

Policy Regarding Staff or Regular Volunteer Arrest

A staff member or a regular volunteer is to report his or her arrest, charge, indictment or conviction for a criminal offense within 24 hours to the EPIC Early Head Start/Head Start and Pre-K Director. EPIC will adhere to all childcare licensing regulations regarding waivers.

Child Care Licensing prohibits a staff member or volunteer who is accused of sexually abusing or otherwise injuring a child or incapacitated adult from caring for or having contact with children pending the outcome of the investigation. (Section 8.5.e.4)

REPORT OF ARREST

Name: _____

Address: _____

Date of Report: _____

Time of Report: _____

Date of Arrest: _____

Time of Arrest: _____

Reason for Arrest: _____

Date report received at EPIC Administrative Office: _____

Signature of Employee: _____

Signature of Supervisor receiving report: _____

Pathways of Communication

Program and Staff to Parents

1. The Early Head Start/Head Start/Pre-K newsletter, Tri-County Kids News, is published monthly and distributed to all families and staff members. It includes upcoming events, Policy Council information, committee reports, etc.
2. Special events are advertised to parents through flyers prior to the events.
3. Parents' bulletin boards at each center display information regarding services, events, ideas, etc. Parents are encouraged to check the board whenever they are in the center.
4. Information is communicated orally and in writing during home visits, telephone calls, and face-to-face at the centers or during bus drop-off and pick-up.
5. At Policy Council meetings, parents receive committee reports, program status reports, and building reports. Policy Council minutes are posted at each site.
6. Classroom newsletters are sent home by many classroom teachers.
7. Parents receive a parent handbook including bus information at the start of the program year.
8. Staff members and parents share information at orientation, home visits, and conferences.
9. The program has a website that parents and others can visit – www.epicresa8.org. Both EHS and HS have Facebook pages where information and current activities are posted. Any news staff have that they wish to post please send to either your EHS county supervisor regarding EHS information or for HS contact the Family Advocate Specialist.

Staff to Staff

1. A program calendar provides a schedule of events, meetings, deadlines, etc. A Calendar Planning Meeting is held in May to schedule the events/meetings for the following school year.
2. Contact notes, telephone, person-to-person oral discussions and email are used for day to day communication.
3. Memos
4. Letters regarding important events or individual issues.
5. Specific forms are in place for requests for service, follow-up information, purchases, personnel information, etc.
6. Agendas for meetings include items to be discussed.
7. At least monthly local staff meetings enable communication of events, etc. and discussion of county issues and concerns.
8. Monthly Management Team meetings address cornerstone status, county issues and concerns, upcoming events, training, etc.
9. Staff are encouraged to discuss needs with their direct supervisors in each county.
10. Staff members receive a staff handbook with supplemental updates as needed.
11. Staff are observed and evaluated periodically by their supervisors.
12. Bulletin boards, white boards, etc. are used to post messages for staff.
13. Safety procedures are posted and reviewed on a regular basis.
14. Staff regularly communicate by e-mail with one another.

Program and Community Partners

1. Community representatives are members of the Policy Council and are invited to serve on committees.
2. County Collaboration Teams provide a forum for EHS/HS and Pre-K staff and community agencies to communicate the needs of children and families in each county and to consider transition needs.
3. Staff members give presentations to community organizations regarding Early Head Start/Head Start and Pre-K.
4. Periodically articles and information regarding Early Head Start/Head Start and Pre-K are in the local newspapers.
5. All full-time employment openings for Early Head Start/Head Start and Pre-K are posted on the www.epicresa8.org website.
6. Community agency referral forms for recruitment are provided to agencies which serve young children.
7. Regular communication occurs with the public school systems and WV Birth to Three regarding IEPs, IFSP's, transitions food service, referrals, bus transportation, buildings and maintenance.
8. Early Head Start/Head Start and Pre-K staff members and parents are members of various organizations within their communities.
9. The EPIC Advisory Council appoints a liaison to the Policy Council annually. Policy Council members will receive the schedule of Advisory Council meetings and will be encouraged to attend these. The minutes of each Council meeting are shared and posted.

Court and Jury Duty

Upon receipt of an official notification that you are being considered for jury duty, you are required to complete this form and submit it to the EPIC business office. This is to be done immediately before you report for any jury duty orientation. As noted on the form, a copy of your notification letter is to also be submitted at such time.

EPIC Early Head Start/Head Start/Pre-K Notification of COURT AND JURY DUTY

I, _____, hereby certify that I have been called for court/jury duty for the time period of _____ to _____.

I have attached a copy of my official notification and understand that at the end of my period of duty I must submit an affidavit of any payment made to me. The affidavit will be submitted to the EPIC Early Head Start/Head Start/Pre-K Director.

I further understand that I am required to call/notify EPIC by 9:00 a.m. each day that I am on duty.

Employee Signature

Date

Director, EHS/HS/PK

Date

EPIC Head Start Dress Code Guidelines

All Early Head Start/Head Start/Pre-K staff members are representatives of the agency and serve as role models to children and families. Therefore, attire should be modest and non-revealing and allow freedom of movement. Clothes should allow for normal interaction in performing job responsibilities.

The following guidelines will help each staff member present a professional appearance while serving our families:

1. No T-shirts with messages: religious, sexual, violent, commercial, smoking, alcohol, etc.
2. Be modest – If wearing leggings, your top **MUST** exceed your longest fingertip when arms are by your side.
Lengthen and loosen.
Capris-length pants are ok in the classroom but short shorts are not.
Shorts are not appropriate for home visits
Low cut shirts (**no cleavage showing**), halters, tube tops and bare midriffs are not appropriate.
Pants should not be skintight
No camo of any color in the classroom.
3. Clothing should be neat, clean, and practical.
4. Hair should be clean and neat. Longer hair should be off or away from face. Wearing hair tied back, braided, or pulled up also protects against lice.
5. High heels, open-toe shoes, Crocs and shoes without back straps are not appropriate for working with children. They may be worn on days when children are not present.

EPIC Drug-Free Workplace Policy

Section 1. General

- 1.1 Scope – This policy applies to all employees of Eastern Panhandle Instructional Cooperative, (EPIC)
- 1.2 Authority – Drug Free Workplace Act 1988 West Virginia Constitution Article XII, 2, West Virginia code 18-2-5 of the Drug-Free Workplace Policy 1461.
- 1.3 Effective Date – May 17, 2021

Section 2. Purpose

To provide for a Drug-Free Workplace for all persons employed by the Head Start, Prenatal to 5 program in Berkeley, Jefferson and Morgan Counties.

Section 3. Definition

- 3.1 Alcohol: Alcoholic beverages and any other intoxicating liquid, which contains alcohol.
- 3.2 Contractor: Any department, division, unit or any person responsible for the performance work under a contract.
- 3.3 Controlled Substance: A federally regulated substance listed in the Controlled Substance Act (21 U.S.C. 812) and West Virginia Code 60A-2-201, et seq., (Which may be amended from time to time), when taken into the body, may impair one's mental faculties and/or physical performance.
- 3.4 Conviction: A finding of guilty (including a plea of nolo contendere) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State Criminal Drug Statutes.
- 3.5 Criminal Drug Statue: A criminal statue involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.
- 3.6 Drug-Free Workplace: A worksite where work is performed in connection with the employee's EPIC employment. The workplace shall include facilities, property, buildings, offices, structures, automobiles, trucks, trailers, other vehicles, and parking areas, whether owned or leased by the agency or participating county boards of education.
- 3.7 Employee: Any person who works full-time, part-time, or under contract, including management or temporary staff who are directly engaged in the performance of work pursuant to the mission of EPIC.

- 3.8 Federal Agency: An agency as that term is defined in 18 U.S.C. 6.
- 3.9 Grantee: Any department, division, unit, or any person responsible for the performance of work under the provisions of a federal grant.
- 3.10 Illegal Drug: Any drug, which is not legally obtainable and/or is being used in a manner or for a purpose other than as prescribed.
- 3.11 Intoxicants: Any intoxicating substances such as inhalants.
- 3.12 Legal Drug: Prescribed drugs and over-the-counter drugs which have been legally obtained are being used solely for the purpose for which they were manufactured or as prescribe by a physician.
- 3.13 Look-Alike Drugs: Tablets or capsules that are made to look like real drugs and roughly imitate their effects. They usually contain varying amounts of legal substances such as caffeine, ephedrine, phenylpropanolamine or aspirin and other non-controlled ingredients.
- 3.14 Work Day: For purposes of this policy, the work day includes all times when an employee is engaged in any work-related activity which includes performance of business during a regularly scheduled work day, meal break and/or any occasion having a connection with and EPIC employee's duties and at all times the employee is on any premises of the workplace.

Section 4. Content

- 4.1 It is the policy of EPIC to ensure that its workplaces are free of illegal drugs and controlled substances by prohibiting the unlawful manufacture, distribution, dispensation, possession or use, without medical authorization, of illegal or controlled substances and/or alcohol; the reporting to work under the influence of a non-medically prescribed controlled substance or alcohol; or possession of non-medically prescribed paraphernalia.
- 4.2 The policy is applicable while employees are engaged in any work-related activity, which includes performance of agency business during regularly scheduled workdays, meal breaks, and/or occasions having a connection with the job or the agency.
- 4.3a Employees who are in violation of the provisions of the Drug-Free Workplace Act shall be subject to disciplinary action up to and including termination and/or may be required to satisfactorily participate in a drug rehabilitation or assistance program. Resources shall be provided in accordance with the EPIC Employees Insurance Agency Guidelines
- 4.3b State or county agencies who are contractors or grantees of federal contracts or grants are subject to suspension of payments and termination of the contract or grant for violations of any of the requirements of a drug-free workplace if the number of drug-related convictions of employees indicates that the employer hasn't made a good faith effort to maintain a drug-free workplace.

- 4.4 As a condition of employment with EPIC, employees shall:
 - 4.4.a Abide by the terms of this policy; compliance is mandatory.
 - 4.4.b Notify their supervisor or department head of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
 - 4.4.c Sign the Drug-Free Workplace Verification Statement

EPIC Head Start / Pre-K
DRUG-FREE WORKPLACE VERIFICATION STATEMENT

Name: _____

Employee Identification Number: _____

Address: _____ Telephone Number: _____

I, _____, certify that I have received a copy of the EPIC Drug-Free Workplace policy.

As an employee of the EPIC EHS/HS/Pre-K program, I agree to comply with this Drug-Free Workplace Policy, which states that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and/or alcohol is prohibited in the workplace. Additionally, I shall not report for work while under the influence of alcohol and /or an illegal drug.

The workplace shall be defined as a work site where work is performed in connection with the employee's EPIC employment. The workplace shall include but not be limited to facilities, property, buildings, offices, structures, automobiles, trucks, trailers, other vehicles, and parking areas, whether owned or leased by the agency or entity.

The policy is applicable while employees are engaged in any work-related activity, which includes performance of agency business during regularly scheduled workdays, meal breaks, and/or occasions having an official connection with the job or the agency.

In addition, I understand that, as a condition of employment, I shall notify my supervisor of a criminal drug or alcohol violation occurring in the workplace or conviction outside of the workplace, no later than five days after such violation or conviction occurs.

Employee Signature

Date

**EPIC Early Head Start/Head Start & Pre-K
Documentation of Reasonable Suspicion of Substance Abuse**

Employee's Name: _____

Date of Observation: _____

Location of Observation: _____

Time of Observation: _____

Observation: (physical, behavioral, performance, and or speech)

Observer's Name: _____

Observer's Signature: _____

Request for Testing: Yes No

Please be sure all parts of the form are completed
Submit to the Early Head Start/Head Start/Pre-K Director

Expected Behavior in Safe and Supportive Schools

EPIC Early Head Start/Head Start program acknowledges and continuously supports the absolute need for all children, teachers, administrators and other school personnel to have a safe, positive educational environment. The increase of uncertainty/instability in the lives of all people make providing a safe, supportive environment even more critical for learning and social-emotional development.

In conjunction with West Virginia Department of Education Policy 4373 "Expected Behavior in Safe and Supportive Schools" the following expectations apply whether in a classroom or center, on a school bus, at a school-sponsored activity or event, whether or not it is held on school premises, in a building or other property being used by our educational program:

- Expectations:
- 1) Adults, whether staff or parents/guardians/caregivers will express their emotions appropriately in a wide range of situations (always being mindful that children are within hearing range)
 - 2) If an adult has a concern or issue with the program, the adult will address with supervisory staff in person.
 - 3) All adults will model how to respond appropriately to daily situations.

Violations of these expectations include:

- Profane language toward a staff member or another parent, including at a bus stop
- Threats of physical harm to a child, parent or staff member
- Threats of property destruction

Public guests (parents, other relatives, care givers, etc.) will be subject to removal from school property/events, banned from attending future activities and appropriate notification of local authorities including the county Board of Education.

**EPIC HS/EHS
Grievance Procedures**

Child Care Licensure 6.5 – Grievance

A grievance means a claim by an individual alleging a violation, a misapplication or a misinterpretation of the statutes, policies, rules or written agreements applicable to the individual including:

1. Any violation, misapplication or misinterpretation regarding compensation, hours, terms and conditions of employment, employment status or discrimination, unless the discrimination is related to the actual job responsibilities of the individual or agreed to in writing by the individual;
2. Any specifically identified incident of harassment, including repeated or continual disturbance, irritation or annoyance of an individual that is contrary to the demeanor expected by law, policy and profession, or favoritism, including unfair treatment of an individual as demonstrated by preferential, exceptional or advantageous treatment of another similarly situated individual; or
3. Any action, policy or practice constituting a substantial detriment to or interference with the effective job performance of the individual, or the health and safety of the individual.

Informal Procedure

Step 1: The individual will address the differences/problems at the lowest appropriate level of the program.

Step 2: If the problem is not resolved at the lowest level, the county manager will be informed and attempt to informally resolve the issue with all individual involved.

Step 3: If the problem is not resolved at the lowest level, the appropriate specialist will be informed and attempt to informally resolve the issue with all individual involved.

Step 4: If the problem is not resolved at the lowest level, the Head Start Pre-K Director will be informed and attempt to informally resolve the issue with all individual involved.

Formal Grievance:

Step 5: If the Head Start Pre-K Director is unable to informally solve the problem, the individual raising the complaint may file a formal grievance in writing to the Policy Council chairperson and the Head Start Pre-K Director. A formal hearing will be scheduled within 15 days following the receipt of the formal written complaint. The results of this hearing will be made available in writing to all parties involved.

Step 6: If the complaint or issue is not resolved, a formal written complaint may be filed with the Administrator and Regional Council of EPIC

**EPIC HS/EHS
Grievance Form**

This form must be submitted to the Policy Council Chairperson and Head Start/Pre-K Director within fifteen days of the occurrence.

Name of Employee: _____

Date of Occurrence: _____

Nature of the Grievance: _____

Relief Requested: _____

Conference or hearing requested by employee: yes no

Guidelines for Early Head Start/Head Start and Pre-K Staff Regarding Presence of Family Members During Work.

Participation by Staff Family Members at Program Events

Program family events funded by program monies are designed to provide training for Head Start and Early Head Start families and to provide social opportunities for the building of relationships. These events are considered a requirement of the employee's job responsibilities. Staff participate at events to support these goals. A limited number of family members of staff may participate at these events if they meet the following criteria:

1. The family member is assisting at the event with a specific function such as providing training, serving food, setting up and cleaning up before and after the event, etc.
2. The family member is being recognized for a specific service as a volunteer during the program year at the volunteer recognition event.
3. The family member's participation has been pre-approved by the staff member's supervisor.

Family members not acting in a volunteer capacity are not permitted in the workplace. The staff member's direct supervisor must approve any exceptions to this.

Personal Cell Phone Usage Guidelines

Cell Phone Usage (work and personal)

Any EPIC Early Head Start/Head Start/Pre-K business that is shared through data or texting must be done using **work phones only**. EPIC cell phones are to be used for program purposes only. Personal calls are not to be made on these phones. Staff are not to make or receive calls while driving during work hours. If a call is urgent, staff members are to pull off the road and stop in order to make or receive the call.

Staff personal cell phone calls are not to be made or received while staff members are supervising children in the classroom, on the playground, on field trips, during home visits, etc. Staff are not to make or receive personal phone calls while driving during work time. EPIC office and site phone numbers should be given to family members in the event of an emergency or the need for immediate contact. Managers will make arrangement for coverage so that staff members may make and receive an emergency call.

Bus drivers are prohibited from making or receiving **any** phone calls or texts while the school bus is in motion. Bus Aides are prohibited from making or receiving any personal phone calls or text while on the bus.

Failure to adhere to cell phone regulations may result in termination.

EPIC Early Head Start/Head Start/Pre-K Hiring Procedures

- All full- and part-time positions are advertised for a minimum of 5 days on the EPIC website, SearchSoft, Facebook, and Twitter. Internet postings include job title, duties, qualifications, salary information, etc.
- An application, a resume and three letters of reference are required of all applicants. A transcripts and/or a school diploma is required for all personnel to determine eligibility for certification and to determine salary.
- Applications are reviewed by the Director and specific Specialists and Managers. Candidates are selected based on background, education required for the position, experience in the field, etc.
- An Interview Team comprised of a parent from the county, the area Specialist, the County Manager and the Director conducts the interview. Each candidate completes a written questionnaire, and all candidates are asked the same questions. Specific answers may give rise to additional questions by members of the Interview Team. A preliminary decision is made by the Interview Team regarding the best candidate for the position. When possible, classroom candidates are observed in a classroom interacting with children as part of the process.
- The selected candidate must have a negative TB test, a clear criminal background investigation, physical, and satisfactory references for final approval for hiring.
- The Policy Council approves the hiring of all full-time personnel. **The Policy Council and the Advisory Council have given permission to the EPIC Administrator for preliminary approval in hiring of employees prior to their Council meetings so that services to children and families may continue uninterrupted.**
- The EPIC Advisory Council is responsible for approval and personnel actions.
- **An online background check through WV CARES of each potential employee is conducted after he/she has been offered and has accepted the position. The employee may begin working only after the satisfactory results from WV CARES have been received, all paperwork is completed and the EPIC Administrator has reviewed the documentation. To assure the safety of children, no child is ever left alone with an adult at any time during or after the hiring process.**

Home Visit Safety Guide

1. Anticipate trouble - do not enter home
Examples: hearing fighting/yelling as you approach home, firearms or drug paraphernalia present, angry crowds or police outside.
2. Leave immediately - call police, ambulance
If someone in home is injured
3. Leave immediately - call Family Advocate Specialist, or EHS Manager
Examples: violent person in home, sexual activity, weapons, drug paraphernalia present, persons drinking alcohol during visit.
4. Leave immediately - call above. If not available, call another member of management.
5. Do home visit but contact Family Advocate Specialist
6. Write up situation on Social Services/Health Attendance Referral Form for Family Advocate Specialist.
7. Discuss with family & offer referrals for service.
8. Remember & document for future reference.

REMEMBER TO DOCUMENT

Procedures for Taking Leave

Leave for Illness

The absence of staff members from their duties is a hardship for Early Head Start/Head Start/Pre-K children and families. If staff members are ill, they are to follow the procedures below:

1. Call the direct supervisor as soon as possible but no later than 6:30 a.m. on the day of illness. County managers and team partners are to call each other at home as early as possible.
2. Call your leave in to Tammy Albright at 681-247-5258 or 304-267-3595 extension 133. Leave your name, date, and what type of leave you are using. IF YOU TEXT – make sure you include your name, the date and type of leave you are using.
3. Notify families or arrange for notification regarding scheduled visits that you will not be able to provide on that day. Reschedule visits with them.
4. Turn the **Approved Leave Form** in to the EPIC office upon return to work. A doctor's note is required on the third day of absence for illness. **(See further requirements in response to pandemic circumstances)**

Leave Without Cause (Personal Leave)

Full-time EPIC employees are permitted 4 days of Leave Without Cause (Personal Leave) annually. Please see the EPIC Policy Manual for other information about Leave Without Cause. * Personal Leave comes from your sick leave time. It is not in addition to.

The EPIC Approved Leave Form must be completed, signed by the employee's direct supervisor and turned in to the EPIC office 24 hours prior to taking the leave except in the case of sudden and unexpected circumstances in which notice must be given as reasonably practicable. Leave may be denied under the circumstances described below.

- 18A-4-10. Personal leave for illness and other causes.

"...Provided, that each such employee shall be permitted four days of such leave annually, which may be taken without regard to the cause for the absence, except that personal leave without cause may not be taken on consecutive work days unless authorized or approved by the employee's principal or immediate supervisor, as the case may be: Provided, however, that notice of such leave day shall be given to the employee's principal or immediate supervisor, as the case may be, at least twenty-four hours in advance, except that in the case of sudden and unexpected circumstances, such notice shall be given as soon as reasonable practicable; however, the use of such day may be denied if, at the time notice is given, either fifteen percent of the employees or three employees, whichever is greater, under the supervision of the principal or immediate supervisor, as the case may be, have previously notified the principal or immediate supervisor of their intention to use that day for such leave..."

Sick Leave Benefits

An employee who is absent from assigned duties due to any cause authorized by EPIC shall be paid the full salary, based on the employee's regular daily rate of pay, but not to exceed the total amount of leave to which such employee is entitled.

Sick Leave is given upfront. 200 – 205 day employees receive 15 days and 240 day employees receive 18 days.

If an employee should use all of their leave and subsequently leave the employment of EPIC prior to the end of the year, the employee shall be required to reimburse EPIC for the salary or wages paid to him/her for such non-earned leave.

In accordance with current West Virginia statute, unused sick leave benefits will be allowed to accumulate. Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence.

Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment. If an employee resigns or leaves a position with EPIC for any reason, all accumulated leave shall be forfeited unless the employee transfers to another entity willing to accept the transfer of such leave. Like, EPIC may grant accumulated leave to new employees who have been actively employed by a county, regional, state or other eligible agency before being employed by EPIC.

An employee who uses all available and appropriate forms of leave, paid and unpaid, and is not yet able to return to work may be placed on a leave of absence until able to return to work. Being placed on a leave of absence in no way guarantees the employee a position upon becoming able to return to work. When able to return to work they may be placed in a job, if one is available, for which they are qualified. When an employee is placed on a leave of absence his/her job becomes open to be filled permanently and the employee no longer accrues benefits of any kind nor continues to draw pay.

EPIC in conjunction with its fiscal agent will establish protocols for sick leave. See Appendix 13 for EPIC leave procedures and the appropriate forms.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. An employee may choose to take up to three days of accrued pay leave for bereavement. An approved leave form should be submitted. Bereavement leave shall not exceed three days without approval by the Head Start Director and the EPIC Administrator.

EPIC defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse, grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relations.

Licensing Requirements for Staff

WV Child Care Licensing states that employees working with children meet the following requirements:

1. A negative TB test upon hire.
2. A physical no later than 30 days from first day of employment and every two years with a physician's verification.
3. *CIB/FBI criminal background check through WV Cares System (Self-Disclosure Application and Consent Form) prior to start and every two years.
4. DHHR Authorization and Release for Protective Services Record Check prior to start and annually going forward.
5. Notification to the EPIC office within 24 hours of an arrest.
6. All new employees' names are checked through the WV State Police and the National Sex Offender Public Website and documented.

* All staff have to be fingerprinted every five years.

EPIC Early Head Start/Head Start/Pre-K
Staff Medication Policy

Medications belonging to Early Head Start/Head Start & Pre-K staff that must be brought into centers and classrooms for personal health management use will be kept away from children.

Medications may be stored in a personal bag, placed on a high shelf in a storage closet, which is out of sight to all, or kept in a locked drawer or box.

All prescription medications, over the counter medications, homeopathic medications, oils, and any vitamins, must be in a secure location, out of reach from all children.

Performance Standard	Program Operations Human Resources Management	Head Start & Early Head Start Policies and Procedures <i>Eastern Panhandle Instructional Cooperative</i> EPIC Serving the educational needs of the entire community
Subpart	§ 1302.92 Training and Professional Development	
Effective Date	07/2021	
Revised Date	07/2021	
Reviewed Date	07/2021	
Responsibility	Coach, Teaching Staff, CD Managers, CD Specialist, Director	

Subject: Training and Professional Development

Policy: EPIC Head Start will provide an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are implemented to all new staff, consultants, and volunteers. EPIC Head Start will also 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. A research-based, coordinated coaching strategy for education staff will also be implemented.

Procedure:

1. Staff will complete a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development shall be high-quality, sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and regularly evaluated by the program for effectiveness.
2. Staff will attend training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, and local laws.
3. Training will be provided for child and family services staff on best practices for implementing family engagement strategies in a systemic way. These trainings for staff, including staff that work on family services, health, and disabilities, will build their knowledge, experience, and competencies to improve child and family outcomes.
4. Research-based approaches to professional development will be provided for education staff, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, 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, addressing the social emotional needs of each child, preparing children and families for transitions and use of data to individualize learning experiences to improve outcomes for all children.
5. Staff will be trained on the Positive Behavioral Interventions and Supports (PBIS) Pyramid Model framework to help create a positive school climate which consists of a safe, supportive learning environment that cultivates student success and reinforces positive student behavior at school.
6. Practice-Based Coaching, a research-based, coordinated coaching strategy, will be implemented to assess all education staff to identify strengths, areas of needed support, and which staff would benefit most from intensive coaching.
7. At a minimum, Practice-Based Coaching provides opportunities for intensive coaching to those education staff members identified as needing extra support, including opportunities to be observed and receive feedback and modeling of effective teacher practices directly related to program performance goals.
8. At a minimum, Practice-Based Coaching provides opportunities for education staff not identified for intensive coaching to receive other forms of research-based professional development aligned with program performance goals.
9. Practice-Based Coaching ensures that intensive coaching opportunities for the staff identified as needing extra support:
 - a. Align with the program's school readiness goals, curricula, and other approaches to professional development.

Staff: _____

Supervisor: _____

Date: _____

Individual Professional Development Plan

<u>Professional Goal</u>	<u>Mentoring Plan Strategy/timeline</u>	<u>Person Responsible</u>	<u>Review</u>
1.			Date
2.			Date
3.			Date

EPIC EARLY HEAD START/HEAD START/PRE-K
Staff Support Plan

_____ Child Development

_____ Family Service

_____ Transportation

_____ Health

Staff Name: _____

Site/Classroom: _____

Supervisor: _____

Date: _____

Concern:

Goal:

Staff responsibility, including timeline:

1.

2.

Manager responsibility, including timeline:

1.

2.

Specialist responsibility, including timeline:

1.

2.

Staff Signature _____

Manager Signature _____

Date revisited:

Follow up:

Staff signature _____

Manager Signature _____

If the concern remains after follow up, an Improvement Plan may be implemented

Improvement Plan

Center/School: _____	Employee Name: _____
Date: _____	Manager: _____
Follow-up Date: _____	Director: _____

Description of Concerns	Plans for Actions (include materials and training needed, schedule, space and supervision changes)	Expected Completion Date and Person Responsible	Follow-Up (e.g. changes made, date completed, time extended)

I understand that failure to meet the terms of the improvement plan may result in termination of employment.

Signature of employee: _____

Date: _____

Comments:

Signature of supervisor: _____

Date: _____

Social Media Amendment

EPIC Early Head Start/Head Start will follow the EPIC Social Networking policy found on page 19 of the EPIC Employee Handbook (specifics to policy can be found in Appendix 19 of said handbook). As an addition, the EPIC Early Head Start/Head Start program is including that any event, involving adult content, attended by one or more staff members is not to be posted on any social media site. All staff members both full and part-time serve as representatives of the program. Being mindful of what we share is everyone's responsibility.

APPENDIX 19

Eastern Panhandle Instructional Cooperative (EPIC) Social Networking Guidance

Social networks are a popular way for people to connect with others around the globe. For individuals, social networking sites provide opportunities for staying in touch with family and friends and for connecting with people and places around the world. Professional networking sites have also become a valuable resource for many employees who use them to engage in professional development and to share best practices and resources to improve job performance.

EPIC has a professional image to uphold and how we conduct ourselves online impacts this image. As reported by the media, there have been instances of employees demonstrating misconduct while engaging in inappropriate dialogue about their workplace or posting pictures and videos of themselves engaged in inappropriate activity online. Mistakenly, some feel that being online shields them from having their personal lives examined. However, online identities are very public and can cause serious repercussions if behavior is careless.

For the protection of your reputation, EPIC recommends the following practices for employees when engaging in social media:

GENERAL NETWORKING

- Remember that those who are classified as "friends" on your social networking site may have the ability to download and share your information with others.
- It is strongly recommended that you not "friend" your students or accept their request to "friend" you on social networking sites, especially if they are minors.
- Visit your privacy settings and at a minimum, select "only friends" to limit who can see your posts.

POSTING

- Post only what you want the world to see. Once you post something, even if you remove it later, it may still be available online.
- Do not say or do anything you would not say or do in an educational setting in front of your supervisor. (Remember that all online communications are stored and can be monitored.)
- Weigh whether a particular posting puts your effectiveness as an employee at risk.
- Do not discuss co-workers or students.
- Do not post images that include students or meeting participants without release forms on file. Minors require a parent consent.

RISKS

- Due to security risks, be cautious when installing external applications that work with the social networking site. They may install software on your computer that you don't want.
- Run updated malware protection to avoid infections of spyware and adware.
- Be careful not to fall for phishing scams that arrive in your email or on your social network requiring you to click on a link to go to a fake login page.
- If a staff member learns of information on a social networking site that falls under the mandatory reporting guidelines, they must report it as required by law.

TOBACCO POLICY

EPIC is a tobacco free agency. Tobacco free areas include all school buildings, contiguous school grounds, county board of education offices, EPIC and State Department of Education property.

Please refer to the West Virginia Department of Education, Tobacco Control Policy – Policy 2422.5A for more information.

Travel Forms

Original travel forms are to be turned in by the end of the first week of each month for the prior month. In order to be paid you must:

1. Be the designated driver.
2. Make sure you have the most current travel forms. **Old forms will be returned to you to redo.**
3. Complete the form with your name (no nicknames), mailing address including zip code. If your address changes during the school year, please call the EPIC Administrator/Payroll so she can send a change of address form to you.
4. Date (month/full year)
5. Fill in the route you traveled in the area "from" and "to". **Always start counting your mileage from the office or site you go to first and end at the last site you visited.** (Please see example travel form)
6. Write number of miles traveled in the "mileage" column. Use only **WHOLE** miles. **Do not use tenths of a mile. Round up if the mileage is .5 or above, round down if lower.**
7. The original form **must be filled in and signed in BLUE ink.** The signature must match the name you put at the top of the form. Do not turn in a copy.
8. Be sure to sign your name on the last page of the travel form you have written travel on.
9. Your supervisor has to sign your travel form **before** you turn it in. Unsigned travel will be returned to you for your supervisor's signature which may delay in you being reimbursed.
10. Forms will be checked for accuracy using Google Maps. Please be sure to check your mileage before giving to your supervisor.
11. Travels forms have to be completed entirely. The secretary is not allowed to complete them. If they are incomplete, they will be returned for you to finish/correct.
12. **Do not use whiteout on the travel forms.** It will be returned to you to redo.

NOTE: Complete a separate travel form for each calendar month. **Turn your travel forms in by the end of the first week every month (example: January's travel has to be turned in by the end of the first week of February).** **DO NOT** hold them - (if you turn in January's travel in March, you will not be reimbursed)

EASTERN PANHANDLE INST TIONAL COOPERATIVE
 109 S. College St.
 Martinsburg, WV 25401
 EXPENSE ACCOUNT

Name: First Last Name

Program: EHS or HS

Account: _____

Total: \$ -

Address: Your home street address

Account: _____

Total: \$ -

Your home city state and zip

Employee ID or vendor # 900

Account: _____

Total: \$ -

Month, Yr: Month / full year

Account: _____

Total: \$ -

Account: _____

Total: \$ -

TOTAL: \$ -

Mileage rate 0.585
 (updated 1/1/2022)

DATE	TRAVEL DESTINATION (TO-FROM), PURPOSE / REASON - BE SPECIFIC	MILEAGE	AMOUNT	HOTEL	MEALS	OTHER EXPENSES	TOTAL
6/15/2022	25 hopalong way (IO) home visit - Hdgs site (make phone calls) - 952 land dr (TR) home visit - 4 sample road (MM) home visit - hdgs site	45	\$ 26.33	\$ -	\$ -	\$ -	\$ 26.33
6/16/2022	EPIC office (drop off paperwork) - 56 lake view dr (WE) hv - 321 wrong way lane (NB) hv - JR site (meet w/parent) - berk hts site (meet w/mgr)	39	\$ 22.82	\$ -	\$ -	\$ -	\$ 22.82
6/17/2022	Wal-Mart (pick up donations) - berk. hts (drop off donations) 87 circle fd (TY) hv - 456 hollar rd (SS) hv - 3 doggy lane (PL) hv	21	\$ 12.29	\$ -	\$ -	\$ -	\$ 12.29
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
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			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS FOR THE MONTH(S) OR TRIP(S):		105	\$ 61.43	\$ -	\$ -	\$ -	\$ 61.43

SAMPLE

STATE OF WEST VIRGINIA, COUNTY OF BERKELEY TO WIT: I THE UNDERSIGNED, DO SOLEMNLY SWEAR THAT THE ABOVE EXPENSE ACCOUNT IS JUST, ACCURATE AND TRUE AND IS CLAIMED FOR CASH EXPENDED FOR THE PURPOSE NAMED IN THIS STATEMENT.

PLEASE ATTACH ALL ORIGINAL HOTEL, REGISTRATION, PARKING, TOLL, ITEMIZED MEAL, AND OTHER RECEIPTS

sign here the name you used at the top of the form

must be signed by supervisor

SIGNATURE (PLEASE SIGN IN BLUE INK)

APPROVED BY

EPIC Early Head Start/Head Start/Pre-K Tuition Reimbursement

Tuition reimbursement is dependent on the availability of program funds. Currently it is \$10,000 for EHS and \$10,000 for HS. 100% tuition reimbursement for **undergraduate classes** will be paid if the course taken is in an **approved program that supports the position you are in** and 50% tuition reimbursement for graduate classes will be paid for professional personnel who take graduate courses in the field of an **approved program that supports the position you are in**. To assure equitable distribution of reimbursement funds, all applications for reimbursement for the fall session should be submitted by August of the current fiscal year and for the spring semester by December of the current fiscal year.

Head Start and Early Head Start staff applying for reimbursement will be required to:

1. complete the request form **prior** to taking the class and submit to the Head Start/Early Head Start Director.
2. achieve a minimum grade of **"B"** on a class leading to a degree or certification in an **approved program that supports the position you are in**.
3. provide an original transcript (or print from schools/university's website) and the receipts verifying that payment has been made for the course. **Only tuition will be reimbursed. Some fees may or may not be reimbursable. Courses paid through scholarship or grant awards are not eligible for tuition reimbursement.**
4. If you are on a work related improvement plan, you will not be eligible to receive tuition reimbursement.

Staff members receiving tuition reimbursement will be required to continue employment with EPIC Head Start/Pre-K/Early Head Start for **3 years after the reimbursement**. In the event that staff departs prior to the three years, he/she will be **required to repay the reimbursement** funds to the program.

EPIC Early Head Start/Head Start/Pre-K Request for Reimbursement for College Credit

Funds permitting, EPIC Early Head Start/Head Start/Pre-K will reimburse 50% of tuition costs for Teachers, Managers, and Specialists and 100% for Service Personnel who obtain a grade of **"B"** or above on an **approved program that supports the position you are in**. Please note #1 - #4 above for the conditions for reimbursement. Please submit this form to the EPIC Early Head Start/Head Start/Pre-K Director as soon as possible **prior** to enrolling in a class.

Name: _____ Position: _____

Address: _____

Course Title: _____

Course Number: _____ Tuition Cost: _____

Start and End Date of Course: _____

University: _____

Name of Professor/Instructor: _____

EPIC Volunteer Policy

Definition:

A volunteer is an unpaid person who is trained to assist in implementing ongoing program activities on a regular basis under the supervision of an EPIC staff person.

If a person volunteers for Early Head Start/Head Start & Pre-K on a regular basis (more than two times per month), he/she must meet the following guidelines as mandated by WV Child Licensure.

Guidelines:

1. All regular volunteers are required to have a negative TB screen.
2. All regular volunteers will receive a criminal background investigation.
3. Volunteers shall not be discriminated upon nor shall discriminate upon anyone based on race, religion, color, age, sex, national origin, sexual preference, or handicapping condition.
4. All volunteers must abide by policies of the EPIC Advisory Council concerning the following: tobacco products; alcohol and drugs; harassment and violence; and, other EPIC and/or county board of education policies deemed appropriate by the Administrator.
5. Each volunteer shall be given an appropriate orientation to EPIC policy, procedures and expectations as determined by his/her supervisor.

Procedures for Enrolling Community Volunteers (non-student, non-parent)

Volunteers from our community are a very vital and important part of the Early Head Start/Head Start & Pre-K program. However, for the safety and health of our children and staff, it is very important that the following guidelines are followed for **every community volunteer**:

1. All community volunteers are to fill out an application. Application forms will be at each center should someone approach you at your center.
2. A copy of the application is to be sent to the Child Development Manager or Center Manager in the respective county.
3. The Child Development Manager or FA Specialist will interview the applicant. The applicant will participate in a volunteer training to cover the program policies and volunteer expectations.
4. A Criminal Background Check, a Child Abuse and Neglect check, and TB test will be completed for each volunteer.
5. The Child Development Manager or Center Manager will notify classroom staff when the volunteer will begin in your center. **NO VOLUNTEER IS TO WORK UNLESS CLEARED BY MANAGER.**
6. Volunteer hours are to be entered on the In-Kind Contribution form. It is the responsibility of the classroom staff to see that the volunteer signs in/out properly.*
7. Staff are to notify the Child Development or Center Manager as soon as possible if a volunteer notifies them that he/she will not be available any longer. An exit interview may need to be held.
8. School students volunteering on a regular basis in the classrooms will need a signed affidavit from parents stating that the student had had not arrests or convictions.

*Federal policy for Head Start programs specify that all volunteer services claimed as non-federal share must be substantiated by time records, which have been signed by the volunteer and the supervisory personnel. The In-Kind Contribution Form must show the actual hours worked, and the specific duties performed.