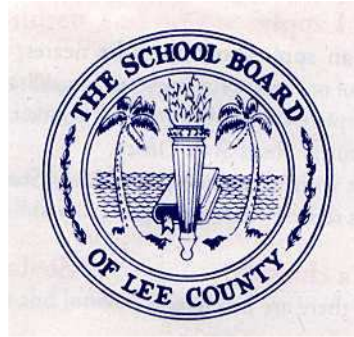


School District of Lee County Early Childhood Learning Services Staff Handbook



2007-2008

Our Mission

To enhance school readiness for young children by ensuring quality services which are comprehensive, integrated, and family-focused.

INTRODUCTION

As grantee, the Lee County School Board administrates the Early Childhood Learning Services, including Head Start, Early Head Start, and Voluntary Prekindergarten.

The School District of Lee County personnel policies and procedures, such as those pertaining to, but not limited to, employment, evaluations and grievances are in accordance with Lee County School Board Policies and Administrative Regulations, collective bargaining agreements, and federal and state requirements. The School District of Lee County accepts federal and state requirements when the Lee County School Board approves grants for submission to federal and state agencies.

All Early Childhood Learning Services employees are required to follow the aforementioned policies, regulations, agreements, and federal and state requirements. These documents are on file at the Early Childhood Learning Services office. Board Policies, Administrative Regulations and collective bargaining agreements are on file at the Early Childhood Learning Services office and school administrative offices. Early Childhood Learning Services employees may have access to these documents upon request. In addition, when processed for initial employment by the District Department of Personnel Services, all Early Childhood Learning Services employees in regular positions (i.e., not hourly) are provided a copy of the most recent, applicable collective bargaining agreement.

The purpose of the Staff Handbook is to clarify certain aspects of the personnel management system for employees of the Early Childhood Learning Services. All Early Childhood Learning Services regular administrative and support employees will receive a copy of the Staff Handbook. Relevant personnel information will also be included in the Planning and Resource Guide for teachers and assistants.

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Early Childhood Learning Services

People and Places

Director: TBA

Coordinator: Jeanne LaFountain

Secretary to Director: Dawn Robertson-Andre'

Clerical Staff: Edda Rodriguez (EC Center), Carmen Rivera (EHS)

Jr. Accountant: Kathy Rider (East)

Support Specialists: Joyce DeSimone (West), Sue Smell & Viola Torres (East)
Luz Hernandez (VPK)

Network Specialist: Leroy Baskin

Program Managers:

Early Head Start: Donna Hernandez

Head Start and VPK: Jeanne LaFountain

Program Sites:

- Early Childhood Learning Center (3650 Michigan Ave. Ste. 4, Ft. Myers, FL 33916) 239-334-0818 fax-239-334-2629
- Early Head Start (Franklin Park Magnet School 2323 Ford St., Ft. Myers, FL 33916) 239-332-3799, fax-239-334-8825
- Head Start Offices (4312 Michigan Ave. Ft. Myers, FL) 239-332-2512 fax-239-332-0231

Service Area Manager:

Disabilities: Joanne Moran

Education: Teresa Hoagland

Health: Amy Barnes

Mental Health: Liz Bender

Social Services: Sherie Bleiler

Policy Council: Debbie Swaiko

Site Inservice Representative (SIR): Donna Hernandez

Steering Committee members:

Jeanne LaFountain, Joanne Moran, Teresa Hoagland, Debbie Swaiko, Liz Bender, Amy Barnes, Maggie Stevens, Sherie Bleiler, and Donna Hernandez.

Zones:

East: Michigan Elementary School

4312 Michigan Ave

Ft. Myers, FL 33905

239-332-7819, Fax 239-332-0231



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Accidents
Process Purpose:	It is the intent of the Early Childhood Learning Services to offer adequate, clean, safe, and sanitary working conditions for all employees. If, however, an accident should occur, the following procedure should be followed.
Date of Origination:	October 2003
Date of Revision:	July 2007

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
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Step	Description	Responsibility
1.	Contact the zone nurse to attend to the injured.	Employee
2.	Report the accident immediately, or within 24 hours, to the program director or administrative designee.	Employee
3.	Complete the necessary First Report of Injury or Illness document with the secretary to the director with witness name and/or statement.	Employee
4.	Contact Risk Management to facilitate the employee obtaining treatment at the appropriate medical office and complete the Worker's Compensation Medical Authorization for Treatment document.	Secretary to the director
5.	Report to the secretary to the director any maintenance issues that may have caused the accident.	Employee
6.	If an employee accident occurs on District property, but at a location other than a zone or program site, the incident should be reported for processing to the administration overseeing that location.	Employee

Part B: Process Cycle

Process Cycle	As Needed
Start Date:	August 2003
End Date:	

Part C: Process Automation

Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> Not applicable
Automation Completion Date:	<input type="checkbox"/> Not applicable

Part D: Process Authorization and Approval

Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	<input checked="" type="checkbox"/> <i>Not applicable</i>
Related Authority Type (s):	<input checked="" type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input checked="" type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	
Other References:	

ACCOUNTABILITY

Sign in sheets must be signed everyday upon arrival with the time you arrived, and at the end of the day with the time you are leaving. The clerk typist at Early Head Start and the secretary to the director at the East zone will monitor the completion of the time sheets.

All personnel must be accessible within 15 minutes during their work hours. This is for emergency and safety concerns. All staff must report where they are going, telephone numbers where they can be reached and when they anticipate their return every day. Notification must be made to your work location:

EAST zone - secretary to the director or the zone head
Enrollment staff must also sign out with their lead social worker.
EARLY CHILDHOOD CENTER- secretary or program manager
EARLY HEAD START - secretary or program manager

When staff from one zone/program visits another zone/program they must sign the in-county sign-in sheet, just as one does when a school is visited. Please notify the secretary, at the office where you are visiting that you have arrived so she can properly handle your calls.

VISITORS

All visitors, in-county staff or public visitors, will sign in at each zone/program office. Signing in should occur upon arrival and the sign-in sheet will be kept at a central location in that zone/program office. Signing out should occur before leaving the zone or program office.

ALCOHOL AND DRUG FREE WORKPLACE

The employees of the Early Childhood Learning Services are expected to follow the state mandates for an alcohol and drug free workplace and the School Board's policy on a smoke-free workplace.

SMOKING

The use of tobacco products by an individual on any School District property or at any event sponsored by the School District is prohibited except where the individual has a prescription drug for use as prescribed by a medical doctor in accordance with School Board Policy 5.37.

Smoking is also prohibited in personal vehicles on District-owned property.

The term "tobacco" shall include all tobacco products including, but not limited to, cigarettes, cigars, pipe ingredients, chewing tobacco, snuff, etc.

Such guidelines are to be fully adhered to and periodically disseminated to all staff members, students, parents and visitors.

Infractions of any of the above, including those instances where a student, visitor, faculty or staff member is believed to be under the influence of alcohol or other drugs, or using a tobacco product, shall be reported immediately to the principal, department head or designee.

ALCOHOL AND DRUGS

No employee shall possess, consume or sell alcoholic beverages or manufacture, distribute, dispense, possess or use, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulations at 21 CFR 13001.11 through 1300.15, or by Florida Statutes, Chapter 893, SPALC Handbook-Article 16, 16.01



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Attendance – Jury Duty
Process Purpose:	This is to be used only when called to jury duty. There is no loss of leave days or pay. All employees must follow contract procedures for leave requests.
Date of Origination:	October 2003
Date of Revision:	July 2007

Part A: Process Description

Description Documentation Method:	
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Step	Description	Responsibility
1.	Upon receipt of summons, notify service area manager/zone head, program manager, and secretary to the director.	Employee
2.	Provide copy of summons to secretary to the director, Early Head Start clerk typist, or ECC secretary.	Employee
3.	Complete a leave request form. Note: If employee is not required to report or is released before the end of the workday, the employee should report to their work location.	Secretary to the director, Early Head Start secretary, EC Center secretary
4.	At the end of the month, send the leave request form and bubble sheet to the Payroll Department.	Secretary to the director, Early Head Start secretary, EC Center secretary

Part B: Process Cycle

Process Cycle	As needed
Start Date:	August 2003
End Date:	

Part C: Process Automation

Automation Status:	
Automation Target Date:	<i>Not applicable</i>
Automation Completion Date:	<i>Not applicable</i>

Part D: Process Authorization and Approval

Board Approval Required:	Yes No
Board Approval Date:	<i>Not applicable</i>
Related Authority Type (s):	Federal law, regulation, code, rule, <i>etc.</i> State law, regulation, code, rule, <i>etc.</i> Board policy District administrative regulation Agreement or contract Other
Related Authority Reference:	
Other References:	



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

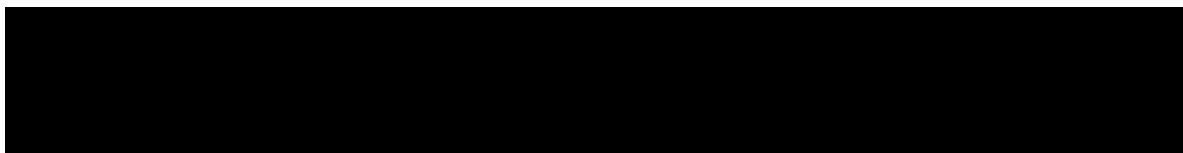
Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Attendance – Personal Leave, Medical Appointments
Process Purpose:	<p>Employees receive ten (10) sick days per year; five (5) of these may be for personal use. Unused sick leave will roll over to the next year. An employee is eligible for sick leave for his/her own illness or doctor/dentist appointment as well as immediate family members illness or appointment(s). Personal days may not be taken the working day before and after a holiday or at the end of the school year.</p> <p>Every attempt should be made to schedule appointments after work hours. The request for time off should be made as soon as possible. All employees must follow contract procedures for leave requests.</p>
Date of Origination:	October, 2003
Date of Revision:	July 2007

Part A: Process Description

Description Documentation Method:	
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Step	Description	Responsibility
1.	Submit request as soon as possible, via e-mail, to zone head/service area manager, program manager, and secretary to the director.	Employee
2.	Log request on calendars.	Program manager, secretary to the director
3.	Complete leave request form for employee's signature.	Secretary to the director, Early Head Start clerk typist, EC Center secretary
4.	After leave is taken and at the end of the month, employee will check bubble sheet for accuracy and sign it.	Secretary to the director
5.	At the end of the month, forward the leave request form and bubble sheet to the Payroll Department.	Secretary to the director



Process Cycle	As needed
Start Date:	August 2003
End Date:	

Part C: Process Automation	
Automation Status:	
Automation Target Date:	<i>Not applicable</i>
Automation Completion Date:	<i>Not applicable</i>

Part D: Process Authorization and Approval	
Board Approval Required:	Yes No
Board Approval Date:	<i>Not applicable</i>
Related Authority Type (s):	Federal law, regulation, code, rule, <i>etc.</i> State law, regulation, code, rule, <i>etc.</i> <input checked="" type="checkbox"/> Board policy District administrative regulation Agreement or contract Other
Related Authority Reference:	TALC 12.0203(1); SPALC 9.023a
Other References:	



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Attendance – Temporary Duty (Travel Requests)
Process Purpose:	This category is used when an employee is working at another location for a day(s) such as when attending technical training, conferences, or workshops. There is no loss of sick leave or additional pay for temporary duty. All employees must follow contract procedures for leave requests.
Date of Origination:	October 2003
Date of Revision:	July 2007

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
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Step	Description	Responsibility
1.	Unless specifically asked to attend training, submit Training Request form to the program manager. The training plan goal and objective should be noted on the form.	Employee
2.	Program manager will present to the steering committee and program coordinator for approval.	Program manager
3.	Upon approval, complete Travel Request form and return to program manager.	Employee
4.	Travel Request form will be submitted for processing	Program manager
5.	Travel arrangements will be made per the Travel Request form.	Head Start accountant
6.	Complete leave request form for employee to sign.	Head Start accountant
7.	Payment for hotel, rental cars, and/or airfare will be arranged, as needed.	Head Start accountant
8.	Upon return, all receipts should be turned into the Head Start accountant.	Employee
9.	At the end of the month, the Leave Request form and bubble sheet will be submitted to the Payroll Department.	Secretary to the director

Part B: Process Cycle

Process Cycle	As needed
Start Date:	August 2003
End Date:	

Part C: Process Automation

Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> <i>Not applicable</i>
Automation Completion Date:	<input type="checkbox"/> <i>Not applicable</i>

Part D: Process Authorization and Approval	
Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	<input checked="" type="checkbox"/> <i>Not applicable</i>
Related Authority Type (s):	<input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	
Other References:	



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Attendance – Vacation Leave for Twelve Month Employees
Process Purpose:	Only twelve-month employees are eligible for vacation leave. Vacation leave will not be granted until it is earned. Each employee who has accrued at least ten (10) days of vacation must take two (2) weeks of vacation during the calendar year. Vacation requests that disrupt the operation of the program may be denied. All employees must follow contract procedures for leave requests.
Date of Origination:	October 2003
Date of Revision:	

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
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Step	Description	Responsibility
1.	Notify program manager, secretary to the director, and zone head of intent to request vacation leave.	Employee
2.	Submit written request for summer vacation leave to the program manager by May 1.	Employee
3.	The program manager will submit the vacation leave request to the program director.	Program manager
4.	Upon approval from the director, the secretary to the director will complete the Leave Request form for employee's signature.	Secretary to the director
5.	After leave is taken and at the end of the month, employee will check bubble sheet for accuracy and sign it.	Secretary to the director /employee
6.	At the end of the month, forward the Leave Request form and bubble sheet to the Payroll Department.	Secretary to the director

Part B: Process Cycle

Process Cycle	As needed
Start Date:	August 2003
End Date:	

Part C: Process Automation

Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> Not applicable
Automation Completion Date:	<input type="checkbox"/> Not applicable

Part D: Process Authorization and Approval	
Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	<input checked="" type="checkbox"/> <i>Not applicable</i>
Related Authority Type (s):	<input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input checked="" type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	TALC; SPALC
Other References:	



THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Process Locator Number:

Division:	Academic Services
Department:	Intervention
Originator:	Early Intervention Programs

Process Name:	Attendance/Sick Leave
Process Purpose:	All staff members must follow contract procedures for leave requests. The process below is to be followed in the case of absence due to illness. All employees must follow contract procedures for leave requests.
Date of Origination:	October 2003
Date of Revision:	July 2007

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
-----------------------------------	--

Step	Description	Responsibility
1.	Call secretary to the director, Early Head Start clerk typist, or Early Childhood Center secretary. If before or after hours, leave a message.	Employee
2.	Notify secretary to the director of any absences at your location.	EHS, ECC
3.	E-mail all staff at all zones the absences.	Secretary to director
4.	At the end of the month, the bubble sheet is filled out.	Secretary to director
5.	Bubble sheets are checked for accuracy and are given to director/coordinator for approval and signature.	Secretary to director
6.	Send completed bubble sheet and corresponding paperwork to payroll.	Secretary to director

Part B: Process Cycle

Process Cycle	As Needed
Start Date:	March 2004
End Date:	

Part C: Process Automation

Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> <i>Not applicable</i>

Automation Completion Date:	<input type="checkbox"/> <i>Not applicable</i>
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Part D: Process Authorization and Approval	
Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	<input checked="" type="checkbox"/> <i>Not applicable</i>
Related Authority Type (s):	<input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	TALC, SPALC
Other References:	

ATTIRE

The Early Childhood Learning Services should be represented in a professional and positive way at all times by all personnel. Appropriate conduct includes dress as well as office behavior and vocal expressions.

1. Apparel shall be adequate in both length and coverage to be considered appropriate for the business world. Skirts and dresses may not be shorter than fingertip length. Employees should be able to reach, bend, and sit comfortably without embarrassment.

2. Staff who drive the buses must wear supportive shoes with closed toe and heel. Staffs who are riding the bus as assistants may not wear sandals or flip-flops.

3. Undergarments (all) should be worn at all times, however, undergarments are not to be seen through outer garments.

4. Hair should be clean and neatly groomed.

5. Any article of clothing or jewelry that could likely cause injury are prohibited. Bus drivers and assistants should avoid large and dangling jewelry.

6. Capri pants that are made out of denim or spandex may not be worn at any time.

7. Skorts, which are fingertip in length, may be worn.

8. The Early Head Start staff, while being sensitive to the dress code of the school site where they work, may wear shorts for home visits when staff are involved in activities on the floor or by the staff in the child care center. The shorts must appear professional, be fingertip in length, and may not be made out of denim material. A department shirt must also be worn with the shorts and the shirt should be preferably tucked inside the shorts.

9. The following items are PROHIBITED from being worn while at work:

a. Transparent or see-through tops, bare midriff, strapless, low-cut clothing or

tops, halter tops, backless dresses or tops, tube tops, muscle shirts, tops with spaghetti straps and outfits that which may be distracting, outfits that provide minimum coverage, or outfits that have a suggestive nature.

b. Slacks, shorts or skirts made out of Lycra or Spandex material.

c. Clothing which contains slogans, advertising, controversial or obscene pictures, words, or gestures. Clothing or jewelry which has emblems, insignias, badges or symbols that promote the use of alcohol, drugs, tobacco, gang or cult activity, or any illegal activity.

d. Adornments that are attached (pierced) to exposed body parts, other than the ears.

10. Jeans are defined as any color pants (slacks) or Capri pants which are made from denim material. Jean pants or jean Capri pants, or jeans coveralls may not be worn except:

a. On Fridays, if you are not out visiting a school site, and

b. You are also wearing a department shirt, and

c. Your jeans are hemmed, laundered and free of holes.

ALL OF THE ABOVE CRITERIA MUST BE MET IN ORDER TO WEAR JEANS ON FRIDAYS ONLY. The staff of the Childhood Learning Services is encouraged to use discretion when planning what they will wear on Fridays, if their schedule includes appointments away from their school site. Skirts, jumpers, and dresses made out of denim material may be worn on any day.

11. There are times that business attire is not appropriate to the job duty. If there are special circumstances, such as bus evacuation drills, working in the storage areas, or moving tasks, the coordinator or administrative designee may grant permission to wear less professional clothing.



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Bookkeeping Procedures – Mileage Reports
Process Purpose:	Mileage is reimbursed for official District business. The proper form must be completed with specific information included such as date, street address (for locations other than a District facility), and purpose of visit. Mileage forms must be turned in on a monthly basis and by the 5 th of each month.
Date of Origination:	October 2003
Date of Revision:	July 2007

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
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Step	Description	Responsibility
1.	Obtain Monthly Mileage Report form from secretary to the director.	Employee
2.	Record mileage on form including date, destination, and miles traveled daily.	Employee
3.	At the end of each month, form must be signed and turned into the ECC secretary.	Employee
4.	Upon approval by program director, the form will be submitted to the Finance Department.	ECC

Part B: Process Cycle

Process Cycle	Monthly
Start Date:	August 2003
End Date:	

Part C: Process Automation

Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> <i>Not applicable</i>
Automation Completion Date:	<input type="checkbox"/> <i>Not applicable</i>

Part D: Process Authorization and Approval

Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	<input checked="" type="checkbox"/> <i>Not applicable</i>
Related Authority	<input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i>

Type (s):	<input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	
Other References:	



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Service

Process Name:	Bookkeeping Procedures – POs and Warehouse Orders
Process Purpose:	Supplies for employee use will be kept locked and will be monitored by a designated individual in each zone/program. Orders for equipment or supplies are generated through zone/program offices. Employees may not purchase items and then be reimbursed.
Date of Origination:	October 2003
Date of Revision:	July 2007

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
-----------------------------------	--

Step	Description	Responsibility
1.	Submit, via e-mail, request for item to service area manager/program manager.	Employee
2.	Forward request(s) to program manager for approval.	Zone head
3.	Forward request(s) to Head Start accountant or ECC secretary.	Program manager/Coordinator
4.	Process request(s) through purchase order or warehouse order, as appropriate.	Head Start accountant, EC secretary
5.	Upon receipt of order, send packing slip to Head Start accountant, ECC.	Employee who placed the order

Part B: Process Cycle

Process Cycle	As needed
Start Date:	August 2003
End Date:	

Part C: Process Automation

Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> Not applicable
Automation Completion Date:	<input type="checkbox"/> Not applicable

Part D: Process Authorization and Approval

Board Approval	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
----------------	---

Required:	
Board Approval Date:	<input checked="" type="checkbox"/> <i>Not</i>
Related Authority Type (s):	<input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	
Other References:	



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Bookkeeping Procedures – Supplemental Contracts
Process Purpose:	In instances where hours beyond the employees contract are required, the following procedure should be followed. This should be limited and used only when necessary. Request should be submitted prior to work being completed.
Date of Origination:	October 2003
Date of Revision:	July 2007

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
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Step	Description	Responsibility
1.	Notify service area manager of need.	Employee
2.	Notify program manager of need.	Service area manager
3.	Upon approval from program coordinator, forward request to secretary to the director.	Program manager
4.	Complete Supplemental Contract/Extra Overtime Hours forms and have employee sign.	Secretary to the director
5.	Forward to Payroll Department or Budget Department, as appropriate.	Secretary to the director

Part B: Process Cycle

Process Cycle	As needed
Start Date:	August 2003
End Date:	

Part C: Process Automation

Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> Not applicable
Automation Completion Date:	<input type="checkbox"/> Not applicable

Part D: Process Authorization and Approval

Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	<input checked="" type="checkbox"/> Not

	<i>applicable</i>
Related Authority Type (s):	<input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input checked="" type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	
Other References:	TALC; SPALC

BUILDING CARE AND CLEANING

While it is primarily the custodian's responsibility to keep the building in order, the individual employee can be of assistance with this matter by making certain that work areas are left orderly on a daily basis. Each employee is responsible to ensure that equipment in his or her workspace is turned off at the end of the day. Lights should be turned out when not needed. The kitchen area is for everyone's use; therefore, cleaning up after oneself is expected and required.

If special consideration needs to be given to any work area or part of the building, please advise the program manager. A work order may be submitted, if indicated, so that a safe, clean environment is maintained.

Each zone or program site has a process in place for opening up and locking up the portables. Each zone or program site has a designated zone head who has the responsibility to oversee the daily operation of that location. The zone clone acts in the absence of the zone head. The secretary to the coordinator keeps names of the zone heads, zone clones and program site heads.

At the end of the day the last person to leave the each portable should set the air conditioner temperature to 80 degrees and make sure lights, coffee pot, laminator, and if necessary, copy machine are turned off. **WHENEVER A PORTABLE IS NOT IN USE, IT MUST BE LOCKED.** This includes the time at the end of the day, before the custodian arrives.

The secretary to the director will keep a list of key holders and their security numbers. Security numbers are to be individualized and kept confidential for the safety and security of all. Each "key" person will be required to sign a form indicating they are a recipient of a key and a number; the key and security numbers are NOT to be shared, even among staff members.

CHAIN OF COMMAND

Specific individuals in the Early Childhood Learning Services (ECLS) are assigned to complete business tasks that interface with other District departments. It is that individual's responsibility to acquire the knowledge needed to complete those tasks, as well as to assist (ECLS) employees with any concerns the employee may have in regard to business with the various District departments. Employees who have a concern/question should first submit their inquiry to the person assigned as the liaison for the relevant District department. (See below.) If a problem still exists, the program director should be notified.

In general, employees should **not** contact other District departments, either by phone or email, on their own without first notifying the director. There are several reasons for this:

1. ECLS personnel can often provide an answer.
2. It is preferable to have only one person be the contact in order to minimize calls/emails to District departments.
3. Upon receipt of an inquiry from anyone other than the designated ECLS liaison, District department personnel often contact the program director. It is professional courtesy to ensure that she is aware of the contact so as not to be unprepared for their questions.

Below is a list of the common District departments and the ECLS contact liaison:

- ✓ Department of Intervention Programs – Program Director
- ✓ Exceptional Student Education – Disabilities Specialist
- ✓ Facilities/Maintenance – Administrative Designee
- ✓ Financial Services – Head Start Accountant
- ✓ Food & Nutrition Services – Health Specialists
- ✓ Grants – Program Director
- ✓ Human Resources (Personnel)- Secretary to the Director
- ✓ Instructional Technology – Network Specialist
- ✓ Insurance & Benefits – Secretary to the Director
- ✓ Payroll - Secretary to the Director, Early Head Start Clerk Typist, Early Childhood Center Secretary
- ✓ Printing Services – Early Childhood Center Secretary
- ✓ Property Records – Tech. Specialist
- ✓ Public Information – Program Director
- ✓ Purchasing – Head Start Accountant, Early Childhood Center Secretary
- ✓ Risk Management – Secretary to the Director
- ✓ Safety – Safety Coordinator(Amy)

- ✓ Staff Development – Site Inservice Representative (SIR-Donna Hernandez)
- ✓ Transportation – Health Specialist(Donna Ramirez)

TRACKING REPORTED CASES OF CHILD ABUSE AND NEGLECT

Early Childhood Learning Services staff is required by law to report suspected child abuse or neglect immediately to the Children Family Abuse Registry in keeping with Florida laws. Florida Statute, section 39.201, requires that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall report such knowledge or suspicion to the Department of Children and Families. The Department maintains a 24 hour hotline to which reports of child abuse, abandonment and neglect may be made. The number for the hotline is 1-800- 96ABUSE (1-800-962-2873).

The staff person who witnesses the abuse or is told of the abuse by the child makes the telephone contact. The staff person who reports the abuse or neglect should contact the Mental Health Specialist immediately after the contact with the Children and Family Abuse Registry. The Mental Health Specialist is responsible for tracking the number of suspected child abuse or neglect cases that are called to Children and Family Registry. The number of children who have received treatment for child abuse for each school year are also tracked and reported. The Mental Health Specialist needs the following information: name of the child, name of the site, name of the child's teacher, and the nature of the call.

CONFIDENTIALITY POLICY

In the process of fulfilling program standards, information of personal and private nature is collected and maintained. Early Childhood Learning Services adhere to an information and recording system with adequate safeguards and security measures to preserve the confidentiality of personal and private student and family information.

The following rights are recognized:

1. The individual's right of notice of Early Childhood Learning Services' policies and procedures regarding confidentiality, procedural safeguards, and access rights, prior to disclosing confidential information.
2. The individual's right to know what information is in his/her record and how it is used.
3. The individual's right to prevent information given for one purpose being used for another purpose.
4. The individual's right to amend or correct misinformation contained in his/her records.
5. The individual's right to assurance of the validity of the information, the relativity of that information to the services being provided, and the reliability of the safeguards to prevent its misuse.

All written records containing identifiable information will be stored in locked files with controlled access on a need-to-know basis. Confidentiality of information contained in electronic files will be maintained by computer access protection on a need-to-know basis.

The following written procedures maintain and ensure the confidentiality of records. Staff members will acknowledge understanding of policies by signature.

Notice/Disclosure to Parents of Early Childhood Learning Services Confidentiality Policies and Procedures

Upon enrollment in Early Childhood Learning Services Programs, parents will be made aware of the Confidentiality Policy. In addition, parents will be provided training on confidentiality through Policy Council.

Obtaining Confidentiality Information

Staff members will receive annual in-service training on Early Childhood Learning Services policies and procedures regarding confidentiality. The standard procedure for Early Childhood Learning Services staff, whose responsibility it is to

obtain confidential information, is to make a brief, simple statement to the parent/guardian as to why the information is needed, what it will be used for, and reassurance that it will be used for no other purpose without notice to and prior consent of parents.

Obtaining Confidentiality Information

Parents have full review and access rights to information specifically regarding their own children, which is collected and maintained by Early Childhood Learning Services. The program will promptly comply with parental requests for review of their child's records.

The parental right to inspect and review Early Childhood Learning Services records includes the right to reasonable requests for explanations and interpretations of data, test results, etc. When a record includes information about more than one child, parents may review only the portion regarding their own child.

Parents may request a list of the types and locations of identifiable information regarding their children/family maintained by the program.

If, after reviewing their child's records, a parent is not in agreement with information found in the records, they may request, in writing, to have the record corrected/amended. If the parent and the Program Director are unable to agree to the requested amendment(s), the parent's request and all explanations must become a part of the permanent record.

A parent maintains full access rights to review information relating to his/her child, unless Early Childhood Learning Services has been advised that the parent's authority has been removed by applicable state laws regarding guardianship, separation, or divorce.

Release of Confidentiality Information

Confidential information will be released to other agencies only with written informed parental consent.

Parental consent is not required for sharing confidential information within Early Childhood Learning Services.

Informed consent for release of information requires that the parent has been fully informed regarding:

1. The specific information/record to be shared
2. The person/agency to receive the information.

3. The purpose/use to be made of the information.
4. The reasonable consequences of the release of the information or the refusal to consent to the release of information.

A copy of the signed, dated release will be furnished along with the information to be released. Early Childhood Learning Services consent release forms will be provided effective consent for a period of one school year unless otherwise specifically stated on the signed form itself.

Other

All information contained in client files shall remain confidential. Discussion about client circumstances and information contained in the files shall occur behind closed doors, and in a manner, which guarantees privacy.

All personnel dealing with sensitive records shall act in professional manner at all times regarding this information. If confidential information is overheard by a staff member, it shall remain confidential and "forgotten".

All matters of suspected child abuse should be classified as highly protected.

COPY MACHINES AND COPYRIGHT

Use of the copiers is for the employees of the Early Childhood Learning Services as needed for professional use.

If the machine at your zone or program site needs repair, contact:

EAST zone – support specialist

WEST zone – zone head

EARLY CHILDHOOD CENTER - secretary

EARLY HEAD START – clerk typist

All employees of the Lee County School District are required to adhere to the provisions of the copyright law of the United States. Copyright is a complicated issue, but all materials which are copied in any way or which are shown on a video player are subject to copyright law. "Fair use" in an educational setting must involve FACE TO FACE INSTRUCTION WHICH IS DIRECTLY RELATED TO THE CURRICULUM. Photocopying of "consumable" works (i.e. workbooks, sheet music or standardized tests) is prohibited. Staff members that wish to learn more about the School District's copyright policy should visit the following website: <http://intraweb1/dept/media/tocppyr.html>.



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Counseling Referrals
Process Purpose:	Referrals to other social or mental health agencies are sometimes necessary for children and/or their families. It is important that the referral be to an appropriate agency that will best meet the needs of the family.
Date of Origination:	October, 2003
Date of Revision:	

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
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Step	Description	Responsibility
1.	Contract social worker regarding possible referral.	Teacher/Para social worker
2.	Notify mental health specialist.	Social worker
3.	Contact parent to determine appropriate referral.	Social Worker Mental Health Specialist
4.	Obtain verbal permission from parent to make referral.	Social Worker Mental Health Specialist
5.	Contact agency to make referral.	Social Worker Mental Health Specialist

Part B: Process Cycle

Process Cycle	As Needed
Start Date:	August 2003
End Date:	

Part C: Process Automation

Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> <i>Not applicable</i>
Automation Completion Date:	<input type="checkbox"/> <i>Not applicable</i>

Part D: Process Authorization and Approval

Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	<input checked="" type="checkbox"/> <i>Not applicable</i>
Related Authority Type (s):	<input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	
Other References:	

E-MAIL

All staff members have access to electronic mail (e-mail). E-mail should be checked at least once daily-twice, if possible. Problems retrieving or sending e-mail should be reported to the Early Childhood Learning Services Network Support Specialist.

The following is a suggested set of rules that will make e-mail more efficient.

1. Always include a subject line in your message. The mail system presents you with the subject line when you browse your mailbox, and it is often the only clue the recipient has about the contents when filing and searching for messages.
2. Don't type your message in all uppercase-it's extremely difficult to read (although a short stretch of uppercase may serve to emphasize a point heavily). All CAPS is referred to as "shouting" in e-mail lingo.
3. Avoid public "flames" – messages sent in anger. Messages sent in the heat of the moment generally only exacerbate the situation and are usually regretted later. It is difficult to retract and causes hard feelings that will not be remedied by "delete".
4. Include enough of the original message to provide a context. This can be accomplished by pressing the REPLY button. Remember that electronic mail is not as immediate as a telephone conversation and the recipient may not recall the contents of the original message, especially if he or she receives many messages each day. Including the relevant section from the original message helps the recipient to recall the context of the discussion.
5. Pay careful attention to where your message is going to end up. It can be embarrassing for you if a personal message ends up on a mailing list, and it's generally annoying for the other list members.
6. Always remember that there is no such thing as a secure mail system. It is unwise and inappropriate to send very personal or sensitive information by e-mail.
7. Remember to password your mailbox and don't leave your mail open/computer unattended. Exit the mail program when not in use.
8. School Board Policy 2.19 prohibits the use of District facilities for the advertising of promoting on non-school interests. This means you may not use e-mail to advertise and sell personal times or private business interests.
9. E-mail is to be used only for school business. Don't send anything you would not want in a court of law. Maintain confidentiality at all times when using e-mail as a means of communication.

Please do not forward "cutesy" e-mails with the disclaimer, "I usually don't do this, but it was so appropriate..." If you get one, click the little "X" at the top of your tool bar.



THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Process Locator Number:

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Emergency Plans
Process Purpose:	In case of any emergency, employees will be notified as soon as possible and as appropriate. It is the employee's responsibility to notify the secretary to the director of any name, address, or phone number changes.
Date of Origination:	October, 2003
Date of Revision:	

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
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Step	Description	Responsibility
1.	Emergency cards will be distributed to employees each fall to ensure accuracy of information.	Secretary to the director
2.	A zone/program site phone tree will be developed and distributed to all employees in the fall.	Zone head or Program manager
3.	Safety training (Right-to-Know, Asbestos Awareness, Blood Borne Pathogens) will be provided online to all employees on an annual basis. This is mandatory training.	Employee

Part B: Process Cycle

Process Cycle	Annually
Start Date:	August 2003
End Date:	

Part C: Process Automation

Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> Not applicable
Automation Completion Date:	<input type="checkbox"/> Not applicable

Part D: Process Authorization and Approval

Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	<i>applicable</i> <input checked="" type="checkbox"/> Not
Related Authority Type (s):	<input checked="" type="checkbox"/> Federal law, regulation, code, rule, etc. <input type="checkbox"/> State law, regulation, code, rule, etc. <input checked="" type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation

	<input type="checkbox"/> Agreement or contract <input checked="" type="checkbox"/> Other
Related Authority Reference:	
Other References:	



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Emergency Plans - General Disaster & Hazardous Weather/Hurricane
Process Purpose:	<p>The School District of Lee County will always consider student and staff safety of primary importance when making a decision to close school when severe weather threatens. Unless there is a clear threat of danger, the decision to close school will be made around 4:00 AM and announced through NBC-2, WINK, ABC-7 TV morning news shows, and via NOAA Weather Alert Radios. Parents and staff should listen to local media beginning at 5:00 AM for the latest information pertaining to school closing during severe weather months.</p> <p>In the event of an emergency hazardous weather report, every attempt will be made to utilize the Crisis Phone Tree; however, do not rely solely on a phone call. Follow the District regulation above when deciding to report to work.</p> <p>The following steps should be completed in preparation for impending hazardous weather.</p>
Date of Origination:	October, 2003
Date of Revision:	

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
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Step	Description	Responsibility
1.	Do computer back up and take disc(s) home or store in a safe place.	Employee
2.	Unplug battery backup from the wall and turn the computer off.	Employee
3.	Cover the computer, hardware, and filing cabinets with plastic.	Employee
4.	Move everything from in front of windows.	Employee
5.	Remove all irreplaceable personal items.	Employee
6.	Place computers in a safe place.	Employee

Part B: Process Cycle

Process Cycle	As needed
Start Date:	August 2003
End Date:	

Part C: Process Automation

Automation Status:	Automation not required
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Automation Target Date:	<input type="checkbox"/> <i>Not applicable</i>
Automation Completion Date:	<input type="checkbox"/> <i>Not applicable</i>

Part D: Process Authorization and Approval	
Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	<input checked="" type="checkbox"/> <i>Not applicable</i>
Related Authority Type (s):	<input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input checked="" type="checkbox"/> Other
Related Authority Reference:	
Other References:	



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Emergency Plans - Incidents
Process Purpose:	All serious incidents that occur during business hours must be reported within 15 minutes of their occurrence. Serious incidents include injuries to students or staff, threats to campus security, arrests, incidents that may create media attention, and property damage or theft.
Date of Origination:	October 2003
Date of Revision:	

Part A: Process Description	
Description Documentation Method:	Step-by-step procedure (see table below)

Step	Description	Responsibility
1.	If necessary, call 911.	Employee
2.	Notify program director or administrative designee.	Employee
3.	Contact, within 15 minutes for serious incidents, the Communications Department and others per the District Emergency Action Plan. If after hours, contact the appropriate individuals using the numbers provided by the District's administration.	Program Director Or Administrative Designee
4.	File written report to Insurance & Benefits Department within 24 hours.	Secretary to the director

Part B: Process Cycle	
Process Cycle	As Needed
Start Date:	August 2003
End Date:	

Part C: Process Automation	
Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> Not applicable
Automation Completion Date:	<input type="checkbox"/> Not applicable

Part D: Process Authorization and Approval	
Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval	<input checked="" type="checkbox"/> Not

Date:	<i>applicable</i>
Related Authority Type (s):	<input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	
Other References:	



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Emergency Plans – Suspicious Parcels and Letters
Process Purpose:	In case of any emergency, each adult is to remain calm and provide a safe, orderly environment for all persons in the immediate area. If you have reason to believe that you have received mail that may be unsafe, please follow the procedures outlined below.
Date of Origination:	October 2003
Date of Revision:	

Part A: Process Description	
Description Documentation Method:	Step-by-step procedure (see table below)

Step	Description	Responsibility
1.	Do not open any mail you suspect may be unsafe. Do not sniff or smell it.	Employee
2.	Place in a plastic bag to prevent leakage or cover if unable to place in bag.	Employee
3.	Leave the room and close the door or section off area to keep others from entering.	Employee
4.	Wash hands.	Employee
5.	Contact the program director/administrative designee.	Employee
6.	List the names of all the people in the room when the suspicious package was recognized.	Employee

Part B: Process Cycle	
Process Cycle	As needed
Start Date:	August 2003
End Date:	

Part C: Process Automation	
Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> Not applicable
Automation Completion Date:	<input type="checkbox"/> Not applicable

Part D: Process Authorization and Approval	
Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Board Approval Date:	<input checked="" type="checkbox"/> <i>Not applicable</i>
Related Authority Type (s):	<input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	
Other References:	

EQUIPMENT AND INVENTORY

If equipment is being transferred to and from the zones, program sites or schools the network support specialist must be informed immediately in order to process the necessary information properly.

Any equipment removed from the premises needs to be signed out by the secretary to the director.

If any equipment is going home for business use, the staff must sign out the equipment with the secretary to the director.

HARASSMENT

Everyone who works and learns in The School District of Lee County has a right to feel respected and safe. A harasser may be a student or an adult. Harassment may include the following when related to sex, race, age, national origin, or disability:

1. Touching oneself sexually or talking about one's sexual activities in front of others
2. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
3. Sexually dirty jokes or gestures
4. Graffiti of sexual nature or notes and cartoons of a sexual nature
5. Forcing or attempting to coerce or force sexual intercourse or a sexual act on another person
6. Unwelcome touching, patting, pinching or physical contact other than necessary restraining of pupil(s) by school personnel to avoid physical harm to persons or property
7. Offensive or graphic posters or book covers
8. Violent acts
9. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the equity coordinator.

You may also make a written report. It should be given to a teacher, counselor, the principal or the equity coordinator.

Your right to privacy will be respected as much as possible.

We take seriously all reports of sexual harassment and harassment based upon race, age, national origin and disability, and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

SEXUAL HARASSMENT AND HARASSMENT BASED ON AGE, RACE, NATIONAL ORIGIN AND DISABILITY ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

INTERNET ACCESS

All Early Childhood Learning Services employees must adhere to administrative regulations regarding the use of the Internet. Any violations will be addressed.

The principal of a school or the supervisor of a department shall be responsible for ensuring that student and staff access to electronic forms of communication and network resources is used for administrative and instructional purposes which support the mission, goals and priorities of the School District by enforcing the following rules:

1. Telecommunication and network access shall be used for instructional and administrative work.
2. Users of telecommunication and network resources shall conduct themselves in an ethical and legal manner.
3. Only the person authorized to have access by the School District shall have access to District resources such as: e-mail, mainframe and other electronic information resources.
4. Authorized District users of telecommunication and other electronic resources and networks are responsible for the security of their passwords and any unauthorized use of accounts in their name.
5. District telecommunication and network access shall be considered a privilege, not a right. Any inappropriate use of this resource shall result in the revocation of the account and may include termination of employment.
6. Any use of the telecommunication and network resources for personal gain is prohibited.
7. All information transmitted through the telecommunication and network resources of the District are considered District property and public information. As such, these communications are accessible by system administrators for review at any time.

Lunch and Rest Breaks SPALC & Other

Breaks & Lunch

Time spent in breaks, or lunch should be commensurate with your contract as follows:

Hours Worked	Rest Period(s)	Lunch Period
Less than 3 hours	0	No
3 hours	1	No
4 hours	1	No
5 hours min.)	1	Yes (30
6 hours min.)	1	Yes (30
7 + hours min.)	2	Yes (30

Lunch Break TALC & Other

Lunch

The basic work day for teachers shall be 7 ½ hours on all days students are in attendance. On teacher duty days and in-service days, the basic work day for teachers shall be 7 hours. The work day for teachers shall include: A lunch time each day equivalent to the student lunch time, but not less than 25 minutes.



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Originator:	Early Childhood Learning Services

Process Name:	Media Contacts
Process Purpose:	Media requests need to be carefully considered in order to ensure the proper individual responds to their inquiry.
Date of Origination:	October 2003
Date of Revision:	

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
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Step	Description	Responsibility
1.	Forward call to program director/administrative designee.	Employee
2.	If not available, collect the reporter's name, number, publication or TV station, topic of the story, who the reporter wants to interview, and whether the reporter wants video/photographs or interviews with students.	Employee
3.	Tell the reporter that someone will return the call.	Employee
4.	Give information to the program director/administrative designee.	Employee
5.	Determine if the media request will be fulfilled.	Program Director
6.	Call or e-mail the District's Communications Department.	Program Director

Part B: Process Cycle

Process Cycle	As needed
Start Date:	August 2003
End Date:	

Part C: Process Automation

Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> Not applicable
Automation Completion Date:	<input type="checkbox"/> Not applicable

Part D: Process Authorization and Approval

Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	<input checked="" type="checkbox"/> Not applicable
Related Authority	<input type="checkbox"/> Federal law, regulation, code, rule, etc.

Type (s):	<input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	
Other References:	

PARKING

All personnel will follow school site parking rules.

Please do not park in handicap spots even if you are “only going to be there for 10 minutes or less.” The handicap spots will be used for handicap customers only.

The grass area right of the entrance of the East Zone lot is now available for parking. There are only 4, maybe 5, spots depending on the sizes of the cars. Only park there if you are a traveler that day, everyone else is to park in the back lot.



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Payroll Distribution
Process Purpose:	Payroll distribution needs to be carefully considered in order to ensure accuracy.
Date of Origination:	April 5, 2007
Date of Revision:	

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
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Step	Description	Responsibility
1.	Pay checks will be picked up by Secretary to the Director on each pay day.	Secretary to director
2.	Checks will be brought back to Head Start office at Michigan and verified by secretary against an employee list to make sure each employee receives a check.	Secretary to director
3.	Secretary will also check the employee list to make sure that each employee's check goes to the correct location.	Secretary to director
4.	Checks will be put into envelopes and separated into locations.	Secretary to director
5.	Checks will be handed to HS staff at the Michigan office.	Secretary to director
6.	Checks for other locations will be picked up by staff from that location who will sign for those checks before leaving the HS office at Michigan.	Employee/Secretary to director
7.	Checks that have not been distributed due to staff absences will have to be picked up at HS office at Michigan.	Employee
8.	It is the responsibility of the employee to indicate in writing to the Secretary to the Director whether she should hold their check at the office at Michigan. This needs to be done prior to pay day.	Employee
9.		
10.		

Part B: Process Cycle

Process Cycle	As needed.
Start Date:	April 13, 2007
End Date:	

Part C: Process Automation	
Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> <i>Not applicable</i>
Automation Completion Date:	<input type="checkbox"/> <i>Not applicable</i>

Part D: Process Authorization and Approval	
Board Approval Required:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Board Approval Date:	<input checked="" type="checkbox"/> <i>Not applicable</i>
Related Authority Type (s):	<input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	TALC, SPALC
Other References:	



THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention Programs
Originator:	Early Childhood Learning Services

Process Name:	Extra/Overtime Hours Request
Process Purpose:	To ensure prior overtime/extra hours approval & subsequent payment
Date of Origination:	August, 2006
Date of Revision:	

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
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Step	Description	Responsibility
1.	Complete extra/overtime hours request form.	Employee
2.	Submit to department director/coordinator for approval ten days prior to overtime event.	Employee
3.	Approve form or return to employee.	Director/ Coordinator
4.	If approved, send to Budget for further approval.	Secretary To Director
5.	Provide ECLS verification form to employee.	Secretary To Director
6.	Overtime work may occur.	Employee
7.	Send verification form including teacher or social worker signature and any other supporting documents to the Secretary to the Director.	Employee
8.	Send form to Payroll Department for payment.	Secretary To Director
9.		
10.		

Part B: Process Cycle

Process Cycle	As Needed
Start Date:	
End Date:	

Part C: Process Automation

PERFORMANCE ASSESSMENTS

Teachers-on-Assignment and social workers will have a performance assessment in accordance with TALC 11.01-11.16 (as applicable). Professional Development Plans (PDP) are a required portion of performance. Training for the development of individual PDP's will be offered by the administration. It is the responsibility of the Teachers-on-Assignment and social workers to maintain and implement the PDP prior to the performance assessment schedule meeting.

Support staff will have a performance assessment in accordance with SPALC 7.07-7.076. Nurses will have a performance assessment in accordance with district policy.



THE SCHOOL DISTRICT OF LEE COUNTY

PROCESS DOCUMENTATION

Division:	Intervention
Department:	Early Childhood Learning Services
Originator:	Dr. Elizabeth Karas

Process Name:	Pre-K Records Confidential
Process Purpose:	To ensure the confidentiality of PreK student records
Date of Origination:	August 2, 2005
Date of Revision:	November 2006

Part A: Process Description

Description Documentation Method:	Step by Step Procedure
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Step	Description	Responsibility
1.	All staff will be trained annually regarding confidentiality procedures.	MHS
2.	A cumulative folder will be established for any new Pre-K student.	Information Spec.
3.	Each folder will be placed in a locked file cabinet.	Information Spec./All staff
4.	All records will be kept for at least 3 years after the child's last day of attendance.	Information Spec.
5.	All records will be kept confidential in accordance with Florida Statute Section 1002.72.	Information Spec./All staff
6.	The parent of a PK student has the right to inspect and review the individual records of his/her child and may obtain a copy of it.	Director

Part B: Process Cycle

Process Cycle	Ongoing
Start Date:	August 8, 2005
End Date:	Ongoing

Part C: Process Automation

Automation Status:	Automation Not Required
Automation Target Date:	x <i>Not applicable</i>
Automation Completion Date:	x <i>Not applicable</i>

Part D: Process Authorization and Approval

Board Approval Required:	<input type="checkbox"/> Yes x No
Board Approval Date:	<i>applicable</i> <input type="checkbox"/> <i>Not</i>

<p>Related Authority Type (s):</p>	<p><input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i> <input checked="" type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other</p>
<p>Related Authority Reference:</p>	<p>Florida Statue Section 119.021(2); Section 1002.72</p>
<p>Other References:</p>	<p></p>

RULE GOVERNING ETHICS & NEPOTISM

In accordance with federal and state mandate, the District requires all Early Childhood Learning Service employees to abide by the following requirements:

1. Principles of Professional Conduct and Code of Ethics

It is expected that all Early Childhood Learning Services personnel will adhere to the Florida Education Standards Commission Code of Ethics and the Principles of Professional Conduct of the Education Profession. Upon processing by the Department of Personnel Services, all employees receive a copy of the rules in brochure form. The rules explicate, among other principles, the prohibition against acceptance and offering of gifts, gratuities or favors.

2. Nepotism

Nepotism, defined below, shall not be permitted as per federal regulation.

Nepotism: favoritism shown to a relative (as by giving an appointive job) on a basis of relationship. *Webster's Seventh New Collegiate Dictionary*

No person shall be offered an Early Childhood Learning Services job if a member of his/her immediate family is in a position to exercise supervisory authority over that job, or if the family member has the ability to hire, promote, discipline, or fire that person. An immediate family member is defined as husband, wife, father, mother, brother, sister, son, daughter, or in-law in the above categories.

3. Political Activities

Early Childhood Learning Services employees must comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principle employment activities are funded in whole or in part with federal funds.

RULES GOVERNING POLITICAL ACTION

Employees are free to engage in political activity to the widest extent consistent with the restrictions imposed by law and regulations. Early Childhood Learning Services employees may participate in all political activity not specifically restricted, including candidacy for office in a nonpartisan election and candidacy for political party office. An Early Childhood Learning Services employee may not:

Use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.

Directly or indirectly coerce, attempt to coerce, command, or advise an Early Childhood Learning Services employee to pay, lend, or contribute anything of value to a political party, committee, agency, organization, or a person for a political purpose.

Be a candidate for elective public office in a partisan election.

The Head Start Act further limits employees of programs receiving federal dollars as follows:

“(The Program) shall not be carried on in a manner involving the use of program funds, the provision of services, or the employment of assignment of personnel in a manner supporting or resulting in the identification of such programs with:

Any partisan or nonpartisan political activity or any other political activity associated with a candidate, or contending faction or group, in an election for public or party office; or

Any voter registration activity; or

Any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election.”

QUALITY IMPROVEMENT MEETINGS AND ZONE MEETINGS

Meetings that are generated at the zone or program site level may be held on an as needed basis, according to the needs of the staff at the particular zone or site. These meetings must have an agenda and minutes which will be kept, as required by the School Board, by the zone head, or his/her designee, at each zone.

All quality improvement (all staff) meetings will be held, as scheduled, at a designated location. Location and dates of meetings will be e-mailed to each zone for posting before the meeting date. Agenda items need to be submitted to the administrative designee. The agenda will be e-mailed to all employees prior to the day of the meeting. Every staff meeting is **MANDATORY for all staff members unless assigned to cover the phones or cover the Early Head Start or Early Childhood Center classroom.** If absent from the staff meeting, the employee is responsible for making up missed mandatory trainings and knowing the contents of the staff meeting.

Minutes of the staff meeting will be sent to all employees by e-mail.

STEERING COMMITTEE

The steering committee is a group of representatives that make up the leadership team for the Early Head Start, Head Start and VPK Programs. The committee is comprised of a representative from each service area and each zone.

Any staff member who has an idea or concern that needs to be addressed by the committee, can contact a representative or the administrative designee.

TELEPHONES

Telephones at the Early Childhood Learning Services should be answered before three rings, if possible. A polite and pleasant voice is the first chance that we have to accommodate the caller appropriately. Be very sensitive to the surroundings when someone is talking on the phone. The caller can hear office noise.

Protocol: All calls coming into the Early Childhood Learning Services should be handled in the following manner:

"Good morning / Good afternoon, Early Childhood Learning Services, this is _____. May I help you?"

The caller asks to speak to _____, and you reply "One moment please."

If the requested person is not available, say- "I'm sorry _____ is not available at this time. May I take a message?"

Please do not give information regarding the location of the person (i.e. she/he is on vacation, she/he called in sick, she/he is in the bathroom).

If a message is taken, please include the name and phone number of the person calling, the date and time of the call, and the name of the person taking the message. If you are taking a message for a person who is at multiple sites, sending an e-mail message regarding the missed call would be very helpful.

All calls are to be returned within 48 hours, preferably within 24 hours.

All calls for the Early Childhood Learning Services director should be given to the her/his secretary and all calls for the administrative designee should be given to the clerk-typist, regardless of whether the director or the administrative designee is in or out of the office.

There is to be coverage of the Early Childhood Learning Services' telephones from 7:30 A.M. until 4:30 P.M. These are the operating hours of the School Board of Lee County. All zones and program sites are to be accessible during these working hours. We will operate on staggered schedules to accommodate this requirement. The zone offices will be open until 4:30 every day with 2 staff

members for staff member safety. During staff meetings "call forwarding" should be used, whenever possible.

Document all long distance calls and long distances faxes on the appropriate log form and turn in these forms to the program bookkeeper every month. With multiple sites it is very important that these calls be tracked. Personal calls are to be brief. No personal long distance calls are to be made on District phones. The use of personal phone calls on cell phones should be kept at a minimum as well. The ringing of an unanswered cell phone and the conversation of an answered one is bothersome to employees and not appropriate in the workplace.



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY
PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Intervention
Originator:	Early Childhood Learning Services

Process Name:	Translation Requests
Process Purpose:	Every attempt should be made to have letters, brochures, and other documents provided to parents in their native language.
Date of Origination:	October 2003
Date of Revision:	

Part A: Process Description

Description Documentation Method:	Step-by-step procedure (see table below)
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Step	Description	Responsibility
1.	Design document.	Employee
2.	Submit to secretary to the program director.	Employee
3.	Submit to program director or administrative designee for approval.	Secretary to the director
4.	Upon approval, forward to the Intervention Department director for processing.	Secretary to the director

Part B: Process Cycle

Process Cycle	As needed
Start Date:	August 2003
End Date:	

Part C: Process Automation

Automation Status:	Automation not required
Automation Target Date:	<input type="checkbox"/> <i>Not applicable</i>
Automation Completion Date:	<input type="checkbox"/> <i>Not applicable</i>

Part D: Process Authorization and Approval

Board Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	<input checked="" type="checkbox"/> <i>Not applicable</i>
Related Authority	<input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i>

Type (s):	<input type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	
Other References:	

