnel Director, and Head Start Director are authorized to implement these policies and to establish procedures for effective administration and management adherence to policies including the design and use of forms to provide for documentation, record keeping or monitoring as needed.
4. All employees associated with the Acadia Parish School Board as Head Start staff persons will be governed by APSB personnel policies and the Head Start addendum and must adhere to procedures outlined. Annual orientation will be addressed with staff at pre-service trainings at the beginning of each school year.
5. The Head Start Personnel Policies and Staff Handbook are made available to all staff with official copies in the HSCO office and each center's office. The Head Start addendum is made available to all staff with copies in the HSCO, each center's office, each classroom, each CFST office, and the cafeteria Head Cook desk. Notice on changes to policies and procedures will be communicated to all staff through pre-service training or through memos during the year.

USDA NON-DISCRIMINATION POLICY

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.”

C. ASSURANCES

D. PHILOSOPHY

The Acadia Parish School Board Head Start Program is based on the premise that all children share certain needs, and that children of low-income families, in particular, can benefit from a comprehensive developmental program to meet those needs. The Head Start Program approach is based on the philosophy that:

- A child can benefit most from a comprehensive, interdisciplinary program to foster school readiness and development and remedy problems as expressed in a broad range of services.
- The child's entire family and the community must be involved. The program should maximize the strengths and unique experiences of each child. The family, which we perceive as the principle influence on the child's development, must be a direct participant in the program.

E. MISSION STATEMENT

The mission of the Acadia Parish School Board Head Start Program is to provide positive early childhood experiences and quality comprehensive services to low-income children and families through a compassionate supportive program. We are aimed at breaking the cycle of failure and promoting self-sufficiency and social competence while maintaining the dignity and self-worth of the individual and family. We are committed to excellence in the learning environment and effective partnerships between parents, staff, school and the community to promote school readiness.

II GOVERNING GROUPS

A. ADMINISTRATIVE AUTHORITY

The Acadia Parish School Board Head Start Program is administered by the Acadia Parish School Board who serves as the grantee agency. The Board is composed of eight members elected at the congressional general election from single member districts for four-year concurrent terms beginning January 1 following the election. The School Board is governed by policies outlined in the Acadia Parish School Board Policies & Procedures Manual.

B. POLICY COUNCIL SHARED DECISION-MAKING

1. The Head Start Policy Council shares a decision-making role with the Acadia Parish School Board in developing, reviewing and approving or disapproving:
 - a. The composition of the Policy Council and procedures for selecting members;
 - b. Written procedures outlining the process of shared decision-making;
 - c. All grant applications and amendments to grant applications submitted for funding for the Head Start Program;
 - d. The Head Start budget and revisions to the budget;
 - e. Procedures for long and short range goals and objectives and program planning;
 - f. Procedures for the annual self-assessment and program changes resulting from the assessment;
 - g. Program Personnel Policies and Procedures and changes to Policies and Procedures;
 - h. Decisions on hiring and terminating the Head Start Director and any person whose salary is paid primarily with Head Start funds;
 - i. Determining criteria for outlining recruitment procedures and for setting selection and enrollment priorities for children
2. The School Board and Policy Council shall annually review the Internal Dispute Resolution Policy with amendments submitted to both bodies for approval or disapproval.

C. POLICY COUNCIL COMPOSITION

1. The Head Start Policy Council consists of 8 parents or guardians of students enrolled in the program and 4 Community Representatives who have a knowledge of and interest in service to children of low-income families
 - a. Parents are defined as persons with legal responsibility for a child currently enrolled in the Head Start Program.
 - b. Parent representatives are elected by parents from each center in August. Center representation is based on enrollment as follows:

0 – 89 children	1 representative
90 – 150 children	2 representatives
151 – 250 children	3 representatives

- c. Other members are Community Representatives selected for their knowledge of the community and especially low income families in the areas of health, nutrition, education and disabilities and drawn from business, faith based groups, public service groups, community organizations, and a member of the School Board. Policy Council members may submit recommendations for Policy Council Community Representatives. Names for representatives are submitted to the School Board for approval and then submitted to the Policy Council for approval.
 - d. Parents on the Parent Committees elect alternates for the parent representatives and a Community Representative alternate is recommended by the Board. Attendance requirements of Policy Council members and alternates are addressed in the Policy Council bylaws.
 - e. The Council is seated in September and serves until the new Council is seated the next program year.
 - f. The new members are inducted and officers are elected and installed at the same meeting. Policy Council officers and roles are outlined by the Council and outlined in its bylaws.
2. Eligibility and Conflict of Interest
- a. Parent representatives must meet the definition of a parent listed above.
 - b. No person may serve more than 3 years in a voting capacity in a lifetime on the Policy Council. Membership/attendance records shall be the responsibility of the Head Start Director to assure adherence to the Performance Standards in length of service.
 - c. Head Start staff persons or School Board employees and immediate family members of either are not eligible to serve on the Policy Council. Immediate family members are defined as spouse or spouse's parents, children, parents, siblings, grandparents, grandchildren.
 - d. Substitutes and parents participating in the parent training program are not considered regular employees of the School Board. The Policy Council by laws shall specify eligibility of these persons to serve.
 - e. Due to conflict of interest, persons selected to serve as Community Representatives may not receive compensation for services to Head Start that exceed more than 20% of their annual income

D. COMMUNICATIONS AND TRAINING FOR PROGRAM GOVERNING BODIES

- 1. The Head Start Policy Council shall outline bylaws to establish procedures for meetings including member conduct, meeting times and frequency, quorum, and amendment procedures.
- 2. The Head Start Director shall be responsible for providing regular communication and reports to the School Board and Policy Council on enrollment, fiscal management, human resources management and staffing, Standards of Incidents/ Conduct Violations, program planning, Regional Office correspondence, and center licenses.
- 3. The Head Start Director and Central Office Management Staff shall work in partnership with the Policy Council to provide ongoing training for the Policy Council members to inform and educate them in their role as shared decision makers.

4. The Head Start Director shall work cooperatively with the Policy Council to outline a work plan and schedule of trainings that include:
 - a Parliamentary Procedures: presented to the Policy Council and Parent Committee officers
 - b Policy Council Roles and Responsibilities, Bylaws, and Performance Standards
 - c Budgetary Planning, Procedures and Monitoring
 - d Internal Dispute Resolution Policy
 - e Program Planning, Self Assessment and Community Assessment
5. Personnel Policies and Human Resources
6. Select trainings for Board members shall be presented at School Board meetings.
7. School Board members shall be informed about and invited to Policy Council trainings. A joint training of the School Board and Policy Council may be scheduled during the program year.

E. ORGANIZATIONAL STRUCTURE & AUTHORITY

1. The Superintendent of the Acadia Parish School Board serves as Executive Director of the Head Start Program. The Head Start Program is part of the school system department assigned to the Executive Director of Curriculum. The Elementary Education Supervisor is the immediate supervisor of the Head Start Director. The Executive Director (Superintendent) or designee work directly with the Head Start Director in matters of Program Governance with the Policy Council and School Board.
2. The Head Start Director serves as Administrator to the parish Head Start Program and directly supervises the management and clerical staff at the Head Start Central Office and is oversight supervisor to all staff in the Head Start Program.
3. the absence of the Head Start Director, a program specialist shall be named to act in an administrative capacity under the supervision of the Elementary Education Supervisor.
4. The hierarchy of roles and immediate supervisory responsibilities for the School System is reflected in the School Board organizational chart. Head Start Specialists assist in the supervision of staff persons providing services in their respective management areas. The Head Start Program's organizational chart reflects the hierarchy of roles and immediate supervisory responsibilities and is a model for lines of communication.
5. The hierarchy of roles in the Head Start Program is as follows:
 - Head Start Director
 - Program Specialists
 - Site Supervisors
 - Teachers (Mentor Teachers/ Classroom Teachers)
 - Child and Family Services Technicians
 - Central Office Clerical Staff
 - Teacher Assistants, Office Assistants
 - Head Cooks, Head Custodian
 - Cafeteria Technicians, Custodians, Bus Drivers

III. EMPLOYMENT

A. EMPLOYING AGENCY

All staff persons in the Acadia Parish Head Start Program are employees of the Acadia Parish School Board.

B. RECRUITMENT POLICY

1. The agency shall first seek to fill any vacant position by the following efforts:
 - a. make lateral transfers designated by the Head Start Director provided the transfer does not result in an increase in pay or promotion to fill vacant positions. (The Policy Council will be informed of such transfers in the staffing report at the regular monthly meeting.);
 - b. consider interested and qualified members of its own staff (APSB and Head Start) who have exhibited satisfactory performance and good work skills;
 - c. consider Parent Trainees who are assigned in same or similar positions and have exhibited satisfactory performance;
 - d. consider persons from outsourcing agencies who have substituted and exhibited satisfactory performance;
 - e. former teachers / Site Supervisors / Specialists who were reassigned due to not completing AA degree requirements may be assigned vacant positions from which they were reassigned when degree requirements are complete;
 - f. review of applications on file with the Acadia Parish School Board Head Start Program by the Head Start Director and appropriate Central Office Specialists.
2. After considering present staff and reviewing applications on file, the positions available may be advertised through public communication media and / or through Head Start centers with the following information:
 - a Specific qualifications of the vacant position
 - b Place and deadline to apply
 - c Beginning salary
3. Anyone seeking the available positions will be furnished a detailed job description upon request.
4. A list of Head Start job descriptions will be available at the Head Start Centers and the Head Start Central Office. Persons interested may complete an application any time at the Head Start Central Office. A letter of application and resume are required for all positions except for cafeteria, custodial, and bus driver. Applications will be kept on file for one year.
5. Substitutes are engaged on an as-needed basis and are not considered as employees of the Acadia Parish School Board and Head Start Program and such shall be specified on a statement to be signed by all persons approved to substitute in the Head Start Program.
6. The Head Start Program will advertise to accept applications each summer.

C. SELECTION PROCEDURE

1. Selection of the position of Head Start Director shall be made according to the Acadia Parish School Board policies for school principal positions. A member of

the Policy Council Executive Committee may be included in the interview. A recommendation shall be made by the Superintendent (Executive Director) to the Board and Policy Council. Approval of a majority of the Board and the Policy Council shall be necessary.

2. All hiring of Head Start personnel (full time or part time) must be submitted to the Policy Council for approval, except persons in training programs and substitutes.
3. A screening committee composed of the Head Start Director or designee and a Head Start Central Office Specialist shall review all applications and resumes of interested employees, existing applications, and of new applicants as submitted for the vacant position to verify qualifications and select applicants to be scheduled for interview.
4. Applicants considered for interview must meet the specified qualifications for the position, including having completed pre-employment screening and testing and achieved the required scores. Current employees applying for other positions must complete the required screening and testing for the specific position and must have achieved the required score.
5. If a sufficient number of applicants with specific credentials or degree are not available, applicants who are enrolled in appropriate degree or credentialing programs or who have background experience relative to the position may be considered with the approval of the Personnel Director and Head Start Director.
6. The interview process will adhere to the following procedures:
 - a. A prepared list of program and job responsibility related questions will be posed to each applicant.
 - b. The interview committee will consider qualifications, personal characteristics, program and job related knowledge and overall experiences.
 - c. Applicants considered for employment must meet specified qualifications for the position or required educational background or degrees.
 - d. If an applicant without the required educational degree or credentials is considered, the recommendation will be based on probationary status until the degree or credential is earned based on an established and documented time frame determined.
 - e. When two or more applicants are equally qualified, consideration will be given to the present Head Start employee with a satisfactory job performance evaluation or a Head Start parent.
 - f. When skills (e.g. typing, shorthand, etc.) are necessary to perform the duties of the available position, the applicant must satisfactorily complete a skills proficiency assessment as judged by established criteria and the interview committee.
 - g. The selection of persons recommended for positions shall include consideration of findings from the most recent Community Assessment specifying needed skills or need for diversity
7. Recommendations to the Policy Council will be based on consensus of the Interview Committee. Documentation on the process will be prepared as a record.
8. Recommended applicants must have attained the score listed below on the designated employment screening instrument to be eligible for positions.
 - a. Program Specialists, Site Supervisors, Teachers/Mentor Teachers, Child and Family Service Technicians, Clerical Positions: applicants without a Bachelors degree must attain an overall score of 12.0 or above on the TABE test.
 - b. Teacher Assistants: without a Bachelors degree must attain an overall score of 12.0 or above on the TABE test or have successfully passed the Parapro assessment.

- c. Child Care Assistants and Office Assistant I and Office Assistant II: 10.0 or above on the TABE
 - d. Custodian: Literacy test, oral reading inventory, eighth grade level
 - e. Cafeteria Workers: Child Food Nutrition Program or Food Service Workers test, completion of 2 hour cafeteria training program
 - f. Head Cook: Completion of cafeteria management training or comparable experience and Head Start Head Cook test, 50%
 - g. Bus Drivers: Must have successfully earned a CDL
- 9. The position of Teacher Assistant will be considered an entry opportunity position for parents. Parents who score within the 10.0 or better on the TABE and have experience in an early childhood setting may be considered for interview for open Teacher Assistant positions and may be considered for hire on a probationary status for up to one year until the score of 12.0 on the TABE is achieved.
 - 10. References shall be checked by the Head Start Central Office and held in confidence by that office.
 - 11. When job specifications call for a degree or specific credential, an official current certificate or certified transcript from the university or accrediting institution must be provided.

Left blank intentionally

D. CLASSES OF APPOINTMENT

1. Probationary

- a. All newly hired personnel shall be employed on probationary status for a period of 90 work days from the first day of employment ("work days" is defined to include regular working days and to exclude week-ends, holidays and leave time).
- b. Employees selected for or assigned to new positions shall be reassigned to a 90 day probationary status.
- c. A performance evaluation shall be completed at regular intervals during the 90-day probation and forwarded to the Head Start Director and appropriate Head Start Specialist before a recommendation for permanent status is made. The first evaluation must be completed after 30 work days and a final evaluation completed after 90 work days before a recommendation can be considered.
- d. Probationary employees will be informed of the status of the recommendation after the 90 day probation.
- e. The Head Start Director shall review the employee's performance to approve the recommendation for regular status and inform the Policy Council of the status change. Probationary employees who are not recommended for regular status will be informed by the Site Supervisor and/or Head Start Director and a plan of performance improvement outlined with the employee.
- f. New employees or employees assigned to a different position due to not having the required educational degree or credentials shall remain on probationary status until the educational degree or credential is earned. A specific time line for earning the degree or credential shall be outlined at the time of appointment to the position.
- g. Probationary employees shall be accountable for compliance with all rules, regulations, policies and procedures of the Agency as are all other Head Start employees.

2. Appointment to Regular Status

- a. Appointments to all regular status, other than Director, shall be made by the Director only after a probationary period and the change in status reported to the Policy Council. The classification of regular status for full time employees is for an unlimited period scheduled over a regular work day of a 5 day work week with a specified daily work schedule or as stipulated in the job description.
- b. Regular status part-time employment shall constitute employment scheduled to be performed on a regular basis during a portion of a day or work week. Such employment shall be subject to the same conditions that apply to regular status full-time staff except where otherwise stipulated within these policies.
- c. Employment as a Head Start staff person is renewed on an annual basis due to one year funding for the Head Start Program. A Letter of Assurance is offered to employees in May to verify employment contingent on available funding. The letter must be signed and dated by the employee and returned to the Head Start Director by the end of May to acknowledge acceptance of conditions of the proposed program year employment and intention to return or resign. Failure to respond by the designated time may result in an employee's position declared "vacant". Tenured certificated employees are

governed by tenure laws and policies outlined in the Acadia Parish School Board Policies and Procedures Manual.

3. Temporary Employment

- a. "Temporary employment" is employment for a limited time for specific purposes and shall not necessarily be subject to the same conditions which apply to permanent staff. The length of time for which employed, the scope, duties, and compensation, and conditions of employment pertaining to the same temporary position shall be clearly defined at the time of employment.
- b. A temporary appointment may be made by the Director for a period not to exceed (30) days.
- c. Temporary appointments are used to fill short term vacancies occurring within the program or for a position that becomes open and needs an immediate replacement. The Policy Council Chairperson shall be informed when a temporary appointment has been made. An extended temporary appointment in excess of ninety (90) days for circumstances warranting such an appointment must be approved by the Policy Council.
- d. Circumstances warranting such an appointment are to replace a staff person on maternity leave, extended leave of absence, leave without pay for educational purposes, to fill a position that is vacated late in the program year, or to provide services needed for a limited time.

4. Training Programs, Job Partnerships, Substitutes or Volunteers

- a. The Head Start Program will offer opportunities for on-the-job training to parents and members of the community through a parent training program and community partnerships.
 - (1) The job training program has the following goals:
 - To establish a variety of strategies for increasing job skills
 - To establish a career path within the Head Start Program
 - To establish Head Start as a resource for other community
 - (2) The job training program will work through partnerships within the community and through a parent training program.
- b. Job sharing partnership programs:
 - (1) Partnerships may be used as a source of volunteer workers for the Head Start Program. These programs may include but not be limited to CWEP (Community Work Experience Program); Foster Grandparents; JTPA (Job Training Partnership Act); COE / CIP
 - (2) Compensation for services shall be provided by the job partner program which places the workers in the program unless otherwise specified by the agreement and approved by the Policy Council and School Board as part of the budget.
 - (3) The value of these services shall apply to the non-Federal share of the Head Start budget when not funded by Federal funds or for the difference between value of services and amount of federal funds contributed.
 - (4) All volunteer workers from a job partnership program shall be interviewed by a member of the Head Start Central Office Staff and / or Site Supervisor where services will be provided
 - (5) The Head Start Director shall have approval or disapproval authority over persons placed in these roles and informs the Policy Council of the names of persons in these positions.
 - (6) A job description of the assigned volunteer services or job training skills

shall be provided.

- (7) An interagency agreement shall be used to outline the responsibilities of each agency. Liability shall be the responsibility of the job partnering program.
- c. Parent Training Experiences provide opportunities for parents to acquire additional skills or education for parents who are seeking employment or who are already employed
 - (1) To be eligible a current parent must complete an application to participate in available training positions and have or pursue the appropriate educational level for position.
 - (2) The training period is within one program year (between August and May). The training period may be renewed for an additional year.
 - (3) A training stipend of minimum wage amount will be paid.
 - (4) Interested parents will be interviewed by the Head Start Director and/or appropriate Program Specialist and Site Supervisor.
 - (5) Priority will be given to parents with little or no formal experiences or training or who are unemployed and need to improve job skills and who exhibit or demonstrate a commitment to work.
 - (6) Parents selected for the training program must complete (40 hours) of volunteer work for orientation and observation to be eligible to continue and receive a training stipend.
 - (7) Parents participating in the Parent Trainee program shall sign a statement of understanding that the training program is not considered regular or temporary employment with the Acadia Parish School Board program.
 - (8) During the parent trainee program, parents shall complete the employment screening associated with the area of training so that any needed training may be identified.
 - (9) The Policy Council shall approve all training positions and receive the names of persons enrolled in the training program.
- d. Volunteers - Site Supervisors and Head Start staff are required to be actively involved in encouraging parent or community volunteers for the Program.
 - (1) All persons interested in becoming a volunteer must complete a volunteer application to be reviewed by the Site Supervisor and forwarded to the Head Start Director
 - (2) The Site Supervisor will interview all prospective volunteers and make recommendation to the Head Start Director.
 - (3) Volunteers shall be processed according to the same procedures as required for regular employees in accord with Licensing requirements including the same medical and criminal records check.
 - (4) A job description of volunteer services will be signed by the volunteer.
 - (5) Volunteer services shall be assigned a value for the non-federal share of the budget based on related services.
 - (6) Volunteers are responsible for abiding by policies of the program.
- e. Substitutes
 - (1) In the absence of a teacher, teacher aide, cafeteria worker, bus driver or custodian, a substitute worker should be engaged to assure appropriate child/staff ratio and to provide needed services
 - (2) A parent volunteer should be sought as the first replacement option.

- (3) Substitutes selected for the listed positions must be from the approved Acadia Parish School Board roster or from approved outsourcing agency list.
- (4) Approved substitutes who list Head Start centers as sites for substituting must submit to a physical and TB screening, the costs will be paid for by Head Start.
- (5) All persons providing substitute services through the Acadia Parish School Board shall sign a letter of understanding that substitute work is on an as needed basis and does not qualify as temporary or regular employment with the Acadia Parish School Board or Head Start program.

Left blank intentionally

E. EMPLOYMENT REQUIREMENTS

1. All new employees and volunteers shall be required to submit to a criminal records check including finger printing.
 - a. Before a person is hired, directly or through contract, including transportation staff and contractors, a program must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:
 - (1) State or tribal criminal history records, including fingerprint checks; or,
 - (2) Federal Bureau of Investigation criminal history records, including fingerprint checks.
 - b. A program has 90 days after an employee is hired to complete the background check process by obtaining:
 - (1) Whichever check listed in paragraph "a" of this section was not obtained prior to the date of hire; and,
 - (2) Child abuse and neglect state registry check, if available.
 - c. A program must review the information found in each employment application and complete background checks to assess the relevancy of any issued covered by the complete background check including arrest, pending criminal charge, or conviction and must use Child Care and Development Fund (CCDF) disqualification factors described in 42 U.S.C. 9858f(c)(1)(D) and 42 U.S.C. 9858f(h)(1) or tribal disqualifications factors to determine whether the prospective employee can be hired or the current employee must be terminated.
 - d. A program must conduct the complete background check for each employee, consultant or contractor at least once every five years which must include each of the four checks listed in previous paragraphs of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section, unless the program can demonstrate to the responsible HHS official that it has a more stringent system in place that will ensure child safety.
 - e. A program must consider current and former program parents for employment vacancies for which such parents apply and are qualified.
2. To assure the ability of an employee to provide Head Start services, personnel may be required to lift, stand, run, jump, stretch, and walk for long periods.
3. To assure child staff ratio and that services are provided, personnel must be able to attend on a regular basis with limited absences.
4. All new Head Start personnel must have a physical examination and written medical statement certifying that the person is free of communicable disease, is in good health, is physically able to interact with and supervise small children, and provides information on pre-existing conditions or previous injuries
5. All Head Start Personnel must submit to a physical examination every three years.
6. It shall be the responsibility of current employees and applicants for employment by this agency to make full disclosure of any criminal records, regardless to the extent. Failure to do so will be grounds for suspension and recommendation for termination by the Executive Director or disqualification for employment by this agency.

7. If a prospective employee declares a felony charge/conviction of a serious crime that does not disqualify an applicant for a position involving direct contact with children, a statement from a District Judge must be included in the employee's personnel file. The Head Start Director shall provide a written statement recounting the rationale for such a decision and submit it to the Personnel Director for approval. The written document shall be entered into the individual's personnel records
8. All new employees must be finger printed
9. Bus drivers or persons operating a Head Start vehicle must provide a copy of the state required valid driver's license and information on past moving violations. Motor vehicle records will be checked on the individual

F. ORIENTATION

1. The appropriate Central Office staff persons shall coordinate the orientation of all new employees to include:
 - Salary, payroll, and employee benefit information
 - Orientation/ overview to the agency's organizational structure
 - Review of Personnel Policies
 - Professional development and staff training system
 - Head Start guidelines and Performance Standards
 - Staff Handbook
2. The HSCO immediate supervisor or the Center Site Supervisor shall be responsible for orientation to the center site and staff documentation of job description review and performance evaluation procedures
3. All Head Start employees and persons in job partnership or job training programs must sign and adhere to the Head Start Code of Ethics and Confidentiality Statement

G. DEGREE REQUIREMENTS

1. HEAD START TEACHERS- The Secretary shall ensure that not later than September 30, 2013, at least 50 percent of Head Start teachers nationwide in center-based programs have—
 - a. a baccalaureate or advanced degree in early childhood education; or
 - b. a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

2. ADDITIONAL STAFF- The Secretary shall ensure that, not later than September 30, 2013, all--
 - a. Head Start education coordinators, including those that serve as curriculum specialists, nationwide in center-based programs—
 - i. a baccalaureate or advanced degree in early childhood education; or
 - ii. a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; and
3. Head Start teaching assistants nationwide in center-based programs have—
 - a. at least a child development associate credential;
 - b. enrolled in a program leading to an associate or baccalaureate degree; or
 - c. enrolled in a child development associate credential program to be completed within 2 years.

H. PERSONNEL FILE

1. The Head Start Central Office shall establish a personnel file and shall be responsible that the file has all documents required by licensing, including a disclosure to maintain confidentiality
2. A copy of the file will be prepared and forwarded to all centers where employees will report.
3. Each Site Supervisor should maintain personnel files designed to contain folders for each professional, paraprofessional and non-professional employee serving the school
4. A licensing folder and an evaluation folder shall be maintained at HSCO and a correspondence folder at the center only
5. The licensing folder should contain a copy of the following:
 - a. Application for employment
 - b. Official transcript, credentials, teacher's certificate
 - c. Pre-employment screening scores
 - d. Driver's license
 - e. Statement of Assurance/ Lack of Conviction
 - f. Parish Criminal Records Check
 - g. State Criminal Records check/ fingerprint
 - h. Signed "Standards of Conduct"
 - i. Telephone reference check
 - j. Emergency contact form
 - k. Orientation/ Verification
 - l. Annual Review
 - m. Job Description
 - n. Medical screening
 - o. Certificates of training
 - p. Resignation forms
6. The performance evaluation folder shall contain
 - a. Performance observation reports prepared by management staff and/or immediate supervisors and discussed with and signed by employee

- b. Documentation of intervention or performance improvement plans
 - c. Performance evaluations
 - d. Reports related to inappropriate discipline or violation of policies
 - e. Conference records concerning employee performance
 - f. Warning notices
 - g. Annual performance evaluations
 - h. Records of termination
7. The correspondence folder should contain the following:
- a. correspondence to and from the employee
 - b. requests for transfer, sabbatical or maternity leave

I. EMPLOYMENT RESTRICTIONS

1. Drug Free Workplace - The Acadia Parish School Board and Head Start Program assure a drug free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in or near School Board property or Head Start centers. All Head Start employees are required to adhere to drug free policies and must notify the Personnel Director of any conviction on criminal drug charges immediately after conviction. Violation of drug statutes or policies shall be grounds for disciplinary action including termination. In accordance with state statutes, all employees shall participate in an annual one hour drug free training
2. Smoke-free Environment in Head Start - Due to the acknowledged hazards, both to adults and especially to young children arising from exposure to environmental tobacco smoke, it shall be the policy of Acadia Parish School Board Head Start Program to provide a smoke-free environment for staff, children, and participants. This policy prohibits the use of any tobacco products on the premises of Head Start centers and applies to both employees and non-employee participants of Head Start. Staff will be informed of this policy through signs posted in Head Start facilities, procedures manual and orientation provided by supervisors. Acadia Parish School Board Head Start Program will serve as an example to other child care and community agencies. Head Start staff and volunteers will serve as role models by not smoking in the presence of children, parents, and participants. This includes both indoor and outdoor activities. The designated smoke area cannot be on the premises of the Head Start Center.
3. Dress Code - All Head Start Staff serve as models or examples to Head Start parents and children and must dress professionally.
 - a. Cafeteria staff is required to wear food service uniforms
 - b. Classroom and other staff must follow Acadia Parish School Board Personnel Policies dress code.
 - c. Jeans are not allowed at any time
 - d. School, program or center t-shirts may be worn by staff for a designated spirit day once a month
 - e. Walking shorts of knee length are allowed
 - f. No tank tops or T-shirts are allowed
 - g. No flip flops, plastic shoes, Crocs nor slippers may be worn
4. Subversive Activities - Membership in the communist party or in any other organization whose objectives include the overthrow of the government of the United States by force or violence is inconsistent with the aims of the Acadia Parish School Board Head Start and no such member may become or remain an

employee of this Agency or delegate agencies.

5. Nepotism / Conflict of Interest
 - a. No employee will hold a position that is directed, supervised, or reviewed directly by another employee who is a member of his/her immediate family
 - b. Immediate family is defined as one's spouse or spouse's parents, parents, children (step or adopted), siblings, grandparents or grandchildren
 - c. The provision of this section prohibits members of an employee's immediate family from serving as a member of the Policy Council.
 - d. A Head Start employee shall not be assigned to a classroom in which a child who is family member (child, grandchild, sister/brother including foster, step, or adopted and nieces/nephew) is enrolled. Should a vacant position during the year be filled by an immediate family member of a child in the class, staff changes shall be made within the center. An exception to this policy shall be made in a one classroom center upon the approval of the Head Start Director.
6. Prohibition Against Partisan Political Activity
 - a. Employment in the Acadia Parish School Board Head Start Program may not be offered as consideration or reward for political party or a political candidate. Head Start employees may engage in partisan political activities only during their off duty hours.
 - b. Should an employee of the Agency become a candidate for a political position, activities in pursuit of the position cannot be conducted during office hours.
7. Kickbacks/ Gratuities

Persons employed by this agency shall not solicit or accept favors, gratuity or anything of monetary value from any person receiving benefits or services from the Acadia Parish School Board Head Start Program or from persons performing services under contract with this agency or otherwise in a position to benefit from an employee action and shall sign a "Standard of Conduct " assuring such

8. Outside Employment

Employment with the Acadia Parish School Board and the Head Start Program shall be considered primary employment over other jobs held by any employee. Employees may accept part-time work or other employment outside the agency subject to the following conditions

- a. Such employment shall not interfere with the efficient performance of the employee's duties
- b. Such employment shall not occur during the employee's regular or assigned working hours
- c. Such employment shall not involve a conflict of interest or conflict with the employee duties
- d. Such employment shall not involve the performance of duties which the employees should perform as part of his employment.
- e. If outside employment begins to affect the job performance, the deficient performance shall be considered in the employee's performance report or performance evaluation and referred to the Head Start Director

J. CHANGES IN EMPLOYMENT STATUS

1. The qualifications for all Head Start positions are identified in the program's job descriptions. Minimum qualifications shall be approved by the Acadia Parish School Board and the Policy Council and are subject to change due to requirements in the Head Start Act or Performance Standards or when the quality of the program and/or its services can be improved by the requirement of a specific credential. When such changes are identified, policies shall specify whether the current personnel shall be offered the opportunity to enroll in a credentialing program to become eligible for the currently held position and the timeframe for acquiring the credential or whether the current personnel may choose to be phased into another position requiring a lesser credential.
- 2 Unless specifically covered by a written employment contract expressly entered into by the individual employee with the Board, with Policy Council approval, school employees shall be hired on an at-will basis
3. Transfer Policy
 - a. Transfers within the program may be initiated by the Head Start Director
 - (1) when enrollment at centers change, thus necessitating change in staffing
 - (2) to maintain policies of the program
 - (3) to improve program quality
 - (4) for performance improvement reasons
 - b. Transfers within the Head Start Program will be from site to site to an equal position with the approval of the Head Start Director.
 - c. Transfers may be requested by a staff member for a vacant position and will be considered based on Site Supervisors' approval, appropriate Central Office Specialist and the Head Start Director.
4. Promotions of Staff
 - a. A Head Start staff person who seeks to move to a higher position must meet all qualifications and submit an application when such positions become available
 - b. A staff member must have demonstrated satisfactory job performance and have exhibited professional work skills to be considered. An employee who has been placed on an intensive assistance plan is not eligible to apply for a higher position
 - c. A Head Start staff member who is promoted to another position shall be placed on probation and evaluated as provided in the section "Classes of Employment".
5. Demotions of Staff
 - a. Demotion shall be construed as removal from a particular position with an offer of a position of lesser responsibility due to:
 - (1) The employee's inability to perform due to less than satisfactory performance or for medical reasons that interfere with the employee's ability to perform the job
 - (2) The termination of an agency activity or program or any reorganization of the agency structure
 - (3) Failure to earn a required degree or credential in the specified period of time
 - b. Demotion of an employee due to the employee's inability to perform in a position of greater responsibility may be appealed by the employee in accordance with the Grievance Procedures

K. RESIGNATION

1. Resignation shall be construed as termination of employment at the volition of the employee
2. The employee shall provide written notice on a resignation form which shall be forwarded to the Acadia Parish School Board Personnel Director and shall be reported to the Policy Council.
3. An exit interview will be conducted with the employee by the immediate supervisor. Agency materials used by the employee must be returned and documented by the Site Supervisor or Head Start Director as clear.
4. Ending exit date must be entered into the employee's personnel file.
5. For a resignation to be rescinded by the employee, a written request must be submitted in writing to the Head Start Director and forwarded to the Personnel Director prior to the advertising or recruiting for the open position
6. Employees departing the Head Start Program shall be required to return all program and School Board property prior to the receipt of their final salary/leave compensation

L. REDUCTION IN FORCE POLICY

1. When conditions, such as a change in enrollment and funding or the discontinuance of certain programs or projects, necessitate a reduction in force greater than what can be accommodated through attrition and appropriate reassignments, the determination of the needs to implement reduction-in-force will be presented to the Policy Council and School Board upon the recommendation of the Superintendent. The policies of the Acadia Parish School Board Head Start Program will be to accomplish the reduction in force utilizing the priorities of services to children and families.
2. The Reduction-in-Force Policy of the Acadia Parish School Board will be applicable for personnel.
3. All possible alternatives to the layoffs of employees will be considered prior to implementation of the Reduction-in-Force Policy
4. Reduction in force of classified employees will be administered separately from certificated personnel and will be based on the following criteria, in the priority order listed:
 - a. Academic or other qualifying preparation for the position held
 - b. Recommendation of immediate supervisor
 - c. Seniority, defined as total years of employment in the Acadia Parish School System, within classified position categories, i.e., clerical, food service, bus drivers, aides, labor force, and classified management level position
 - d. Additional academic or other qualifying preparation (when applicable)
 - e. Regularity of attendance, not including appropriate use of sick leave
 - f. By lot if all other factors are the same.
5. Seniority will be determined on the basis of employment with the Acadia Parish School System as follows:
 - a. A year's seniority is determined by the length of the work year for that job classification. Full-time regular employees will be given credit for seniority on an accumulative basis for all full years and one-half years worked in an appointed classified or certificated job classification.
 - b. Board approved leave with pay will count toward seniority.
 - c. Seniority begins to accrue on the initial date of hire.

- d. Layoff time will not terminate continuous service, but seniority will not accrue during these periods.
- 6. A general notice will be given to all employees in respective categories when the Policy Council and School Board have determined that reduction in force is necessary in those categories. The general notice will be given at least thirty calendar days prior to giving individual employees notice of layoff. Subsequently, employees designated for layoff will be notified by certified mail, return receipt requested.

Left blank intentionally

Left blank intentionally

IV. PROFESSIONAL DEVELOPMENT

A. STAFF/ PROFESSIONAL DEVELOPMENT

1. All employees are required to participate in the following annual trainings:
 - Annual Program Orientation, including Personnel Policies, Standards of Conduct, and Penalties for Violations (Consultants, Contractors, and Volunteers will be required to participate in Standard of Conduct and Penalty trainings)
 - Education Literacy, STEP, Assessment trainings
 - Health and Safety (infectious disease control)
 - CPR/Pediatric/Adult First Aid - certification/re-certification
 - Child Abuse Training
 - Drug-Free Awareness Training
 - Parish Wide Content Area Training
 - Quarterly Staff Training
 - Regular Center Staff Meetings
 - Child Abuse Training and Reporting Requirements
2. The Head Start Central Office shall provide for annual trainings and parish wide trainings. The Site Supervisor will coordinate quarterly and center staff meetings.
3. All trainings should be outlined with topic, speaker, time, date, place, goals/objectives, materials, costs, agenda, and target audience and submitted to the Head Start Director prior to scheduling.
4. All trainings and staff meetings must be documented with a sign in sheet, agenda and speaker credentials. Originals must be forwarded to the HSCO to be maintained in a binder as documentation. A record of the training must be kept at each center.
5. A certificate verifying all trainings must be prepared and filed in each Head Start staff person's personnel folder.
6. Staff persons who are not able to attend mandated trainings arranged by the Head Start Program shall be responsible for fulfilling the requirements by locating, attending and completing the alternate training hours outside of work time. The training must comply with Federal or state requirements to qualify as a replacement of training hours missed and must be completed within the program's required training year. All alternate trainings must be pre-approved by the Head Start Director. Costs incurred for the training shall be the responsibility of the employee. A certificate verifying completion of the training must be submitted to the Head Start Director. A reimbursement request for the training may be submitted for consideration to the Head Start Director and shall be submitted for approval to the Elementary Education Supervisor." Staff persons will be required to sign in at all mandated trainings. Sign in sheets shall serve as the official record that staff have met their obligation. Employees will sign acknowledgment for standards of conduct and penalties for violations.
7. Each Head Start staff persons must complete a personal staff development plan. The plan will be reviewed during the annual performance evaluation conference and revised with the immediate supervisor. A copy of the plan must be attached to the performance evaluation.

8. Every Head Start staff person has a responsibility for continued staff/ professional development of his/her own initiative.
 - a. Coaching practices and ongoing monitoring
9. Staff/ Professional Development goals that involve pursuing academic college hours may be included in an application to participate in the Career Development Program.

B. CAREER DEVELOPMENT PROGRAM

1. The purpose of the Career Development Program is
 - a. to assist staff persons required to earn a specific degree to fulfill the requirement;
 - b. to provide other staff with the opportunity for advanced training and academic credit towards degrees for career advancement or personal professional development.
2. Head Start policies established in 2005 that the minimum qualifications of an Associate of Arts degree from an academic college for the position of Teacher, Site Supervisor and Specialist would be phased out by August 2011. The minimum qualifications for those positions will be a Bachelors degree in August 2011. The minimum qualification for those positions will be a Bachelors degree in August 2011. Employees currently in the Career listed positions may apply to participate in the Career Development program to be given the opportunity to earn the Bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648(a)(3)(B) of the Act. Policies governing the Career Development Program are listed under section B, number 4 and 5.
 - a. staff persons who were eligible to request an extension and received the extension must submit to the Head Start Director each semester verification of completion of course plan outline
 - b. persons granted an extension shall be re-classified to probationary status until Associate degree requirements for position are met
 - c. persons who do not maintain progress of outlined course work and who will not complete degree requirements by deadline stated in the extension shall be reassigned to open positions requiring lesser credentials or may be recommended for termination.
 - d. staff persons in these positions who are awarded a one year extension must continue to pursue the Associate Degree and must adhere to the following policies:
 - pursue a minimum of 6 college hours in the fall and 6 hours in the spring semesters until completion of a degree program;
 - submit requested semester reports on progress document time of class attendance that is part of the work day designated form verified by the class professor for each class attended and the attendance sheets must be submitted with the comp time log to the Head Start Director at the end of each payroll period.
 - may pursue more hours than required but not apply to work day hours.
 - d. Staff persons approved to participate in the program must follow policies for participation Career Development Program (see #4 below)
 - e. Funding for tuition, course textbooks, and travel will be provided by the Head Start program for staff persons pursuing the required Associate of Arts degree for these positions only.

3. The phasing out of the high school diploma and the implementation of the minimum requirement of a CDA (Child Development Associate) for Teacher Assistant by August 2006 established in August 2004.
 - a. The Head Start program had sponsored and funded the contact hours necessary to the CDA had been part of the staff development opportunities since 1998.
 - b. The changing of the qualification was communicated to all persons who were employed in that position in August 2004.
 - c. Persons who are interviewed for vacant Teacher Assistant positions that do not hold a CDA and are recommended by the interview committee for hire will be offered the opportunity to accept probationary employment while pursuing the Child Development Credential within two years of the time of hire.
 - d. Persons currently in the Teacher Assistant who have not completed the requirements for the credential or who are recommended to fill an open position and do not hold the credential shall be assigned to probationary status until the credential is earned and shall be monitored by the Education Specialist every 90 work days for progress. If the employee does not successfully attain the CDA credential within two years, the employee may be demoted/ terminated.
 - e. Such participants in the status listed in IV.3.d. shall sign a statement of understanding to indicate the agreement to pursue the opportunity is a requirement.
 - f. Costs for courses for contact hours, materials, and the application fee shall be funded by Head Start for those persons.
4. The following policies govern participation in the Career Development Program:
 - a. To be eligible, employees must have been with the Head Start Program for a minimum of 90 days.
 - b. An application must be completed and submitted for review by the Head Start Director and the Education Specialist to be approved to participate.
 - c. Pre-admission requirements for the institution must be completed including applying to an academic college for admission, completing pre-admission testing, and applying for financial assistance through FAFSA prior to applying to participate to fulfill the Federal requirement that other funds must be used before Head Start funds. College choices are restricted to universities participating in partnership with the Acadia Parish Head Start Program.
 - d. Applicants will be notified in writing of approval or non-approval for participation.
 - e. In keeping with Head Start standards to seek other available funding before using program funds, participants must provide to the Head Start Director a document indicating the status of FAFSA applications, a list of all available funding awarded such as Pell Grants, and a signed letter of release for information from the university. Such information must be renewed annually.
 - f. Course of study must lead to a specified degree from an academic college in a field related to the participant's position or a Head Start position or the course of study must be pre-approved by the Head Start Director and/or APSB Personnel Supervisor.

- g. Participants must sign a statement of commitment assuring intention to pursue course work to completion with a professional standard of performance.
 - h. Grade reports must be submitted to Head Start Director within three weeks of the end of each semester along with the proposed schedule for the following semester.
 - i. Participants failing to complete the required course load in a semester and/or failure to attain in a grade of "D" or better on a grading scale of "A-F" must reimburse the Head Start Program a portion of semester costs or must repeat the courses in the following semester to successful completion with the participant assuming responsibility for costs of such courses. Participation in the Career Development Program will discontinue until either of these conditions is satisfied. A request to waive personal financial responsibility may be submitted to the Head Start Director to be reviewed by the APSB Personnel Supervisor. The request must explain extraordinary reasons for the low grade.
 - j. Participants not maintaining a grade point average of at least 2.0 on a four-point grading scale will have one semester to improve the grade point average. Failure to do so will result in participant not being allowed to continue participation in the Career Development Program.
 - k. Persons who participate in a practicum or intern course must complete the course with a minimum grade of "B". Failure to do so will result in a performance evaluation that may place the employee on probationary status for 90 days.
 - l. Participants who fail to complete a course or who leave the Head Start Program prior to course completion are required to reimburse the entire costs of the course and books.
 - m. Persons who participate in the Career Development Program to earn a Bachelors Degree shall sign a contract of work commitment for specified period of time after earning the degree to assure the Head Start Program benefits from its investment. The contract shall include a penalty clause for not fulfilling the work commitment contract. (in Appendix)
5. Funding policies governing the Career Development Program are as follows:
- a. Management staff including Director, Program Specialists, and Site Supervisors as well as teachers shall receive priority for funding each semester.
 - b. Participation for persons in other positions will be considered based on available funding and selection based on persons with the greatest accumulation of earned hours towards degree completion.
 - c. Upon approval for participation in the Career Development Program, a Letter of Guarantee verifying Head Start funding of tuition will be issued to the selected university or college. Requests for Letters of Guarantee must be submitted by the participant at least 2 weeks prior to tuition deadline.
 - d. Subsequent semester tuition payments are contingent upon submission of all end of semester documentation.
 - e. Costs of course textbooks will be provided or reimbursed based on availability of funds. Materials and supplies will not be provided by Head

- Start. Reimbursement requests must be submitted according to program policies on the appropriate form with receipts as documentation.
- f. Travel costs shall be the responsibility of the Head Start employee for courses pursued. Available Head Start vehicles may be requested for use.
 - f. Textbooks or special equipment purchased with Head Start funds shall be tracked as inventory and must be returned at the end of the semester to the Head Start Central Office and will be available for use by other participants in subsequent semesters.
- 6. Release time policies for participation in the Career Development Program - a request must be submitted on the appropriate forms at the time of registering for classes. Note: registration in a class does not automatically assure release time to attend the class.
 - 7. "Release time for coursework requirements will be reviewed on an individual basis and determined by amount of time away from the Head Start program, the person's progress in coursework, the possible interruption to services to children and families, and funding availability.

C. CONFERENCES / WORKSHOPS

- 1. The Head Start Budget includes funding for attendance by agency and Head Start staff, Policy Council members, Board members and parents to specific conferences, workshops, and organizational meetings for the program year.
- 2. Other conference or training opportunities that become available in the year are considered based on availability of funds, subject of the training and identified training needs and are presented to the Policy Council for approval.
- 3. Requests for attendance to conferences, workshops and other trainings must be submitted in writing on appropriate forms to the Elementary Education Supervisor and Superintendent.
- 4. The selection of attendees for each event, including staff, parents and Policy Council members, is made by the Head Start Director based on funding, program needs, the focus of the activity or target audience, interest expressed on surveys collected, and on Policy Council member participation. The names are submitted to the Executive Director (Superintendent) for approval.
- 5. Information on conferences, workshops and trainings is included in the monthly meeting packet sent to Policy Council and School Board members, including names of attendees.
- 6. A conference report must be prepared by each conference attendee, submitted to the Head Start Director and made available to the Policy Council for review at the monthly meetings.

APPENDIX
Section "IV. PROFESSIONAL DEVELOPMENT B. 4. m"



**ACADIA PARISH SCHOOL BOARD
HEAD START PROGRAM**



CONTRACT OF COMMITMENT

This contract of commitment is entered into between

an employee of the Acadia Parish School Board in the Head Start Program
(hereinafter referred to as employee), in the position of

and the Acadia Parish School Board (hereinafter referred to as employer)

The Acadia Parish School Board Head Start Program, as part of its Career Development Plan, assists eligible employees in pursuing the academic Child Development Associate of Arts, Bachelors, or graduate studies degree while employed with Head Start. Assistance includes limited release time, travel reimbursements, tuition fee, books and materials. Head Start assistance will begin if the student does not qualify first for the Pell Grant or Louisiana Pathways Credential Program.

This contract provides for a commitment by the employee to remain employed with Head Start for three years after earning the degree to share with the Head Start children and families the benefits of the skills, knowledge and education gained from the earning of the degree/ Child Development Associate credential.

In the event an employee chooses to leave the program before that time, he/she agrees to reimburse Head Start funds for the value of the benefits received to a maximum of \$1500.

"I agree to remain employed with Head Start for three years after earning the _____ Degree to share with the Head Start children and families the benefits of the skills, knowledge and education I gained from the earning of the degree. I understand that if I choose to leave the program before that time, I shall reimburse Head Start funds for the value of the benefits received to a maximum of \$1500."

Name: _____

Position: _____

Degree being pursued: _____

Signature: _____ Date: _____

Head Start Director: _____

Approved by Acadia Parish School Board Policy Council, October 2017

Left blank intentionally

V. EMPLOYEE PERFORMANCE

A. OBSERVATION OF JOB PERFORMANCE AND EMPLOYEE CONDUCT

1. Every employee shall be given a copy of his individual job description for review with the immediate supervisor and signed by both. The original shall be forwarded to the Head Start Central Office to be kept on file in the personnel folders. A copy is kept in the center's office personnel file and a copy given to the employee.
2. An annual observation of the employee's performance shall be recorded on the designated form, shared with the employee and signed by the observer and employee as documentation of receipt and review. The original shall be forwarded to the Head Start Central Office to be placed in the employee's personnel folder, and copies prepared for the employee, and for the center's office personnel file. Additional observations or performance reports may be conducted by the Site Supervisor, any Program Specialist or the Head Start Director at any time.
3. All teachers, along with teacher's assistants, shall be observed annually by the Site Supervisor and two other times by one of the following: Mentor Teacher, Education Specialist, Head Start Director or other Content Area Specialist. The observation will be recorded on a Classroom Observation Visitation Report, reviewed with the employee, and signed to acknowledge receipt and review but not agreement. Filing of the report is to follow the same procedure as outlined in #2.
4. Each teacher shall participate every three years in a TVSA (Teacher Video Self Assessment) with the Mentor Teacher who will schedule a video taping of a classroom lesson with the teacher. The video tape shall be given to the teacher to review within 2 days and assess the observation using a designated form. The Mentor Teacher shall complete a written report on the video taped lesson within 24 hours. The teacher shall meet with the Mentor Teacher to discuss the observation and information and identify any training needs. The conference shall be recorded as part of the Mentor Teacher's written report. If appropriate, the Mentor Teacher may request permission from the teacher for the video to become part of the classroom training library for other teachers.
5. When observations of performance indicate a need for improvement, a statement documenting such shall be included in the comments section of the Visitation Report and a follow up performance report scheduled. The Head Start Director must be informed in writing of this status.
6. A follow up or second observation of performance indicating a need for improvement shall be referred to the Head Start Director to begin an intensive assistance plan for the employee. The plan will be prepared in a conference with the employee, the Head Start Director or designee, the Site Supervisor, and the immediate supervisor (if different from the Site Supervisor) to outline strategies to assist the employee in improving performance over a specified period of time. A performance evaluation shall be completed as part of this planning conference and will be part of the employee performance improvement plan.
7. A follow-up performance report must be indicated on the report.
8. If an employee fails to show improvement after being placed on an improvement plan, disciplinary procedures will be initiated by the Head Start Director.

9. Site supervisors and other staff will conduct walk-through observations regularly. Teachers and Teacher Assistants will be included in the walk-throughs. Support will be provided based on observed behavior.
 - a. Specialists will conduct monthly content area monitoring.
* Coaching will be provided in areas such as CLASS, classroom management, behavior management, etc.
 - b. Child/ Family Services Technicians will conduct weekly walk-throughs
 - c. Observation data will be presented during monthly management meetings including specialists, Site Supervisors, CFST's, and other district staff.

B. PERFORMANCE EVALUATIONS

1. Annual performance evaluations of all employees are made by the immediate supervisor in consult with the Site Supervisor (if not the immediate supervisor) or the appropriate HSCO Specialist based on observation of employee's job responsibilities and /or any area of adherence to Personnel Policies.
 - a. The original shall be forwarded to the Head Start Central Office to be placed in the employee's personnel folder, a copy given to the employee and a copy retained in the center's office personnel file.
 - b. Employees shall complete a self assessment evaluation to be discussed as part of the annual performance evaluation.
2. New employees shall have an evaluation completed by the immediate supervisor at the end of the first thirty (30) work days and after ninety (90) work days.
3. A staff evaluation may be made at such time as may be deemed necessary by the supervisor; at the request of the employee, for the professional development of employees; for the administrative needs of the agency; or at such time as a significant change has been noted in the performance of the employee.
4. All performance evaluations shall relate to the performance of the employee's job description and, where indicated, to such conduct as would interfere with the best functioning of the agency, recurring documented problems with performance, and/or for lack of adherence to Program Personnel Policies and Procedures.
5. All evaluations will be made on an approved agency evaluation form.
6. In rating the performance evaluation only items that are scored are counted in the computation for the evaluation and the following overall rating scale shall apply:
 - a. If the overall performance rating score is 2.6 - 3.0, the overall rating is satisfactory.
 - b. If the overall performance rating score is 2.3-2.5, the overall rating is needs improvement.
 - c. If the overall performance rating score is 1.0-2.2, the overall rating is unsatisfactory.
7. On an overall rating of "needs improvement", a follow-up conference will be scheduled with the immediate supervisor to outline strategies for improvement.
8. On an overall rating of "unsatisfactory", a follow up conference will be scheduled with the Head Start Director, appropriate Head Start Specialist, and Site Supervisor, if applicable. The APSB Personnel Supervisor shall be made aware of the rating by the Head Start Director.
9. All performance evaluations must be reviewed with the employee and signed by the immediate supervisor and employee as documentation of review and receipt. Signature does not indicate an agreement with the evaluation and employees may submit a written response to the evaluation. If the employee refuses to sign, the supervisor indicates such on the evaluation. The original of the evaluation

shall be forwarded to HSCO for the employee's personnel file and copies made for the employee and the center's employee file.

C. STANDARDS FOR EMPLOYEE CONDUCT – 1302.90(c) PERSONNEL POLICIES.

1. Employees, consultants, contractors, parents and volunteers are expected to conduct himself/herself at all times in a manner befitting his status as an associate of the Acadia Parish School Board and the Head Start Program and shall refrain from any action and avoid any kind of public activity or pronouncement which reflects adversely upon the agency as determined by the Head Start Director.
2. Employees, consultants, contractors, parents and volunteers should exercise the utmost discretion in regard to all matters of official business and records. Any information which has been received by an employee on a confidential basis must be maintained in confidence.
3. Any action contradictory to item 1 and 2 (upon evidence or documentation) shall warrant reprimand, probation, and possible suspension as approved by the Personnel Supervisor or immediate termination with the Acadia Parish School Board Head Start as approved by the Policy Council.
4. A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:
 - (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
 - (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - (A) Use corporal punishment;
 - (B) Use isolation to discipline a child;
 - (C) Bind or tie a child to restrict movement or tape a child's mouth;
 - (D) Use or withhold food as a punishment or reward;
 - (E) Use toilet learning/training methods that punish, demean, or humiliate a child;
 - (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - (G) Physically abuse a child;
 - (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - (I) Use physical activity or outdoor time as a punishment or reward;
 - (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
 - (iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and,
 - (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.
- (2) Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.

D. REASONS FOR DISCIPLINARY ACTION

1. Employees may be subject to disciplinary action for any of the following offenses:
 - a. Failure to report to work without notification to appropriate supervisor
 - b. Recurring incidences with tardiness or punctuality
 - b. Performing work beyond approved work hours without the authorization of the supervisor
 - c. Causing loss of materials due to carelessness
 - d. Leaving place of work without permission
 - e. Gambling during working hours
 - f. Carelessness affecting personal safety or the safety of others
 - g. Threatening or intimidation of, or interfering with the work of fellow employees
 - h. Inappropriate or disrespectful conduct with a parent
 - i. Violating confidentiality of information
 - j. Making false, vicious, or malicious statements
 - k. Failure to follow job instructions
 - l. Misusing, destroying, or damaging property
 - m. Fighting, provoking or instigating a fight
 - n. Reporting for work under the influence of alcohol, drugs, or use of such while at work
 - o. Sleeping on the job
 - p. Insubordination
 - q. Falsifying records
 - r. Theft
 - s. Engaging in sabotage
 - t. Immoral conduct or indecency including use of profane or vulgar language
 - u. Violation of cell phone use that interferes with supervision of children, breaches confidentiality, or interferes with job performance
 - v. Failure to adhere to established lines of communication or grievance/appeal procedures
 - w. Inappropriate conduct (including disciplinary actions in violation of Licensing or Head Start guidelines) with Head Start Children
 - (i) Use corporal punishment;
 - (ii) Use isolation to discipline a child;
 - (iii) Bind or tie a child to restrict movement or tape a child's mouth;
 - (iv) Use or withhold food as a punishment or reward;
 - (v) Use toilet learning/training methods that punish, demean, or humiliate a child;
 - (vi) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - (vii) Physically abuse a child;
 - (viii) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - (ix) Use physical activity or outdoor time as a punishment or reward
 - x. Leaving children unsupervised
 - y. Inappropriate dress as defined by the Acadia Parish School Board Policy (CAPS Personnel-Section G (GAMB)).
 - z. Failure to report child abuse to the appropriate agencies.

2. Disciplinary procedures must be initiated in the event an employee fails to fulfill responsibilities, violates agency policy, repeatedly exhibits unsatisfactory job performance or fails to show improvement after being placed on a performance assistance plan
3. Disciplinary actions of termination may begin when the following documented occurrences endanger the license of the Head Start Program:
 - a. when his/her health does not meet state guidelines or cannot assure the safety of the students
 - b. when an employee has not met training or job qualification requirements previously established for completion
 - c. when he/she is in non-compliance with rules and regulations regarding disciplining of children
 - d. when his/her public display of behavior adversely affects agency or is an inappropriate example for children
 - e. any other cause as defined by appointing authority

D. DISCIPLINARY PROCEDURES AND ACTIONS

1. As explained in the letter from OHS on January 3, 2018 in a letter to all Grantees and Agencies, incidents that occur in a program are to be “carefully assessed and appropriate actions will be taken holistically, not just with the individual involved in the incident.” Therefore, each incident that occurs on a campus of the Acadia Parish Head Start program will be reviewed and course of action will be dictated based on the evidence of the incident.
2. Disciplinary procedures and actions include, but not limited to, verbal reprimands, written reprimands, warning notices, demotion to probationary status, suspensions with loss of pay, suspensions with pay while under investigation, and termination.
 - a. In cases where mistreatment of children is reported to Office of Head Start, Office of Child and Family Services, and Licensing (LDOE), the employee under investigation shall not come in contact with children until a decision has been rendered by OHS, OCFS, or Licensing. While an employee is under investigation, an employee may be placed on Suspension with Pay until the allegations are proven or disproven by the proper authorities at which point a final employment decision will be made.
3. Written reprimands must identify the employee and the errant conduct or performance, must be signed by the employee or indicate a refusal to sign, and must be included in the employee’s personnel file.
4. Warning notices may be initiated by the Site Supervisor on the recommendation of an immediate supervisor, after consultation with the Head Start Director and must be reviewed with the employee.
 - a. The employee’s signature will serve as documentation that the review conference was held and the reason for the notice were explained, but does not convey agreement with the disciplinary action. If an employee refuses to sign, a statement indicating such must be included on the form. The employee may submit a written response concerning the disciplinary action.
 - b. All copies of the warning notice including any documentation supporting the warning notice or written responses of the employee shall be routed to the Head Start Director for review and signature and forwarded to the Personnel Director.

- c. The Head Start Director may schedule a conference with the Site Supervisor and employee prior to action being forwarded to the Personnel Director.
 - d. On the occasion of a third warning notice, a conference shall be held with the employee, the immediate supervisor, the Head Start Director and appropriate Program Specialist, when applicable, to review the warning notice, documentation, and previous warning notices. The employee will be informed of the following actions:
 - (1) a required job performance evaluation
 - (2) demotion to probationary status for a specific period of time
 - (3) a required job performance evaluation at the end of the probationary period
 - (4) recommendation for termination, if evaluation is unsatisfactory
 - (5) recommendation for termination, if fourth warning notice is given during or at the end of the probationary period
 - e. The Personnel Supervisor will be informed by the Head Start Director of documented offenses and demotion, including all previous documented incidents resulting in disciplinary action.
 - f. In the event of a fourth warning notice, the employee will be informed by the Head Start Director of request for recommendation to terminate submitted to the Superintendent for presentation to the School Board and Policy Council.
5. Demotion to probation must be initiated by the Head Start Director and documented in writing to include:
 - a. the reason for the change in status
 - b. the period of time of the probation or conditions necessary to re-classify the staff person
 - c. the signature of the Head Start Director and appropriate Content Area Specialist.
 6. A signed copy of the probationary notification must be placed in the employee's file and a copy given to the employee. If the employee refuses to sign the notice, such must be noted by the Head Start Director.
 7. A copy of the probationary status must be sent to the Acadia Parish School Board Personnel Supervisor.
 8. A determination must be made concerning the employment status at the end of the specified period of time.
 9. Probationary status related to job performance concerns may be extended for a specified period of time and only once.
 10. Information on an employee's probationary status must be sent to the employee in writing.
 11. Any disciplinary action recommending suspension must be submitted to the Executive Director (Superintendent) in writing outlining the cause for suspension. The employee must be informed in writing of the suspension of the specific cause for suspension, the length of suspension, the effective date of return, and information on the right of appeal.

12. All consequences requesting termination must be forwarded by the Head Start Director to the APSB Personnel Supervisor outlining the reason for the request and must be accompanied by supporting documentation and a summary of action taken to avoid termination. Policy Council shall receive notice of request for approval of termination. The request for termination shall be held at a meeting of a quorum of the Policy Council. The employee shall be notified in writing by the APSB Personnel Supervisor of the action of the Policy Council.

F. DISMISSAL

1. Dismissal shall be construed as the discharge of an employee from the agency due to unsatisfactory job performance or due to conduct which is detrimental to the effective functioning of the agency.
2. An employee who faces possible dismissal shall, if he wishes, have an opportunity to resign and have personnel file reflect having resigned.
3. The employee shall be informed in writing of the reasons for the request for termination and shall be informed of the right to appeal according to the appeal process.
4. Dismissals or terminations must be requested by the Head Start Director, outlining reasons for request and must be submitted to the Acadia Parish School Board Personnel Supervisor. The Personnel Supervisor shall refer the matter to the Superintendent and communicate the decision in writing to the Head Start Director.
5. The Head Start Director shall submit the information to the Policy Council for approval.
6. The Head Start Director shall inform the employee of the date and time of the Policy Council meeting and the employee shall have the right to request an Executive Session of the Council to consider the termination recommendation.
7. Dismissal of an employee's services by the agency due to reduction in force, cut-backs, reassignment of duties or as a result of probation require the School Board to give notice in writing to the employee.
8. Employees departing the Head Start Program shall be required to return all program and School Board property prior to the receipt of their final salary/leave compensation.

Left blank intentionally

VI. GRIEVANCE PROCEDURES FOR EMPLOYEES

The Acadia Parish School Board Personnel Policies and Procedures on grievance shall govern grievances for employees. The Head Start Director shall serve as the supervisor of all Head Start staff persons on the Grievance Committee.

ACADIA PARISH SCHOOL BOARD HEAD START GRIEVANCE FORM

Grievance # _____ Date _____

Name of Grievant _____

Building _____ Assignment _____

1. Date Cause of Grievance Occurred

2. Statement of Grievance

3. Identify Specific Provision of the Law or Regulations Violated

4. Identify Specific Relief Sought

Signature

Date

Disposition by Responsible Official

Signature

Date

VII. SALARIES AND WAGES

A. POLICY:

1. The Acadia Parish School Board and Head Start Program will maintain a program that includes establishing and monitoring job qualifications, responsibilities, and salary standards for its employees.
2. Entry level salary rates and schedules will be reviewed by the Head Start Director and Business Director prior to each refunding application process. The salary schedule shall be presented to the School Board and Policy Council as part of the annual Head Start refunding application or on an application for increased funding. Revisions to the salary scale shall be reviewed by the School Board and Policy Council for approval or disapproval. All budget projections shall include information based on the salary rates and schedules.
3. **Minimum Wage**
At no time shall an employee of Acadia Parish School Board Head Start be paid less than minimum wages.
4. **Wage Comparability**
The Acadia Parish School Board Head Start Program will conduct a complete wage comparability study as part of the triennial Community Assessment.
 - a. Salaries will be compared to positions of similar responsibility in the program area, as well as internally compared.
 - b. Salary scales from school systems with comparable teacher salaries may also be included in the wage comparability study.
 - c. A Salary Study Committee composed of the Head Start Director, Executive Director of Business, and/or the Executive Director of Personnel will review information gathered from the wage comparability study.
 - d. Recommendations for salary adjustments including use of COLA (Cost of Living Adjustment) funds and Quality funds will be presented to the Executive Director (Superintendent) by the Business Director for review.
 - e. A report on the wage comparability study, including recommendations for salary adjustments, will be presented to a Policy Council Committee and School Board Budget Committee.
 - f. When salary increases are awarded by the School Board to General Fund employees, a review of the Head Start budget will determine the availability of funds to match the increase and presented to the Policy Council and Board for approval.

B. INCREASES

1. Step increases shall be projected in the salary schedule based on years of experience, but only subject to implementation when cost of living funds are available through Head Start funding. Cost of living increases will be considered during preparation of the annual budget on the recommendation of the Superintendent (Executive Director) and submitted for approval or disapproval to the Policy Council and the School Board.
2. Available funding increases shall be used to address salaries that are identified as being in most need of increase based on the annual wage comparability studies or directives from the Head Start Bureaus or ACF Regional Office. Fiscal long range plans shall specify priority salary increases for specific positions and the order in which the positions shall be targeted.

3. Promotional Increases
When an individual is moved to a position of increased responsibility and remuneration, he/she must possess the minimum qualifications required for the new position.
4. Credential or Degree Level Increases
 - a. Salary increases for acquired credential or degrees shall be applied to the employee's salary schedule at the beginning of the new program year salary revisions only.
 - b. Employees eligible for salary increases due to credentials acquired or degrees earned (as outlined in the salary scale) are responsible for notifying the Head Start Director or Specialist when credential is expected and for providing to the Head Start Director the documentation of such credentials or degrees. Salary increases are not retroactive to date of degree earned or credential awarded.
5. Effective Date of Increase
Salary and wage increases shall become effective on the first day of the pay period following the decision to increase salary or wages, unless otherwise specified.
6. Salary Supplements
 - a. When an employee is assigned temporary responsibilities of an absent staff member in a higher position, that employee shall be compensated a daily supplement after 20 consecutive days to be retroactive to the first day. Supplements will be based as outlined in the salary scale.
 - b. When an approved substitute works in place of an absent staff person for 20 consecutive days, that substitute will be compensated a daily supplement beginning the 21st day.

C. PAYROLL PROCEDURES AND SALARY YEAR

1. All payroll checks are issued on a monthly basis on the 25th day or last teaching day of the month, whichever comes first.
2. For twelve month employees, twelve month salary periods begin July 1st of the current year and end June 30th of the following year. Changes in pay are reflected beginning in the July paycheck.
3. Updated salaries for employees who are not employed twelve months per year are entered September 1st of the current year and remain the same through August 31st of the next year. Changes in pay will not be reflected until the September check.
4. Increases in pay due to earning credentials or degrees are awarded at the beginning of the program year. Employees are responsible for providing written notification to the Head Start Director by July 1 with information on degree or credential earned and documentation.
5. Deductions from paychecks will include:
Mandatory: Federal Taxes and State Retirement Systems, Medicare
Voluntary: Credit Union (written authorization from Employees) and approved Insurance plan premiums
6. As per Head Start fiscal guidelines to assure delivery of payroll funds to authorized employees, all payroll checks shall be issued by direct deposit.

D. VACATIONS / HOLIDAYS

1. The following plan for annual leave applies only to personnel employed on a twelve-month basis. The employment year is from July 1 to June 30.

- a. Vacations with pay shall be granted as follows:

<u>Employees with:</u>	<u>Vacation Days:</u>	<u>Hours:</u>
less than 6 months	0 days	0 hours
6 months up to 1 year	5 days	40 hours
1 year up to 5 years	10 days	80 hours
6 years	11 days	88 hours
7 years	12 days	96 hours
8 years	13 days	104 hours
9 years	14 days	112 hours
10 years	15 days	120 hours

- b. Vacation time will normally be taken during school vacation time unless otherwise authorized by the Head Start Director. Unused vacation time may be accumulated up to a maximum of 40 days. Annual leave balances must be at a 40 day level by April 15 or a plan to reduce the days to 40 days must be submitted to the Head Start Director for approval. Appropriate forms must be submitted at least 15 working days prior to each vacation period.
- c. Any employee transferring into a full-time 12-month position may use previous years of experience applied to the chart above to determine vacation time.
- d. Part-time 12-month employees will have vacation time in direct proportion to hours worked. The "hours" section of the chart above will be used to calculate vacation time as follows:

$$\# \text{ of hours worked per week} / 40 \text{ hrs.} = \underline{\hspace{2cm}} \%$$

$$\underline{\hspace{2cm}} \% \times \text{"Hours" on chart according to years of experience.}$$
Example: An employee works 9 hrs. a week and has 8 years of experience.
 $9 / 40 = 23\% \text{ or } .23$
 $.23 \times 104 \text{ ("Hours" from chart)} = 24 \text{ hrs. vacation time.}$

E. EMPLOYEE / FRINGE BENEFITS

1. Employee benefits shall be outlined for all new employees.
2. Information on available employee benefits shall be updated for employees during a spring meeting through representatives for the Acadia Parish School Board. All employees are required to attend a meeting to receive information on available fringe benefits.
3. Retirement benefits: All employees of the Acadia Parish School Board participate in the Louisiana State Teacher Retirement System.
4. Group Insurance: Hospitalization, Life and Accident Coverage will be available to all permanent full-time and part-time employees who work a minimum of 20 hours per week, if an employee chooses to elect the plan offered.
5. Worker's Compensation: Worker's Compensation coverage is provided on all staff members through a self-insured program.
6. Unemployment Compensation: Employees of this agency are covered during lay-off or other conditions of unemployment by unemployment compensation subject to employment security regulations.
7. Comp Time: The Acadia Parish School Board, as a public agency, qualifies to offer compensatory time for work beyond regularly scheduled hours to classified employees. Policies on overtime are outlined in attendance section.

VIII. GENERAL TRAVEL REGULATIONS

The regulations and allowances contained herein pertain to the travel of officers and employees on official Head Start business, the expenses incurred thereon, and the maximum claims for reimbursement that will be allowed. These regulations apply to all employees of the Acadia Parish School Board and include Head Start employees.

- A. Scope of Regulations: All travel regulations and disbursements will be governed by these regulations and cancel and supersede all outstanding and previous regulations.
 - 1. Definitions: For the purpose of this section, the following words have the meanings indicated:
 - a. Officer
 - (1) School Board Members
 - (2) Superintendent
 - (3) Head Start Director
 - (4) Policy Council Member
 - b. Employee: Employees below the level of officer
 - c. Authorized Person - Advisors and consultants
Reimbursement of travel expenses for authorized advisors and consultants shall require approval by the Head Start Director with written approval from the Superintendent.
 - d. Official Domicile
 - (1) The official headquarters of an officer or employee assigned to an office shall be the city in which the office is located, except where domicile is fixed by law.
 - (2) The official domicile of a person located in the field shall be the city or town nearest to the area where the majority of work is performed, or such city, town, or area as may be designated by the Superintendent, provided that in all cases such designation must be in the best interests of the agency and not for convenience of the person.
 - (3) Every officer or employee, except those on temporary assignment, shall be assigned an official domicile, and no travel or subsistence expenses shall be allowed at the place of official residence. The head of an agency may provide reimbursement for transportation necessary for effective operation of the agency within the official domicile. Lump sum allowance for transportation may be provided with written approval from the Superintendent as outlined in the program budget.
 - e. Temporary Assignment - Any assignment made for a period of less than thirty-one (31) consecutive days at a place other than the official domicile.
 - f. Traveler - An officer, employee, or authorized person when performing authorized travel.
 - g. Travel Period - A period of time between the time of departure and the time of return for each incidence of travel
 - h. In-State Travel - All travel within the borders of Louisiana.
 - i. Out-of-State Travel - Travel to other states within the continental United States. All travel to states, nations, or territories outside the continental

United States must be approved by the Superintendent prior to financial commitments and expenditures incurred for the travel or event.

2. Exceptions to Regulations

The travel regulations established by the Acadia Parish School Board shall govern reimbursement of travel expenses (transportation, meals, lodging, and miscellaneous expenses) for all officers and employees including the Head Start Program with the following exceptions:

- a. Where allowances are fixed by law.
- b. Where the best interests of the Acadia Parish School Board and Head Start Program call for exceptions; however, no change from the established regulations will be allowed without first securing prior written approval from the Superintendent.
- c. Unless exception to these regulations is requested and approved, the rates and procedures contained herein will be the only basis upon which reimbursement may be made.

3. Eligibility for Reimbursement of Travel Expenses

- a. All officers, and employees, of the Acadia Parish School Board including the Head Start Program as well as Policy Council members and Head Start parents are eligible to receive reimbursement for travel and subsistence only when away from "official domicile" on approved travel or temporary assignment. Temporary assignments will be deemed to have ceased after a period of thirty-one (31) days, and after such period, the place of assignment shall be deemed to be the official domicile. The individual shall not be allowed travel and subsistence unless permission to extend the thirty-one (31) day period has been previously secured from the Superintendent.
- b. An officer or employee whose residence is other than the official domicile of the office shall not receive travel and subsistence while at the official domicile, nor shall reimbursement be received for travel to and from residence. Exceptions will be made only on the basis of prior written approval of the Superintendent.
- c. Officers will be reimbursed on an actual expense basis except in cases where other provision for reimbursement has been made. In cases where actual expenses are claimed, all officers will cooperate to the extent that all records of travel will be clear and complete. Receipts and other supporting documents must accompany the request for reimbursement.
- d. Income eligible parents may be reimbursed for travel to and from Policy Council meeting to allow their participation.

4. Authority to Incur Traveling Expenses (Applicable to all officers and employees of Head Start)

- a. Allowance for travel is specified in the Head Start budget and is submitted for approval or disapproval to the Acadia Parish School Board and Policy Council in the annual refunding application grant.
- b. A monthly report of all Head Start staff travel expenses will be available for review by the Policy Council at the monthly meetings.
- c. All travel forms requesting reimbursement for expenses must be forwarded to the Head Start Director for review and forwarded for authorization and approval in writing to the Elementary Education Supervisor and Executive Director (Superintendent). A file shall be maintained on all approved travel authorization.

- d. Traveling expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency, and must be within the limitations prescribed.
- e. Travel expenses must comply with Head Start Standards of being allocable, allowable, and reasonable.
- 5. Transportation (Applicable to all Officers and Employees)
 - a. Travel Routes

The most direct and usually traveled route must be used by travelers. All mileage shall be based on approved mileage amounts between sites. Other travel must be based on odometer readings or from point of origin to point of return on the basis of the current official State Highway Department map. Any substantial deviations from distances shown in the standard highway mileage guides for Head Start must be explained.
 - b. Method of Transportation
 - (1) Head Start vehicles or approved use of personal vehicles shall be the first choice of transportation.
 - (2) When travel to the same location and same time includes more than one person, shared riding should be the method of transportation. Lone use of individual vehicles to such meetings must be approved by the Head Start Director prior to travel to assure reimbursement of expenses.
 - (3) When other transportation is necessary, a common carrier (train, bus, or airplane) should be used for out-of-state travel. As otherwise provided herein, air travel by officers and employees will be reimbursed only at coach or economy class rates. The difference between the air coach or economy class rates and first class air rates will be paid by the traveler, if travel was performed at first class air rates. If space is not available in less than first class air accommodations in time to carry out the purpose of the travel, the traveler will secure a certification from the airline indicating that fact. The certification will be attached to the travel voucher. When the Superintendent approves use of privately-owned automobiles for out-of-state travel, the traveler shall be reimbursed travel costs (transportation, lodging, meals while in route) not to exceed the cost of travel by coach/economy class air rates or first class train fare plus one Pullman accommodation. Reimbursement shall be on the basis of the most direct route.
 - c. Head Start/Parish-Owned Vehicles
 - (1) A Head Start/Parish-owned vehicle may not be operated by an officer or employee who does not possess a valid State Drivers License.
 - (2) No Head Start/Parish-owned vehicle may be operated in violation of the generally recognized state or local laws.
 - (3) All accidents, major and minor, involving Head Start/Parish-owned vehicles must be reported immediately in writing to the Head Start Director and the Insurance Section of the Acadia Parish School Board, together with names and addresses of available witnesses and principals. A written report must be submitted to the Policy Council by the Head Start Director.

- (4) All vehicle purchases made on credit cards must be signed for by the officer or employee making the purchase; and the license number, unit price and quantity of the commodity purchased must be noted on the delivery ticket by the vendor. Items incidental to the operation of the vehicle may be made via credit cards only when away from official domicile on travel status. In all instances where a credit card is used to purchase items or services which are incidental to the operation of a vehicle, a copy of the credit ticket along with a written explanation of the reason for the purchase will be attached to the report.
 - (5) Travelers in Head Start/Parish-owned automobiles, who purchase needed repairs and equipment while on travel status, shall make use of all fleet discount allowances and bulk purchasing contracts where applicable.
 - (6) No officer or employee may carry unauthorized passengers in Head Start/Parish-owned automobiles.
 - (7) A user log of each Head Start/Parish-owned vehicle shall be maintained by the operator of the vehicle on each use. The log information will include the odometer readings, dates, places visited and purposes. Upon returning the vehicle, the driver shall report any operating problems to the Facilities Specialist.
 - d. Personally-Owned Vehicles
 - (1) Personally-owned vehicles may be used on official business only with prior approval of the Head Start Director.
 - (2) No personally-owned vehicles may be operated on official business in violation of the generally recognized State and local laws, including the automobile insurance coverage requirements.
 - (3) All accidents, major or minor, involving personally-owned vehicles being operated on official Head Start or School Board business, must be reported immediately in writing to the Head Start Director and Insurance Section of the Acadia Parish School Board together with names and addresses of available witnesses and principals. A report on the accident must be submitted to the Policy Council by the Head Start Director.
 - (4) When two or more persons travel in the same personally-owned vehicle only one charge will be allowed for the use or expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.
- 6. Reimbursement for Travel, Subsistence, and Other Expenses
 - a. Transportation

For the purposes of reimbursement, the following regulations are prescribed:

 - (1) A mileage allowance shall be authorized for travelers using personally-owned vehicles while in the conduct of official business. Mileage shall be reimbursable on the basis of the currently established mileage rate of the Acadia Parish School Board. Mileage will be based on the approved mileage distances or computed as provided for in Section 5. The traveler shall be required to pay all operating expenses of the vehicle such as, but not limited to, fuel, repairs, replacement of parts, and insurance.

- (2) The difference between the reimbursement rate of the Acadia Parish School Board and the allowable federal rate qualifies as a contribution to the non-federal share of the budget. An in-kind voucher to declare this share must be attached to the travel reimbursement request.
 - (3) Officers and employees using either Head Start/Parish-owned vehicles or personally-owned vehicles on official business will be reimbursed for storage and parking fees, ferry fares, and road and bridge tolls. Receipts must accompany the travel request.
 - (4) Head Start-owned credit cards shall not be used by officers or employees for use in the operation of privately-owned vehicles.
 - (5) In no case will a traveler be allowed mileage or transportation when he is gratuitously transported by another person.
- b. Lodging and Meals: Out of Parish and Out of State
For purposes of reimbursement, the following rates will apply:
- (1) Meals only (including tips): Employees, while on out-of parish or out of state travel, may be reimbursed up to the following amounts for meals:

Breakfast	\$ 4.00
Lunch	8.00
Dinner	13.00
<hr/>	
Total Daily per Diem	\$25.00
 - (2) Employees may be reimbursed for meals for a day's travel with a receipt for proof of purchase and based on the following schedule:
Breakfast:
When travel begins before 6:00 a.m. on the first day of travel, or extends beyond 10:00 a.m. on the last day of travel, and for any intervening days.
Lunch:
When travel begins before 10:00 a.m. on the first day of travel, or extends beyond 3:00 p.m. on the last day of travel, and for any intervening days.
Dinner:
When travel begins before 3:00 p.m. on the first day of travel, or extends beyond 8:00 p.m. on the last day of travel, and for any intervening days.
 - (3) The same schedule applies for overnight travel but no receipts are required.
 - (4) When the cost of an out of parish or out of state event includes the purchase of a specified meal event, the cost of that meal will not be claimed as part of the per diem.
 - (5) Lodging Only: Employees may be reimbursed actual expenses for lodging, at single occupancy rate (plus tax) per day or double occupancy if shared rooming. Receipts from a bona fide hotel or motel for lodging shall be submitted and attached to the travel voucher. The traveler is expected to exercise the same care to keep expenses reasonable as would a prudent person if traveling on personal business.
- d. Other Expenses: Only the following expenses incidental to travel may be reimbursed:

- (1) Communication expense relative to official parish business, with appropriate documentation
 - (2) Registration fees at conferences
 - (3) Charges for storage and handling of equipment
 - (4) Taxi and bus fares
 - (5) Tips (for baggage handling only)
 - (6) Limousine services to and from terminals or stations
 - (7) When 2 or more persons are traveling in a group, efforts should be made for group travel to keep expenses reasonable.
- e. Special Meals (Meals for others)
Reimbursement may be made only under extraordinary circumstances. The request for reimbursement must be accompanied by an invoice and a statement of justification which fully describes the purpose of the gathering and lists all persons attending by name and title. The request for reimbursement must show the approval of the Superintendent. Receipts must be presented.
- f. Restrictions Governing Claims for Reimbursement
 - (1) Travel allowances shall not be granted for travel accomplished on Saturday, Sunday, or holidays unless approved by the head of the agency.
 - (2) No claim for reimbursement shall be made for any lodging and/or meals furnished at a parish school, Head Start Program, or other agency.
 - (3) In case an employee travels by an indirect route for convenience, any extra cost shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by the most direct and usually traveled route.
 - (4) Items included in any expense account which do not fully conform to these regulations will be disallowed for payment.
- g. Receipts or Other Support (Applicable to officers and employees)
Receipts and other substantiation are required for travel expenses, except for the following:
 - (1) Local bus or streetcar fares
 - (2) Routine meals (number of meals must be shown on travel voucher) except for one day trips where receipts are required.
 - (3) Telephone and telegraph under \$2.00.
 - (4) Tips
7. General
 - a. Funds for Travel Expense
Persons traveling on official business will provide themselves with sufficient funds for all routine expenses. Advances of funds for travel shall be made only for extraordinary travel and should be punctually repaid when submitting travel voucher covering the related travel or indicated on the travel reimbursement form and only the difference between advance received and expenses incurred claimed.
 - b. Due to the conditions of Head Start funding travel expenses must be submitted in a timely manner. Travel costs incurred more than 60 days prior to the submission of the requests shall be ineligible for reimbursement. The form requesting reimbursement for travel costs should be submitted no later than the 10th day of the month following the completion of travel. Any advance made for the purpose of travel that

exceeds the actual travel costs shall be repaid no later than the time the expense claim is submitted.

- c. Head Start guidelines on the allowability, allocability, and reasonableness of all expenses shall apply.
- d. All claims for reimbursement for travel shall be submitted on Acadia Parish School Board Travel Form, and shall include all details provided for on the form. It must be signed by the person claiming reimbursement and reviewed by the immediate supervisor. The purpose for extra and unusual travel must be stated in the space provided on the front of the form. In all cases, the date and hour of departure from, and return to, domicile must be shown.
- e. Except when the cost of air transportation is invoiced directly to Head Start, all expenses incurred on any official trip shall be paid by the traveler and the travel voucher shall show all such expenses in detail to the end that the total cost of the trip shall be reflected by the travel voucher. If the cost of air transportation is paid directly by Head Start, a notation will be indicated on the travel voucher depicting the date of travel, destination, amount, and the fact that it has been paid by Head start. The traveler's copy of the passenger ticket shall be attached to the travel voucher.
- f. In all cases, and under any travel status, cost of meals and lodging shall be paid by the traveler and claimed on the travel voucher for reimbursement, and not charged to Head Start.
- g. When two or more official travelers travel in one automobile, only the owner of a personally-owned automobile used shall be entitled to reimbursement. The owner shall indicate the names of other official travelers who are passengers in his automobile.
- h. Lodging
The Superintendent shall take necessary steps to inform all personnel on travel status that:
 - (1) Whenever possible, travelers shall request and make use of special discount rates for lodging.
 - (2) Requests for reimbursement for travel expenses that are deemed not reasonable or that reflect above-average charges will be subject to subsequent review and justification.
- i. Advisors and Consultants
Reimbursement of expenses for travel to be performed by authorized persons, who are called upon to contribute time and services as consultants or advisors, shall require prior written approval of the Executive Director of Business/Finance. Complete explanation and justification must be shown on the travel expense form or attached thereto.
- j. Other Funds
Any subsistence allowance or travel expense peculiar to a department not included in these regulations must first be approved by the Superintendent.
- k. Fraudulent Claims
Any person who submits a claim pursuant to the aforementioned regulations, and who willfully makes and subscribes any such claim which that person does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation of a claim which is fraudulent or is

false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to immediate dismissal, as well as, being criminally and civilly liable within the provisions of State law. Dismissal shall be recommended by the Supervisor to the Acadia Parish School Board and Policy Council.

IX. ATTENDANCE AND TIME

A. **WORK SCHEDULES:** A chart of work schedules for each position shall be prepared for each program year and distributed to each center to be made available for all Head Start staff.

1. Head Start Central Office staff work schedules are 12 months. Time shall be determined July 1 of each program year.
2. Head Start Center work hours for center staff vary by position responsibilities. The length of the work day and work year shall be provided to staff at the beginning of each program year.

B. COMPENSATORY TIME

Classified employees are compensated for overtime by being granted leave in the form of compensatory time off, subject to the following conditions:

1. The Head Start Director has administrative responsibility to monitor all compensatory time earned and to limit the amount of time earned.
2. The Head Start Director is to be consulted regarding compensatory time at the Head Start Central Office. The Site Supervisor, with the approval of the Head Start Director, is the authority on compensatory time at the center level.
3. No person may be granted compensatory time without first obtaining permission from the Site Supervisor (subject to the approval of the Head Start Director) to earn the comp time.
4. Each employee must maintain the appropriate compensatory time log which is to be reviewed weekly by the Site Supervisor at the center and the Head Start Director at the Central Office. The log must be maintained as follows:
 - a. The official documentation shall be daily (the daily sign in/out book).
 - b. Compensatory time logs must be submitted to the Head Start Director with the monthly payroll report.
 - c. Comp time is any work time that exceeds the total normal work week schedule of hours. Comp time is to be calculated at the end of each week.
 - d. Comp time is to be taken within the work week or within the week that follows the week during which it was earned. No comp time balances are allowed beyond one week.
 - e. Time taken for accrued comp time must have prior approval of the immediate supervisor and/or Site Supervisor.
 - f. The immediate supervisor is responsible for providing for a volunteer when comp time is a necessity during the program day. Substitutes may not be hired to replace staffs that are using comp time.
 - g. Abuse of the above stated policy shall be construed as an act of insubordination and disciplinary action will be taken.

C. LEAVES

1. **Sick Leave and Emergency Leave**
Employees are eligible for sick leave or emergency leave only in cases of illness or emergency as follows:
 - a. Ten days leave of absence per school year are granted to employees without loss of pay for personal illness or emergencies. (Emergencies are outlined in Item 4)

- b. Unused sick leave may be accumulated without limitation. Such accumulated sick leave shall be used only for personal illness which must be certified in writing by a practicing physician, and only after the current school year's allotment has been used. Exceptions will be made in the case of the serious illness of a spouse, parent, or child, up to a limit of fifty (50) days of accumulated sick leave and then only when certified by the relative's attending physician. In the case of the death of an above-listed family member or members, ten (10) days will be allowed. This ten-day period will be included in the fifty days of accumulated sick leave mentioned above if it is in conjunction with an illness or death.
- c. When an employee is absent for six or more consecutive days because of personal illness, a certificate from a physician certifying such illnesses shall be required.
- d. Emergencies:
 - (1) The serious illness or death of a husband, wife, father, mother, grandfather, grandmother, son, daughter, grandchild, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother, sister, or a person living and being cared for under the same roof as that of the employee.
 - (2) The death of a person other than those listed in Part 1 are up to a maximum of 3 days.
 - (3) Marriage of the employee (3 days).
 - (4) Attendance at the wedding of a relative listed in Part 4. a. (1 day)
 - (5) Attendance at court subpoenaed activities for reasons other than school-related business or personal matters.
 - (6) Emergencies (not covered above) to conduct business or to cope with emergencies that could not be handled outside the regular school day.
 - (7) If there is doubt as to whether an absence constitutes a valid emergency, the Superintendent shall rule on the matter.
 - (8) If an employee disagrees with ruling of the Superintendent on any emergency, the employee's case may be presented to the Acadia Parish School Board, whose decision will be final in the matter.
 - (9) Every person employed by the Acadia Parish School Board, upon accumulating unused sick leave under the provisions of R.S. 17:1201 or R.S. 17:1206, shall be entitled to and shall be allowed up to two days absence of current leave time during each school year to be used for such purposes as may be determined by the individual employee without loss of pay. The employee requesting such leave shall give the immediate supervisor at least twenty-four (24) hour notice or request prior to taking the leave without loss of pay. Personal leave shall be charged to and deducted from sick leave for the current year. Personal leave shall not be accumulated from year-to-year nor shall personal leave be compensated for upon death or retirement or paid in any other manner except as provided under law.
- e. After an employee, other than a teacher, has expended all such leave, both current and accumulated, that employee's pay shall be docked at the rate for each day of work missed.
1/180 for nine-month employees
1/200 for ten-month employees

1/220 for eleven-month employees

1/240 for twelve-month employees

- f. The School Board may deduct from an employee's pay for tardiness. Pay deductions shall be based on one day's proportioned period of tardiness.

2. Extended Medical Leave

- a. Staff persons anticipating an extended medical leave for personal illness or family medical reasons for 5 or more working days shall contact the Head Start Director and appropriate content area Specialist prior to the leave.
- b. A written request shall be submitted with appropriate medical documentation requesting the leave.
- c. The School Board Personnel Office shall be notified by the staff person to determine the status of leave balances and any loss of salary during the leave time.
- d. Requests for extensions to the leave request time must be documented with written medical verification.
- e. Early return from the leave must be verified with medical verification that the employee is able to return to work at full capacity.
- f. Physical limitations for a return to work must be verified by written medical documentation. Such physical limitations shall be reviewed with the School Board Personnel Supervisor and Head Start Director to assure accommodations needed shall not interfere with delivery of services to or the safety of children and the position responsibilities allow for limited duty."

3. Unused leave

Upon retirement of an employee, or upon the death of an employee prior to retirement, the School Board shall pay to such employee, or employee's heirs, any sick leave accumulated to the employee's credit but which remains unused at the time of the departure of the employee, not to exceed 45 days.

4. Maternity Leave

For the purpose of this section "employee" shall be any person in the employ of the Acadia Parish School Board and on the Head Start Program staff. Maternity leave, which is time off from work with no pay, will begin at a date to be determined by the employee. Sick leave, which is time off from work with pay, may be used in conjunction with or in lieu of maternity leave. These stipulations shall apply:

- a. Up to 10 days of the current school year's 10-day allotment may be used
- b. Up to a maximum of 30 days of accumulated sick leave may be used
- c. The current school year's total allotment must be used prior to using accumulated sick leave.
- d. The use of sick leave for maternity purposes must be substantiated by a physician's statement.
- e. Use of accumulated sick leave in excess of 30 days may be approved if complications resulting from the pregnancy arise. Such requests must be accompanied by a physician's statement attesting to the fact that such leave requested is a result of the pregnancy.
- f. Maternity leave for certified teachers and bus drivers will be addressed in the Acadia Parish School Board Policies and Procedures Manual.

- g. Request for maternity leave and for use of sick leave for maternity purposes shall be submitted to the personnel office on the appropriate forms(s).
 - h. Requests for use of accumulated sick leave in excess of 30 days because of complications resulting from pregnancy shall be made by letter addressed to the Superintendent and forwarded to the personnel office and a copy to the Head Start Director.
 - i. Requests for maternity leave shall be submitted to the Policy Council and the Acadia Parish School Board.
 - j. The employee may return to work upon written certification of the employee's physician attesting to the fact that the employee is physically able to perform all assigned duties. The employee must return to the position from which maternity leave was taken no later than six months following the termination of pregnancy.
5. **Jury Duty Service**
Any teacher or other employee of the Acadia Parish School Board, upon call or subpoena to serve on a federal, state, or district petit, grand, or trial jury, will be granted a leave of absence by the Acadia Parish School Board for the period of time required for such jury duty by simply reporting such absence on the monthly absentee form and attaching a copy of the summons or subpoena to the absentee form, in accordance with R.S. 17:1210. Such leave of absence shall be granted without loss of sick, emergency, or personal leave and shall not be deemed to interrupt service accumulated toward sabbatical leave. Personnel so called to jury duty shall not suffer loss of salary as a result of being granted such leave of absence, however, for the period of time served on a jury, such employee shall be paid the difference between the employee's salary and the amount received as juror. Such employees shall be responsible for reporting such pay received for serving on jury duty by forwarding a copy of the voucher to the personnel office where such payments will be monitored and salary adjustments ordered to the accounting department.
6. **Leave without Pay**
- a. Under the Family Medical Leave Act an employee receives a leave of absence, without pay, for a period 12 weeks. Any regularly employed teacher or other employee may request such leave in writing for up to one year; however, the School Board is given the discretion to grant such leaves only in the best interests of the public school system/Head Start Program. Such leave does not affect any tenure rights which the applicant has previously acquired nor does it interrupt active service in relation to sabbatical leave entitlement. Such leave requests must be submitted by the Head Start Director to the Policy Council/APSB for approval or disapproval.
 - b. The following shall be the policy of the Acadia Parish School Board and the Head Start Program in regards to leave without pay:
 - (1) The request for leave without pay must be made in writing to the Acadia Parish School Board Personnel Director on the appropriate form and forwarded to the School Board and to the Policy Council by the Head Start Director for approval.
 - (2) Leave without pay, if granted, shall be for a maximum period of one school year. Such leave may be renewed by the Council, then the board, for one additional year upon written request of the employee.

- (3) Leave without pay cannot be used to acquire tenure; however, if the employee has already acquired tenure, such leave does not affect the acquired tenure rights. Also, leave without pay cannot be used as experience for pay purposes, unless the employee was employed in such a position outside the Acadia Parish System.
- (4) Employees granted leave without pay must return to the employ of the Acadia Parish School Board unless released by the Board from the obligation.
- (5) Employees who hold public office will be required to use leave without pay for absences to tend to public business unless such absences may be covered by compensatory time, personal leave, or vacation time. In all instances, written documentation with approval of the employee's immediate supervisor will be required.
- (6) Employees on leave due to illness/injury may return to work upon written certificate of the employee's physician attesting to the fact that the employee is physically able to perform all assigned duties.

X. FISCAL POLICIES AND PROCEDURES

- A. Fiscal policies and procedures are outlined in the Acadia Parish School Board Policies and Procedures Manual.
- B. The Acadia Parish School Board receives funding for the Head Start Program through a grant award from the Federal Office of Administration of Children and Families and must annually request for refunding through a continuation or refunding application.
 - 1. The refunding application process shall be a coordinated effort of the Head Start Central Office Management staff, initiated and administered by the Head Start Director, and shall include input from staff, parents, the community, the Policy Council and School Board.
 - 2. An annual Self Assessment shall be conducted for the program prior to preparations for the refunding application and the information used to identify needs of the program. The Self Assessment will include information from surveys to parents of Head Start children and staff to identify needs.
 - 3. A complete Community Assessment shall be conducted every three years to identify community needs and shall be updated annually.
 - 4. A report on the self assessment team findings and on the community assessment will be submitted to the School Board and Policy Council to identify priorities in program improvement and in the refunding application.
 - 5. A Policy Council Committee will be involved in preparing the refunding application budget.
 - 6. The refunding application shall be presented to the Policy Council Committee and School Board Budget Committees prior to submitting to the Policy Council and School Board for approval or disapproval.
- C. Purchasing and Bill Paying Procedures
 - 1. All purchases shall be processed shall be requisitioned through the Head Start Central Office.
 - 2. All purchases under \$300 will be initiated with a purchase request submitted to the Head Start Director for approval. Purchase requests must be submitted to the Bookkeeper for payment with a signed receipt or invoice after purchasing.
 - 3. Purchase orders shall be required for requisitions of more than \$300 and approved only by personnel of the School Board who have been authorized by the Superintendent.
 - a. The purchase order must be initiated with a purchase request to the Head Start Director and forwarded to the Elementary Education Supervisor for approval.
 - b. A purchase order will be prepared by the Bookkeeper to include:
 - Date of purchase
 - Name of the vendor with an address
 - Destination of shipment
 - Indication of purchaser
 - Description of merchandise
 - Budgetary account to be charged
 - Fund to be charged
 - Number of units ordered and cost per unit
 - c. Purchase orders must be routed to the Elementary Education Supervisor and Superintendent for approval before ordering, then routed to the

Purchasing Department, Media Center and routed back to the Central Office Bookkeeper.

- d. A signed invoice or receiving report must be attached to the original purchase order and approved by the Media Center for payment
- e. Purchase order numbers must be recorded on vendor's invoice.
- 4. Contacts to contractors for repairs must be approved by the Head Start Director. Small business and minority owned businesses will be included in contractors selected for service with the Head Start Program.
- 5. Bills incurred for the Head Start Program are paid on the same cycle as the School Board, on the 10th, and 25th of each month. All bills are reviewed by the Bookkeeper and the Head Start Director before payment is made.

D. Budget Reporting

- 1. A monthly budget report shall be prepared and submitted to the Policy Council and School Board for review in the meeting packet.
- 2. Copies of the required Federal financial reports, SF269 and PMS 272, shall be submitted to the Policy Council and School Board.
- 3. Recommendations for needed budget revisions from one Federal_object class category to another will be submitted to the Policy Council for approval or disapproval and reported to the School Board in budget revision request reports.

XI. CHILDREN AND FAMILY SERVICES

- A. The process of recruitment, eligibility, selection, and enrollment criteria shall be submitted to the Policy Council and School Board as part of the Self Assessment report.
- B. Program procedures for services to children and families in each content area (Education, Health, Mental Health, Dental Health, Nutrition, Disabilities, and Parent Involvement) will be outlined in the annual program plans and submitted to the Policy Council and the School Board for review and approval or disapproval. Members of the Policy Council will be involved in changes to the Program Plans.
- C. Policies on children's attendance, health requirements, safety, records and transportation must take into consideration Bureau of Licensing Standards and Head Start Performance Standards and will be outlined in the Program Parent Handbook which is submitted to the Elementary Education Supervisor for approval and to the Policy Council. The Handbook is reviewed and edited each spring by a committee of Head Start Management Staff, Site Supervisors and Parent Representatives from each center.
- D. To assure school readiness of children leaving Head Start and entering kindergarten, the following process for monitoring child outcomes:
 - 1. The program curriculum will be reviewed annually by a Curriculum Committee composed of the Elementary Education Supervisor, Head Start Director, Education Specialist, Mentor Teachers, Head Start Classroom staff members, and parents.
 - 2. Staff training will be conducted on assessing children's development and individualizing the curriculum.
 - 3. Progress reports, parent conferences and home visits will be used to inform parents of children's progress
 - 4. Assessment reports will be compiled three times a year on individual children, individual classrooms, and the overall program to identify children and program needs.
 - 5. A report on program profiles will be prepared for the Policy Council and the School Board after the second assessment report period.
 - 6. With parental permission, progress information will be collected from kindergarten and first grade classroom teachers on former Head Start children's academic progress.

LEFT BLANK INTENTIONALLY

Acadia Parish School Board Head Start Program
Personnel Policies
2011-2012 Addendum

Recommended changes to Cell Phone use policy to assure safe supervision of children.

Head Start staff, volunteers and other work/ training program persons shall not engage in any use of cell phones while supervising Head Start children except to address an emergency involving a Head Start child.

Head Start staff, volunteers and other work/ training program persons when not involved in supervision of children shall limit use of cell phones to Head Start business, emergencies or brief personal business requiring attention.

Presented to the Acadia Parish School Board Policy Council – August 2011
Presented to the Acadia Parish School Board – September 2011

Acadia Parish School Board Head Start Program
Personnel Policies
2010-2011 Addendum

The 2010-2011 Head Start Personnel Policies addendum was reviewed and approved by the Policy Council at its June 2010 meeting. The Acadia Parish School Board Personnel and Insurance Committee reviewed recommendations for revision at its July 2010 meeting and recommended approval to the full Board at the August 2010 meeting.

As per the policies, a copy of the revisions is to be distributed to each classroom, each center office, each CFST, each cafeteria, each bus driver, each custodian, each Site Supervisor, each Mentor Teacher and each member of the Head Start Central Office staff. Procedures are to have the revision page inserted immediately after the Table of Contents until cumulative revisions are prepared into a new document every 5 years. Head Start Job Descriptions are included only in the Center Office and Head Start Central Office copy but are available for review. A complete copy of the Acadia Parish School Board policies are available for review on the school system's website at the link "CAPS".

1. Extended Medical Leave Notification:

Section "IX. ATTENDANCE AND TIME, C. 1", insert after "1. f." as "IX. C. 2."

"2. Extended Medical Leave

- a. Staff persons anticipating an extended medical leave for personal illness or family medical reasons for more than 5 working days shall contact the Head Start Director and appropriate content area Specialist prior to the leave.
- b. A written request shall be submitted with appropriate medical documentation requesting the leave.
- c. The School Board Personnel Office shall be notified by the staff person to determine the status of leave balances and any loss of salary during the leave time.
- d. Requests for extensions to the leave request time must be documented with written medical verification.
- e. Early return from the leave must be verified with medical verification that the employee is able to return to work at full capacity.
- f. Physical limitations for a return to work must be verified by written medical documentation. Such physical limitations shall be reviewed with the School Board Personnel Supervisor and Head Start Director to assure accommodations needed shall not interfere with delivery of services to or the safety of children and the position responsibilities allow for limited duty."

2. Professional Growth Training Requirements

Section "IV. PROFESSIONAL DEVELOPMENT, A" as "6.", re-numbering remaining items in that section.

"6. Staff persons who are not able to attend mandated trainings arranged by the Head Start Program shall be responsible for fulfilling the requirements by locating, attending and completing the alternate training hours outside of work time. The training must comply with Federal or state requirements to qualify as a replacement of training hours

missed and must be completed within the program's required training year. All alternate trainings must be pre-approved by the Head Start Director. Costs incurred for the training shall be the responsibility of the employee. A certificate verifying completion of the training must be submitted to the Head Start Director. A reimbursement request for the training may be submitted for consideration to the Head Start Director and shall be submitted for approval to the Elementary Education Supervisor."

3. Job Description Qualifications Edit:

On the job description for Head Start Teacher, Mentor Teacher, Site Supervisor, Education Specialist, Health/ Nutrition Specialist, Disabilities/ Mental Health Specialist, Family/ Community Partnership Specialist, and Program Resources Specialist, delete phrase "Associate of Arts" in list of qualifications. All such positions shall require Bachelors Degree.

4. Job Description Changes

Job Responsibilities for some positions are being transferred from one position to another or integrated into two positions, specifically clerical and family service positions to include Office Assistants, Child and Family Services Technicians, HSCO Receptionist, and Program Secretary.

APPROVAL:

The 2010-2011 Head Start Personnel Policies addendum was reviewed by the Policy Council at its June 2010 meeting and approved at its August 2010 meeting. The Acadia Parish School Board Personnel and Insurance Committee reviewed recommendations for revision at its July 2010 meeting and recommended approval to the full Board at the August 2010 meeting

Approved by the Head Start Policy Council – August 2010

Approved by the Acadia Parish School Board – August 2010

**Acadia Parish School Board Head Start Program
Personnel Policy Recommended Revisions for 2009-10**

- I. Insert in Section "V. EMPLOYEE PERFORMANCE D. 1." as new item "u" and re-number remaining items: " u. Violation of cell phone use that interferes with supervision of children, breaches confidentiality, or interferes with job performance."

Approved by Acadia Parish School Board - August 2009

Approved by Acadia Parish School Board Policy Council – August 2009

Acadia Parish School Board Head Start Program Personnel Policy Recommended Revisions for 2008-09

Revisions to the Head Start Program Personnel Policies Addendum:

1. Insert on page immediately following the cover page.
 - a. "Personnel Policy Revisions shall be made to the whole document every four years and a revision summary page prepared in the interim years to be included immediately following the cover page."
2. Section IX. ATTENDANCE AND TIME
 - a. Delete "Work Schedule" chart.
 - b. Insert "A. WORK SCHEDULES: A chart of work schedules for each position shall be prepared for each program year and distributed to each center to be made available for all Head Start staff.
 - c. Revision to "A. 1." "Head Start Central Office staff work schedules are 12 months. Time shall be determined July 1 of each program year.
 - d. Revision to "A. 2." Head Start Center work hours for center staff vary by position responsibilities. The length of the work day and work year shall be provided to staff at the beginning of each program year.
3. Cell Phones Use policies for employees
 - a. Not in use in the classrooms, on silent
 - b. Not in use during cafeteria production, on silent
 - c. Limited to Head Start business or emergency purposes for all staff
 - d. For personal phone calls, employee must courteously inform caller to call back.
4. Section on Travel
 - a. Must select most cost – efficient means and routes
 - b. Staff must use Head Start vehicles when available before persona vehicles
5. Add to Bus Driver Job Responsibilities Job Description
 - a. School day responsibilities include
 - i. 4 hour route when children are in school
 - ii. Pre-trip inspections
 - iii. Pre and post trip visual checks and documentation
 - iv. Daily cleaning of bus interior
 - b. Routine care of the bus includes
 - i. Periodic cleaning of exterior –
 1. Wash twice per year
 2. Payment of \$5 for washing of bus at residence for each washing
 - ii. Annual washing of child restraints
 1. \$12 for washing
 2. 3 hours supplemental pay
 - iii. Routine Maintenance to local repair mechanics
 - iv. Semi Annual inspections

Insert in Appendix as document for requirement in Section "IV. PROFESSIONAL DEVELOPMENT B. 4. m"

ACADIA PARISH SCHOOL BOARD HEAD START PROGRAM

CONTRACT OF COMMITMENT

This contract of commitment is entered into between

_____,
an employee of the Acadia Parish School Board in the Head Start Program
(hereinafter referred to as employee), in the position of

and the Acadia Parish School Board (hereinafter referred to as employer)

The Acadia Parish School Board Head Start Program, as part of its Career Development Plan, assists eligible employees in pursuing academic Associate of Arts, Bachelors, or graduate studies degree while employed with Head Start. Assistance includes but is not limited to release time, travel reimbursements, tuition fee, books and materials.

This contract provides for a commitment by the employee to remain employed with Head Start for three years after earning the degree to share with the Head Start children and families the benefits of the skills, knowledge and education gained from the earning of the degree.

In the event an employee chooses to leave the program before that time, he/she agrees to reimburse Head Start funds for the value of the benefits received to a maximum of \$1500.

"I agree to remain employed with Head Start for three years after earning the _____
Degree to share with the Head Start children and families the benefits of the skills, knowledge and education I gained from the earning of the degree. I understand that if I choose to leave the program before that time, I shall reimburse Head Start funds for the value of the benefits received to a maximum of \$1500."

Name: _____

Position: _____

Degree being pursued: _____

Signature: _____ Date: _____

Head Start Director: _____

Approved by Acadia Parish School Board, August 2008

Approved by Acadia Parish School Board Policy Council, August 2008

Revision to 2013-2014 Personnel Policies

Insert in Appendix as document for requirement in Section "IV. PROFESSIONAL DEVELOPMENT B. 4. m"



ACADIA PARISH SCHOOL BOARD
HEAD START PROGRAM



CONTRACT OF COMMITMENT

This contract of commitment is entered into between

an employee of the Acadia Parish School Board in the Head Start Program
(hereinafter referred to as employee), in the position of

and the Acadia Parish School Board (hereinafter referred to as employer)

The Acadia Parish School Board Head Start Program, as part of its Career Development Plan, assists eligible employees in pursuing the academic Child Development Associate of Arts, Bachelors, or graduate studies degree while employed with Head Start. Assistance includes limited release time, travel reimbursements, tuition fee, books and materials. Head Start assistance will begin if the student does not qualify first for the Pell Grant or Louisiana Pathways Credential Program.

This contract provides for a commitment by the employee to remain employed with Head Start for three years after earning the degree to share with the Head Start children and families the benefits of the skills, knowledge and education gained from the earning of the degree/ Child Development Associate credential.

In the event an employee chooses to leave the program before that time, he/she agrees to reimburse Head Start funds for the value of the benefits received to a maximum of \$1500.

"I agree to remain employed with Head Start for three years after earning the _____ Degree to share with the Head Start children and families the benefits of the skills, knowledge and education I gained from the earning of the degree. I understand that if I choose to leave the program before that time, I shall reimburse Head Start funds for the value of the benefits received to a maximum of \$1500."

Name: _____

Position: _____

Degree being pursued: _____

Signature: _____ Date: _____

Head Start Director: _____

Approved by Acadia Parish School Board Policy Council, October 2017

**Acadia Parish School Board Head Start Program
Personnel Policies Recommended Revisions for 2017-2018**

Revisions to the Head Start Program Personnel Policies:

Insert in Section V. EMPLOYEE PERFORMANCE / Section D. Reasons for Disciplinary Action - add as new item "z". Failure to report child abuse to the appropriate agencies.

Approved by Acadia Parish Policy Council, February 2018