

Parents as Teachers/
Bridge to Bright Beginnings
Staff Handbook

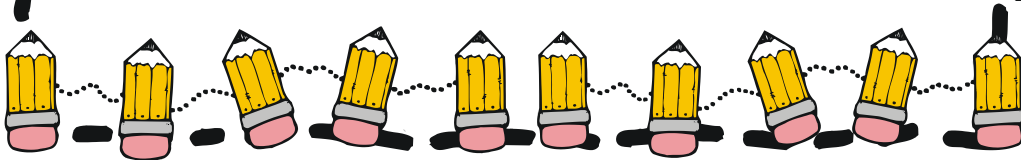


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INTRODUCTION

This handbook is designed to provide information that will aid all Parents as Teachers educators in meeting their responsibilities and inform them of policies, procedures and processes necessary to help coordinate the management of the Parents as Teachers program.

The items in this handbook were suggested by teachers and administrators at the Early Childhood Center and by PAT staff. These items must be evaluated in terms of their contribution to the betterment of the educational process for children and families. To accomplish this, it is expected that this handbook will be reviewed annually by the coordinator and educators with a view toward revisions to keep it current in conjunction with our major code of ethics. **OUR PRIMARY PURPOSE IS TO SERVE THE NEEDS OF ALL CHILDREN AND FAMILIES IN OUR PROGRAM BY SUPPORTING AND ENCOURAGING THEM IN THEIR ROLE AS THEIR CHILDREN'S FIRST, BEST AND MOST IMPORTANT TEACHERS.**

For additional information, refer to the Board of Education Policy manual, the Parent Handbook, and the current USD #261 Negotiated Agreement.

EQUAL OPPORTUNITY EMPLOYER

USD 261 Policy GAAA: The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

DISTRICT MISSION STATEMENT

The mission of the Haysville Public schools is to advance learning for all through the relentless pursuit of excellence.

PARENTS AS TEACHERS MISSION STATEMENT

The mission of Parents as Teachers is to provide the information, support and encouragement parents need to help their children develop optimally during the crucial early years of life.

CORE VALUES

- Parents are their children's first and most influential teachers.
- The early years of a child's life are critical for optimal development and provide the foundation for success in school and life.
- Established and emerging research should be the foundation of parent education and family support curricula, training, materials, and services.

- All young children and their families deserve the same opportunities to succeed, regardless of any demographic, geographic, or economic considerations.
- An understanding and appreciation of the history and traditions of diverse cultures is essential in serving families.

PROGRAM GOALS

1. To provide monthly home visits with families in the Haysville School District who have children from birth to age 3.
2. To educate parents on early brain development and appropriate early learning activities during home visits.
3. To screen children a minimum of one time annually so developmental delays can be identified early.
4. To refer children and families to appropriate agencies for help when developmental delays are suspected.
5. To offer group meetings and family outings where children can have meaningful, positive experiences and develop social skills.

BOARD OF EDUCATION

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Clint Schutte, Assistant Superintendent of Business and Finance
Dr. Mike Clagg, Assistant Superintendent of Personnel
Teresa Tosh, Assistant Superintendent of Learning Services

DISTRICT PHONE NUMBERS

Superintendent's Office	554-2202
Curriculum Office	554-2205
Business Office	554-2201
Personnel Office	554-2206
Information Services	554-2203
Community Relations	554-2200
Food Service	554-2219
Special Education	554-2222

Central Supply & Maintenance	554-2210
Transportation	554-2213
Haysville High School	554-2231
Campus High School	554-2236
Learning By Design	554-2331
Early Childhood Center	554-2233
Freeman Elementary	554-2265
Haysville Middle School	554-2251
Haysville West Middle School	554-2370
Nelson Elementary	554-2273
Oatville Elementary	554-2290
Parents as Teachers	554-2303
Prairie Elementary	554-2350
Rex Elementary	554-2281
Ruth Clark Elementary	554-2333
The Learning Center	554-2331

PARENTS AS TEACHERS STAFF

Emily Goetz, PAT Coordinator and Family Educator
 Joelle Good, Bridge to Bright Beginnings Teacher and Family Educator
 Alison Gonzalez, PAT Family Educator
 Kim Schoenfeld, PAT Family Educator
 Stephanie Taylor, PAT Family Educator
 Amy Sheler, Secretary

TEACHING AND LEARNING

Curriculum: The nationally recognized Parents as Teachers Foundational curriculum will be used by the staff as the basis for developing and implementing instructional activities.

Instructional Materials: All additional instructional materials used by Parents as Teachers must:

- support the district and Parents as Teachers mission and program goals
- meet all copyright and fair use guidelines

Transition: In the spring, Parents as Teachers staff will work with families and the Early Childhood Center to insure that eligible PAT children are given information about available preschool programs.

Parent/Family Participation: As primary teachers of their children, parents, family members and other caregivers participating in the birth to 3 program are required to participate and be present at center-based group activities as well as in home visits. Parents, family members and caregivers with children in the Bridge to Bright Beginnings

class are required to the one-day-a-week Bridge to Bright Beginnings class with their child.

Dress Code: You are a representative of the school district interacting with parents on a daily basis. While the nature of your job requires that you dress comfortably, it is also expected that you will be professional in your dress as well. If shorts are worn, they should be knee length.

Personal Conduct: An educator's job is to translate complex neuroscience information into practical activities parents can use to prepare their children for later success in school and in life. Every effort should be made to maintain the focus of the home visit.

USD 261 Policy GAA: All employees shall follow all applicable board policies, rules and regulations.

SPECIAL EDUCATION

When developmental screenings or observations indicate a potential delay in a child participating in the PAT birth to 3 program, families are to be referred within 1 month for further evaluation to Rainbows United, 945-7117, #134, or a Connecting Point Screening, 267-3535, #152. Families with children 3 and over should be referred to the Early Childhood Center for additional testing when a potential delay is noted.

The referral is to be noted in data collection system and on a screening referral form kept in the family file. If an exchange of information is to occur, a record release form must be signed and dated by the parent and kept in the family file. Follow-up should be verified at the next home visit and noted on both the screening referral form and the data collection system.

REPORTS

Student Attendance: Daily attendance records shall be maintained for each child in the Bridge to Bright Beginnings class. The primary responsibility for recording attendance shall be assigned to the teacher. If a student has accumulated three consecutive days of unexcused absences, the coordinator should be notified. A family sign-in sheet will also be used at each PAT group meeting to track family attendance.

Child Abuse: Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental, emotional abuse, neglect or sexual abuse shall promptly report the matter to the local SRS office or to the local law enforcement agency if the SRS office is not open.

The coordinator should also be notified after the report is made.

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse of neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

Accidents: Any school employee who discovers an accident on school property will report the accident to the coordinator or designated representative.

If the person requires medical treatment, the employee shall: (1) send for medical help (health aide, family doctor, or rescue squad, depending on the severity of the accident); (2) make the individual as comfortable as possible while waiting for competent medical assistance to arrive (administer first aid if you have successfully completed an approved Red Cross first aid program); (3) notify the coordinator or designated representative; (4) notify parent/guardian if a child is injured; and (5) complete an accident report form.

If an employee is injured on the job, the coordinator should be contacted immediately, and a report shall be made within ten days. The coordinator will then be responsible for contacting the Personnel Office, who will in turn supply the injured employee with the appropriate forms to complete.

Vandalism: Employees shall report any vandalism to their immediate supervisor.

SCHEDULES

Class Schedules: Daily schedules should be posted and used regularly in the Bridge to Bright Beginnings classroom and during family group meeting times.

Faculty Meetings: Refer to the negotiated agreement. Faculty meetings will be on the second Wednesday of each month and scheduled as needed by the coordinator.

Para Work Day: Paraprofessionals will work 7 hour days and use a time card.

Teacher Work Days: A regular contract day is 8:00 to 4:00. Due to the need for a flexible schedule when doing home visits with working families, PAT educators are expected to adjust workdays as needed to supply services to families. Work schedules are to be documented on monthly calendars and an excel worksheet available to be viewed at any time. A general rule of thumb is that no PAT educator is expected to do home visits more than one evening per week. Refer to the negotiated agreement and current school calendar for other questions. Online calendars are to be used for scheduling and should be updated on each scheduled duty day. Part-time educators are to work a consistent schedule developed by the educator and the coordinator. Comp time is defined as time spent in travel and in contact with families after 4p.m.

Work Related Travel: Work related travel, not including regular trips to and from work and evening group activities, shall be documented on mileage log.

PAT Educator/Coordinator Contract Year: A Parents as Teachers position is a 12-month position. Parent Educators are required to perform summer duties. All summer work schedules are determined by the coordinator. Summer days will be compensated for with days off during the months of September through May. It is the responsibility of the educator to advise the coordinator of these scheduled compensation days at least two weeks prior to the absence.

In-service Days: Refer to the negotiated agreement and current school calendar.

Home Visits: Every effort should be made to see each family a minimum of ten times annually.

Waiting List: Families are entered into the PAT program in the order they were placed on the waiting list with the exception of high needs families referred by another agency.

Instructional Fees:

Bridge to Bright Beginnings Class	\$12.00 per year
PAT Birth to 3 program	No fees

Student Arrival and Departure: When there is a published time schedule for student arrival and departure, the teacher or educator will not assume responsibility for the welfare and safety of the students who come to school prior to the scheduled time set for arrival without special permission to do so. The teacher will escort these students to the office and the coordinator will contact their parents.

Snacks: Students in the Bridge to Bright Beginnings class will help supply snack for the class on a rotating basis. Simple snacks will be provided at PAT playgroups although families may be asked to donate items as needed.

Sign In/Sign Out: Refer to the negotiated agreement.

Duty Free Lunch: Refer to the negotiated agreement.

Planning Periods: 2 ½ hours should be allowed per home visit for planning, preparing personalized home visits, travel time, completing the one-hour visit and documenting the visit.

Group Activities Scheduling: Group activities should be scheduled in staff meetings with the coordinator present. These include, but are not limited to outings, plays, parties, playgroups, group meetings and outreach programs. Dates are to be determined in the staff meeting held in the month prior to the activity.

Parents may choose to bring refreshments to school to honor a PAT or BBB child's birthday but should make arrangements with the teacher in advance. You may suggest appropriate treats and approximate number to the parent.

RECORDS

Personnel Records: Refer to the negotiated agreement or board policy. Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule that violate the privacy rights of personnel could result in disciplinary actions being taken against the employee, including termination.

Certificate: Certified staff must have a current certificate on file. A paycheck will not be issued to any certified staff member whose certification is not current. Application for certificate renewal is the responsibility of the certified employee.

PAT Educator Certificate: All PAT educators and the coordinator must be currently certified with the National PAT Center. PAT funds pay for the annual renewal but it is the responsibility of each individual educator to document and complete the annual renewal.

Address Change: All address changes should be made with the payroll office before the end of the pay period in which the change took place.

Student Records: For the purposes of this policy, *school official* means teacher, administrator, other certified employee, or the Board of Education. *Legitimate educational interest* means the school official must participate in discussions involving an identifiable student concerning the student's educational interest, progress, grades, disciplinary action, discussion of eligibility for athletics or other activities, or honors or awards involving a student.

Only school officials with a legitimate educational interest may inspect student records without permission from the parent/guardian. Violations of this rule, which violate the privacy rights of students, could result in disciplinary actions being taken against the employee, including termination.

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. Confidential student information, whether written or oral, shall be handled in a confidential manner and discussed only with the parents/guardian of the student and the appropriate school personnel. The general public will not be allowed to inspect or discuss a student's educational record. The custodian of student records (administrator) will disclose the student's educational records only as provided for by law and in policy.

When an interchange of screening or other information is requested by PAT or another agency, the interchange will be made only if the parent or legal guardian has first signed and dated the *Permission to Release Records* form. This form is to be kept in the family file.

Privacy Act: Information should not be released to anyone other than parents or legal guardians without a signed *Permission to Release Records*. Separated couples have access to a child's records unless the court decides otherwise.

Family File Contents:

Left side from front to back:

Visit Record (w picture release on back side)

Enrollment Information

Health Record

Child Survey (for that specific child)

Family Survey (with youngest child, if more than one)

Protective Factors Survey

Informed Consent KSDE

PAT Agreement to Participate

Permission to Exchange Information

Referral Form

Right Side from front to back:

Milestones

Screenings

Rainbows Reports (if applicable)

(All PVR's are to be entered into the data collection system within 24 hours of the completion of the home visit.)

CONDUCT

Absences and Substitutes: Whenever the Bridge to Bright Beginnings teacher is to be absent from teaching duties, the teacher shall notify the coordinator and the AESOP System as early as possible. AESOP should be contacted before 6:30 a.m. If a para-educator needs to be absent, the coordinator or secretary should be notified as soon as possible. Call them at home the night before or by 6:30 a.m. Substitutes for para-educators will be obtained through the PAT office. PAT staff should notify the coordinator if they are to be absent from duties. Unless impossible, educators are responsible for contacting and rescheduling families if scheduled home visits cannot be made due to illness or emergency. Every effort should be made to schedule the family at another time in the same month.

Prohibited Substances: Drug Free Schools and Communities Act/Drug Free Workplace
The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited.

As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace.

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess, or use controlled substances in the workplace. Any employee who is convicted under a criminal drug state for a violation occurring at the workplace must notify the Superintendent of the conviction within five days after the conviction.

With 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment.

The employee shall bear the cost of participation in such program.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish personnel disciplinary actions, which may be taken under existing board policies or the negotiated agreement.

Tobacco Products: The use of tobacco products is prohibited at all times in or on all district owned or leased personal or real property, including district vehicles.

Weapons: Weapons are not allowed on school property. This includes anytime they are being used as a weapon or destructive device, or any facsimile of a weapon.

USD 261 Policy GAJ Gifts: The giving of gifts between students and staff members is discouraged. Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity. Gifts to Staff Members: Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

Supervision Of Students: Parents are to be present at all play groups, group meetings, BBB classes, outings and home visits and are primarily responsible for the supervision of their own child/children. PAT and BBB staff will also provide and model appropriate safety precautions and discipline strategies during activities including, but not limited to, the above-mentioned events.

Solicitation Of Employees: Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited. Employees are discouraged from participating in family events hosted by PAT families.

Solicitation By Employees: No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service, or other items, which may directly or indirectly benefit the school employee.

No employee will engage in sales or solicitation on behalf of the school or use the school or program name (PAT or BBB) without the prior approval of the coordinator.

Termination: Willful or consistent violation of board policy may result in disciplinary action up to and including termination.

USD 261 Policy GAAC: Sexual Harassment

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss

the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, persuasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

USD 261 Policy GAACA Racial Harassment

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial harassment will not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial harassment may result from verbal or physical conduct or written or graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of racial harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

Initiation of a complaint of racial harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

USD 261 Policy GAAE Bullying by Staff

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

USD 261 Policy JDDC Bullying

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

DISTRICT PROCEDURES

Staff Development: All plans for staff development involving expenditure of district funds, or which require time away from the employee's assigned responsibilities, shall be approved in advance by the Superintendent.

Professional Development Council (PDC): Refer to current PDC handbook.

Evaluations: The board-approved policy and instrument governing evaluations of certified employees is filed in the central office with the Clerk of the Board (refer to the negotiated agreement). Home visit observations and file reviews will also be done routinely by the coordinator.

PAT Enrollment Policy: Children must live in the Haysville School District, be children of a district employee between the ages of birth and 2 ½ years of age. While the program services children until the age of 3, very little benefit is derived if the child will not be enrolled 6 months or more. PAT is a universal access program and all district families meeting the above-mentioned criteria are eligible.

BBB Enrollment Policy: Children must live in the Haysville School District or be children of a district employee who have exited the PAT program at age 3 but are not yet eligible for the 4-year-old preschool program. Families enrolling children in the Bridge to Bright Beginnings program must agree to participate with their child. The fall after these children are 4 years of age, all eligible children are to exit the BBB program and enter the 4-year-old preschool offered by U.S.D. 261 if eligible.

Payment Policy: Fees for Bridge to Bright Beginnings children are payable at enrollment time.

Refund Policy: Students who move or drop from the BBB program during the school year are to check out through the PAT office prior to the last day of attendance.

Family Outings: Due to the car seat requirement, families are responsible for transporting themselves to events.

Distribution Of Materials: Materials from sources outside of the district may not be distributed on school grounds without prior permission from the Superintendent. Examples of outside materials include, but are not limited to, political materials, special interest materials, and advertisements.

The coordinator shall determine the time, place and manner for materials distribution.

Parking: Ample parking is available near the PAT/BBB facility.

Nepotism: Refer to Board of Education policy.

Orientation: All certified employees shall receive orientation including the contents of this handbook.

Personal Property: The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged or stolen while the employee is on the job, the repair or replacement is the employee's responsibility.

Telephone Use: District telephones are for school business only. Use of phones should be avoided except in case of an emergency. Personal long-distance calls made in an emergency must be recorded and reported to the building coordinator so arrangements may be made to bill the employee.

Personal Internet Device Use: Personally owned Internet devices such as smart phones, laptops, and tablets may be used by staff during the school day as approved by administration and in accordance with the Haysville USD 261 Board of Education Internet and Computer Use policies.

Maintenance Requests: All maintenance needs should be requested on the appropriate form and turned in to the building coordinator.

USD 261 Policy GAAB Complaints of Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer.

Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Haysville Unified School District 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-

discrimination policies: Dr. Michael Clagg, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, Kansas 67060 Office Phone: (316) 554-2206, Email: mclagg@usd261.com

Complaints of discrimination will be resolved using the district's discrimination complaint procedures.

BENEFITS AND COMPENSATION

Workers Compensation: Employees must notify the employer immediately and a report made within 10 days of an accident or the claim may be barred. Additional information about rights and responsibilities under workers compensation may be obtained from the Personnel Office.

The employee must keep copies of all doctor's orders related to the workers compensation claim and provide a file copy to the Personnel Office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan.

Leaves: Refer to the negotiated agreement.

Jury Duty: Refer to the negotiated agreement.

Holidays: Refer to the negotiated agreement and the current school calendar.

Pay Day: Refer to the negotiated agreement.

Salary Reduction Plan: Refer to the negotiated agreement.

Annuity Plan: Refer to the negotiated agreement.

Retirement: Refer to the negotiated agreement or board policy.

HEALTH

Health Nurse: The district health nurse will coordinate health services and supervise special health programs.

Health Aide (not a registered nurse): The health aide will maintain health records for and ensure that students are in compliance with required vaccines and school physicals. When BBB students are ill, the teacher or para-educator will notify parents and determine

if the child should wait for the parent/guardian in the PAT office or in the classroom. The child is to be accompanied by an adult at all times until the parent's arrival.

Employee Health Examinations: As a condition for entering or continuing employment, certified employees must present a district-approved form to the clerk of the board, completed by a health care professional, which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established". If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the children of families enrolled in the program, the school board may require a new certification of health.

Bloodborne Pathogens: The exposure control plan for bloodborne pathogens is available for review from the District Nurse. All staff shall receive the training and equipment necessary for maximum protection.

Communicable Diseases (employee): Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the Superintendent so proper reporting may be made as required by state statute.

An employee afflicted with a communicable disease is dangerous to the public health and shall be required to withdraw from active employment for the duration of the illness to give maximum health protection to other district employees, children and PAT/BBB family members.

The employee will be allowed to return to duty upon recovery from the illness when authorized by the employee's physician.

The Board reserves the right to require a written statement from the employee's physician indicating the employee is free from all communicable disease symptoms.

Communicable diseases (PAT/BBB child or family member):

- A. A written release from the Wichita-Sedgwick County Health Department is required before any PAT/BBB child or family member diagnosed with any of the following diseases will be allowed to attend Parents as Teachers or Bridge to Bright Beginnings activities:

<i>Whooping Cough</i>	<i>Diphtheria</i>	<i>Meningitis</i>
<i>Typhoid Fever</i>	<i>Smallpox</i>	<i>Tuberculosis</i>
<i>Unusual Diseases</i>		

- B. The following diseases do not require a written release from the health department. However, a PAT/BBB child or family member shall be excluded from PAT and/or BBB activities according to the following regulations:

1. Streptococcal infections (including strep throat) – can return to school 24 hours after antibiotic treatment has begun or after all symptoms subside.
2. Ringworm –must be under active treatment and infected area covered for the period of time deemed necessary.
3. Measles –can return to school seven (7) days after rash disappears.
4. Chickenpox –can return to school seven (7) days after first eruption.
5. Mumps –can return nine (9) days after onset or swelling is gone (whichever is longer)
6. Rubella (German measles) –can return to school five (5) days after rash appeared.
7. Pinkeye – can return to school when there is no longer a discharge from the eye.
8. Trench Mouth – can return to school 24 hours after antibiotic therapy has begun or when all symptoms have subsided.
9. Impetigo –can return to school 24 hours after antibiotic treatment has begun or after all symptoms have subsided.

C. Children with the following diseases must be readmitted to school through the health aide.

Scabies

Pediculosis (head lice)

D. A PAT/BBB child or family member may be excluded from school for an additional period of time if the administrator or other school personnel designated by the administrator feel it is necessary for the child's protection or for the protection of other children.

Administering Medications: The supervision of any medications shall be in strict compliance with the rules and regulations of the Board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

Illness: If a BBB student becomes ill during the school day, the student is to be sent home. If a child becomes ill during a PAT activity, the parent should immediately leave with the child.

Bathroom Policy: In the event that a BBB child has an accident at school, please follow these procedures: a) flush all solid waste down the toilet (you are not expected to rinse out dirty clothing), b) provide wet wipes for the child to clean up (assist if necessary), c) provide clean clothing if necessary, and d) place all soiled/wet clothing in a Ziploc bag and seal it securely (if necessary, place this into a plastic bag). Extra clothing, plastic gloves, wet wipes and Ziploc bags are located in the restrooms. If additional supplies are

needed, please contact the office. Parents attending PAT/BBB activities are responsible for changing their own children.

Changing Table: A fold-down changing table is located in the children's restroom for use by parents. Wet wipes, Ziploc bags, gloves and other necessary supplies are located near the changing table.

Animals and Plants: With the prior approval of the coordinator, animals or plants may be brought to school for instructional purposes. If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher.

Asbestos: An asbestos management plan has been developed for the district. A copy of the management plan is available from the Director of Facilities at the Service Center.

USD 261 Policy EBBA Hazardous Waste Inspection and Disposal

Inspection: Regular inspection of district facilities for hazardous waste shall be conducted by the Director of Facilities/Maintenance. Written records of these inspections shall be maintained.

Disposal: When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with state and federal rules and regulations, or current law.

USD 261 Policy EBBA-R Hazardous Waste Inspection and Disposal

Inspection and Disposal: The superintendent shall develop written rules and procedures for notifying district administrators that hazardous waste has been discovered and/or produced and rules for reporting the proper disposal of waste. These rules and regulations shall be distributed to all staff members in classified and certified handbooks.

SAFETY AND SECURITY

Drills and Evacuation: Teachers shall explain the plan for emergency drills and evacuation to children and PAT families during the first full week of school. Teachers shall post the evacuation plans in their classrooms.

Fire Drills (held monthly)

- Children and PAT families should leave quickly and orderly.
- The classroom windows and doors should be closed and the lights should be turned out.
- Teacher's first aid kit and student enrollment cards or PAT group sign-in sheet should be taken with them upon exiting the building.
- Teachers shall be familiar with and follow specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building.
- Once outside, the teacher should check to ensure all students are with him/her. Keep students as quiet as possible until the 'all clear' is given and classes can return to their rooms.

- If there is a problem, contact the building coordinator as soon as possible.
- Teachers should be prepared to exit at an alternative exit if the primary exit is blocked.

Tornado Drills (three per year)

Definitions: watch – the possibility of a tornado exists

Warning – a tornado has been spotted

- The office will alert staff to weather conditions, but everyone should be on the alert and also notify the office of impending danger.
- The office will notify classes on the playground, but anyone sensing a dangerous situation should assume the responsibility of taking proper action.
- Specific areas have been designated as safer areas (i.e., those classes/areas with less windows and glass. Keep in mind that during a tornado broken glass does fly.)
- When the tornado alarm sounds, teachers should go to the assigned areas. Children and PAT family members should be on the floor crouched on knees and elbows facing interior walls with hands covering their head. (You can use tables facing interior walls as additional cover for the children to get under.)

Intruder in the Area: ‘CODE RED’ will be used to notify staff of an intruder.

This will be practiced in the fall and spring. Additional practice sessions will occur if needed. Staff will be notified if there are potential problems. The following procedures should be implemented:

- Doors should be locked immediately, lights turned out, and blinds lowered and closed.
- Children and families should be moved as quietly as possible to a place in the building where they cannot be seen from the doors or windows.
- Children and families should remain quiet until the ‘all clear’ is given.
- If children or families are in the restrooms or on the playground when a ‘CODE RED’ is given, they should enter the building as quickly and quietly as possible, and hide quietly until the ‘all clear’ is given.
- The office will immediately call 911 and the Administration Building after the ‘CODE RED’ is given.

Evacuation of the Building: If the building needs to be evacuated, staff will be informed immediately. Leave the building as if it were a fire drill, unless instructed to do otherwise. Take first aid kit and enrollment cards or PAT sign-in sheet and once outside, check to ensure all students and family members are with you. The coordinator will check the building for anyone left inside, and then provide instruction to staff.

Emergency Procedure Guide: All staff shall read, be trained, and follow the procedures set forth in the Emergency Procedure Guide.

Emergency Closings: When the Superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV stations to broadcast a school-closing announcement. Information will also be passed on through a calling tree.

Safety Practices: All employees shall engage in safe lifting, climbing, and carrying practices. Employees shall ask for assistance when needed. Stepladders or step stools should be utilized.

Securing Work Area: Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles, or other district equipment at the end of each workday and at other appropriate times. If you are the last PAT/BBB staff member to leave the building, you are responsible for locking and securing both entrance doors when you leave.

Crisis Plan: Parents as Teachers has an approved crisis plan that should be referred to as needed.

Personal Safety: If a parent educator ever feels threatened or unsafe in any way during a home visit, the educator is to report the incident to the coordinator immediately. Educators shall keep online calendars up to date daily so they can be located immediately in case of emergency.

Keys: The building coordinator is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. Keys should be turned in to the appropriate coordinator when an employee is no longer employed by the district or is assigned to another building. Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

Internet Safety: The USD 261 Haysville Public School district complies with federal and state Children's Internet Protection Act (CIPA) laws and promotes Internet safety for all students through a curriculum that addresses cyber bullying and appropriate interaction with other individuals on social networking websites and chat rooms. It shall be the responsibility of all members of the USD 261 Haysville Public school staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with the CIPA laws.

STUDENT CONDUCT

BRIDGE TO BRIGHT BEGINNINGS STUDENT CONDUCT

Discipline Procedures: Each teacher shall develop classroom discipline procedures. All procedures must be explained to parents during class and/or home visits, to students at the beginning of the school year, and revisited through the school year. Teachers will need to discuss concerns with parents if classroom procedures are not working.

The office is available to support teachers in discipline procedures if needed.

USD 261 Policy JDA Corporal Punishment

Corporal punishment shall not be permitted in the school district.

Suspension: A student may be suspended for reasons set forth in Kansas law and board policy, by the following certified personnel: superintendent, principal, assistant principal.

If a teacher believes a student has committed an act that should result in suspension, the teacher shall report the incident to the coordinator.

Dismissal From Program: If a child or parent/guardian choose not to abide by the regulations of the program or policies established by the board of education, disciplinary action may be imposed, up to and including dismissal from the program.

PARENTS AS TEACHERS STUDENT AND FAMILY CONDUCT

Parent Information Letter: All staff shall read, be familiar with, and enforce the rules and regulations established in the Parent Information Letter and Parent Agreement to Participate including, but not limited to, parent participation during home visits, no television during home visits, exclusion of sick children from groups and parent supervision of children during groups.

Discipline Procedures: Although parents are ultimately responsible for disciplining their own children, staff is expected to model and suggest appropriate discipline strategies in home visits and during group meetings. If a situation arises where a child is 'out of control' to the degree that another child may be hurt and the parent is not addressing the situation adequately or appropriately, use the following strategies in this order: 1) protect the other children from harm, 2) suggest to the parent that the situation needs to be dealt with along with 1 or 2 possible strategies, 3) encourage the parent to apply the strategy consistently and model it if necessary, 4) ask the parent to leave with the child for the protection of other children present if the child is still out of control, and 5) follow up with a phone call or home visit where additional strategies can be brainstormed to avoid a replay of the same situation next time.

USD 261 Policy JDA Corporal Punishment

Corporal punishment shall not be permitted in the school district.

Dismissal From Program: If a child or parent/guardian choose not to abide by the regulations of the program or policies established by the board of education, disciplinary action may be imposed, up to and including dismissal from the program.

EQUIPMENT AND SUPPLIES

Equipment Check Out: Permission must be given by the administrator or designee before any district equipment may be removed from school grounds.

Computers: Computer systems and networks are for educational and professional use only. Violation of this policy would include, but not limited to: sending or displaying

offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading or downloading computer viruses; violating copyright laws or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address. The district retains the right to discipline any employee, up to and including termination, for violations of this policy.

Employees shall have no expectation of privacy when using district e-mail, instant messaging, Internet access, or other official communication systems. The school district retains the right to duplicate any information on district computer systems or on any hard drive. Any e-mail, instant messaging, Internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

E-mail, instant messaging, and Internet access shall be used primarily to conduct approved district business, educational research and educational purposes. Employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks or CD-ROM, not hard drives. Program files must have the network administrator's approval to be installed on any district server.

District Computer/Technology Checkout: USD 261 teachers/staff using district-issued laptop computer or checking out other district equipment for non-district use are responsible for loss or damages to the equipment. Please contact your insurance agencies (home, auto, renters, self-insured, etc.) to make sure you are covered before being issued laptop computers or requesting to check-out district equipment. If your home/car insurance does not or will not cover the loss, the employee will be responsible for reimbursing the school district for the replacement cost of the equipment. Haysville USD 261 is not liable when such loss or damage occurs.

Ordering Procedures: All requests for supplies, materials, and equipment must be approved by the coordinator. It is the responsibility of the teacher to provide the office with all necessary information (vendor, item numbers, page numbers, amounts, prices, etc.)

Reimbursements: Reimbursement for expenses must be approved by the PAT coordinator. Teacher must provide the office with the receipt of items purchased. Sales tax is non-reimbursable.

Copying and Duplicating: The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of materials unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use.”

Vehicle Request: Request must be made and approved by the building coordinator and by the director of transportation for use of a district owned vehicle.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I acknowledge the receipt of the Parents as Teachers Staff Handbook for the 2013-2014 school year. I have read and understand the contents. I understand this handbook contains the yearly notification of the following issues:

- Sexual Harassment (page 9)
- Racial Harassment (page 11)
- Nondiscrimination (page 1)
- Equal Opportunity Employer (page 1)
- Confidentiality (page 6)
- Child Abuse (page 4)
- Drug Free Schools (page 8)
- Weapons (page 9)
- Animals in the school (page 18)
- Injury on the job (page 16)
- Bullying (page 13)
- Computer Usage (page 22)

Signature _____ Date _____