

Head Start Monthly Report March 2018

Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

In accordance with the New Head Start performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

A. Monthly Financial Statements including credit card expenditures:

Credit Card: \$3,329.48

1/21/18	Square VIP Taxi	\$23.00
1/21/18	American Fee	\$75.00
1/21/18	Kalahari	\$151.29
1/21/18	Kalahari	\$151.29
1/25/18	Square UVC	\$23.00
1/25/18	Hyatt Regency	\$982.68
1/25/18	Hyatt Regency	\$913.80
1/25/18	Dayton International	\$68.00
1/25/18	American	\$25.00
1/25/18	American	\$25.00
1/25/18	American	\$25.00
2/10/18	Doubletree	\$113.86
2/10/18	Doubletree	\$113.86
2/10/18	Doubletree	\$125.84
2/10/18	Doubletree	\$113.86
2/10/18	Doubletree	\$133.95*

2/15/18 Lakeshore

265.05

Taxi fees, American fees, Hyatt Regency, Dayton International costs are associated with National Head Start Leadership Conference in Washington D.C. The Director, Family Engagement Services Manager, & Parent Ambassador attended. Kalahari fees include hotel reservations for Teachers to attend OAEYC conference in April. Doubletree fees are associated with February OHSAL attendance for administration and Parent Ambassador. The charge of \$133.95 was a mistake on behalf of the hotel and is being corrected.

B. Program Information Summary

The month of February was filled with many planning activities. First and foremost, management staff was preparing for the upcoming self-assessment. The director is awaiting the final purchase of the bus and completion of the audit to complete the annual report. Administration has been meeting to formulate enrollment plans to mitigate underenrollment issues in the program. Initial planning has begun for the upcoming grant submission for a new 5-year grant cycle.

Head Start once again supported the No Wrong Door event for the community and plans to continue these efforts in the future. The Director has been working with the ESC Superintendent to develop programming to meet needs of Head Start population and IEP children to meet ESSA regulations.

Head Start had make-up days on President's Day to make up for a cancelled day. Future make up days are scheduled in May.

The Director has met with Principal Metz to discuss possible ways to get Marshallese students in Head start classrooms to support cultural issues and interpretation. The Director met with and spoke to current students in the Tri Star ECE program about future workforce development opportunities.

The grantee has been reviewing Parent Gauge, a new software system that identifies family goals abased upon strengths and weaknesses. The grantee will be purchasing the program to begin next fall.

The Director has been collecting data and working with the administrative team to plan to convert part-day preschool slots to EHS home base programming and full-day programming for PY 18/19.

Education –Data Dialogue was conducted with education staff to work on classroom implementation plans to meet school readiness goals and objectives. Math continues to be an area that staff and children struggle to meet goals and objectives.

Mental Health –

Disabilities – 21 current IEPs

Health –

ERSEA – CCS Head Start has been under enrolled all year. A Risk Management Plan has been in place, but the grantee has not received any additional communication with the Office of Head Start.

Family Engagement –February's parent engagement event was held at the local bowling alley. Head Start families bowled together and enjoyed pizza. The bowling event was to promote family time together as well as physical activity.

C. Enrollment / Attendance

137 children are currently enrolled. CCS head Start is now officially on a risk management plan with the Office of Head Start.

Enrollment by Program Option:

Half Day PY Head Start	100
Full Day School Year Ed Complex	20
Full Day School Year Rockford	17
ECE – State – funded (CPPS)	13

Attendance by Program Option:

Half Day PY Head Start	80.58%
Full Day School Year Ed Complex	90%
Full Day School Year Rockford	86.19%
CPPS	90.26%

D. CACFP report – CACFP claimed meals

Month Served	February 2018
Total Days Attendance	Rockford - 16 , Part Day programming - 15 Ed Complex Full day Programming - 21
Total Breakfast	1106
Total Lunches	1969
Total Snacks	1087
Total Meals	4169

E. Financial Audit – N/A

F. Annual Self-Assessment

- Currently underway

G. Community Assessment

- Currently underway

H. Communication and guidance from the Secretary

Attachments to report:

School Readiness Report – Winter & comparison of growth from fall

Required Health Screening Report

Mercer County Head Start Personnel & Policy Manual

Respectfully submitted,

Amy Esser
Executive Director

01/21	SQU*SQ *VIP TAXI CAB S Washington DC	23.00
01/21	AMERICAN 0010274544127 DAYTON OH	75.00 -
	1 Y EBC FEE	
	2 0000 0000	
01/22	KALAHARI RESORT SANDUSKY OH	151.29
01/22	KALAHARI RESORT SANDUSKY OH	151.29
01/25	SQUARE *SQ *UVC Arlington VA	23.00
01/25	HYATT REGENCY WASHINGT WASHINGTON DC	982.68 -
01/25	HYATT REGENCY WASHINGT WASHINGTON DC	913.80 -
01/25	99938 - DAYTON INTERNA VANDALIA OH	68.00 -
01/25	AMERICAN 0010274834495 WASHINGTON NA DC	25.00 ✓
	1 Y EBC FEE	
	2 0000 0000	
01/25	AMERICAN 0010274834491 WASHINGTON NA DC	25.00 -
	1 Y EBC FEE	
	2 0000 0000	
01/25	AMERICAN 0010274834497 WASHINGTON NA DC	25.00 -
	1 Y EBC FEE	
	2 0000 0000	
02/10	DOUBLETREE BY HILTON C/W COLUMBUS OH	113.86
02/10	DOUBLETREE BY HILTON C/W COLUMBUS OH	113.86
02/10	DOUBLETREE BY HILTON C/W COLUMBUS OH	125.84
02/10	DOUBLETREE BY HILTON C/W COLUMBUS OH	113.86
02/10	DOUBLETREE BY HILTON C COLUMBUS OH	133.95 -
02/15	LAKESHORE LEARNING MATER 310-537-8600 CA	265.05 -
	AMY ESSER	
	TRANSACTIONS THIS CYCLE (CARD 0977) \$3,329.48	

2018 Totals Year-to-Date	
Total fees charged in 2018	\$0.00
Total interest charged in 2018	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	14.49% (v)(d)	-0-	-0-
CASH ADVANCES			
Cash Advances	20.49% (v)(d)	-0-	-0-
BALANCE TRANSFERS			
Balance Transfer	14.49% (v)(d)	-0-	-0-

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

31 Days in Billing Period

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

439 Early Childhood				Purchased		Capital	
	Salaries	Fringes	Services	Supplies	Outlay	Other	Total
	100	200	400	500	600	800	
Original							
CCIP Budget	40,296.00	6,224.00	3,000.00	2,480.00	-	-	52,000.00
					-	-	-
9/8/2017	(10,165.00)	11,735.00	(290.00)	(1,280.00)	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted							
CCIP Budget	30,131.00	17,959.00	2,710.00	1,200.00	-	-	52,000.00
Exp thru 9/30	4,355.13	2,364.67	163.50	-	-	-	6,883.30
Exp thru 10/31	3,740.27	2,293.35	-	-	-	-	6,033.62
Exp thru 11/30	3,914.61	2,135.14	-	-	-	-	6,049.75
Exp thru 12/31	3,870.89	2,374.93	-	-	-	-	6,245.82
Exp thru 01/31	3,870.90	2,654.71	75.00	-	-	-	6,600.61
Exp thru 02/28	3,950.90	2,568.49	-	-	-	-	6,519.39
Exp thru 03/31	-	-	-	-	-	-	-
Exp thru 04/30	-	-	-	-	-	-	-
Exp thru 05/31	-	-	-	-	-	-	-
Exp thru 06/30	-	-	-	-	-	-	-
Exp thru 07/31	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Exp thru 08/31							-
Total Expenditures	23,702.70	14,391.29	238.50	-	-	-	38,332.49
CCIP Budget							
Remaining	6,428.30	3,567.71	2,471.50	1,200.00	-	-	13,667.51

HEAD START - 2018 GRANT

REVENUE						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING	
Federal Revenue	1,393,105.00	-	1,393,105.00	240,000.00	1,153,105.00	
CACFP Revenue	-	88,230.00	88,230.00	16,700.95	71,529.05	
Other Local	-	-	-	-	-	
Refund prior year exp	-	-	-	-	-	
Board advance	-	-	-	-	-	
Total	1,393,105.00	88,230.00	1,481,335.00	256,700.95	1,224,634.05	
EXPENSES						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS
						REMAINING BALANCE
						ANTICIPATED ACCRUAL
Salary	648,869.00	50,400.00	699,269.00	127,062.59	572,206.41	572,206.41
Fringe Benefits	441,333.00	9,100.00	450,433.00	86,390.22	364,042.78	364,042.78
Programming	175,256.00	4,230.00	179,486.00	17,927.21	161,558.79	143,119.55
Supplies	98,090.00	24,500.00	122,590.00	17,519.37	105,070.63	23,807.86
Capital Outlay	-	-	-	-	-	81,262.77
Other Expenditures	10,325.00	-	10,325.00	-	10,325.00	-
PA22 subtotal	1,373,873.00	88,230.00	1,462,103.00	248,899.39	1,213,203.61	42,836.10
Training & Technical Services						
Training & technical serv (job code 400)	10,480.00	-	10,480.00	4,726.00	5,754.00	3,377.00
Staff out of town travel	8,752.00	-	8,752.00	1,454.49	7,297.51	4,356.98
Subtotal Purch Service	19,232.00	-	19,232.00	6,180.49	13,051.51	7,733.98
Training & Tech Supplies	-	-	-	137.07	(137.07)	86.26
Subtotal Supplies	-	-	-	137.07	(137.07)	86.26
T&TA -PA20	19,232.00	-	19,232.00	6,317.56	12,914.44	7,820.24
Return of Board Advance	-	-	-	-	-	-
TOTALS	1,393,105.00	88,230.00	1,481,335.00	255,216.95	1,226,118.05	50,656.34
TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES					1,484.00	1,175,461.71

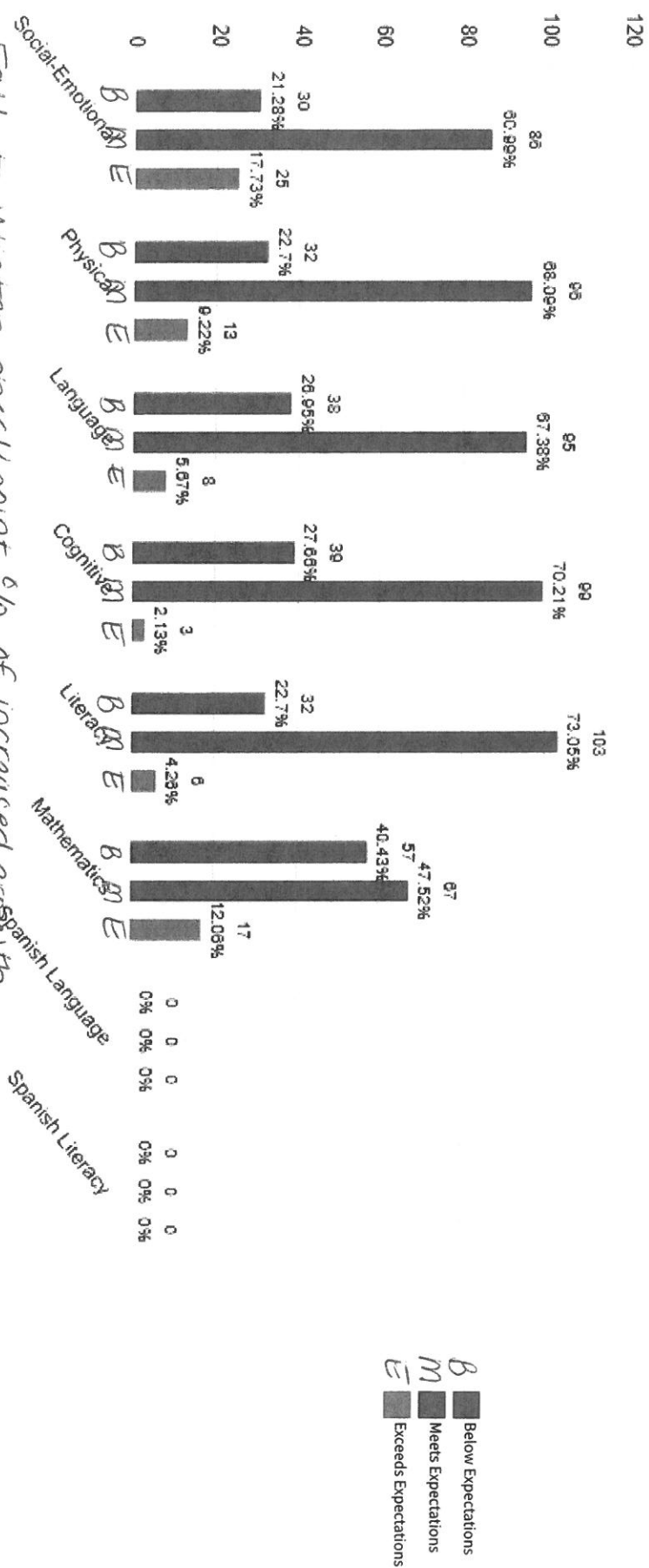
January 2018

In-Kind	Hours	Amount per hour	Total
Support Personnel			
District Superintendent-\$8166 per year			\$680.50
Treasure's Office -3 employees/\$14,753 year			\$1,229.42
Speech Therapist-\$58,070 per year			\$4,839.17
Technology Support-\$10,537 per year			\$878.08
PT/OT	0.75	\$62.20	\$46.65
PT/OT Assistant	0.5	\$40.50	\$20.25
ELL	9	\$27.84	\$250.56
Beth Smalley	8.25	\$51.00	\$420.75
	Sub Total		\$8,365.38
Building Usage			
Utilities-\$17,136 year			\$1,428.00
Custodian-\$67,094per year			\$5,591.17
Maintenance-\$13,575 year			\$1,131.25
	Sub Total		\$8,150.42
Volunteer			
Cafeteria Assistants	63.75	\$10.97	\$699.34
Tri Star Volunteers	278.25	\$16.40	\$4,563.30
Librarian		\$19.75	\$0.00
College Interns	43.75	\$16.40	\$717.50
At Home Activities	83.75	\$16.40	\$1,373.50
Community Partners	10.5	\$16.40	\$172.20
	Sub Total	\$	7,525.84
Goods & Services			
CJ Highmarks for PC-20% discount			\$50.65
Parent Classroom Volunteer/POP's	0.5	\$16.40	\$8.20
Policy Council / HSAC	27	36.19	\$977.13
	Sub Total		\$1,035.98
Mileage			
	Total Miles	Amount Per Mile	
PC members	87	0.545	\$47.42
Total This Month			\$25,125.03
In-Kind Needed Each Month:			
\$26,804.75			
Annual required inkind			\$321,657.00
Inkind needed to date			\$274,852.54

My Teaching Strategies™

- Mercer County Head Start

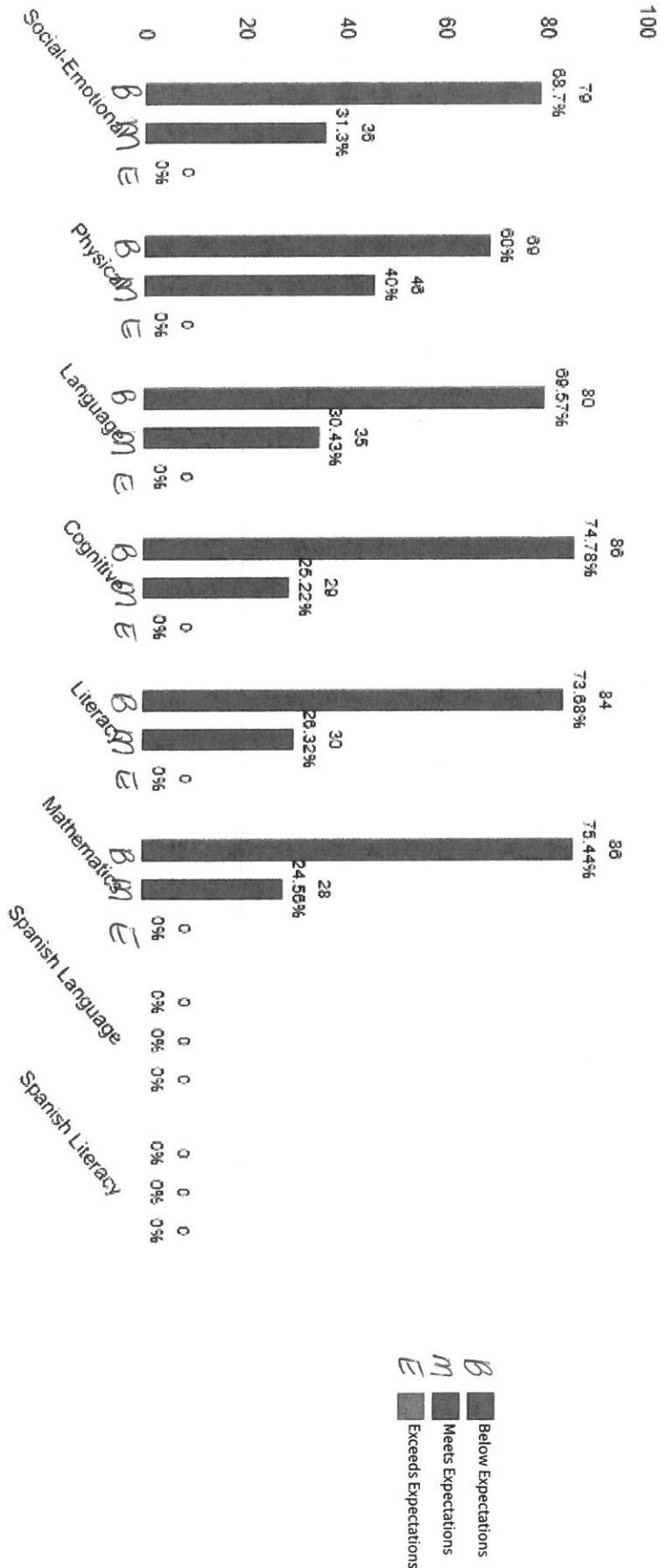
Winter 2017/2018 - Widely Held Expectations



My Teaching Strategies™

- Mercer County Head Start

Fall 2017/2018 - Widely Held Expectations



Agency: All

Currently Enrolled= 150

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Dental	<u>135</u>	<u>15</u>
Growth Assessment	<u>145</u>	<u>5</u>
HCT or HGB	<u>132</u>	<u>18</u>
Hearing	<u>142</u>	<u>8</u>
Lead Screening (Mandated)	<u>128</u>	<u>22</u>
Vision	<u>143</u>	<u>7</u>

Up-to-Date / Not Up-to-Date on ALL Mandated Exams

Up-To-Date	Not Up-To-Date
<u>128</u>	<u>22</u>

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3 children do not have up to date physicals.

CELINA CITY SCHOOLS / MERCER COUNTY HEAD START

Our Mission Statement:

Mercer County Head Start is committed to providing comprehensive, holistic services, designed to enrich, nurture, empower and positively impact the lives of children and their families.

Introduction

Welcome to Mercer County Head Start. We look forward to a long and productive working relationship. It is our hope that your time spent working with children and families will be mutually rewarding and beneficial. Your contribution will make a difference in the lives of children and their families.

The management team and entire staff welcome the opportunity to provide support and assistance as you transition into your new position. Feel free to observe, and ask questions, and allow yourself time to become familiar with expected practices, policies and procedures.

The purpose of this Personnel Policies Handbook is to introduce you to Mercer County Head Start and Celina Public Preschool and to acquaint you with the policies, rules, procedures, practices and benefits which control, guide and enhance your employment, as well as to assure clear and consistent delivery of quality services. Although not inclusive in nature, every attempt will be made to address identified need as well as federal performance standard requirements. This handbook is informational rather than contractual in nature and supplements the current joint labor contract between the Agency and OAPSE #457.

The Agency reserves the right to make changes to this handbook at any time, including deletions, additions or other modifications. All changes will be effective immediately upon publication by the Executive Director or designated representative, and subject to ratification by the Policy Council and the governing board. Changes shall be in writing and distributed to employees.

Employees are expected to familiarize themselves with the contents of this handbook. Please read this handbook carefully and retain it for future reference.

Please direct any questions regarding the contents to your immediate supervisor. All employees will sign & date an employee orientation checklist indicating receipt of and understanding of the handbook. This completed form will be placed in your personnel file.

Code of Conduct and Professional Ethics Policy

All staff and volunteers are required at time of hire or placement to understand and abide by the codes of conduct as set forth in the Federal Performance Standards 45 CFR 304.52 (i) (1-3). The following standards specify that:

1. I will 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. Maintaining confidentiality is important to the success of our mission, our reputation in the community and the privacy of clients and staff. Family files, personnel records, financial information, client information and other related information is considered confidential. I am required to protect this information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate need to know. If approached by members of the news media requesting information regarding Mercer County Head Start operations I will refer requests to the Executive Director.
3. I understand that no child shall be left alone or unsupervised while under my care. I will use positive methods of child guidance that do not engage in corporal punishment, emotional or physical abuse, humiliation, isolation or the use of food as punishment or reward or the denial of basic needs.
4. I understand that no child may be removed from the presence of staff other than by a child's own parent or guardian or other authorized person.
5. I will not solicit or accept gratuities, favors, or anything of significant value for personal use or enrichment from contractors/vendors or potential contractors/vendors who have been awarded contracts or provide services or materials for Mercer County Head Start.
6. I understand this document shall be placed in my personnel file and that any violation of these codes shall result in disciplinary action as indicated in Article XIII-"Disciplinary Procedures" in the OAPSE #457 negotiated agreements.

This policy complies with Head Start Performance Standard 1302.90 (c)(1)(2).

Equal Employment Opportunity

Policy 3122 states:

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

The District's Compliance Officer shall handle inquiries regarding the Board's nondiscrimination policies and address any complaint of discrimination.

Sex-Based Discrimination

Discrimination against a transgender individual because that person is transgender is discrimination based on sex and therefore a violation of Title VII. Specifically, discrimination against transgender individuals on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior.

Additionally, employment actions based upon an individual's sexual orientation are suspect and potentially impermissible.

Administrators are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon his/her transgender identity or sexual orientation.

Any questions concerning whether alleged conduct might violate this prohibition should be promptly brought to the Superintendent's attention.

Military Status

For purposes of this policy/administrative guideline, "military status" refers to a person's status in the uniformed services which includes the performance of duty, on a voluntary or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and performance of duty or training by a member of the Ohio organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/ retaliation or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that

individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Americans with Disabilities Act

4123A - SECTION 504/ADA – Prohibition against disability discrimination in employment

The Board of Education prohibits discrimination against any employee or applicant based on his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability against qualified individuals with disabilities in every aspect of employment. Specifically, the Board does not discriminate on the basis of disability against a qualified individual in regard to:

- A. recruitment, advertising, and job application procedures;
- B. hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
- C. rates of pay or any other form of compensation and changes in compensation;
- D. job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- E. leaves of absence, sick leave, or any other leave;
- F. fringe benefits available by virtue of employment, whether or not administered by the Board;
- G. selection and financial support for training, including: apprenticeships, professional meetings, conferences and other related activities, and selection for leaves of absence to pursue training;
- H. activities sponsored by the Board, including social and recreational programs;
- I. any other term, condition, or privilege of employment.

The Board will provide a reasonable accommodation to a qualified applicant and employee who has an actual disability or who has a record of a disability, unless the accommodation would

impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability.

Grievance Procedure

Investigation and Complaint Procedure (See Form 1422 F2)

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights, the Ohio Civil Rights Commission ("OCRC") or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop quickly inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Employees who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The Compliance Officers (CO) are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform

the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one of the COs; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees who believe they are being unlawfully discriminated / retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 1422 – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy. (See Policy 8310)

Code of Conduct & Professional Ethics

3210 – Staff Ethics

An effective educational program and successful operation of the District requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;

- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information;
- F. pledge that their actions and/or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. refuse to accept anything of value offered by another for the purpose of influencing judgment;
- H. refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation;
- I. refrain from using his/her position or public property or permitting another person to use an employee's position or public property for partisan political or religious purposes.
(This will in no way limit constitutionally or legally protected rights as a citizen.)

In addition, the Board believes that each professional staff member should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth below as adopted, in part, from the Association of American Educators' Code of Ethics and the National Education Association's Code of Ethics of the Education Profession, by demonstrating a commitment to students, the educational profession, and the District and community.

Commitment to Students - Each professional staff member shall:

- A. strive to create a learning environment that nurtures to fulfillment the potential of all students and stimulates the spirit of inquiry, acquisition of knowledge and understanding, and the formulation of worthy goals;
- B. not unreasonably restrain students from independent action in the pursuit of learning or deny each student's access to varying points of view;
- C. deal considerately and justly with each student and seek to resolve problems, including discipline, according to Board policy and law;
- D. refrain from intentionally exposing students to disparagement or embarrassment;
- E. refrain from revealing confidential information concerning students, unless disclosure serves a compelling professional purpose or is required by law;
- F. make a constructive effort to protect students from conditions detrimental to learning, health or safety;
- G. endeavor to present facts without distortion, bias or personal prejudice;
- H. refrain from using his/her professional relationships with students for private advantage;
- I. not on the basis of race, color, creed, sex, national origin, marital status, religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
 - a. exclude any student from participation in any program;
 - b. deny benefits to any student;
 - c. grant any advantage to any student.

Commitment to the Educational Profession - each professional staff member shall:

- A. assume responsibility and accountability for his/her performance and continually strive to demonstrate competence;
- B. endeavor to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity;
- C. apply for, accept, or assign a position or a responsibility on the basis of professional qualifications, and adhere to the terms of a contract or appointment;
- D. continue professional growth;
- E. comply with written Board policies, administrative guidelines, or applicable laws and regulations;
- F. honestly account for all funds committed to his/her charge;
- G. refrain from using District or professional privileges for personal or partisan advantage;
- H. refrain from knowingly or willfully making false statements about a colleague or the District;
- I. not assist a non-teacher in the unauthorized practice of teaching.

Commitment to District and Community - each professional staff member shall:

- A. recognize that quality education is the common goal of the public, Board of Education, administration, and staff members;
- B. make concerted efforts to communicate to parents all information that should be revealed in the interest of a student;
- C. endeavor to understand and respect the value and traditions of the diverse cultures represented in the community and in his/her classroom;
- D. manifest a positive and active role in District/community relations.

Confidentiality Policy

POLICY: To comply with applicable law, and to ethically safeguard the privacy and well-being of our employees and those we serve, Mercer County Head Start requires confidentiality and discretion from all employees, volunteers, and contractors.

PROCEDURE: All medical and personnel records are classified as confidential information. Medical records are governed by The Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations and Head Start Performance Standards referenced below and all personnel are expected to comply with their storage, transmission, and communication. Any questions about disclosure may be directed to the Executive Director or Superintendent of Celina City Schools or designee.

Client's confidential information will be seen and discussed only with staff members who have need of the information to perform their job. Any information that must be shared will only be done after the consent to do so is obtained.

Staff personnel records will not be disclosed without written consent of the staff member. Staff members have the right to examine their own personnel files and to respond to the contents of the file in accordance with OAPSE negotiated agreement Article XI-Personnel Files.

Efforts to ensure confidentiality in all aspects include but are not limited to: keeping paper documents in locked file cabinets, maintaining and following records retention policy as prescribed by state & federal mandates, ensuring safety policies for electronic databases and communications systems.

RELEVANT AUTHORITIES: The Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Head Start Performance Standards 1304.51 (g), 1304.22 (b), 1304.41 (1), 1304.52 (ii), 1308.6 (4), 1308 (appendix)

Mercer County Head Start Code of Ethics

Celina City Schools Bylaws & Policies

Whistleblower Protection

1411- Whistleblower Protection

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. The Board encourages staff to report possible violations of these Board expectations to their immediate supervisors.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

After such a report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

In the case of reporting suspected fraud or fraudulent activity, an employee may file a report using the Auditor of State's system for reporting of fraud. This reporting mechanism may be used either in addition to or instead of filing a written report with the employee's supervisor or other District authority.

The Superintendent shall develop administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports may be made.

Reporting Child Abuse or Sexual Abuse

MCHS will comply with state law with regard to reporting any cases of suspected or identified child neglect or abuse. These reports will be made to the Mercer County Department of Job and Family Services. Head Start will cooperate fully with DJFS and will not undertake, on its own, to intervene in cases of suspected abuse or neglect. Head Start staff will preserve confidentiality of all records pertaining to child abuse in accordance with state law. All Head Start staff will be trained in Child Neglect/Abuse recognition and prevention training. (see appendix for procedure)

Environmental Tobacco Smoke - Public Law 103-227, Part C

Environmental Tobacco Smoke, also known as the *Pro-Children's Act of 1994* requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment.

Political Activity

Employee political activity is governed by Federal law (the Hatch Act), regulations and grant conditions. Employees may not use their official authority to interfere with the result of an election or a nomination for a party or public office.

The use of program funds for any political purpose is prohibited. Neither may an employee permit the use of equipment or premises, which are purchased or leased with program funds, for a political purpose. Employees may not coerce, command nor advise another employee to pay, lend or contribute money, personal services or anything of value for political purposes while on the job or during working hours.

While carrying out the mission of Mercer County Head Start/Celina Public Preschool, an employee or volunteer cannot engage in voter registration activity or in transporting voters to polls while on the job or during working hours.

Compliance with the Hatch Act is required by the U.S. Department of Health and Human Services for employees whose principal employment activities are funded in whole or in part with Federal funds.

Conflict of Interest

A conflict of interest is a conflict between the private financial interests and the official responsibilities of a grantee employee. An actual conflict of interest could include outside employment, direct profit from a firm or organization doing business with the Agency, or any other activity which would afford a financial advantage to an employee or an employee's relative that he/she would not receive were he/she not an employee of the grantee. A potential conflict is one that could affect the financial interests of the employee. Each employee is responsible for informing his/her supervisor that an actual or potential financial conflict of interest may exist. The Executive Director or designee will determine an appropriate course of action.

Public Statements/Publicity

Employees who are approached by members of the news media requesting information regarding the grantee operations or participants are to refer all requests to the Executive Director. An employee may not make public statements as an official spokesperson of the grantee without prior clearance from the Executive Director.

Employee Safety

The grantee will enforce all safety policies and procedures required by funding sources, as well as those determined by the Executive Director and Governing Board to be effective in ensuring the safety of all employees and clients. **(I.E. Ohio School Van Driver, School Transportation, Building Evacuation, and Lockdown, etc).** It is the responsibility of each employee to comply with all safety policies and procedures as conveyed either verbally or in written form by his/her supervisor(s). It is the responsibility of the Program Management to see that all employees are informed of and comply with all safety policies and procedures of the grantee. Noncompliance may result in disciplinary action.

No employee will be required to perform any duty or activity that he/she feels would provide an imminent threat to his/her health or safety. If a situation arises in which the employee needs assistance in performing a duty that should threaten his/her health or safety, the employee should request assistance from his/her supervisor.

The Agency will conduct safety-training sessions on an ongoing basis to inform and educate employees of occupational safety hazards and means of prevention. Employees may be required to attend such training sessions.

All employees are encouraged to participate in the effort to prevent on-the-job injuries and may make suggestions to Management or the Executive Director.

Vehicle Accident Reporting

If a program vehicle or personal vehicle being used for program business is involved in an accident or is damaged in anyway, the driver of the vehicle or persons responsible for the vehicle will inform the Executive Director immediately. In the event that a bus is involved in an accident the driver shall immediately radio the transportation department to report the damage and be advised of next steps. Bus Driver's will follow procedures detailed in the Bus Driver Handbook. All other employees shall complete the Vehicle Accident Report Form and submit the completed form to the Executive Director. If the driver is not available, the Executive Director is responsible for ensuring the form's completion. The form along with any additional information should be submitted to the Treasurer or Superintendent within 24 hours of the accident.

Computer & Network Policy

The purpose of the policy is to ensure the proper use of the grantee's computer and telecommunications resources by employees, volunteers, parents and other computer users. All computer resource users have the responsibility to use computer resources in a confidential, efficient, ethical and lawful manner. All potential computer resource users are to read and sign the agency's current Computer Policy at time of hire and subsequent updates to the policy. The completed form will be placed in the employee's personnel file.

7540.01 – Technology Privacy

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All District technology resources (as defined in Bylaw 0100) are the Board's property and are intended to be used for business purposes. The Board retains the right to access and review all information resources (as defined in Bylaw 0100), including but not limited to electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members shall be notified that they have no expectation that any personal information/data maintained, stored, or transmitted on or through such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

District technology resources are to be used for business and educational purposes.

Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because the District technology resources are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

District technology resources must be used properly. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the files/e-mail/voice mail constitute a public record or if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All District technology resources and District information resources are the property of the Board. Staff members shall not copy, delete, or remove any information/data contained on District technology resources without the express permission of the Superintendent, or communicate any such information to unauthorized individuals. In addition, staff members may not copy software onto any District technology resources and may not bring software from outside sources for use on District technology resources without the prior approval of the Technology Coordinator. Such pre-approval shall include a review of any copyright infringements or virus problems associated with such outside software.

The Technology Coordinator is responsible for managing the Board of Education's technology system and making arrangements for any networks that may be used to enhance the educational program and/or operations of the District.

The Technology Coordinator also is responsible for implementing the guidelines established for program development (AG 2210A through AG 2252), the selection of materials and equipment (AG 2520A), and verifying that the District's purchasing guidelines (AG 6320A) are followed. In addition, the Technology Coordinator shall verify that each staff member and student who will have access to Board technology and any networks completes the appropriate agreement Form 7540.04 F1 or Form 7540.03 F1.

All tentative agreements with networks or technology agencies are to be submitted to the Superintendent for review and approval.

Staff members and/or students are to be provided the following information concerning the use of the Internet:

- A. Use of the Internet is to be related to one or more courses of study and is not to be used by staff or students for discriminatory or unlawful purposes. All student use is to be supervised by a staff member or approved volunteer who has signed the Staff Network and Internet Acceptable Use and Safety Agreement Form 7540.04 F1.
- B. Prior to disseminating information across the Internet about a student such as name, address, or other identifying data including pictures, signed parental permission forms must be on file.
- C. Because of the vast amount of information that can be retrieved from the Internet teachers are responsible for training students to use proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between web-sites that are "attractive but superficial or irrelevant" from those that are "attractive, substantive, and relevant."
- D. Staff members need to have back-up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources for needed data should be available so that students can accomplish the purpose of the instruction within the established time period.
- E. The Student and Staff Network and Internet Acceptable Use and Safety Agreements, Form 7540.03 F1 and Form 7540.04 F1, that students and staff members must sign prohibits the use of the Internet for illegal, unethical, or harassing purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children. If a question of interpretation arises concerning the definition of these terms, the Superintendent and building principal shall have the authority to determine whether the web site is appropriate or the use is permissible. Prior to accessing or allowing access to information that the staff member is unsure about, s/he should consult with the Technology Coordinator.
- F. As students and/or staff members complete projects that reflect unusual and creative applications of technology, the projects should be shared with the principal so that proper publicity can be created as appropriate to the project. It is essential that the

Student and Staff Network and Internet Acceptable Use and Safety Agreements, Form 7540.03 F1 and Form 7540.04 F1, address the issue of the proprietary rights related to web-site design concerning web-sites and/or pages hosted on the Board's servers and/or created during work time as part of an employee's job responsibilities (staff) or as a class assignment (students).

This information can be provided through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used.

Telephone Services

Program telephones and communication devices are provided for official program use only.

Wireless Communication Devices (WCD)

Safe Use of Wireless Communications Devices

Employee safety is a priority of the Board, and responsible use of WCDs includes safe use.

Using a WCD while operating a vehicle is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving. This includes any laws that prohibit texting with the WCD or using the WCD in its entirety while driving.

Duty to Maintain Confidentiality of Student Personally Identifiable Information Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their WCDs.

Wireless communications, including calls, text messages, instant messages, and e-mails sent from WCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her personal WCD may constitute public records if the content of the message concerns District business or an education record, if the content includes personally identifiable information about a student. Wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. Wireless communications that are student records should be maintained pursuant to Policy 8330 – Students Records. Finally, wireless communications and other electronically stored information (ESI) stored on the staff member's personal WCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Staff members are required to comply with District requests to produce copies of wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

Except in emergency situations, employees are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal or Superintendent.

Privacy Issues

The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms and/or bathrooms.

Personal Use of WCDs While at Work

During work hours personal communications made or received, regardless of whether on a WCD, or a regular telephone or network computer can interfere with employee productivity and distract others. Employees are expected to use discretion in using WCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the Board's policy in this regard.

At no time may any WCD be utilized by an employee in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Potential Disciplinary Action/Termination of the Allowance

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a WCD in any manner contrary to local, State or Federal laws will constitute misuse, and will result in immediate termination of the allowance.

Personnel Records

8320 – Personnel Records

Certain information concerning District employees is confidential, to be reviewed on a need-to-know basis and only under conditions which guarantee protection of both management's right to access information and the employee's right to unnecessary invasion of privacy. Most information in the personnel files, however, is not confidential and is available for inspection in accordance with State law. The District shall, however, refrain from disclosing an employee's social security number when releasing personnel records. Further, if an employee presents information to the District certifying that s/he is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the employee's actual / confidential residential address in any personnel records, personnel files, or staff directories (including electronic records and files) or disclosing the employee's actual/confidential residential address when releasing personnel records. The Board shall only list the address designated by the Secretary of State to serve as the employee's address in any personnel records, personnel files, or staff directories. Further, the Board shall use the employee's designated address for any and all communications and correspondence between the Board and the employee. The employee's actual / confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. Additionally, if applicable, the employee's school, institution of higher education, business, or other place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner. The intentional disclosure of an employee's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

Initial Employment

Upon employment, each employee is to submit for the:

- A. Personnel File
 - 1. A completed employment application form
 - 2. a copy of a current, valid license, if applicable
 - 3. transcripts, if applicable
- B. Payroll File
 - 1. W-4 forms
 - 2. retirement registration
 - 3. completed forms for life and disability insurance without medical examination portion
 - 4. completed annuity forms
 - 5. payroll deduction authorization
 - 6. accumulated sick leave, if applicable
 - 7. I-9 forms
- C. Confidential File
 - 1. applications for health insurance
 - 2. record of a recent physical examination
 - 3. history of any medical treatment
 - 4. criminal history record check
 - 5. results of drug tests

Professional staff members shall also be responsible upon employment, for providing a complete transcript of their education and records of all prior teaching experience.

All information concerning employees' health status, including mental or physical examinations and treatments are to be kept in a confidential file. Access is limited to the employee, the employee's supervisor, the Superintendent and other central office administrators who have a supervisory relationship to the employee, and others authorized by law.

Contents

During the period of employment the following data shall be maintained in personnel files:

- A. current correct name, address, and telephone number
- B. current data on education completed, including transcripts of all academic work
- C. an accurate record of work experience
- D. proof of fulfillment of requirements for change in salary classification
- E. current data pertaining to certificates required by the State
- F. record of assignments
- G. proof of discharge from military service
- H. rate of compensation
- I. completed evaluations
- J. disciplinary incidents
- K. special awards or distinctions
- L. letters and other correspondence received concerning a staff member, providing the correspondence is relevant to his/her employment

Employees who wish to review their own personnel file shall:

- A. review the record in the presence of the administrator designated to maintain said records or designee;
- B. make no alterations or additions to the record nor remove any material therefrom.

Employees who wish copies of material in their personnel file shall receive such copies free of charge.

Employees wishing to appeal material in their record shall make a request in writing to the Superintendent and specify therein (see Form 8320 F3):

- A. name and date;
- B. materials to be appealed;
- C. reason for appeal.

The Superintendent shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law. (See Form 8320 F4)

The Superintendent shall maintain a written record of any persons other than the employee who have had access to each employee's file.

Although most information in personnel files is a matter of public record, only verification of employment should be provided by telephone request. Any other information about an employee should be requested in writing or in person and addressed to the District Records Officer (DRO).

In accordance with State law, disciplinary action will be taken against any member of the staff who initiates or otherwise contributes to any disciplinary or other punitive action taken against any individual who brings to the attention of appropriate authorities, the press, or any member of the public, evidence of unauthorized use of information contained in the District's personal information system

Because the Department of Health and Human Services, Administration for Children and Families, office of Head Start has more stringent guidelines for personnel files and requirements, the above listed items will also be found in the Head Start administrative office personnel files.

A listing of items kept in the Head Start personnel file can be found in the appendix section.

Fiscal Operations

Petty Cash

Please see the Fiscal Policy manual

Credit Cards

The Board of Education recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit cards under the supervision of the Treasurer. However, credit cards are not to be used to circumvent the general purchasing procedures required by State and / or Federal law and Board of Education policies.

The Board of Education authorizes the use of credit cards in the following manner.

- A. All credit cards issued to and in the name of the District shall be held and supervised by the Treasurer and used only for approved District-related activities.
- B. Credit cards may be used for District-related transportation, reservations, and expenses, conference registrations and hotel reservations with the approval of the Director.
- C. With prior approval of the Treasurer, school employees for school related purchases from a vendor who does not accept purchase orders or vouchers may use credit cards.
- D. Tips are not permitted to be paid with credit cards unless the tip is a condition of obtaining services (i.e. size of group mandates a required tip).

- E. The Treasurer keeps a record of all credit card use.
- F. Detailed receipts and appropriate forms(s) are to be turned in with the credit card to the Treasurer within five business days upon completion of approved use.
- G. Failure to turn in receipts and appropriate form(s) to the Treasurer within five business days may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases.
- H. The director is responsible to provide Policy Council and Board a monthly report and explanation of credit card expenditures.

Purchase Orders

All expenditures except those qualifying for petty cash must be made by check. The following are the procedures for processing purchase orders.

Please see Fiscal Policy manual for procedural guidance.

Mileage

- A. Employees are eligible for automobile mileage reimbursement for use of their personal vehicles during the performance of official agency business such as home visits; training events, travel between an offsite classroom to the main office, meetings, etc. An approved purchase order must be available in the individuals name prior to incurring a mileage. A mileage reimbursement form must be completed and approved by supervisor prior to submission for reimbursement.
- B. Agency vehicles are available for employee use during the performance of official business. In the event that an agency vehicle is not available for employee the employee should obtain approval from their supervisor before accumulating mileage cost. Employees are not to use a cell phone while engaged in driving an agency vehicle.

Determination of Pay Rate

Placement on the salary schedule will be at the established Head Start salary schedule. All staff will be adjusted to correspond with the Department of Health and Human Services Federal Grant funding.

Compensation

At a minimum, every three years a complete wage analysis of all positions will be completed and presented to Policy Council and Board of Education for approval. All wage adjustments and increases will be based on budget availability and government requirements.

Each year if Cost of Living is given to the grantee, the wage scales will reflect this increase as the new minimum for each scale and the hourly wage of each employee increased to reflect this. (If budgets allow for the increase to be more than the government issued, than a higher amount can be given, with Board approval.

Work Schedules and Working Hours

The number of work hours per week and the number of work- weeks per year are determined at time of hire or reclassification. The work calendar for each individual calendar will be prepared annually and designed to support the student school year calendar.

Variations in schedules or work hours such as flexing time for training, meetings, home visits, parent conferences, or committee work need **prior** approval from your supervisor or designee (in their absence). As always meeting the needs of the students is the top priority when giving consideration to time off for flex time.

Working Additional Hours

Employees are expected to complete all work requirements within their contracted times and days. Only in very limited and special circumstances are employees allowed to work additional time. Prior written approval must always be obtained from the employee's immediate supervisor for any additional work time.

FLSA Time Logs

To establish the district's compliance with the record keeping requirements of the Fair Labor Standards Act, the district is required to obtain and maintain the actual time(s) worked daily by each employee not exempted by FLSA rules. The Treasurer's office will provide specific details and the time logs necessary. Head Start requires time and effort logs be documented. These forms are separate from the FLSA logs and are to account for any cost allocations necessary.

Time Sheets

A time sheet must be completed when working any time above and beyond your contracted number of hours. Permission must be granted by your immediate supervisor prior to working additional hours. The completed time sheet must be approved by the Director or designee prior to being submitted to the Treasurer's office for payment.

Job Descriptions

A current job description for each classification within the agency is contained in this section. Job Descriptions may be periodically reviewed for necessary revisions. An updated job description will be made available to staff & should replace the previous job description. Revisions may be necessitated due to revised performance standards or state and federal directives, model or staffing changes or other job parameters as determined by the grantee. Input from employees holding a particular position will be solicited when there is a major revision to a job description. All newly created job descriptions are subject to approval by the Policy Council and Celina Board of Education. (see appendix)

Staff Wages & Benefits

Refer to the negotiated agreement between OAPSE # 457 and Celina City School District Board of Education for all information related to wages and benefits including but not limited to the following:

- A. Salary Scale and Benefits
- B. Insurance
- C. Retirement
- D. Sick Time
- E. Funeral Leave
- F. Personal Leave
- G. Leave for Court Appearance
- H. Leave of Absence
- I. OAPSE Business Leave/Union Rights
- J. Leave for Services in The Armed Forces
- K. Pay Periods and Deductions
- L. Severance Pay
- M. Vacation and Holidays
- N. Court

Staff Recruitment, Interviewing, Selection, & Advancement Policy

In an effort to reach qualified applicants of varied backgrounds, recruitment for positions will occur in several formats. All qualified applicants (current employees) will be considered for posted positions. In cases where there are candidates with equal qualifications for a specific position, hiring preference will be given to parents in the program.

Recruitment Procedure

All vacant or new positions will be filled per OAPSE guidelines. In the event that a position is not filled within the agency/school system the vacant position will be advertised through various methods including; newspapers in extended service area, appropriate websites such as ODE, OHSAI, appropriate service agencies such as SERRC, ESC, other Head Start agencies, and colleges and universities.

The Management Team will screen all applicants to identify those that meet the position criteria. The process will include an initial screening for completeness of application and the minimum qualifications for the position, based on job descriptions.

Applicants chosen for an interview will be contacted to schedule a time for the formal interview process.

Employee Interview & Selection Procedure

Please see appendix for policy.

Employee Advancement

All vacant and new positions will be posted in accordance with OAPSE guidelines.

Staff members will be provided opportunities to enhance current skills, develop new skills, and explore career opportunities through various continuing education opportunities.

Staff Development

Celina City Schools / Mercer County Head Start is very committed to continuing education for all staff. A training plan must be submitted to the regional office annually detailing the agency training and technical assistance plan. In addition to new staff orientation, ongoing staff training opportunities will be made available for all positions. At minimum a staff pre-service training will be scheduled annually prior to the beginning of student service days. This training opportunity will address both required, and locally identified training needs. In the event that the pre-service is scheduled on a date that is not included in your particular contracted annual calendar a time sheet will be provided to secure employee payment for this day.

Performance Evaluation and Professional Development Policy

All new hires will be considered 'probationary' for a period of at least sixty (60) working days as detailed. This time period will allow for observation of employee performance as well as any necessary action with regard to criminal records checks. Prior to the conclusion of the probationary period, a formal written Performance Evaluation will occur. A supervisor has the option to recommend hire of the employee or extend the probationary period. Annually, the performance evaluation will be reviewed for all staff. Additional evaluations may be warranted if the employee is on a performance improvement plan. The results of these evaluations will be used to identify staff training and professional development needs, and assist each staff member in improving his or her skills and professional competencies.

Code of Conduct and Professional Ethics Policy

All staff and volunteers are required at time of hire or placement to understand and abide by the codes of conduct as set forth in the Federal Performance Standards 45 CFR 304.52 (i) (1-3). The following standards specify that:

- A. I will 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.
- B. Maintaining confidentiality is important to the success of our mission, our reputation in the community and the privacy of clients and staff. Family files, personnel records, financial information, client information and other related information is considered confidential. I am required to protect this information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate need to know. If approached by members of the news media requesting information regarding Mercer County Head Start operations, I will refer requests to the Executive Director.
- C. I understand that no child shall be left alone or unsupervised while under my care. I will use positive methods of child guidance that do not engage in corporal punishment,

emotional or physical abuse, humiliation, isolation or the use of food as punishment or reward or the denial of basic needs.

- D. I understand that no child may be removed from the presence of staff other than a child's own parent or guardian or other authorized person.
- E. I will not solicit or accept gratuities, favors, or anything of significant value for personal use or enrichment from contractors/vendors or potential contractors/vendors who have been awarded contracts or provide services or materials for Mercer County Head Start.
- F. I understand this document shall be placed in my personnel file and that any violation of these codes shall result in disciplinary action as indicated in Article XIII-"Disciplinary Procedures" in the OAPSE #457 negotiated agreement.

This policy complies with Head Start Performance Standard 1302.90 (c)(1)(2).

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Orientation / Onboarding

A program must provide to all new staff, consultants, and volunteers an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are implemented. Please see appendix for policy.

Dress Code

The Board of Education believes that staff members set an example in dress and grooming for their students to follow. Staff members who understand this precept and adheres to it enlarges the importance of his / her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline. Please see appendix for policy.

Use of Agency Vehicles (excludes buses)

No employee of the grantee may transport minor clients without the child's legal guardian / adult family member being present. No employee may transport any clients, Head Start, or Early Head Start children in a personal vehicle.

Employees should ensure that the rules for using Agency vehicles are strictly observed and use the utmost care and courtesy when representing the Agency on the road. The employee is expected to comply with all laws and to use care and good judgment at all times, including but not limited to the following examples:

- A. The use of a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
- B. Cell phone use while driving should be kept to a minimum. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, drivers should complete calls while the vehicle is parked and/ or use the phone in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
- C. No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- D. All drivers and passengers operating or riding in a company vehicle must wear seat belts, even if air bags are available.
- E. Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- F. Drivers must promptly report all accidents to the HCSM Manager, their supervisor, and to the Celina City Schools Transportation Director and report for a drug screen as directed by the Superintendent.

Control & Custody of Company Vehicles

The vehicle sign in and out log, as well as vehicle keys, are kept in the Head Start office and maintained by the Head Start Secretary.

Probationary Period

A sixty-day probationary status period will be used to ensure that employees are thoroughly and regularly evaluated to determine whether they understand and have the correct resources to succeed with the grantee in their assigned positions.

Prior to the end of sixty days, the supervisor will either recommend that the employee be removed from probationary status, receive an extended provisional time, or terminated. Please see OAPSE #457 Negotiated Contract for additional information.

Performance Evaluations

Please see Article X of the OAPSE #457 negotiated contract.

6680 - Recognition

The purpose of this policy is to permit the Board of Education to honor its staff, former Board members, and other nonemployee persons with plaques, pins, token retirement gifts and awards, and other amenities.

The Board wishes to also honor staff, students, citizens, and advisory groups for their contributions with appropriate recognitions and authorizes administrators to purchase meals, refreshments, and/or other amenities to further the interests of the District and to be reimbursed for such purchases if they are initially made with the administrators' personal funds.

The Board hereby affirms that the expenses incurred as listed above do serve a valid and proper public purpose. However, under no circumstances will public funds be expended for the purchase of alcoholic beverages. The Board believes that the "public purpose" served is the promotion of education, rapport with the business community, community relations, and the encouragement of nonemployees to serve as volunteers, as well as furthering other legitimate interests

Vacation and Holidays (please reference Article XIX of the OAPSE #457 Negotiated contract)

The following are the ten paid holidays for 225-day and 260-day non-certified employees:

Labor Day
Martin Luther King Day
Christmas Day
Independence Day

New Year's Day
Good Friday
Christmas Eve

Thanksgiving Day
Day after Thanksgiving
Memorial Day

The following are the seven paid holidays for 185 days and 207 days employees:

Labor Day
Christmas Day
New Year's Day

Martin Luther King Day
Good Friday

Thanksgiving Day
Memorial Day

Administrative Head Start employees working a 260 – day contract receive 25 vacation days annually.

Employees who move up to “vacation eligible” positions will only be granted time spent in vacation eligible position for purposes of calculating eligible vacation time.

Sick Leave (please reference OAPSE #457 negotiated contract Article XX)

All full-time employees shall accrue sick leave at the rate of one and one-fourth days per month. Hourly or part-time employees will accumulate and deduct sick leave at a rate that is proportional to their assigned work day. Sick leave will accumulate to a maximum of 200 days.

Employees may use sick leave upon the approval of the Head Start Director or designated representative for absence due to personal illness, injury, illness in family, pregnancy or exposure to contagious disease. Upon request after 3 days the need for sick leave must be established to the satisfaction of the Business Manager / Superintendent.

Each new employee shall be advanced up to 5 days of sick leave as needed. Any Advanced sick leave shall be repaid.

Sick leave can be used when caring for immediate family. Immediate family includes: spouse, parents, spouse's parents, children, brothers, sisters, grandchildren and any other person (not renters) residing with the immediate household.

The Celina Board of Education shall establish a sick leave bank based on donated “sick leave” for an employee having exhausted all accumulated paid leave, vacation, and personal days as a result of a catastrophic illness.

Funeral Leave (please see OAPSE #457 negotiated contract Article XXI)

Absence to attend and plan funerals that occur on days school is in session for death in the immediate family (spouse, children, parents, and spouse's parents, brothers, sisters, and any other persons (not renter) residing in the immediate household) shall be limited to 3 days.

Personal Leave (please see OAPSE #457 negotiated contract Article XXII)

Each employee is entitled to 3 unrestricted personal leave days each year upon request to his / her supervisor. Such days shall be without loss of pay or deduction from sick leave. An employee not using his / her unrestricted personal leave will be compensated for each day at the regular rate of pay for the particular job. Said stipend compensation shall be paid to the employee during the last pay period in the yearly contract.

No personal leave may be taken on the day immediately proceeding or following a school holiday or during the first week and last 2 weeks of school, unless a dire emergency exists.

Jury Duty (please see OAPSE #457 negotiated contract Article XXIII)

In a case of absence from duty in response to a jury summons, there shall be deducted from the salary of the employee the amount and only the amount of any jury fee or other compensation, exclusive of any reimbursement paid for expenses.

Leaves of Absence (please see OAPSE #457 negotiated contract Article XXV)

Absence without pay. An employee may be granted leave without pay only with Board approval. Leave prior to or after holidays will result in loss of holiday pay.

Unexcused absences. An excused absence shall be an absence not approved under the aforementioned policies. These absences will be at a loss in salary and benefits and may result in disciplinary action.

Federal Family and Medical Leave Act. The Board agrees to grant to employees leave in compliance with the Federal Family and Medical Leave Act of 1993.

Military Service (please see OAPSE #457 negotiated contract Article XXXVI)

An employee who enters the armed forces shall, upon returning from the service with a discharge other than dishonorable, be re-employed under the same type of contract as held prior to entering the service.

Inclement Weather

Due to hazardous weather conditions the Superintendent may delay or close the district. If the Superintendent closes the district due to weather conditions, all Head Start programming will be closed.

Professional Development and Training

Mercer County Head Start encourages education and on-going professional development. Accordingly, reimbursement for professional development and training will be recommended by the appropriate supervisory personnel and then submitted to the Director for review and approval. Approval will be based on available budget, priorities, and time constraints. It is the employee's responsibility to maintain all required credentials, licensures, and certifications including *Step Up to Quality* courses and registrations.

Please see Individual Professional Development Policy in appendix.

Attending College or University Classes

All requests to enroll in college or university level classes or workshops must be submitted to the employee's direct supervisor. The supervisor is responsible to review the request and determine whether it is appropriate for the employee's current responsibilities and / or beneficial

to the Head Start program. The Director and administrative team are responsible for processing all college and university level requests for training and classes.

CDA (Child Development Associate credential)

The Child Development Associate credential is the minimum standard for all Teacher Assistants. Any employee seeing either the initial CDA registration or renewal should consult with the Education Manager. The procedures for obtaining initial or renewal approval will be provided at that time. Generally, Head Start pays for initial filings if a timely request is made and approved. For renewals, the employee is expected to obtain approval per current CDA procedures and will then be reimbursed. Failure to obtain CDA credentialing, and untimely renewals with a lapse, may result in the employee's loss of employment or reassignment with Head Start or the district.

4419 – Group Health Plans

The Board of Education shall have discretion to establish and maintain group health plans for the benefit of eligible employees. The definition of group health plans as used in this policy may include, but is not limited to, major medical, prescription drug, dental and/or vision plans. These group health plans may provide certain health benefit plans to employees as permitted by law.

The Board has elected to provide minimum value health coverage for some or all of its eligible employees. The terms and conditions of the health coverage are set forth in the appropriate plan documents.

8442 – Reporting Accidents

The Board of Education directs that all reasonable efforts be made to provide a safe learning and working environment for the students and employees of this District.

To that end, and so that an employee's legitimate claims for worker's compensation may be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, employee of the Board, or a visitor to the schools must be reported promptly and in writing to the District business office. Injured persons shall be referred immediately to appropriate personnel for such medical attention as may be appropriate.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action. Any employee of the Board who suffers a job-related injury may file a claim with the Bureau of Workers Compensation as provided in Policy 8442.01.

If a staff member sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act. If the staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption).

8340 – Letters of Reference

The Board of Education recognizes that an employee or former employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member's performance with a prospective employer or other interested party. A current or former employee shall have no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.

If an administrator opts, however, to prepare a reference letter, the Board expects that administrator to provide specific and truthful comments concerning the employee or former employee's actual performance that can be substantiated by the administrator's personal knowledge and/or the individual's personnel file.

In accordance with law, an administrator who, in the scope of his/her employment, provides a letter of reference or employment reference may be entitled to a qualified privilege for statements included in that reference letter, provided such statements were made in good faith, without malice, and in accordance with this policy.

All District employees, including but not limited to an administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, are prohibited from assisting a District employee, contractor or agent in obtaining a new job if s/he knows or has reasonable cause to believe that such District employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine transmission of administrative and personnel files. The only exceptions permitted are those authorized by the *Every Student Succeeds Act*, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct.

4140 - Resignation

The classified staff member should recognize the obligation to faithfully fulfill the terms of his/her contract until it is dissolved by mutual consent or by due process of law.

Each professional staff member shall recognize the obligation to faithfully fulfill the terms of his/her contract until it is dissolved by mutual consent or by due process of law.

3139 – Staff Discipline

The Board of Education retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be in proportion to the

employee's offense or misconduct, consistent with appropriate procedural and substantive due process, State law, and/or the specific provisions of any applicable collective bargaining agreement. All matters that could involve discharge from the District must be dealt with in accordance with R.C. 3319.16.

The Superintendent will file a report with the Ohio Department of Education, in accordance with Policy 8141 and State law, concerning the professional staff member's pleading guilty to or conviction of certain specified crimes and/or where it is reasonably determined that the professional staff member has engaged in conduct which is unbecoming the teaching profession under certain specific circumstances as defined therein.

Please see OAPSE #457 Negotiated Contract Article XIII

Attendance and Punctuality

A predictable and stable relationship with caregivers is essential for the best service to all of our clients and licensing requirements for in ratio classrooms apply to early childhood classrooms. Therefore, excellent attendance and punctuality are essential requirements for most positions within Head Start and necessary for a smoothly-functioning workforce. Any absence or lack of punctuality creates an issue for the workplace, and the employee is expected to provide as much notice as possible to minimize service disruptions.

4122.01 – Drug-Free Workplace

Purpose

The purpose of the Board's Drug-Free Workplace Program is to institute and maintain a program for achieving the objective of a drug-free work force and to provide a workplace that is free from the illegal and improper manufacture, distribution, dispensing, possession, sale, and use of alcohol and controlled substances.

All employees are expected to read and understand this Policy/Administrative Guideline. Participation in this program by all employees as prescribed is mandatory.

Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

- A. The term illegal drug means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- B. The term controlled substance includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.

- C. The term controlled substance abuse includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term safety-sensitive function includes all tasks associated with the operation and maintenance of Board-owned vehicles and/or equipment or as defined by the District.
- E. The term safety-sensitive employee means all regular and substitute bus drivers, employees who are required to hold a CDL license as a condition of employment, other staff members who may drive students in Board-owned vehicles or employees who inspect, repair, and maintain Board-owned vehicles.
- F. The term while on duty means all time from the time the District employee begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

Employee Training

The program will assist all District employees in understanding and avoiding the perils of illegal drug use and controlled substance abuse. The Board will provide a comprehensive drug-free awareness program as an ongoing educational effort to prevent and eliminate illegal drug use and controlled substance abuse. The drug-free awareness program will inform employees about:

- A. the dangers of illegal drug use and controlled substances abuse;
- B. the Board's policy on drug-free schools, drug testing, and others related to the use of controlled substances (see the Appendix);
- C. signs/symptoms of substance abuse;
- D. the availability of treatment and counseling for employees who voluntarily seek such assistance; and
- E. the sanctions the Board will impose for violations of its policies related to this program.

District Coordinator

The Superintendent shall be the coordinator of the Board's drug-testing program and the person to be contacted for answers to any questions that a staff member may have.

Supervisor Training

Supervisors will be trained about issues related to alcohol and drug use in the workplace and their responsibilities regarding the Drug-Free Workplace Policy and its implementation. Supervisors and other appropriate personnel will be trained in drug abuse recognition and the Board's procedures for handling and assisting employees who are subject to the effects of illegal drug use or controlled substance abuse.

Rules Related To the Drug-Free Workplace Program

All District employees are expected to abide by Board policies related to alcohol and drug use in the workplace (see also, Board Policy 3170 and AG 3170A). Any violation of the Board's policies will lead to disciplinary action, up to and including termination.

Possession / Use / Sale / Distribution

No District employee shall possess, use, sell, or distribute alcohol or engage in illegal possession, use, sale, or distribution of drugs while on duty, operating a Board-owned and/or operated ("Board-owned") vehicle, or performing a safety-sensitive function.

Pre-Duty Use

No District employee shall either perform safety-sensitive functions or operate a Board-owned vehicle after using alcohol and shall not be currently involved in illegal use of drugs.

Controlled Substances Use

No District employee shall report for duty or remain on duty when the District employee uses any controlled substance, except when the use is prescribed by a physician who has advised the District employee that the controlled substance does not adversely effect the District employee's ability to safely perform the functions and duties of their employment assignment, operate a Board-owned vehicle or perform safety-related functions.

Authorized Use of Prescribed Medicine

A District employee undergoing prescribed medical treatment with any drug or controlled substance that may impair his/her physical or mental ability should report this treatment to the Superintendent (District Coordinator) who will determine whether the Board shall temporarily change the staff member's job assignment during the period of treatment.

Indictments or Convictions for Drug or Alcohol Use

Discipline will be imposed if a District employee:

- A. is indicted or convicted under any criminal drug statute for a violation occurring in the workplace or outside the workplace; or
- B. fails to notify the Board of any indictment or conviction under any criminal drug statute within five (5) days of the event.

Consequences for Violation of the Drug-Free Workplace Policy

In addition to any disciplinary action, the Board may refer the District employee to a treatment or counseling program for illegal drug use or controlled-substance abuse. Appropriate Board representatives shall determine whether a District employee, referred for illegal drug use or controlled-substance abuse treatment or counseling, shall be reassigned to another available position.

Confidentiality

All records of drug/alcohol testing will be stored separately and apart from the employee's general personnel documents with access limited to designated District officials. The information contained in these files will be used only to administer this Policy properly and to provide to certifying agencies for review as required by law. Those designated District officials that shall have access to these records are charged with the responsibility of maintaining the confidentiality of these records.

Employee Assistance

The Board is willing to help employees who have alcohol and substance abuse problems and encourages such employees to voluntarily seek assistance prior to testing. To that end, employee assistance is available for employees and their families through a list of resources available through the Superintendent (District Coordinator) (see also, AG 3170B).

Rebuttable Presumption – Workplace Injuries

Should an employee sustain a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Worker's Compensation Act. Should the employee test positive for alcohol or a controlled substance in an amount that exceeds the limits allowed under law or refuse to submit to a test for alcohol and/or other drugs after being given notice that such a refusal could affect the employee's eligibility to receive worker's compensation benefits, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of injury (i.e., rebuttable presumption).

APPENDIX

List of Personnel File Contents

- Child Abuse Reporting
- Hiring of Personnel
- Dress Code
- Inclement Weather / Service Days
- Individual Professional Development Plan
- Orientation
- Job Descriptions

Contents of Employee Files

- Employee Info Tab
 - Emergency Contact
 - Employee Info Form
 - Driver's License
 - Transcripts (Degreed Only)
 - Degree / Diploma
 - 3 References
 - Resume
 - Application
 - Code Of Conduct
 - Staff Education Technology Acceptance Use
- Background Check Tab
 - ODE Non-Guilty Statement
 - BCI
 - FBI
 - National Sex Offender
 - State Sex Offender
 - Child Abuse Neglect Registry (Envelope)
- Medical Tab
 - Employee Medical Statement
 - TB Screen / Results
 - Drug Test (Transportation Staff)

- Required Trainings Tab
 - Child Abuse / Neglect Recognition & Prevention
 - CPR
 - First Aid
 - Communicable Disease (CCI)
 - Bloodborne Pathogen
- Professional Development Tab
 - IPDP
 - In-service Training Forms (Recent and Past)
 - Licensures and Certifications
 - Annual Performance Evaluations

Mercer County Head Start Policies and Procedures

P/P Topic:	Child Abuse Reporting	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	
Subpart:	<i>I – Human Resource Management</i>	Last Reviewed Date:	
Section Title(s):	<i>Training and Professional Development</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1302.92(b)(2)	Monitoring Responsibility:	Family Engagement Services Manager (FESM)

(A) Policy	<p>As required by the Ohio Revised Code 2151.421 employees are to report any suspected instances of Child Abuse and/or Neglect (CA/N) to the proper authorities.</p> <p>(b) A program must establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge or skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit appropriate. At a minimum, the system must include:</p> <p>(2) Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws</p>
(B) Responsibility	All staff
(C) Procedure	<p>In the event a child comes to the program with signs or indications of POSSIBLE / SUSPECTED abuse or neglect, or reports an incident indicating possible abuse and / or neglect the following steps will occur:</p> <ol style="list-style-type: none"> 1. Contact the FESM and / or your direct supervisor immediately. 2. If the staff person observing the possible CA/N is a teacher, the management team will make arrangements for the teacher to exit the classroom to make a report to Mercer County Department of Job & Family Services. 3. The staff person making the report will have access to the COPA database to provide Mercer County Department of Job & Family Services with identifying information: child's name, address, date of birth, who child resides with, session of attendance, etc. 4. Mercer County Head Start will comply with all informative requests of Mercer County Department of Job & Family Services during the investigation. 5. The staff person who observed the possible CA/N is responsible to document the observation, the report, and the mandated reporter information in case notes, in a file separate from the child's file in a locked file cabinet. 6. Per Ohio Revised Code, all mandated reporters have the right to specific

	<p>information about the CA/N report made.</p> <ol style="list-style-type: none"> 7. After 5 business days, the reporter is to contact Mercer County Department of Job & Family Services and request the Mandated Reporter letter. The letter is to be placed in the file with the case notes documenting the initial report. 8. Staff will adhere to the program's Confidentiality Policy. <ol style="list-style-type: none"> a. At no time, is a Head Start employee to conduct any type of investigation. This includes, but is not limited to: questioning the child, taking photographs, contacting another person for additional information. 9. Any staff member in need of debriefing from a reportable incident may ask to speak with their direct supervisor. EAP or mental health services will be made available to any staff requesting additional services.
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Mercer County Head Start Policies and Procedures

P/P Topic:	Hiring of Personnel	P/P #:	
Part:	Human Resources Management	PC Approval Date:	
Subpart:	<i>Personnel Policies</i>	Last Reviewed Date:	
Section Title(s):	1302.90	Implementation Responsibility:	Management Team Policy Council
Related Performance Standard(s):	1302.91	Monitoring Responsibility:	Governing Body

(A) Policy	<p>(a) Establishing personnel policies and procedures. A program must establish written personnel policies and procedures that are approved by the governing body & policy council or policy committee and are available to staff.</p> <p>(a) Purpose: A program must ensure all staff, consultants, and contractors engaged in the delivery of program services have sufficient knowledge, training, and experience, and competencies to fulfill the roles and responsibilities of their positions and to ensure high-quality service delivery in accordance with the program performance standards.</p> <p>Celina City Schools Head Start will make a conscientious effort to hire individuals who accept the goals, principles, and core values of the agency. The Celina City Schools Board of Education will select and hire a Head Start Executive Director. The Head Start Executive Director will be responsible for either hiring or designating the person(s) responsible for hiring all employees.</p>
(B) Responsibility	Management Team
(C) Procedure	<p>Open positions will be posted on, at a minimum, the school district's website and the parent information board at each location.</p> <ol style="list-style-type: none"> 1. When a job vacancy or vacancies occur within the bargaining unit, the Board will post an announcement of such vacancy or vacancies on the District website and email the posting to all employees. Said vacancies shall then remain unfilled and stay posted for five (5) working days. The announcement shall contain the job title, a brief job description, work site, rate of pay, and number of hours of work. Summer notification will be sent to the President of OAPSE Local #457. Where two or more vacancies in different classifications have been posted and no qualified employees have applied, the Board may repost the positions as one vacancy to be offered to one candidate. 2. Any employee in the classification wishing to apply for the posted vacancy may sign an official bid sheet located in the Central Office. Any other employee or interested party must submit a letter of interest to the Central Office located at the Ed Complex, which will be kept with the official bid sheet. A copy of the list and letters of interest for the posted job will be sent to OAPSE Local #457 president. 3. The most senior qualified employee in years of service, and currently within the classification, shall be awarded the vacant position for up to the sixty (60) calendar day probationary period. 4. In the event of a vacancy, an employee who was displaced from a previously held classification, and in accordance with his / her seniority, may return to the classification. This is a one time, per displacement, option to return to the classification from which s/he was displaced. This employee may sign the bid sheet without a letter of interest.

5. If more than one qualified employee applies for a vacancy outside their classification, the vacancy shall be awarded to the employee who has the highest degree of qualifications, skill, experience and ability to perform the work in question. If the qualifications, skill, experience, and ability of the two or more qualified applicants are substantially equal, seniority shall govern. In accordance with 45 CFR 1302.90(b)(6), current and former Head Start parents must receive preference for employment vacancies for which they are qualified.
6. An employee who is awarded a new job title shall be required to satisfactorily complete up to a sixty (60) calendar day probationary period. S/he will be considered to have qualified on the new job when s/he satisfactorily performs the required duties with no more supervision than is required of other employees on the same or similar jobs, and when his / her record as to quality and quantity of work meets the standards applicable to the job. If, during the probationary period, it is determined that the employee cannot satisfactorily perform the new job, s/he will be returned to his/her previously held position at his /her prior rate of pay.
7. If no applications are received or if the Board / Head Start Executive Director determines that none of the applicants are qualified for the job, the Board / Head Start Executive Director may fill the job by hiring a qualified new employee from outside the bargaining unit
8. An employee awarded a higher paying job under this Article shall be paid the rate of pay in the salary schedule for the new job that is equal to or next greater than his / her existing position.
9. Definition of seniority shall be elapsed time from date of initial Board action of hiring to present time.
10. Within thirty calendar days when a vacancy occurs, the position is to be posted in each building.

(Above documentation is Article XV of the negotiated agreement with OAPSE Local #457)

During all interviews, the interview committee will take notes and complete an Interview Rating Sheet, and if a candidate is selected, a Recommendation for Hiring.

In the event that criteria are met equally by more than one applicant, priority will be given to current or former Early Head Start or Head Start parents.

All interview notes and information must be submitted to the Hiring Manager.

The Head Start Executive Director must approve all job offers and only the Head Start Executive Director or Hiring Manager may make a job offer.

All wages are approved by the Board of Education in accordance with the OAPSE Local #457 negotiated contract.

The Head Start Policy Council and Board of Education must approve all hires.

All candidates interviewed and not selected will be notified by letter.

Mercer County Head Start Policies and Procedures

P/P Topic:	Professional Development Plans	P/P #:	
Part:		PC Approval Date:	1/21/16
Subpart:	<i>Training</i>	Last Reviewed Date:	
Section Title(s):		Implementation Responsibility:	Supervisors
Related Performance Standard(s):	<i>Improving Head Start for School Readiness Act of 2007, Section 648(f)</i>	Monitoring Responsibility:	Executive Director

(A) Policy	Head Start employees shall create, in consultation with their direct supervisor, a professional development plan and shall ensure that such plans are regularly evaluated for impact and effectiveness.
(B) Responsibility	Supervisors / Executive Director
(C) Procedure	<ol style="list-style-type: none"> 1. Within 60 days of the employee's hire date, an individualized professional development plan shall be written by the employee with the assistance of the direct supervisor. 2. At a minimum, twice each program year, Head Start employees will review their professional development plan with their direct supervisor to review the plan for impact and effectiveness. One of these reviews will occur during the employee's annual evaluation. 3. Each Head Start employee is responsible for attending training(s) or professional development opportunities as set forth in the individualized professional development plan. 4. Each Head Start employee will provide documentation of trainings attended to fulfill expectations listed on their individualized professional development plan. 5. Individual Professional Development Plans will be placed in each employee's personnel file. Annually, personnel files will be audited to ensure required documents are complete.

Mercer County Head Start Policies and Procedures

P/P Topic:	Dress Code	P/P #:	HR
Part:	Human Resources	PC Approval Date:	
Subpart:		Last Reviewed Date:	
Section Title(s):	BOE 3216 & 4216	Implementation Responsibility:	All Staff
Related Performance Standard(s):		Monitoring Responsibility:	Supervisors

(A) Policy	The Board of Education believes that staff members set an example in dress and grooming for their students to follow. Staff members who understand this precept and adheres to it, enlarges the importance of his / her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.
(B) Responsibility	All Staff
(C) Procedure	<p>The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all staff members shall:</p> <ul style="list-style-type: none"> A. Be physically clean, neat, and well groomed; B. Dress in a manner consistent with their professional / assigned responsibilities C. Dress in a manner that communicates to students / [parents] a pride in personal appearance; D. Be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard. <p>CCS / MCHS staff will maintain a professional appearance during meetings and conferences.</p> <p>Any staff who MAY be asked to work in the classroom setting MUST wear shoes with backs. Open heeled shoes are unacceptable.</p> <p>Staff MAY participate in Jeans Day Fridays by contributing \$1 to the Sunshine Fund. Staff members that choose not to participate in Jeans Day Fridays must follow the aforementioned dress code policy. Jeans Day Fridays are not included on those days in which staff members are attending professional meetings and / or trainings either on-site or off-site.</p>

Mercer County Head Start Policies and Procedures

P/P Topic:	Individual Professional Development Plan	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	
Subpart:	<i>Human Resources Management</i>	Last Reviewed Date:	
Section Title(s):	<i>Training and professional Development</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1302.92	Monitoring Responsibility:	Executive Director

(A) Policy	<p>(b) A program must establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit as appropriate. At a minimum, the system must include:</p> <p>(1) Staff completing a minimum of 15 clock hours of professional development per year.* For teaching staff, such professional development must meet the requirements described in section 648A(a)(5) of the Act.</p> <p>(2) Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, tribal laws;</p> <p>(3) Training for child and family services staff on best practices for implementing family engagement strategies in a systematic way, as described throughout this part;</p> <p>(4) Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes; and,</p> <p>(5) Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in <u>Head Start Early Learning Outcomes Framework: Ages Birth to Five</u>, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions (as described in subpart G of this part), and use of data to individualize learning experiences to improve outcomes for all children.</p> <p>*ODE SUTQ requirements may be more stringent. In that case, the employee will follow the most stringent guidance for compliance.</p>
(B) Responsibility	All staff
(C) Procedure	<p>Head Start employees shall create in consultation with their direct supervisor, a professional development plan and shall ensure that such plans are regularly evaluated for impact and effectiveness.</p> <p>Within 90 days of hire, an individual professional development plan shall be written by the employee with the assistance of the direct supervisor.</p>

	<p>Once each year, Head Start employees will review their professional development plan with their direct supervisor. This review will occur during the employee's annual evaluation.</p> <p>Staff and supervisors will utilize all available tools to provide input into the professional development plan. These tools may include but are not limited to: observations, feedback forms, CLASS, ECERS, COPA reports, TSGOLD reports, school readiness data, CACFP reports, USDA compliance, ODE licensing compliance, ODOT compliance, and ODH compliance.</p> <p>Each Head Start employee is responsible for attending training(s) or professional development opportunities as set forth in the individualized professional development plan.</p> <p>Employees are responsible to follow the process to request training with their direct supervisor.</p> <p>Individual Professional Development Plans will be placed in each employee's personnel file. Annually, personnel files will be audited to ensure required documents are complete.</p> <p>Staff will submit completed training documents to IT Secretary for entry into COPA.</p> <p>IT Secretary files training certificate in employees personnel file.</p>
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Mercer County Head Start Policies and Procedures

P/P Topic:	Service Delivery	P/P #:	
Part:	Program Structure	PC Approval Date:	8/11/16
Subpart:	<i>B</i>	Last Reviewed Date:	
Section Title(s):	<i>Determining Program Structure</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1302.21	Monitoring Responsibility:	Mgmt. Team

(A) Policy	Given that agency clients rely on our services, agency locations will remain open whenever it is feasible to provide services. The Head Start program year is scheduled for the mandatory 133 days of service. Employees must use their own judgment to determine whether they can safely report to work.
(B) Responsibility	All Staff
(C) Procedure	<p>For those times when weather is severe, the Superintendent of Celina City Schools determines whether the school system including Mercer County Head Start will remain open with normal business hours, delay the opening of facilities (2-hour delays), or close facilities for the day.</p> <p>In the event of a 2 hour delay the following will occur:</p> <ul style="list-style-type: none"> • Staff will report to work at their normal assigned time, fulfilling the hours per day as per their contract. <li style="text-align: center;">- OR - • Staff MAY report 1 hour late and stay 1 hour later fulfilling the hours per day per their contract. <p>In the event of a CANCELLATION on a scheduled Head Start service day the following will occur:</p> <ul style="list-style-type: none"> • The day will be rescheduled on the first make up day scheduled per program calendar. • Classified staff WILL NOT report to work on a cancellation day. Instead, classified staff will report to work on the rescheduled make up day per program calendar. <p>In the case where all scheduled make up days have been exhausted, service days will be scheduled on Fridays. In addition, the program year MAY be extended to ensure service days are met per Head Start Performance Standards.</p> <p>In the event of a CANCELLATION on a day where Head Start classrooms are not in session but staff are scheduled to work the following may occur:</p> <ul style="list-style-type: none"> • Staff will report to work at their normal assigned time, fulfilling the hours per day as per their contract. <li style="text-align: center;">- OR - • Staff MAY report 1 hour late and stay 1 hour later fulfilling the hours per day per their contract. <li style="text-align: center;">- OR - • Staff MAY opt to utilize a Personal Day if available to them. Exceptions to these policies are: When law enforcement has declared the roads unsafe to drive upon and whereas individuals may receive legal ramifications aka "Level 3".

Mercer County Head Start Policies and Procedures

P/P Topic:	Orientation	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	
Subpart:	Human Resources Management	Last Reviewed Date:	
Section Title(s):	<i>Training and Professional Development</i>	Implementation Responsibility:	Administration
Related Performance Standard(s):	1302.92(a)	Monitoring Responsibility:	IT Secretary

(A) Policy	A program must provide to all new staff, consultants, and volunteers an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are implemented.
(B) Responsibility	Administration
(C) Procedure	<p>All new employees will receive a complete orientation that explains job responsibilities, personnel policies, and related program and fiscal information.</p> <p>The supervisor and/or other administrative personnel will begin the orientation process no later than the first week of employment and complete within the first 30 days of employment culminating with the employee's probationary evaluation.</p> <p>Each employee will receive the orientation packet that includes, at a minimum; job description, calendar, personnel policies, and orientation checklist.</p> <p>The supervisor will ensure that the new employee has met with the District's Treasurer's office to complete tax forms, benefits forms, and review payroll procedures.</p> <p>Each employee will read carefully and sign the job specific orientation checklist. It will then be forwarded to the Head Start office to be included in his/her personnel file. The IT Secretary is responsible for reviewing the checklist for completion and timeliness.</p> <p>Within the first 2 weeks of employment, a new employee will receive on the job training provided by the immediate supervisor, and/or other appropriate administrative staff. During the on the job training, at a minimum, the new employee should be shown and guided through a normal daily routine, provided directions and tour of the building, introduced to co-workers and others in building, and allowed time to observe the children/clients. If possible, another seasoned staff person should be assigned as a mentor to help the new employee feel comfortable and welcomed in the center and building.</p> <p>CDL bus drivers must be drug tested upon hire and then placed in the random drug/alcohol test pool through the grantee's local provider. All CDL drivers must sign a Release of Information form to obtain information from their previous employer.</p> <p>All employees receiving compensation through early childhood education programs are required to have documentation of a physical/medical on file upon hire and then every 5 years thereafter.</p> <p>A physical not more than 1 year old can be accepted for new hires. All physicals will be placed in the personnel file and in the site file (as required). New staff must have a physical on file their first day of employment.</p> <p>NOTE: Bus drivers must have the agency physical and the required T8 bus driver physical.</p>

_____ received the Mercer County Head Start personnel policy on _____
 (Employee name) (Date)

from _____.
 (Administrator)