

Tacoma Public Schools Head Start

Policies and Procedures

Personnel 3.0

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Tacoma Public Schools
HEAD START

JOB DESCRIPTION CHART

<i>Position Title</i>	<i>Date signed/ approved by District</i>	<i>Last Policy Council Approval Date</i>	<i>Date of Next Policy Council Approval</i>
I. Certificated Staff			
Head Start/ECEAP Director	08/26/08	07/30/08	07/11
Head Start Assistant Director	08/26/08	07/30/08	07/11
Program Specialist	02/26/09	02/26/09?	02/12
Health Specialist (Head Start)	02/19/09	02/26/09?	02/12
Nutritionist	02/25/11	n/a	n/a
Family Community Specialist	02/19/09	02/26/09	02/12
Head Start Training Specialist	05/23/02	09/22/10	09/13
Head Start Program/Training Specialist	01/16/08	09/22/10	09/13
Special Education Specialist	10/05/99	07/23/08	07/11
Management			
Program Manager, Family Literacy	03/11/00	06/30/05	06/08
II. Office Professionals/Professional Technicals			
Budget Technician (PT)	12/07/03	09/22/10	09/13
Administrative Secretary (OP-5)	05/23/02	06/26/08	06/11
Program Secretary (OP-5)	01/10/05	01/24/08	01/11
Secretary I (OP-4)	09/12/01	09/22/10	09/13
Enrollment Technician (PT)	05/23/02	07/30/08	07/11
Enrollment Support Specialist (OP-5)	05/23/02	06/26/08	06/11
Bilingual Enrollment Secretary (OP-4)	12/05/03	06/26/08	06/11
III. Center Para-Ed.			
Child/Family Associate Mentor	05/18/00	07/30/08	07/11
Policy Council Advocate	09/24/02	07/30/08	07/11
Head Start Associate	02/19/09	02/26/09	02/12
Head Start Advocate	02/19/09	02/26/09	02/12
Educational Assistant	08/09/05	05/26/10	05/13
Head Start Family Educator	12/17/07	11/29/07	11/10
IV. Non-Regular			
Interpreter	N/A	03/23/11	03/14
Child Care Provider	N/A	02/26/09	09/12
Substitute Educational Assistant, HS/ECEAP		05/26/10	05/13

Only descriptions approved by district and Policy Council are in this book. Others archived.

Note: Full set of job descriptions available in Head Start office. () = Supervisor and Administrator Signatures, not Human Resources

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INTERPRETER POLICY AND PROCEDURES

Policy

1304.51(c)(2): Communication with parents must be carried out in the parent's primary or preferred language or through an interpreter, to the extent feasible.

The Head Start staff and program support the use of home language by young children and their families as a basis for providing comprehensive early childhood and family services. In mixed language classrooms, this support is based on a combination of home language use and timely, appropriate translations of words and phrases into English. When a class has more than one-half of its children requiring second language support, Head Start requires that one classroom staff speaks that language and English. For Policy Council, Parent Events, and Parent Center Meetings, interpreters are provided as needed. Tacoma Head Start hires hourly interpreters for non-English languages. Family members or friends are encouraged to assist the Head Start family. On occasion, interpreter time is purchased through an outside agency on an as needed basis for the child and family. These services are provided to the extent allowed by program financial resources, and prioritized according to individual child/family needs in classroom support, family and health support, and parent meetings. Support from bilingual family members and neighbors are encouraged.

Procedure for Interpreter Services

1. During enrollment, the home language of the child is identified and indicated on the application form. As classes are assigned, Enrollment staff notifies the Head Start Assistant Director of the classes that have more than 50% of any one language group. Performance Standards require a bilingual staff member in these classrooms.
2. Enrollment uses the HSFIS (Head Start Family Information System) system to identify children and parents by their home languages.
3. Classroom staff informally assesses children and parents for specific language needs. This information is used for finalizing interpreter assignments reviewed by the Assistant Director for initial hiring and placement of hourly interpreters.
4. The Assistant Director reviews and approves the schedule of hourly interpreters created by the Enrollment Secretary. This includes sufficient time for the classroom, parent meetings and orientations, home visits and conferences. If a classroom staff member speaks the language, no interpreter is scheduled.
5. The schedule is adjusted monthly based on changes in enrollment and child and parent needs.
6. The Policy Council Advocate works directly with the Enrollment Secretary to schedule interpreters for Policy Council, its Sub-Committees and parent events.
7. The classroom teachers work with the Enrollment Secretary for interpreter needs at Parent Center Committee meetings and other school-based events.

8. The Associate, or Advocate initials the work hours form of the interpreter daily for verification.
9. Outside of classroom daily communication and newsletters, interpreters are not asked to translate written materials within their regular assignments (see written translation policy).
10. The Assistant Director is responsible for hiring interpreters in accordance with district procedures. The interpreter must complete district application, the TB screening questionnaire, and fingerprinting prior to employment. The cost of fingerprinting is the responsibility of applicant and can be deducted from the first several paychecks.
11. Interpreters may be requested to attend Head Start staff training as approved by the Assistant Director. The Enrollment Secretary and Training Specialist orient new hourly staff to the Interpreter Handbook and Employee Conduct policies.
12. Conversations between parents, staff and interpreters are confidential. If a parent requests a confidential conversation with the interpreter, the interpreter must inform the parents that the interpreter is required to inform teaching staff of all communications.
13. All staff, including interpreters, are required to report suspected child abuse or neglect. The interpreter may confer with staff or call the Family/Community Specialist or Program Specialist if in doubt of what to do in a particular situation.
14. Only Teachers and Advocates may log family contacts in the child/family file. Interpreters are required to convey any parent communications to them for logging.
15. The Teachers or Advocates must conduct the home visits and conferences with the interpreter as the interpreter communicates in the home language.
16. Classroom staff will document full name of any interpreter who facilitates parent contacts outside the classroom. The Interpreter initials the parents' signature on all documents with which the parent received interpreter assistance. This allows reviewers to verify that second language support was provided to the family.

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MENTOR'S RESPONSIBILITIES

Training Specialist, Program Specialist, Mentor/Classroom Team Connection

1. Mentors will work with classroom staff to foster competency and independence in their job responsibilities.
2. Mentors will have weekly meetings (30 minutes) with their team Program Specialist to identify current site needs and game plan to support classroom teams.
3. Develop a rotating schedule for Mentors to be in each classroom to build relationships and offer support.
4. Mentors will do pre-monitoring with staff prior to Specialist monitoring.
5. Mentors will contact classroom teams prior to SST to ensure that paperwork is complete. (When appropriate Mentors will attend SST.)
6. Specialists can suggest that classroom staff ask for Mentor help if they see a need to move a classroom team to compliance of Performance Standards.
7. Mentors will assist in RTM presentations and Inservice Trainings.
8. Mentors will meet with the Mentor team, the Training Specialist and a Program Specialist once weekly.
9. Specialists provide orientation and training to classroom staff. Mentors provide reinforcement of this training.
10. Mentors will rotate attendance at Leadership Meetings.

What Mentors can do for you:

- ƒ* Assist in environment set-up and equipment ordering
- ƒ* Help with curriculum planning and lesson plan completion
- ƒ* Provide technical assistance on completing Head Start documentation forms
- ƒ* Offer resources for field trips and ideas for multicultural activities
- ƒ* Assist with positive family/health support practices and services
- ƒ* Model safe supervision and behavioral management techniques
- ƒ* Offer one to one or team conferences
- ƒ* Be a resource contact point for all areas of Head Start Program Standards
- ƒ* Available for consultation of effective parent involvement
- ƒ* Be a resource on individual staff development plans

EXPECTATIONS OF ALL MENTORS		
Early Childhood, Health & Disabilities	Family and Community Partnerships	Program Design and Management
<ul style="list-style-type: none"> • Substitute in emergencies • ECE Articles for Head Start Happenings • Special Education Screening • Lead Whole Class as Requested • Lead Small Groups as Requested • Model in Classroom • Provide One-on-One Training and Technical Assistance in the Following Areas: <ul style="list-style-type: none"> • Preparation for Monitoring • Assessment • Curriculum Planning • Field Trip Planning • Health Screening • Lesson Plan, Individualization, ILP • Daily Routine • Behavior Management • CC-Port Data Entry of Assessments • Classroom Moves, Purchasing, Room Environments 	<ul style="list-style-type: none"> • Attend Policy Council Meetings- Support as Needed • BBQ Planning and Implementation • Provide One-on-One Training and Technical Assistance in the Following Areas: <ul style="list-style-type: none"> • Preparation for Monitoring • Parent Center Committee Meeting Plans Resources • Orientation Planning • Home Visits and Conference Planning • Family Partnerships • Health Screening and Tracking • HSFIS (Head Start Family Information System) data entry on enrollment, attendance and health 	<ul style="list-style-type: none"> • Attend the Following Meetings: <ul style="list-style-type: none"> • Rotating Attendance at LTM • ECE meetings • Weekly meetings with Assigned Program Specialist • Strategic Planning meeting • Management Team meeting • Provide Support and Planning and Preparation for the following Training: <ul style="list-style-type: none"> • In-service • Regional Team Meetings • New Employee Training • Volunteer and Sub-Training • Offer One-on-One Training and Technical Assistance in the Following Areas: <ul style="list-style-type: none"> • Ordering, Revolving Fund • InKind • Office Machines • Support Policy Council, Sub Committees • Support Parents Events and Trainings • Conduct Pre-Monitoring Visits to Help with Preparation • Prepare and Conduct Primetime for Mentors

SPECIFIC RESPONSIBILITIES 2008-2009			
Marcia Carlberg	Peggy DuBois	Melissa Nollan	Cheryl Comsia
Early Childhood Development, Health and Disabilities			
N/A	N/A	N/A	N/A
Family and Community Partnerships			
<ul style="list-style-type: none"> Parent Brochure inventory/ordering 	N/A	N/A	N/A
Program Design and Management			
<ul style="list-style-type: none"> Self Assessment Questions: As Assigned Tall Shed Helper Training Committee Forms for staff 	<ul style="list-style-type: none"> Self-Assessment Questions: as Assigned Staff Lending Library Monitoring Preparation Support Training Committee 	<ul style="list-style-type: none"> Self Assessment Questions: As Assigned Tall Shed Inventory-Madison Training Committee 	<ul style="list-style-type: none"> Self-Assessment Questions: As Assigned Staff Advisory Convener Master Forms List Training Committee
Eligibility, Recruitment, Selection, Enrollment and Attendance.			
<ul style="list-style-type: none"> New Child Enrollment Forms 	N/A	N/A	N/A

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Background Check Policy and Procedure

Employment Criminal Background Check

Policy

The Tacoma Head Start Program requires that all staff submit to a criminal background check to ensure the safety of the children. In compliance the District Employment Disclosure Policy 5005 and the State regulation, RCW 289A.400.303, consultants, hourly and regular staff are checked through the Washington State Patrol Criminal Identification System and the Federal Bureau of Investigation. This process requires the completion of the Criminal History Self-Declaration form and fingerprint. Background Checks procedures are conducted in a manner of respectful of confidentiality and explained clearly in order to prevent unintentional exclusion of qualified individuals.

The District Human Resources Office determines if the crime is of such a nature that individuals in question should not be working with children and take action to dismiss them. Relevant conviction records are defined in RCW10.97.030 (3) as those crimes against children or against other person.

Procedure

1. Applicants must sign a Declaration of Criminal History at the District Human Resources Office.
2. All staff must be fingerprinted prior to employment at the District Human Resources Office.
3. Consultants/contractors and their employees who have regularly scheduled, unsupervised access to students must pass the Criminal Background Check required by RCW 28A.200.303
4. The District submits the prints to the Office of the Superintendent of Instruction who has them processed by the Washington State Patrol and the Federal Bureau of Investigation.
5. Employment begins when the results of the Employment Background Check are completed and results meet the legal criteria for employment.

**Tacoma Public Schools
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EMPLOYEE CONDUCT RULES

POLICY:

The Tacoma Public Schools Head Start Program shall follow all state, district and Head Start regulations regarding employee conduct. Included in the definition of employees are consultants, contractual and hourly staff, and volunteers. The relevant policies are Tacoma Public Schools (TPS) policy number 5010 as it pertains to Employee Conduct Rules and policy number 5252 as it relates to Reporting Improper Governmental Action. The applicable TPS policies are attached.

Head Start Conduct Rules

According to the Head Start Program Performance Standards, all staff, consultants and volunteers abide by the program's standards of conduct. They must:

- 1- Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
- 2- Follow program confidentiality policies concerning information about children, families, and other staff members;
- 3- Never leave a child alone or unsupervised while under their care;
- 4- Use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
- 5- All employees engaged in the award and administration of contracts or other financial awards sign statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

Violation of any of these standards for staff will result in disciplinary steps as appropriate based on the severity of the infraction. The Superintendent may exercise authority for suspension or other steps concerning discipline and termination as authorized by district policies and state law.

EMPLOYEE CONDUCT RULES

The following list of rules sets forth the required general employee conduct. All rules of Tacoma School District No. 10 now in force or hereafter adopted shall be observed by all employees. Administrators are authorized to subject an employee who violates any rule to discipline which may include verbal or written warning or reprimand as appropriate to the infraction. The superintendent may suspend an employee during an investigation and pending a hearing, if the superintendent deems the suspension to be reasonably necessary to protect the best interests of the district, and may exercise such other powers concerning discipline and termination as are authorized by law.

An employee shall not:

1. Falsify or omit material information from District records or any report or statement required of or submitted by the employee.
2. Use language or actions which are offensive or profane to a person of ordinary sensibilities.
3. Carry or smoke any kind of lighted pipe, cigar, cigarette or any other lighted smoking equipment or material, or chew or sniff a tobacco product on district property, including vehicles, as prohibited in Policy 4215, Use of Tobacco on School Property.
4. Damage, negligently or intentionally, property of the district, another employee, or student.
5. Take, use, convert, or possess without authorization funds, equipment, materials, or services of an individual or of the district for purposes not related to the district.
6. Endanger, negligently or intentionally, the safety of oneself or another person.
7. Provoke a fight or participate in a fight, except to take such defensive measures as may be necessary to protect oneself or anyone else who is the subject of an unprovoked attack.
8. Use threats or personal/political influence in an effort to secure promotion, leave of absence, transfer, change of evaluation, pay or other occupational advantage for oneself or another.
9. Induce or attempt to induce any district employee or student to commit an unlawful act in violation of any rule, regulation or policy applicable to the employee or student.
10. Carry a weapon on employer's time or premises. School security patrol, who have

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BEHAVIOR MANAGEMENT POLICY

POLICY:

The purpose of guidance is to create an environment in which children can experience success. In such an environment, children are encouraged, respected and nurtured. Children also gain the skills to cooperate with others, control their own behaviors, to resolve conflicts with others, and to understand the impact of their choices. Behavior management is a partnership between program staff and families based on trusting relationships and constructive intervention strategies. Methods employed in enforcing rules are balanced against the severity of the misconduct and appropriate to the student's nature and prior behavior. In the occasional situation when constructive strategies fail to protect other children and adults, the program reserves the option to determine appropriate action. All adults with children-staff, parents and volunteers who are responsible for or in contact with children, are required to use positive guidance strategies. These strategies are consistent with Tacoma School District Policy #3241 which allow for suspension and expulsion of a student when that student refuses to comply with written rules and regulations established for the governing of the school (and of the Head Start classroom). Corrective action for misconduct must reflect good faith effort on the part of staff.

PROCEDURES:

Establish the Foundation

- 1- Create a classroom environment that teaches, supports, and reinforces appropriate behavior choices, beginning at Gradual Start.
- 2- Use classroom routines and rules that are predictable and supportive.
- 3- Use planned activities or techniques to assist with transitions throughout the day.
- 4- Organize room environment with defined activity areas and clear traffic patterns
- 5- Organize materials on shelves into small, definable, usable amounts for one and two children.
- 6- Provide an active, challenging curriculum, which includes activities on empathy, self-esteem, and teaching the value of differences.
- 7- Implement the "Second Step Curriculum" for social skills development and conflict resolution.
- 8- Promote positive communication skills such as speaking clearly, listening and providing ample opportunities to converse.
- 9- Anticipate problems and work to avoid them.
- 10- Model appropriate behavior, teaming and good communication among adults.
- 11- Acknowledge children's appropriate behavior and feelings.
- 12- Give children choices of appropriate activities.
- 13- Give directions and instructions that are understandable and achievable.
- 14- Set clear limits and have realistic behavior expectations.
- 15- Assist children to solve interpersonal difficulties through peaceful means (ie: verbally identifying feelings, trading toys, saying please)

Level One of Strategies: Higher levels of adult intervention with positive guidance

- 1- Redirect children to appropriate activities.
- 2- Add or remove toys to create more space between the children and their activities, and clearly define separate play areas for each child.
- 3- Maximize attention on constructive behaviors and minimize it on negative behaviors.
- 4- Create experiences of success.
- 5- Verbalize the experiences the child has to help them evaluate their experiences.
- 6- Use natural and logical consequences.
- 7- Collect data to determine causes, intentions, and patterns in the behaviors to determine the most appropriate intervention.
- 8- Create situations where children give each other feedback about behaviors.
- 9- Communicate and work with parents to better understand and resolve the situation as documented in the family contact log.
- 10- Inform Program Specialist of the situation.

Level Two of Strategies: Managing Challenging Behaviors

- 1- Interact one-on-one with the child for a period of time.
- 2- Remove the child from the group for a short period of time and, if needed, provide the child with an alternate activity to help regain self-control.
- 3- Provide individualized activities that calm the child for transition back to the group.
- 4- Use verbal and non-verbal de-escalation techniques.
- 5- Move/remove a child for safety reasons after appropriate alternatives fail.
- 6- Request observation from Head Start Counselor.
- 7- Schedule emergency SST. The Head Start Counselor must be present and the parent must be invited.
- 8- Develop a behavior plan which must include the Head Start Counselor, staff and SST members.

Level Three of Strategies: Managing Out of Control Behaviors

These are extreme and repetitive behaviors that could not be managed with levels 1-3 of intervention. They are behaviors that cause physical or emotional harm to children (including themselves), to adults, or that involve the destruction of property. They may include behaviors that express extreme defiance of authority and continuously disrupt learning.

The following strategies require Program Specialist approval before using. A behavior plan must be in place, understood and signed, with every effort made and documented to include the parent.

- 1- Sending a child home. Each day a child is sent home, the child's log must be documented with the time the child was dismissed and the specific incident that required he/she to be dismissed.
- 2- Coordinating behavior plans with the building principals and other relevant adults.

The following strategies require the approval of the Head Start Assistant Director:

- 1- Scheduling a shortened day for a period of time.
- 2- Suspension for a short time to prepare plans for other support and/or parent communication.
- 3- Finding a more appropriate placement where the child may become more successful.
- 4- For special education children, the SRT must assist in coordinating these actions with all relevant Special Education staff.

These strategies may also require the approval of the Building Principal and the District Official assigned to Head Start:

- 1- Suspension for a period of more than one week.
- 2- Expulsion without having found a more appropriate placement

Prohibited Adult Interventions:

Adults will NOT use negative, humiliating or frightening strategies such as:

- 1- Verbally insulting, embarrassing, threatening, degrading or yelling at children.
- 2- Comparing children to one another.
- 3- Constantly using the words "don't", "stop", and "no"
- 4- Using food as a punishment or reward
- 5- Corporal punishment
- 6- Excessive amount of time at one activity or in one place
- 7- Inappropriate physical redirections such as pushing, pulling and grabbing
- 8- Promoting stereotypes or being judgmental
- 9- Using "isolation" out of sight of adult supervision
- 10- Making a child feel ashamed

STAFF PROCEDURES FOR CHALLENGING BEHAVIORS

Emergencies and First Time Incidences

1. HS Staff immediately contacts assigned Program Specialist (or another specialist) if there is a child who cannot be controlled after other constructive interventions have been tried.
2. HS Staff immediately contacts the parent or an emergency contact and arranges for the child to be picked up. If no one can, the Specialist or a Mentor goes to assist if possible.
3. The Program Specialist may decide to have the child stay home or in childcare the next day in order to meet with the parent and establish a short term plan in the event of further immediate disruptive behaviors.

Planning Interventions for Challenging Behaviors

1. Staff or Program Specialist plan an immediate SST (Staff Support Team Meeting).
2. Associate fills out "Identification of Concerns List" from SST forms book and identifies any parent concerns/information.
3. The SST identifies behaviors, conditions that trigger the behaviors, target constructive strategies and plan points to discuss with the responsible parent.
4. Program Specialist, Associate and appropriate staff meet with the parent to:
 - a. Discuss their child's behavior and responses to behavioral strategies tried in the classroom.
 - b. Mutually determine what other strategies might be successful.
 - c. Determine support services and resources that might be helpful to the parent.
 - d. Ensure that the parent is prepared to have the child picked up or suspended if necessary.
 - e. Write behavior plan and have parent sign it.
 - f. Set a follow-up meeting with the parent within a short period of time (one to two weeks)
5. Revisit the Plan with the Parent: If successful, continue to reinforce the same direction. If not successful, use observations to determine alternative steps to include strategies under challenging behaviors.
6. Conduct a behavior assessment if necessary for more information.

Credit: Above policy is based on the Puget Sound ESD Early Childhood and Assistance Program Behavior Management Policy and the Tacoma School District Student Conduct Policies #3241.

References: Federal Head Start Performance Standards and the Tacoma Head Start Service Plans for Early Childhood Development and Health Services Service Plan, 1304.21(a)(3)(i)(A-E)

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**Reporting Absences and Arranging Substitutes
Policy and Procedures**

Policy:

All Head Start para-educators, office and management staffs are to follow the District reporting of absence procedures and the substitute procedures. These procedures require that all staff educators must report their absences to the "SubFinder" System. Para-Educators must also call their classroom and their Program Specialists to inform them of their absence and anticipated return, Reporting to "SubFinder" and the assigned Program Specialist is required on Staff Inservice Days as well. The Management Specialists and Office Staff are required to call the main Head Start office, and if feasible, their direct supervisor as well.

Procedures:

1. Absences due to illness, extraordinary leave, and family leave:
 - a. Call or submit an absence online to SubFinder.
 - b. Head Start Associates and Advocates must request a substitute for their absence.
 - c. Educational Assistants should NOT request a substitute unless they have been granted special permission to do so from their Program Specialist Call your school's Time Keeper
 - d. Call your classroom team
 - e. Call your Program Specialist
2. Absences for professional development activities:
 - a. Requests must be submitted at least two weeks in advance to your Program Specialist for approval.
 - b. If approved, the Program Specialists will give the approved request to the Staff Development Secretary for processing.
 - c. The Staff Development Secretary submits the necessary paper work to arrange for a substitute. Preferences for a specific substitute must be submitted at the time of the initial request to the Program Specialist.
3. Substitutes when Extra-Help is needed in the classroom:
 - a. Contact the Program Specialist with your request for approval.
 - b. The Program Specialist then requests approval from the Assistant Director.
 - c. If approved, the Program Specialists will make the necessary arrangements from the Head Start main office.
4. Substitutes for vacant positions:
 - a. If there is a need for a long term substitute, the Program Specialist and the Assistant Director will make determine this determination. If there is a specific that is needed, the request for such person should be made to or by the Program Specialist.
 - b. Human Resources guidelines for long term subs must be followed.
5. Special Considerations:
 - a. In the instance, that a substitute is sent to a classroom in error, the Program Specialist should be contacted immediately. The Program Specialist will determine the placement of such a substitute.
 - b. When there is a shortage of substitutes, The Program Specialist will determine and implement a class coverage plan to ensure the safety of the children. Occasionally this requires that an assigned classrooms staff member may be temporarily re-assigned until other coverage can be arranged.

- c. When a substitute is not suitable for Head Start, the Head Start Associate and Advocate confer and complete the Substitute Feedback form and submit it to their Program Specialist. If further inquiry is necessary the Program Specialist gathers more information from the staff and submits the Feedback form to Human Resources. A copy is retained in the Head Start Office.
- d. Head Start parents cannot be long term substitutes in their child's classroom.
- e. Occasional short-term placements of substitutes, of 1 to 3 days, need prior approval from the Program Specialist.

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CONFERENCE AND TRAVEL POLICY

POLICY

Tacoma Head Start promotes the value of professional development for all staff. In addition, the School Board recognizes that it may be necessary and beneficial for board members, staff, students and agents of the district to travel outside of the Tacoma School District in carrying out district-related operations. Staff Training and Technical Assistance funds are allocated each year for national, regional and local professional development events. If there is sufficient funding from the general budget, additional opportunities may be available. Priorities for determining conference attendance is based first on Head Start and Region X sponsored events to ensure understanding of Head Start requirements. Secondly, it is based on events offering new knowledge and skills for direct job classification responsibilities. The third priority is opportunities that enhance the understanding of the broader community and national issues that affect the Head Start program and services.

All travel related to professional development events must comply with school district policies 6213 and 6213R, entitled Travel Authorization and Expense Reimbursement. The Assistant Director approves all local, regional and national conference attendance in coordination with the Staff Training Specialist. Each Para-Educator may attend up to 2 local one-day conferences (no overnight) as long as funds are available. Attendance at regional and national conferences is based on job position, years of service, prior conference attendance and budget restraints. Staff on probation or below average may not qualify for conferences unless specifically described in their improvement plans and approved by the Assistant Director.

PROCEDURES

1. The Head Start office sends out conference information to all staff or to staff for whom the material is pertinent. Timelines for the responses are listed in the notice. The travel, expense and reimbursement policies and procedures of the Tacoma Public Schools described in the Business Services Division Procedures Manual shall apply to all Head Start travel.
2. Staff may also request conference attendance by submitting a request via email or written notice to the Head Start office with sufficient time to review and process the request.
3. Regional or in-state (including Portland) overnight conference attendance requires three to four weeks processing time.
4. Out-of-state, overnight conferences require 2 months to allow for school board approval as required for all out of state travel.

Reimbursements

1. For local or regional conferences not requiring an overnight stay, mileage reimbursement is computed from the employee's assigned work location, unless the employee begins travel at a point nearer the destination.
2. Miscellaneous expenses are reimbursed according to District Regulation #3840 for travel-related expenses only. Program expenses require prior approval.
3. Receipts, mileage and reimbursement claims must be submitted within ten (10) days of end of trip *or* in accordance with timelines issued by the District.

PROCUREMENT AND TRAVEL CARDS

The board authorizes the use of procurement and travel cards for official district business. The superintendent or his/her designee is responsible for the authorization and control of the use of procurement and travel card funds, subject to final school board approval of payments.

Charges not allowed by the auditing officer shall be paid by the official or staff member. Any official or staff member who has been issued a procurement or travel card shall not use the card if disallowed charges remain outstanding beyond the established repayment date.

RCW 43.09.2855 authorizes political subdivisions to use credit cards. The district is authorized to use procurement cards for the purpose of procuring supplies, materials, and equipment costing less than \$1,000. The board also authorizes the use of a travel procurement card to pay for seminar registrations, lodging expenses, car rentals, and other miscellaneous business travel related expenses. The authorized standard credit limit per card shall be established by the superintendent or designee. Control of their use is the joint responsibility of the purchasing department and the finance department.

The superintendent shall establish procedures for the issuance and use of procurement cards.

Cross References: Board Policy 6213 Travel
6210 Purchasing: Authorization and Control

Legal References: RCW 42.24.115 Municipal corporations and political subdivisions –
Issuance of charge cards to officers and employees for
travel expenses
43.09.2855 Local governments – Use of credit cards

Adoption Date: 7/27/00

Revised Adoption Date: 6/13/02

ISSUANCE OF PROCUREMENT CARDS (Purchase and Travel)

- A. District administrators with BRC authority may request the issuance of a procurement card for employees by filling out a request form and sending it to the finance department. There are two types of procurement cards:
 - 1. Purchase card (used to purchase supplies and materials)
 - 2. Travel card (used for extended travel).

- B. Memorandum of Understanding
 - 1. All personnel using a procurement card shall sign a “Memorandum of Understanding” on the use of district issued procurement cards.
 - 2. Each school/department has the discretion to implement more stringent or additional internal control procedures for handling procurement cards.

- C. Safeguarding of Procurement Cards
 - 1. The procurement card should be adequately safeguarded and stored in a secured location when not in use.
 - 2. The finance department shall be immediately notified if a cardholder terminates or transfers.

Purchase Procurement Cards

- A. Uses
 - 1. The “purchase card” may be used to make current year purchases of district-related supplies and materials. Orders may be placed over the telephone, Internet, or onsite at vendor locations.
 - 2. The procurement cards shall not be used for the following, unless specifically noted below:
 - a. Salaries or wages;
 - b. Cell phones;
 - c. Cash advances;
 - d. Restaurants (except for procurement cards issued for ASB, superintendent, and board members);
 - e. Donation to charities;
 - f. Consultant/contractual services;
 - g. Furniture;

- h. Gifts (including flowers or meals for employees);
- i. Capitalized equipment (i.e., equipment costing over \$1,000);
- j. Staff development fund purchases;
- k. Airline tickets;
- l. Travel related items. (See travel card section.) (Note: the ASB fund procurement card may be used for travel expenses incurred in the course of approved ASB activities.);
- m. Food, except for ASB purchase procurement cards;
- n. Grant funded expenditures, unless approved by the superintendent or designee.

B. Theft-Sensitive Items

- 1. Theft sensitive items (as outlined in the purchasing guidelines) costing between \$300 and \$1,000, that are purchased with a procurement card, shall be reported to the purchasing department for possible inclusion in the fixed asset system.

C. Credit Limits

- 1. The standard credit limits are as follows:

	<u>Maximum per transaction</u>	<u>Maximum per Month per card</u>
Departments	\$999	\$10,000
Elementary	999	5,000
Middle	999	7,000
High	999	10,000

- 2. Higher spending limits may be approved by the superintendent or designee. This request shall be in writing and forwarded to the finance department.

D. Record Keeping

- 1. School/department shall use a “Procurement Card Sign Out Sheet” to control the use of the purchase procurement card.
- 2. Original documents (pre-approval, receipts, packing slips, invoices, order confirmations, statements, etc.) pertaining to the use of procurement cards must be kept at the school/department regardless of types of orders (i.e., telephone, Internet, etc.). Copies shall be retained for audit and reconciliation purposes at the school/department.

3. Each school/department must reconcile the items purchased in a timely manner.

Travel Procurement Cards

A. Uses

1. Travel procurement cards shall be used for extended travel-related only and include the following:
 - a. hotel/motel charges;
 - b. telephone charges;
 - c. car rentals;
 - d. registration fees; and
 - e. miscellaneous costs for ground transportation, baggage handling or parking.
2. Travel procurement cards may not be used to purchase food or airline tickets.

B. Credit Limits

1. The standard credit limit is \$5,000 per transaction and \$10,000 maximum per card per billing period. Higher spending limits may be approved by the superintendent or designee. This request shall be in writing and forwarded to the finance department

C. Record Keeping

1. Each school/department shall use a "Travel Procurement Card Sign Out Sheet" to control the use of the travel procurement card. Card use shall be tracked and monitored via "Travel Procurement Card Sign Out Sheet" form.
2. Original documents (pre-approval, receipts, packing slips, invoices, confirmation, statement, etc.) pertaining to the use of travel procurement cards must be attached to the Travel Expense and Claim and Detail Travel Expense Claim forms. Copies shall be retained for audit and reconciliation purposes at the school/department.

Approved 4/23/02

TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT

The board recognizes that it may be necessary and beneficial for board members, staff, students and agents of the district to travel outside of the Tacoma School District in carrying out district-related operations.

Travel Authorization

- A. International travel must be approved by the board in advance of such travel.
- B. Travel outside of the state of Washington must be approved by the board in advance of such travel.
- C. The superintendent or designee may authorize travel outside of Tacoma School District No. 10 and within the state of Washington. Requests to travel to Portland, Oregon, Vancouver, BC, and Victoria, BC, and within these metropolitan areas are to be treated as in-state travel.

Reimbursement

All reasonable, necessary, and substantiated expenses of an employee approved to travel by the board and superintendent or designee shall be reimbursable in accordance with district-adopted guidelines.

Employees traveling on behalf of the district and requiring a justified overnight stay shall be provided a daily per diem to cover all meals. The per diem allowance shall not exceed the approved IRS amounts.

Entertainment

Entertainment-related costs and alcoholic beverages are not construed to be incidental expenses and shall not be reimbursed.

Mode of Travel

- A. The district shall reimburse based on the most economical mode of travel.
- B. All air travel arrangements are to be coordinated through the district's designated travel agency and paid directly by the district to the vendor.
- C. When air fares and the necessary related expenses (e.g., rental car) are more economical but the employee is authorized to travel by automobile, the district shall reimburse based on the most economical mode of travel.

Legal References: RCW 28A.320.050 Reimbursement of expenses of directors,
superintendents, other school representatives, and
superintendent candidates – Advancing anticipated
Municipal corporations and political subdivisions--
Reimbursement claims by officers and employees--
Detailed account--Travel allowances and
allowances in lieu of actual expenses--
Certification—Forms

RCW 42.24.090 Municipal corporations and political subdivisions --
Reimbursement claims by officers and employees.

RCW 42.24.115 Municipal corporations and political subdivisions --
Charge cards for officers' and employees' travel
expenses.

RCW 43.09.2855 Local governments -- Use of credit cards.

State Auditor Bul.#301-III(D) – Employee travel expenses

Adoption Date: 9/26/02

TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT

Authorization

Travel requests and expense reimbursement claims, regardless of the amount, are subject to the authorizations designated below.

A. In State Travel

<u>Activity</u>	<u>Form to Use</u>	<u>Prior Authorization</u>
1. Registration only	Claim form	BRC authority*
2. Registration with:	Claim form	BRC authority*
a. Private auto mileage reimbursement		
3. Registration with:	Travel authorization	Cabinet level supervisor AND superintendent or designee
a. Private auto mileage reimbursement		
b. Per diem		
c. Overnight stay		

*All requests for reimbursement of expenses requires supervisor approval.

B. Out-of-State/Out-of-Country Travel

1. Registration with:	Travel authorization	Cabinet level supervisor, AND superintendent or designee
a. Private auto mileage reimbursement		
b. Per diem		
c. Overnight stay		AND board consent

C. The travel authorization and expense claim form should be completed and approved 45 days in advance of the departure date.

D. The travel authorization and expense claim form should identify any portion of costs to be paid/funded by an outside party and state whether it is to be a co-payment or reimbursement.

Extended travel

Extended travel is defined as travel that requires a justified overnight stay as defined by IRS and finance department guidelines.

Registration

- A. Registration fees may be charged to the district travel card, paid through accounts payable or be reimbursed.
- B. When the registration fee includes one or more meal functions, the travel authorization and expense claim shall carry a notation of that fact.

Hotel

- A. If more than one staff member uses a hotel room, the cost may be claimed by the individual making payment, with reference on each user's DETAIL TRAVEL EXPENSE CLAIM form to the other individual(s) using the room.
- B. If anyone accompanies an employee on a trip, the district shall reimburse at the single occupancy rate. The hotel should make such notation on the bill.
- C. If hotel space other than for sleeping is needed, a statement must explain the type of facility to be used and the reason additional space was required. This shall be part of the travel request.

Mode of Travel/Rental Cars

- A. District reimbursement shall be based upon the most economical mode of travel. Exceptions may be granted by the superintendent or designee when determined appropriate.
- B. Purchase of airfare must be coordinated through the district's designated travel agency and paid directly by the district to the vendor. However, employees may research with other travel agencies or airlines to obtain less expensive fares. The district designated travel agency must be given an opportunity to match the lower fare or provide a written release to purchase from another vendor. The district shall not be liable for air tickets purchased from a non-designated travel agency without a prior written release from the district's designated travel agency.
- C. Employees shall not purchase airline tickets directly unless given prior approval from the finance department based on extenuating circumstances.
- D. Even when air travel is the most economical mode of travel, the employee may choose to travel by automobile. However, the district shall reimburse the lesser of the amount of the airfare or of the mileage claimed. When a stopover or non-direct travel is requested, it shall be documented on the travel request form. The difference in fares from a direct flight shall be documented, if it exists, and the most economical fare shall be reimbursed.

- E. The use of a rental car requires prior approval. The request shall be made at the time the travel authorization is submitted. A statement of explanation must be attached and made a part of the travel authorization and expense claim form. The district shall authorize only one rental car for each four staff members when more than one staff member uses a rental car. The cost may be claimed by the individual making payment, with reference on each user's DETAIL TRAVEL EXPENSE CLAIM form to the other individual(s) making use of the rental car, or the payment may be made by the district travel card (reference on DETAIL EXPENSE CLAIM form).
- F. District employees are covered by district liability and automobile insurance while on authorized district travel. If a rental car has been approved on the travel authorization and expense claim form, the employee shall decline the insurance offered by the rental car company for the time period of district travel. The district shall not reimburse or pay for insurance provided by rental car companies.

Advanced Travel Funds

- A. Advance travel funds are available from the finance department upon request. Advanced funds are to be requested on the travel authorization and expense claim form at the time of submission. Travel advances shall be given for per diem or estimated meal costs (not to exceed per diem), lodging (if travel card is not used), and miscellaneous expenses such as ground transportation, baggage handling, parking fees, taxis, telephone. Advance travel checks shall be available at least three working days before departure.
- B. An employee, board member or agent of the district shall submit completed travel authorization and detailed expense claim forms to the finance department within ten working days of returning to work.
- C. Advances not repaid or accounted for on or before the tenth day following the close of the authorized travel period for which expenses have been advanced to employee shall bear interest at the rate of ten percent per annum from the date of default until paid (RCW 42.24.150). No additional advance shall be made if the intended recipient is delinquent in account for or repaying a prior advance. In the event the travel authorization and expense claim form and the DETAIL TRAVEL EXPENSE CLAIM form are not received by the tenth work day, immediate action shall be initiated to set up a payroll deduction for employees, or to hold any accounts payable due to non-employees, up to the amount of the travel advance, plus interest.

District Procurement Cards for Travel

- A. The district shall issue district travel cards to employees for the sole purpose of paying hotel costs, car rentals, registration and any other travel related expenses (except for food and airline tickets) for which the vendors shall accept a credit card.

- B. Employees shall return the travel card immediately upon returning to work. Employees who use district travel cards and board members who use district procurement cards shall submit a **DETAIL TRAVEL EXPENSE CLAIM** form to the finance department within ten working days of returning to work. Any charges against the travel card not properly identified on the travel authorization and expense claim or not allowed following the audit required under RCW 42.24.080 shall be repaid by the board member or employee by check or United States currency.
- C. If for any reason disallowed travel card charges are not repaid, the district shall withhold any or all funds payable or to become payable to the board member or employee up to the amount of the disallowed charges and interest at the same rate as charged by the company which issued the card.
- D. No board member or employee shall use the travel/procurement card if any disallowed charges are outstanding and shall surrender the travel/procurement card upon demand by the superintendent or designee; provided, however, in the event the employee is the superintendent, then the card shall be surrendered to the chief financial officer. The district has the unlimited authority to revoke use of any travel card if use becomes other than for which it was originally intended (RCW 42.24.115)

Reimbursement

- A. A per diem allowance based on the IRS standard federal per diem rates shall be used to cover reasonable and necessary living expenses (i.e., meals, including applicable sales tax, and tips to persons providing food and luggage handling type services). Original receipts are not required for per diem reimbursement. The daily per diem rates are updated annually. Per diem allowances are to be adjusted by 75% for later departure or early return, which results in less than a full day of travel time. If meals are provided for by some other source (i.e., included in conference or airline), it must be disclosed on the **DETAIL TRAVEL EXPENSE CLAIM** form.
- B. Meal expenses incurred by non-employees (i.e., agents of the district, parents, chaperones and students) shall be reimbursed at the lesser of cost or per diem. Original receipts are required to substantiate expenses whether requesting reimbursement for cost or per diem for all non-employees. Per diem allowances are to be adjusted by 75% for later departure or early return, which results in less than a full day of travel time. If meals are provided for by some other source (i.e., included in conference or airline), it must be disclosed on the **DETAIL TRAVEL EXPENSES CLAIM** form. Non-employees must provide receipts for **all** other expenses claimed regardless of cost.
- C. Reimbursement for hotel expenses shall be at an actual rate for single occupancy standard accommodations. Hotel expenses may be charged using district travel cards, purchase orders, or be reimbursed. Receipts and verification of single occupancy rates are required. The district shall not reimburse or pay for deluxe or premium accommodations without

justification attached to the claim. Reimbursement for such claims is discretionary and must have the appropriate administrator's approval.

- D. Business calls shall be reimbursed based upon actual cost as evidenced by a hotel receipt. Personal telephone calls to the employee's family or residence shall be reimbursed for travel requiring overnight lodging. Personal telephone reimbursements shall be limited to 1 or 2 per day and evidenced by an original receipt (i.e., hotel bill). Phone calls shall be limited to a reasonable length of time. BRC authorities shall review telephone expenses for reasonableness. If an original receipt cannot be provided, a written explanation along with telephone charges shall be submitted.
- E. Original receipts or vendor invoices must be provided for any "single" travel related item in excess of \$25.00 (i.e., shuttle service, airport parking, conference materials) **excluding** per diem.
- F. The district travel card shall not be used to purchase meals or airline tickets. Original receipts shall be submitted for all purchases such as lodging fees, registration fees, hotel room telephone charges, shuttle expenses, airport parking, car rental, train tickets, bus tickets, conference materials, etc.
- G. Entertainment-related costs and alcoholic beverages are not construed as incidental expenses and shall not be reimbursed or charged to the district travel card.
- H. Reimbursable expenses (i.e., transportation, lodging, etc.) shall be itemized separately on **DETAIL TRAVEL EXPENSE CLAIM** forms so they are readily identifiable.
- I. An employee shall not claim expenses incurred by another person, except as otherwise provided for in this regulation.

Receipts

- A. Original receipts or vendor invoices must be provided for any single item in excess of \$25.00 in order to obtain reimbursement (use **DETAIL TRAVEL EXPENSE CLAIM** form). Students and non-employee chaperones must provide receipts for all expenses claimed regardless of cost. When using a district travel card, all itemized receipts and travel card receipts from vendors must be provided (use **DETAIL TRAVEL EXPENSE CLAIM** form).
- B. All items billed directly to the district shall be disclosed and itemized on the travel authorization and expense claim form.

Local travel

Local travel is defined as travel that does not require a justified overnight stay as defined by IRS guidelines.

Registration

Registration fees may be charged to the district travel card, paid through accounts payable, or be reimbursed.

Reimbursement

- A. Reimbursement of private automobile mileage shall be computed from the employee's assigned work location unless the employee begins travel at a point nearer the destination. (For example, an employee leaving from home in Olympia to attend a meeting in Seattle shall claim reimbursement from the district work location to Seattle. An employee living in Fife shall claim reimbursement from Fife to Seattle.) Travel on non-work days shall be reimbursed from point of origin.
- B. Private automobile mileage is not reimbursed from an employee's home to a district work location except for required, non-compensated assignments outside the regular work day that have prior approval. In such cases, mileage reimbursement from the employee's home to a district work location is taxable per IRS rules and must be reported on employee's W-2.
- C. District employees are authorized to travel for district-related business. Reimbursement for private automobile mileage may be allowed. Registration and meals for conferences or conventions shall be reimbursed only with prior approval.
- D. Employees assigned to two or more in-district locations are authorized travel in accordance with the required schedule and shall be reimbursed based on the miles established on the district mileage chart for locations listed. Otherwise, odometer readings of the most direct routes shall be used.
- E. Reimbursement for private automobile mileage shall not exceed the current Internal Revenue Service rate per mile.
- F. Meal expenses may be reimbursed to board members and employees who are required to work through breakfast, lunch or dinner times while attending district business meetings that are held outside the district and that include participants who are not Tacoma School District employees. Information required for reimbursement shall include original receipts, the purpose (agenda) and location of the meeting, a list of attendees and the date and time of the meeting. The reimbursement shall not exceed the limit of budgeted amounts per annum for board members.

- G. An employee shall not claim expenses incurred by another person, except as otherwise provided for in this regulation.

Receipts

Original receipts or vendor invoices must be provided for any single item in excess of \$25.00 in order to obtain reimbursement; however, students and non-employee chaperones must provide receipts for all expenses claimed regardless of cost. When using a district travel card, all itemized receipts and travel card receipts from vendors must be provided

Schedule for Processing Claims/Return of District Travel Cards

- A. Reimbursement claims for travel requiring justified overnight lodging must be submitted to the finance department within ten working days of return to work. Other local travel and mileage claims should be submitted for each calendar month to the finance department by the fifth working day of the following month, except that claims may be deferred until the claims total at least \$25.00. All travel claims, regardless of the amount, must be submitted no later than thirteen working days after August 31 of each year or reimbursement shall not be made. All travel cards must be returned to the card custodian immediately after return to work.
- B. If reimbursable costs exceed estimated expenses as shown on the travel authorization and expense claim by ten percent or \$100, whichever is less, then approval by the appropriate administrator must be obtained prior to submitting the travel authorization and expense claim and the **DETAIL TRAVEL EXPENSE CLAIM** forms to the finance department.

Approved 5/7/02

**TACOMA PUBLIC SCHOOLS
HEAD START
EMPLOYEE HIRING POLICY**

Policy

Tacoma Head Start is committed to hiring qualified staff that understands and is committed to the Head Start philosophy as presented in the performance standards. All screening, recruitment and hiring follows the Tacoma School District Personnel Policies. In addition, Head Start follows employee hiring procedures in accordance with the Human Resources Management and Program Governance sections of the Head Start Program Performance Standards. In addition, any applicable requirements in the Head Start Act will be adhered to also.

Procedure

1. Program position vacancies or new positions will be posted in accordance with School District guidelines and timelines for postings.
2. The Head Start Assistant Director or Head Start-ECEAP Director will screen applications for candidates for interviewing.
3. Screening of candidates is based on the job qualifications and requirements on the Policy Council approved job descriptions.
4. Parents serving on the Policy Council will be eligible to participate on the Interview Committees. If no parent is able to attend, the staff proceeds without parent representation. The Policy Council Advocate will submit the names of the parents that were contacted so that the names may be included on the Hiring Recommendations form.
5. The Head Start Director or Head Start-ECEAP Director determines the date and time for interviews, giving parents at least two working days notice. The goal is for the interview panel to consist of at least one but no more than two parents. Other participants will depend on which position is open.
6. Hiring recommendations are forwarded to the School District Human Resources Department for completion of the process.
7. The Recommendations for Hires will be prepared and presented to the Policy Council by the Assistant Head Start Director. The recommendations will be presented for approval at the next Policy Council meeting after the candidate has accepted a job offer from the Human Resources department.
8. Human Resources is the authorized department to offer employment, schedule district orientation, receive official transcripts and Para-competency test results, take fingerprints and confirm the start date.
9. All Head Start Para-Educators must meet their job description educational requirements. All candidates will be informed of these requirements at the time of interview. All Head Start Para positions are exempt from the District "No Child Left Behind Requirements" but must meet them to transfer to positions outside of Head Start.

10. After hiring, Head Start staff have two years to complete remaining credits in Early Childhood Education and Family Service.
11. Substitutes: Head Start and ECEAP substitutes are exempt from the Para-competency test or any degree requirements. They are to attend the Head Start-ECEAP Volunteer & Substitute trainings. If no training is scheduled and the substitute is hired by the District and working regularly, they are to be oriented by the Head Start Training Specialist. Candidates must comply with the application process as determined by Human Resources.
12. Hourly Childcare and Interpreters: Hourly Childcare and Interpreter Staff, like substitutes, are exempt from the Para-competency. Designated Head Start staff are to recruit, interview, complete phone references and recommend hiring to the Head Start Assistant Director who then makes the formal recommendation to Human Resources
13. According to the Head Start Act the Policy Council approves and submits to the governing board decisions regarding the employment of program staff, consistent with the governing board responsibilities of the law as listed in the next item of this policy. This includes criteria for employment and dismissal of program staff. [Public Law 110-134, section 642]

The following exceptions apply:

- ❖ Head Start assigns Para-educator staff working under their same job description to different Head Start sites or classrooms and as approved by Human Resources.
 - ❖ Head Start Administration approves or disapproves a transfer request to another site or classroom from a Para staff member working under the same job description and as approved by Human Resources.
 - ❖ Head Start Administration approves the status change from temporary to permanent staff working under the same job description and with approval of Human Resources.
 - ❖ Hourly staff and substitutes.
 - ❖ Contracted Services.
14. According to the Head Start Act, the governing board shall, "approve personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency." In Tacoma Head Start, the Head Start-ECEAP Director and Head Start Assistant Director are the only positions that this part of the law would apply to. [Public Law 110-134, section 642]

**Tacoma Public Schools
HEAD START**

Open

Tacoma Public Schools
HEAD START

New Employee Orientation Policy

Policy

All new Head Start employees including consultants attend a Head Start Orientation within 10 days of employment. Employees, but not consultants also attend a District Orientation at the Human Resources Department of Tacoma Public Schools. Information to be addressed includes program philosophy and goals, performance standards, Tacoma Head Start service plans, and an introduction to policies and procedures. New program staff will be oriented on a one to one basis and/or by small group orientation trainings periodically scheduled throughout the year to address program implementation issues. Such trainings will be designed to meet the individual needs of the new staff member.

For Volunteer Orientation see Head Start Parent Volunteer Policy 5.17 and Head Start Community Volunteer Policy 5.07.

Procedure

1. New Staff members attend Human Resources Orientation scheduled by HR.
2. Head Start management staff are assigned to orient new staff to conduct individual or small group orientation with support staff providing additional program information.
3. Assigned staff member contacts new staff member to schedule orientation.
4. Orientation is conducted. See attached check lists for procedures and timelines.
5. Documentation of orientation is signed and submitted to the Head Start Administrative Secretary by both new staff member and Head Start staff conducting the orientation.
6. The Head Start Specialists provide an individual orientation to new settings and/or job classifications to staff members that change positions within the Head Start Program.
7. The Director provides orientation to management and office staff with support from specialists.

TACOMA PUBLIC SCHOOLS HEAD START NEW EMPLOYEE ORIENTATION CHECK LIST PROCEDURE

Name _____

Date of Hire _____

School _____

Position _____

School Phone Number _____

Please Date Each Line

As Scheduled by Personnel

Orientation to Personnel: Human Resources

- _____ Attend Tacoma Public Schools District Orientation
- _____ Absence / Leave (Call for Substitute) Procedures
- _____ Job Description
- _____ Hepatitis B Blood Borne Pathogens Policy
- _____ Sexual Harassment Policy
- _____ Employee Conduct Policy

(Within 10 days)

Orientation to Procedures: Program Specialist (with office support staff)

- _____ Tour of School
- _____ Observation of an additional center
- _____ Review Center Primary Responsibility List
- _____ Review Reimbursement Form
- _____ Review Class Coverage Form
- _____ Review Order Form
- _____ Review Mileage Reimbursement Form
- _____ Phone/Answering Machine at school
- _____ Computer/Audio Visual at school
- _____ Purchasing Procedures and Supplies & Budget
- _____ Review Substitute Procedure
- _____ Flex Time/Extra Work Claims & Definitions
- _____ Staff Health Requirements:
 - _____ First Aid Training/CPR (Within 60 calendar days of Hire)
 - _____ Physical Exam and TB Test (Within 60 calendar days of Hire) (Attached)
 - _____ Food Handlers Card (Within 30 calendar days of Hire)
- _____ Full-time staff attend Policy Council Meeting (Within 90 days)
- _____ Map of Head Start Locations
- _____ Tour of Madison
- _____ Introduction to Staff
- _____ Overview of Head Start Organizational Structure
- _____ Chain of Command
- _____ Head Start Program Calendar
- _____ Head Start Staff Training Calendar
- _____ Staff Development Training Funds (PA20, Career Development, Head Start Training Record Keeper)
- _____ Orientation to General Program Policy and Procedures
(See Head Start Policies and Procedure Manual)
- _____ Orientation to Head Start Performance Standards
- _____ Tacoma Head Start Service Plans and Related Policies and Procedures
- _____ Transcripts (official & unofficial) and 24/12 & 10 credit requirements

For Staff Changing Positions

- _____ Submit any required additional coursework within 30 days
- _____ Review Educational Responsibilities List
- _____ Review Job Description

Attached: Staff Health Certification Form

Signed _____
(Staff Orienting New Employee)

Date _____

Signed _____
(New Employee)

Date _____

Tacoma Public Schools
HEAD START

New Office and Management Employee Orientation Topics

Name _____ Date of Hire _____

Position _____ Work Phone #: _____

Work Schedule: From _____ to _____ Breaks _____ Lunch _____

(Please date each line)

Head Start Director:

- _____ Rosters
- _____ Head Start and District Organizational Chart
- _____ Head Start

Policies and Procedures Manual

- _____ Calendars: Head Start and District and Work Schedule Calendar
- _____ Job Duties and Responsibilities
- _____ ICS Emergency Plan

Enrollment Technician:

- _____ Log-ins, computer, network; Walker, HSFIS, email, etc.
- _____ Technology

Main Building Secretary:

- _____ Keys
- _____ Scan #, log-ins, telephone code for long distance, office phone numbers
- _____ Buildings tour
 - Staff room, drinking water
 - Head Start locations map
 - Cafeteria-cook
 - Custodian
 - Bathrooms
 - Building Administrator, other departments
 - Parking
 - Mailboxes
 - Portable, Gym, Round Building
- _____ Red Book Ordering/Receiving, supplies, closets
- _____ Earthquake Kit/First Aid
- _____ Files, filing cabinet locations

Administrative Secretary:

- _____ Payroll Issues
- _____ Vacation Requests/sick leave/extra work, etc.

Secretary in Specialist's Portable:

- _____ Health Requirements (Physical/TB form)
- _____ Transcript Requirements
- _____ Career Development Policy
- _____ Staff development funds (opportunities and procedures)
- _____ Outside Vendors Ordering/Receiving, Procurement Cards, Reimbursements

Signed _____ Date _____
(Staff Orienting New Employee)

Signed _____ Date _____
(New Employee)

Tacoma Public Schools
HEAD START

NEW EMPLOYEE INFORMATION SUPPLEMENT

- School Board Policy #3630, Employee Conduct Rules - 3.05
- School Board Policy # 4415, Non-Discrimination - 2.06
- School Board Policy #4410, Sexual Harassment - 2.10
- School Board Policy #4410.1, Discrimination Complaint Procedure (see District)
- School Board Policy #5550, Conflict of Interest - 2.12, 2.14
- School Board Regulation #5550.2, Use of District-Owned Material and Equipment (see District)
- School Board Regulation #5550.3, Nepotism - 2.13
- School Board Policy #3645, Reporting Governmental Misconduct (see District)
- School Board Regulation #3645.1, Reporting Governmental Misconduct (see District)
- School Board Policy #2365, Student Discipline - To Do
- Drug-free Workplace Act and Drug-free Schools & Communities Act Compliance Notice - 2.05
- Alcohol and Other Drug Resource Guide for Staff (see District)
- HIV/AIDS and Hepatitis B Information Guide for Staff (see 5.03 & District)

Tacoma Public Schools
HEAD START

Employee Qualifications Policy and Procedures

POLICY

The Tacoma Public Schools Head Start Program strives through its recruitment and hiring process to select the most highly qualified individuals. All staff are expected to have knowledge of and agreement with the philosophy, purpose and goals of the National Head Start program and the manner in which these are implemented within the Tacoma Head Start Program. They are expected to have the ability to relate positively with parents and children and to maintain effective working relationships with a variety of people. Tacoma Head Start staff are expected to understand, accept and act in a manner that supports the wide diversity of race, ethnicity, culture and life styles among the families and the Tacoma community.

PROCEDURES

Each job description defines the qualifications for each position and is categorized by the following District job classifications represented in the Head Start Program.

Job Classifications

Regular Positions

- Administration..... Director, Assistant Director
- Professional Technical..... Budget Technician and Enrollment Technician
- Office Professionals..... Secretarial and Enrollment
- Teachers, Certificated ESAs..... All Specialists
- Para-Educators..... Head Start Mentors, Policy Council Advocate, Head Start Associate
Head Start Advocate, Head Start Educational Assistant

Non-regular, Hourly Positions

- Childcare
- Interpreters
- Early Childhood Aides

Minimum Qualifications for Head Start Positions

The minimum qualifications for all Head Start positions are stated on each individual job description that has been approved by the Human Resources Department. The job descriptions are revised as required by Human Resources or as requirements change in the Head Start Act. The Policy Council reviews and approves all Head Start job descriptions on a three year cycle. The recommendations from Policy Council are then sent to the Human Resources Department where the final approval is made.

Tacoma Public Schools
HEAD START

STAFF HEALTH POLICY AND REQUIREMENTS

POLICY

It is the policy of the Tacoma Public Schools Head Start Program that staff meet essential health requirements to ensure the ongoing health and safety of the children and families in their care. Requirements vary by staff positions and the amount of time they spend with children. Staff must meet these requirements at the point of hire and keep them current. Physical and TB tests are required every five years, First Aid/CPR cards are renewed every one-two years based on the expiration date on the card and Food Worker cards are renewed every two-three years, based on the expiration date on the card.

REQUIREMENTS

Regular classroom staff, mentors and classified parent involvement staff must have current physical, TB test, First Aid/CPR, and Food Worker training. Program and Health Specialists must have current physical, and TB test. Health Specialists must also have current First Aid/CPR training. The Director, Family/Community and Staff Training Specialists and all Office Staff are required to have a current physical and TB test. Any previous exam and TB test from within the last 12 months is acceptable.

Hourly interpreters, child care and other non-regular staff who work 15 hours or less per week, have varying requirements depending on their positions.

- Hourly Early Childhood Education Aides are not required to have a physical, but are required to complete a TB screening questionnaire and any necessary follow-up. They are not required to have First Aid/CPR or Food Worker permit.
- Hourly child care staff are not required to have a physical, but are required to complete a TB screening questionnaire and any necessary follow-up. They are not required to have First Aid/CPR or Food Worker permit if teamed with staff who meet this requirement.
- Hourly interpreters are not required to have a physical but are required to complete a TB screening questionnaire and any necessary follow-up. They are not required to have First Aid/CPR or Food Worker permit.
- Substitutes are not Head Start staff and cannot be required to meet these requirements. However, these tests and training are recommended, especially for long-term substitutes.

Newly hired staff must complete and submit verification of their physical exam and TB test within 60 days of hire date. If the TB test results are known to be positive, a note from a physician clarifying any potential exposure risk is also acceptable. Food Worker training must be completed within 30 days of hire and First Aid/CPR training completed within 60 days of hire. All verifications of exams and trainings, including renewals of these requirements are to be submitted to the Staff Development Secretary. Refer to the "Head Start Staff Health Requirements Resources" for certification trainings in Food Worker and First Aid/CPR availability.

Failure to comply with these requirements is considered in violation of TPS Policy 5010, Employee Conduct Rules and Head Start Performance Standards. The Head Start Director and District Human Resource Office will determine appropriate personnel action for staff not in compliance with these requirements.

Head Start Staff Health Requirements Resources

First Aid/CPR Training

This class is offered monthly at the TPS Staff Development Center. You must pre-register on-line at www.tacoma.k12.wa.us. Staff out of pocket expenses are not reimbursable from Head Start nor the District as it is a District Sponsored Class. Para-Educators are eligible to receive payment for training time from their Staff Development Funds. Request these funds by checking the appropriate column on the sign-in sheet at the time of the district First Aid/CPR training.

Hourly staff, (classroom substitutes, interpreters and childcare staff) who have received at least one paycheck are also eligible to take First Aid/CPR training through the district for \$5.00 No Head Start nor Staff Development reimbursement is available.

Alternative First Aid/CPR training is offered in the community through the Red Cross, 474-0600 or on-line at www.rainier-redcross.org (ask regarding Scholarships) or at your local Fire Department. The Training Fee is not reimbursable from Head Start but is reimbursable from the Para Educator PIP-(workshop) Fund. Para-Educator staff are eligible to receive payment for training time from the Staff Development Funds if you attended the class outside of your regular work hours.

Food Worker Card

There are now three options for getting your Food Worker Card in Pierce County. All options cost \$10.00. Staff are eligible to receive payment for training time through the Para-Educator Staff Development Fund if you attended the class outside of your regular work hours. The \$10 fee can also be reimbursed through Professional Development. Staff should contact the Classified Professional Development department with questions on how to access these funds.

- You can complete the Food Worker class online at www.foodworkercard.wa.gov. You will need to have a credit card number to pay for the online class, test, and print the card.
- Computer kiosks are available by appointment only at the Tacoma Pierce County Health Department. Call (253) 798-6460 to make an appointment. Staff need to bring picture identification and \$10.00 cash to the appointment.
- The Food Worker Card class is offered at the Tacoma Pierce County Health Department. Staff need to bring picture identification and \$10.00 cash to the training.

Call the Pierce County Health Department at 798-6475 for current Food Worker card class information or log on to: <http://www.tpchd.org>

Staff Health Certification Form and Tuberculosis Test

Physical exams can be completed by each staff member's local physician. See the Staff Development secretary for a copy of the Head Start Staff Health Certification form. If payment is a concern, please contact the Health Specialist for low cost resources and insurance information.

Hourly Staff Tuberculosis Screen/TB Test

Hourly staff (Interpreters, Childcare) need to complete the Hourly Staff Tuberculosis Screening Questionnaire. If hourly staff screen positive (one or more checks) the Tuberculosis Test is required. If payment is a concern, please contact the Tacoma Pierce County Health Department at 798-2987 for low cost Tuberculosis screening sites. Head Start does not pay this fee.

Thank you for your prompt attention to these important Head Start job requirements.

Tacoma Public Schools
HEAD START

SALARY, BENEFITS, AND LEAVE POLICY

POLICY

Working hours, salary schedules, absences, leaves and vacations are set by the Tacoma Public Schools in keeping with each Employee Job Classification Bargaining Unit. Tacoma Head Start has the following job classifications: Professional Technical Employees (PROTECH) for the Budget Enrollment Technicians; Office Professional Employees (OP) for the Enrollment, Portable, and Front Office Support staff; Teacher Educator's Association (TEA) for the Certificated Specialists; and the Para-Educator Employees (Paras) for the classified Policy Council Advocate and the classroom staff of Lead Teachers, Advocates and Assistants. Benefits include health and the required social security, unemployment, insurance, retirement, industrial injury, disability and any other payroll taxes required by law. Full procedures are described in each Employee Bargaining Unit. The following procedures are a summary from all Employee Units.

PROCEDURES

Salaries and Benefits

1. Salaries and benefits are negotiated annually with each Employee Bargaining Unit based on the State Budget for education and the agreed upon Cost of Living Adjustment (COLA). They are pro-rated based on the amount of time worked each week.
2. If there are insufficient Head Start COLA and Quality fund increases to the grant to meet the District awarded COLA, steps and benefits increases, Head Start must reduce expenditures in non-personnel and, if necessary, in personnel, to meet the mandated costs increases.
3. COLA and step increases (each year warrants a step increase up to the total number of years allowed within each bargaining unit) are allocated annually on September 1 of each year, which is the beginning of the District's annual fiscal year. The twelve month Head Start staff salary increases begin July 1 of each year.
4. Step increases are awarded to employees according to their respective Bargaining Units. Staff must work a total of 115 days to qualify for a step increase for the next year.
5. In the event that an employee is promoted within the same bargaining unit he/she will be placed at the salary step that is just above their prior salary.
6. In the event that an employee is promoted to a new position in a different bargaining unit, the District Human Resources Department will determine his/her position on the new salary schedule with accompanying benefits.
7. Employee Bargaining Units award differently for advancements in education.
8. In the event that an employee is downgraded he/she will be placed at the highest salary for which he/she qualifies at the new grade. Downgrades occur for reasons of performance or failure to complete the required educational coursework or degree for their position. The

employee may negotiate with the Head Start Director and Human Resources for a temporary reduction in pay until the required coursework is completed within a set timeline.

9. Each employee is responsible for getting documentation of coursework and degrees to the Head Start Administrative Office and to the District Human Resource Office. This documentation is required to meet Head Start Education requirements for different positions.

Leaves

1. Each Employee Bargaining Unit is awarded different amounts of vacation and sick leave on an annual basis.
2. Holidays are the same days for all Employee Bargaining Units and are set in each year's District calendar. Head Start staff and program following the same schedule.
3. Education, Family and Medical leaves are provided in each Employee Bargaining Unit. The District Human Resources Department and not the Head Start Director grant these leaves.

Overtime

Each Employee Bargaining Unit has different overtime procedures. Office Professionals and Pro Technical Staff qualify for overtime on a daily contracted workday basis. Para Educators qualify on a weekly contracted basis. Certificated staff do not qualify for overtime or comp time. They may use optional days and their Personal Responsibility Stipend Hours (PRS) for work beyond contracted hours. "Exempt" positions do not qualify for overtime and are required to work to meet work demands.

Tacoma Public Schools
HEAD START

Evaluation and Supervision Policy and Procedures

POLICY

The Tacoma Public Schools Head Start Program follows the Tacoma Public Schools supervision and evaluation policies and procedures described in collective bargaining agreements for each employee unit. The purpose of the supervision is to ensure that program expectations and requirements are maintained at a level that ensures program compliance and assists staff to become increasingly skilled. This is accomplished through monitoring, observation and feedback. The evaluation process is to be used to identify the employee's skill level, knowledge and working relationships with staff, students and parents. When there are performance concerns, Head Start and the District provide additional training and resources.

PROCEDURES

1. Evaluations for new employees shall be completed within three (3) months of employment date and prior to the end of the school year. All employees will be observed/evaluated yearly.
2. Evaluations shall be completed by the appropriate administrator and/or supervisor within the required contract timelines. Employees shall be notified by November 15 annually regarding who will be designated as the evaluator. Para-educators will also be notified as to which other Head Start Specialists will give input into their evaluations.
3. Each evaluator shall meet with each employee no later than November 15 annually in order to acquaint staff with the process to be followed regarding the annual evaluation, to answer questions pertaining to the format for evaluations, and to review general and specific expectations for job performance.
4. In the event that the evaluator anticipates an unsatisfactory or a lowered evaluation when compared to the previous year, the employee will be given an opportunity to discuss performance and discuss suggestions for improvement with adequate time to improve performance, or challenge the inclusion prior to its placement in the evaluations.
5. See each bargaining unit for specific procedures.

Tacoma Public Schools
HEAD START

Employee Progressive Discipline/Dismissal Policy and Procedures

Policy

The Tacoma Head Start Program follows the Tacoma Public Schools policies for progressive discipline and dismissal. The employee can be dismissed on two bases. The first is for disciplinary reasons for violating Policy 3630, which describes job responsibilities and Employee Conduct. Any violation of these rules may be sufficiently serious to constitute a case for suspension or termination of employment. The second basis is for poor performance in relationship to job duties and responsibilities. Through both processes the goal is to achieve and maintain a setting that conveys clear expectations, a supportive climate to improve performance and resources to support that improvement. The reasonable standard of performance and conduct are defined by Head Start program requirements, performance expectations, employee bargaining unit agreements, job classification and position descriptions. Performance feedback, monitoring results and observation are used as supervisory tools to assess the employee's job performance and is summarized in the annual evaluation process.

Procedure

Disciplinary Action

When an employee has violated an employee conduct rule, the supervisor informs the employee and notifies the District Human Resource Department. Human Resources then determines if the matter can be settled at their level or referred to the District legal office. For less serious infractions Human Resources can direct the supervisor to write a letter of reprimand. For more serious infractions the legal office may recommend suspension or termination to the Superintendent. The Superintendent is the only one who can formally approve probation, suspension or termination, which are ultimately approved by the school board. The Policy Council approves all terminations. Temporary suspensions can be granted with pay until the infraction can be fully investigated. The Superintendent can grant conditional status which means that any repeat offense will or may result in immediate termination.

Probationary Action

The probation procedure may move progressively from informal to formal with the number steps determined by the type and intensity of the performance concern. The progressive formal steps are described in improvement plans that clearly state the performance concerns and the performance that is expected with timelines for review with the employee. Employee bargaining unit timelines and procedures must be followed. The following is a summary of steps that may be taken. Initially, informal conferences are held in which the performance or conduct concern is explained by the supervisor and the employee has the opportunity to respond. Expectations are clarified and examples given. If the same concerns continue, additional conferences may be held. Depending on the frequency and intensity of the problem, the supervisor decides when it is necessary to place a staff member on an improvement plan. An improvement plan may precede probation and lead to improved performance thus avoiding probation. If the improvement plan is not met in a satisfactory manner, the supervisor may recommend probation to the Human Resources Department. Final approval must come from the Superintendent's office.

Tacoma Public Schools
HEAD START**CAREER DEVELOPMENT POLICY AND PROCEDURES****POLICY**

Tacoma Public Schools Head Start is firmly committed to encouraging and promoting the education and training opportunities for all Staff. To this purpose, there are both Head Start and School District funds for staff to take advantage of these opportunities. The funds enable staff to enroll in workshops and conferences at the national, regional and local levels. Attendance at conferences and trainings is determined by the Assistant Director based upon individual requests as conference and training announcements are made. Decisions are based upon employee need, availability of funds and frequency of prior attendance at conferences. District funds for use by staff are determined by their separately negotiated contracts. Head Start funds for conferences are determined by the Director based upon individual requests as conference announcements are made. For further information refer to negotiated employee contracts. College coursework is funded by Head Start in accordance with the procedures described here.

DISTRICT TRAINING FUNDS

The following describes the funds available to staff according to their separately negotiated contracts and how Head Start funds are used to further extend training.

1. **Office Professional and Professional Technical Staff (OP/PT)**
Availability of funds for professional development are outlined in the contract negotiated by the Tacoma Public Schools and the OP/PT Union. Head Start OP's and PT's are responsible for adhering to the terms of the contract to access these funds. The Head Start Training Specialist and staff in the TPS Professional Development Department are available to assist. Any request to use Union negotiated professional development money that requires prior approval, must be approved by the Head Start Assistant Director.
2. **Head Start Para Educators**
There are sources of educational program funds available to Paras through their Union negotiated agreement. Availability of funds for professional development is outlined in the contract negotiated by the Tacoma Public Schools with the Para-Educator Union. Head Start Para-Educators are responsible for adhering to the terms of the contract to access these funds. The Head Start Training Specialist and staff in the TPS Professional Development Department are available to assist. Any request to use Union negotiated professional development money that requires prior approval, must be approved by the Head Start Assistant Director.
3. **Head Start Certificated Staff**
Availability of funds for professional development is outlined in the contract negotiated by the Tacoma Public Schools with the Union for Certificated Staff. Head Start Certificated staff are responsible for adhering to the terms of the contract to access these funds. The options include the use of Optional Days and Professional Development Funds. The Head Start Training Specialist and staff in the TPS Professional Development Department are available to assist. Any request to use Union negotiated professional development money that requires prior approval, must be approved by the Head Start Assistant Director.

Tacoma Public Schools
HEAD START

HEAD START TRAINING FUNDS

Head Start Para Educator Training Funds

Through the PA 22-General Operating and PA20- Training and Technical Assistance budgets, the Tacoma Head Start program annually allocates funds to support staff in meeting their educational requirements described in their job descriptions. This includes, but is not limited to, credits in early childhood education, family support and child health. Funds can also be used to meet the requirements of the Head Start Act and other priorities outlined by the District or the Office of Head Start.

HEAD START ACT OF 2007

Teacher Qualifications

The Head Start Act of 2007 (Public Law 110-134) set forth new standards for Teacher qualifications. The Act states 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.

Tacoma Head Start staff working toward degrees that meet the above requirements, will be supported, to the extent funds are available, in acquiring the above degrees. They must meet with a college Advisor and develop a degree plan. The degree plan must be submitted to the Training Specialist. Only courses on the degree plan will be supported with Head Start funds.

Teacher In-service Requirements

According to the Head Start Act, each Head Start teacher shall attend not less than 15 clock hours of professional development per year. Such professional development shall be high quality, sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and regularly evaluated by the program for effectiveness. The Head Start Training Specialists will schedule and maintain records to ensure that this requirement is met.

Service Requirements

In order for Head Start agencies to comply with the teacher qualification requirements, individuals who receive financial assistance under this subchapter to pursue a degree to meet the 50% bachelor degree requirements shall:

- a. teach or work in a Head Start program for a minimum of 3 years after receiving the degree; or
- b. repay the total or a prorated amount of the financial assistance received based on the length of service completed after receiving the degree.

The Tacoma Head Start program will fully implement this requirement after the Office of Head Start has developed and distributed regulations.

Use of Head Start Funds

The Office of Head Start requires that any Federal funds provided directly or indirectly to comply with the teacher qualifications requirements shall be used toward degrees awarded by an institution of higher education, as defined by section 101 or 102 of the Higher Education Act of 1965 (20 U.S.C. 1001, 1002).

Tacoma Public Schools
HEAD START

Professional Development Plans

According to the Head Start Act, "each Head Start agency and program shall create, in consultation with an employee, a professional development plan for all full-time Head Start employees who provide direct services to children and shall ensure that such plans are regularly evaluated for their impact on teacher and staff effectiveness. The agency and the employee shall implement the plan to the extent feasible and practicable."

In Tacoma Head Start, the positions that provide direct services to children are Associates, Advocates, and Educational Assistants. All staff in these positions will have a Staff Development Plan each year. The plans for the Associates and Educational Assistants will be developed jointly with the Program Specialists. The plans for the Advocates will be developed jointly with the Program Specialist, Health Specialist and the Family-Community Specialist. The services of the Training Specialist will be available to support the implementation of such plans. Timelines for the staff development plans will be determined annually by the Assistant Director.

Accessing Head Start Funds for College Classes

- 1- The Head Start program will pay tuition for a maximum of \$250 per quarter.
- 2- Any staff that wants to use Head Start funds to pay for college courses must apply for federal financial aid first. Staff must complete the "Free Application for Federal Financial Aid" online. The application may be completed at <www.fafsa.ed.gov>.
- 3- Staff must submit a copy of the FAFSA report indicating that they are eligible for or that they have been denied financial aid. A copy of the report must be placed in a confidentially sealed envelope and submitted to the Training Specialist. All information on the report will be kept confidential. Staff may blacken out social security numbers for added protection.
- 4- If the staff person qualifies for a federal grant, the grant funds must be accessed first. Head Start staff are not required to take out a loan to pay for courses.
- 5- Employees should use all negotiated Professional Development funds available to them. Refer to the professional development section of the District's website for further details.
- 6- Federal funding guidelines require that Head Start funds can only be used as a last alternative. If financial aide does not cover the entire costs of tuition, then the Head Start program will pay a maximum of \$250 per quarter.
- 7- Staff must contact the Head Start Training Specialist or Support Secretary and have the class preapproved. They will determine if it is an ECE class or Family Services class.
- 8- After approval you will be give a "Voucher Approval Form." The employees should then register for the class.
- 9- After registering, bring a copy of your completed registration form to the Head Start Administration office. The Support Secretary will give you a voucher to take back to the college.
- 10- Take the voucher to the college's finance office (or registration desk) and they will apply it toward the cost of your tuition.
- 11- Grades must be submitted no later than 14 days from the end of the quarter. Employees are required to have a grade of C or better. Transcripts must be submitted to the Training Specialist or Support Secretary. Failure to have a grade of C or better or failure to submit a copy of grades may cause the employee to be denied access to Head Start funds in the future.

Head Start Funds for Conferences and Workshops

Head Start Training and Technical Assistance funds are allocated for attendance at national, regional, state and local conferences Attendance at conferences and trainings is determined by the Assistant Director based upon individual requests as training announcements are made. Decisions are based upon employee need, availability of funds and frequency of prior attendance at conferences.

Tacoma Public Schools
HEAD START

See 3.08 State Conference and Travel Policy for more details. All decisions regarding travel and payments for college courses, conferences, and workshops will comply with the applicable policies of the Tacoma Public Schools.

Tacoma Public Schools
HEAD START

AUTHORIZATION FOR PAYROLL DEDUCTION FOR COLLEGE COURSEWORK

I understand and agree that in allowing the Tacoma Public School Head Start Program to pay for my college course(s) at a Head Start approved college or university that I must:

- 1- Apply for federal financial aid and show proof of application.
- 2- Submit an official transcript to the Head Start Training Specialist showing a grade of "C" (equivalent of 2.0 on a four point scale) or better at the completion of the course. If I do not complete the course with a grade of C or better, I understand that I will not be eligible for tuition payments from Head Start for the following quarter.
- 3- Submit transcripts for courses taken within 14 days after the quarter ends. I understand that no future tuition payments will be made on my behalf until transcripts are submitted showing successful completion of the class.
- 4- If I do not comply with the requirements, withdraw from the class or if I voluntarily leave employment with the Tacoma Public Schools Head Start program during the course of study, the program is authorized to deduct the amount it paid in tuition and fees from my paycheck.
- 5- If I voluntarily leave employment with Tacoma Public Schools Head Start and have not met the above requirements, I am obligated to make restitution to the Head Start program for the amount that was paid for tuition and fees on my behalf. I understand that the Head Start program may initiate collection proceedings to recover this debt if I fail to make restitution.

School: _____

Employee Signature

Witness Signature

Employee Printed Name

Witness Printed Name

Date

Date

**Tacoma Public Schools
HEAD START**

STAFF WORK LOCATIONS AND SCHEDULES

POLICY:

It is the policy of Tacoma Head Start to place staff at work locations in accordance with the District collective bargaining agreements. Head Start bases decisions on positions that are open, program need, team coordination and individual preferences, when possible. Each summer, classroom staff submit their preferences for remaining in current locations or being considered for another location. The Director and Human Resources, with recommendations from the Specialists, develop the placement list. Staff receive a letter from Human Resources confirming their continued employment and their site for the next year. If an involuntary transfer is necessary, based on performance issues or program need, the administration follows the requirements of the para-educator contractual agreement.

LOCATIONS:

Head Start Administration is located at the Madison Complex. This office houses the Head Start Administrators, the management and component specialists, and the office, enrollment and budget staff.

All the Head Start Part-Day sites are in the district elementary schools. The sites and classrooms are indicated on the Head Start Classroom Staff Roster. This roster is updated as needed throughout the school year.

PROGRAM STAFFING:

- A. Each class has two full time para-educators. Part-time paras are assigned to buildings according to the following formula:
 - Schools with one to two classrooms will be assigned one part-time para-educator.
 - Schools with three to four classrooms will be assigned two part-time paras.
- B. Each class operates from 8:45 a.m. to 12:45 p.m. (4 hours) on five days a week for 32 weeks and 160 class days.

SCHEDULED HOURS OF WORK:

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> ➤ Director ➤ Specialists ➤ Mentors ➤ Parent Involvement Staff ➤ Lead Teachers ➤ Advocates ➤ Assistants ➤ Office Staff | } | <p>As determined by HR and the various bargaining agreements. Judicated on "Staff Schedules" document. Lunches assigned according to bargaining agreements.</p> |
|--|---|---|

Staff work schedule and breaks are scheduled with and supervised by the Head Start Program Specialists and Assistant Director in accordance with collective bargaining contracts and are supervised by Program Specialists.

Class Coverage by Advocates or Assistants:

Section 16 of the Para-Educator Bargaining Agreement states that in a program such as Head Start when the Teacher Para-Educator is absent, the Advocate or Educ. Assistant assigned to the classroom may be given the assignment to take over the Teacher's duties if a substitute with an ECE Associates degree is not available; then a substitute will be called to assist the Para-professional. If the Advocate is also absent, the Assistant may be assigned the duties of the Teacher. Based on this section of the contract, additional compensation is provided for providing class coverage. The Para-Educator must complete the Request for Compensation form with date of occurrence, time period, and appropriate signatures and submit to the Head Start office. These forms are available on-line.

Overtime

Para-Educator Staff

As determined in the bargaining agreement and HR procedures, a para-educator may not work additional hours unless authorized in writing by the employee's Program Specialist and the Head Start Administrator prior to the time requested. Additional hours worked are to be submitted on the Extra Work form available at the Head Start office. For Para-educators, additional hours over 40 hours per week shall be at time and one-half, to be taken as compensatory time or paid time, at the discretion of the Para-educator. A full explanation is available in the contractual agreement. All overtime must be pre-approved in writing before it can be worked.

Office Staff

Office Professional and Professional Technical staff may not work additional hours unless authorized in writing by the employee and one of the Head Start Administrators. A full explanation is available in the Office Professional and Professional Technical contractual agreements.

Certificated Staff

Certificated staff use PRS (Personal Responsibility Stipend) hours and optional day work time for hours that exceed the work week. A full explanation is available in the Office Professional and Professional Technical contractual agreements.

Administrator

The administrator is an "exempt" employee who works until the work is completed.

Staff Development Time

The use of Staff Development funds varies by each contractual agreement. See the Head Start Career Development Policy and the contractual agreements for use of funds by individual bargaining units.

Holidays

All employees shall receive district-observed holidays as indicated on the district calendars for various positions.

Tacoma Public Schools
HEAD START

OFF-CAMPUS SIGN-OUT SHEET PROCEDURES

1. Before leaving the building during the work day, the Head Start staff completes the Off-Campus Sign-Out Sheet and leaves a copy in the front office. (i.e., lunch time, home visits, Willard, Bates, RTM, etc.).
2. If the school has a Sign-In and Sign-Out Sheet, which includes the address and telephone numbers, this can be used in place of the Off-Campus Sign-Out Sheet.
3. This will be kept in a place that is agreeable to the school's Office Coordinator.