Being a successful staff member at Young Scholars Academy is as easy as ABC........

Always have a positive attitude.
Begin each child’s day with a hug and smile.
Careful with the newcomers, they need extra hugs.
Dressing appropriately enables you to appear professional to our public.
Energetic staff members will enjoy the time with their children.
Friendly greetings to parent are a must.
Going the extra mile will make you an asset to our team.
High expectations for yourself and your children will be your key to a successful year.
Initiate parent conferences whenever there is a need. (Prior director approval is needed.)
Just ask the director if there is a question that you have.
Keep the developmental level of your children in mind when planning your lessons.
Love should abound in your classroom.
Maintain a neat and orderly room.
Never speak rudely to a child.
Openness to suggestions allows you to grow professionally.
Patience is a virtue when working with parents, children and peers.
Quietly discipline children—screaming is a No! No!
Responsibility and respect must be modeled for children.
Smiles will brighten even the darkest days.
Understanding shown to another will come back to your tenfold.
Voice level should be low when talking to an upset child.
Watch the children in you care at all times.
X-citing lessons will eliminate many of the discipline problems in your classroom.
You can make a difference in the life of each child you encounter.
Zero should be the number of times you embarrass or criticize a child.
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New Employee Orientation

Welcome!

We are delighted to have you join the staff of Young Scholars Academy.

Our mission is to provide on a continuous basis, a safe environment that is conducive for learning for all children at an affordable cost to parents.

Our goals are based on the National Association for the Education of Young Children, require that we establish and maintain a safe, healthy learning environment, advance physical and intellectual competence, support social and emotional development and provide positive guidance and discipline, establish positive and productive relationships with families, ensure a well-run, purposeful program responsive to participants’ needs, and maintain a commitment to professionalism.

Presently, we offer an infant, toddler, preschool, and Kindergarten - 8th grade program. Our Pre-School through 8th grade programs is a part of the Houston Independent School District.

The Texas Department of Family and Protective Services (TDFPS) list responsibilities of staff that are counted in the child/staff ratio. (Refer to your minimum standard hand book) State assumes that staff with at least six (6) months experience in a licensed child care facility and is familiar with State’s minimum standard requirements and has also been exposed to the following practices:

1. Development Stages of Children
2. Age-Appropriate activities for Children
3. Positive Guidance and Discipline of Children
4. Fostering Children’s self-esteem
5. Health and Safety Practices in the Care of Children
6. Positive Interaction with Children
7. Supervision of Children
8. Detection and Reporting of Suspected Abuse and Neglect

Our goal to provide a safe and nurturing environment is intended to exceed state’s minimum standards.

To ensure that all staff has been equipped adequately to meet the needs of young children in our program, all new employees will complete Orientation Training before they begin work at Young Scholars.

Policies and Procedures
**Philosophy:**
Each child is an individual with specific needs interests—each should be treated with dignity and respect.

**Objectives:**
Young Scholars Academy is committed to providing a safe, warm, nurturing environment that encourages the development of the “whole child”, at an affordable cost to parents.

We believe that all children have the right to be treated with dignity and respect. As a staff, every effort is to be made to be sensitive and responsive to the needs and interests of each child. The teacher’s task is to observe carefully and work with parents and staff to provide the resources to ensure that all of these needs are met. In order to meet the needs of the developing child and provide quality care we strive to:
- Provide a healthy and safe environment
- Provide a secure, comfortable, enjoyable, and responsive environment
- Respect, accept, and appreciate each child
- Provide learning opportunities designed to promote social-emotional, physical, cognitive, development
- Encourage each child’s independence, autonomy and self-discipline
- Maintain an environment free of racial, sex roles, bias, stereotype or prejudices
- Provide regular information to parents
- Encourage parent’s questions, opinions and involvement

**Attitude**
The attitude of employees is expected to reflect a positive nature at all times. The stress of the complexities of the modern life styles will affect our clientele. Therefore, the following characteristics are an integral part of our service.
- flexibility
- friendliness
- willingness to pitch-in
- alertness/watchful
- honesty
- dependability
- responsibility
- conscientiousness
- patience
- confidentiality
- supportiveness
- concern for safety
- loyalty
- energetic helpfulness
- tolerance
- cooperativeness
- mutual respect
- have a sense of humor—able to laugh at oneself
Professionalism
The program builds its reputation by providing a professional attitude in conversations with other employees, parents or agencies. Program employees are expected to speak professionally about their own program or staff. If there is a grievance or concern, the proper channels should be followed to resolve the situation.

Greeting-Children and Parents:
Be a happy greeter—“Fake enthusiasm is better than sincere deadness”

It is important to establish a sense of trust between the program and the parents. You can do this by being highly visible to parents and showing them that your are available and has a genuine concern for their child while he/she is at the program.

Each parent or visitor when they walk into the program will be greeted. Every staff person is expected to say, “Hello, Can I help you” or “Have you been helped”?

The staff is expected to greet arriving and departing children by name and the children should be assisted in setting in for the day, or getting their belongings together in the evenings.

Responsibility to Parents:
Be cheerful and attentive when dealing with parents. Do not discuss personal matters, other than children, or other parents with a parent. All staff should become thoroughly familiar with all the information in the parent handbook during the first week of employment.

Staff must refrain from promoting or engaging in practices which destroy staff morale and parent satisfaction.

If a staff member or parent has a concern, employee/parent should be directed to appropriate manager. Parent/Staff Communication Forms are available and can be secured from one of the secretaries.

Staff must refrain from giving personal advice to employees and parents if not asked. Employees are expected to assist each other and work together to accomplish the goals of the school.

Employees designated to give advice to parents regarding the education and development of children in care must possess a Young Scholars Academy Parent Education Certificate. Certificates can be obtained from Rachel Riles. See professional conduct policy in addendum portion of this handbook.

Student Attendance for Child Development Center
Daily attendance must be completed each morning by 10:00 a.m. Staff should always be aware of the number of children in care. They should complete periodic head counts including before, during, and after leaving the room for recess.

Student Attendance and Grades for Charter School
Refer to HISD Campus Procedures Manual
**Supervision of Children**

To ensure a safe and nurturing learning environment for all children in care and school, all employees and classroom volunteers are to ensure compliance with state licensing policy on “Supervision of Children.”

Staff, when counted in ratio, are “accountable for each child’s care. This includes appropriate visual and/or auditory awareness, physical proximity, and knowledge of activity requirements and each child’s needs. The teacher must intervene when necessary to ensure children’s safety.”

“Teachers must be free from duties not directly involving the teaching, care, and supervision of children.”

Parents need to be informed to do the following when the employee is counted in ratio:

- Schedule a parent-teacher conference to discuss child’s/student’s development; parents are welcome to talk to teacher about child’s daily progress, if discussion is no longer than 2 minutes and if state required supervision (ratios) is met; discussion which requires more than 2 minutes, requires a scheduled parent-teacher conference; children’s naptime is used by teachers to prepare for afternoon activities, etc. thus, parents are encouraged to minimize disruptions during this time.
- Direct questions regarding field trips, accident reports, health alerts, medication, lost items, etc. to front desk staff or on site manager
- Discuss special events/activities with child’s teacher if teacher is able to secure appropriate supervision for the children; if additional supervision is not available, you may leave a message at front desk for the teacher to call you.
- Provide volunteer time according to Parent Involvement/Volunteer Policy. Parents may secure a copy for the front desk staff.

Parents may view a copy the “supervision of children” policy posted on the parent board.

Classrooms must not be used as social gathering places by employees, volunteers, or parents, except when hosting planned events. Events must have been approved, in writing, by principal.

Parent involvement is always encouraged, but must be done according to volunteer policy. Refer to volunteer policy for details.

**Communication of this policy to new employees, parents, volunteers, and visitors must occur in a manner which is professional and not offensive. Simply state, “the purpose of this policy is to ensure a consistent, healthy, safe, and enriched learning environment for children in care.”**

It is a state requirement that children be supervised at all times, while left in our care.

During restroom visits, teachers **MUST** go to the restrooms with their children to ensure that they use them as instructed. (Toilets are to be flushed, all paper properly disposed.) Remember, a child must never be sent to the restroom alone, rather, if necessary, you must take your “whole class”.
**Positive Guidance and Discipline General Policy**

It is the goal of Young Scholars to help children become happy, responsible, cooperative participants through positive, non-threatening teaching techniques. The goal of using guidance techniques in early childhood programs is to help children develop safe and appropriate ways of interacting with others and with the environment.

One of the goals of discipline is to help children develop tools to problem solve. Discipline is the external tool to help children develop internal control. Young children learn by experimenting, testing limits and experiencing the consequences of their behavior.

In the process of setting and enforcing limits, our teachers assist the children in developing self control and respect for the rights and property of others. Children need to learn the rules of getting along in a group, and adults need to balance the need for individual rights and self expression with the needs of the group. Rules and limits in a preschool setting are likely to differ from those in a child’s home because of the need to protect the rights and safety of other children.

Our staff is trained to help the child, by words and examples, to help them realize that the following actions are not desirable behavior:

- hitting or harming other children or adults
- teasing or name calling
- leaving the group without accompaniment by a staff person or parent

Children are not expected to immediately understand or immediately fully comply with all the rules. Rather, they are reminded and redirected.

Guidance and discipline techniques that will be used with the children include:

- setting clear and enforceable limits
- modeling acceptable behavior
- recognizing each child’s individual needs
- structuring the environment and schedules to maximize good behavior
- recognizing the children’s efforts
- anticipating and eliminating potential problems
- redirection
- good timing of teacher intervention
- planning the daily schedule in such a manner as to allow the children a successful mixture of choice and structure
- use of natural and logical consequences

Children may be invited to work independently for a short time in order to regain self control, and in those cases the child has an open invitation from the teacher to return to the group when he feels ready. Any time a child is separation from the group he/she will always be within sight and hearing of the staff, and the length of time will be related to the child’s age and maturity.
It is policy of Young Scholars that teachers will record disciplinary actions and that these actions can be reviewed with a parent at any time.

For more information regarding this subject, check the resource library.

**Positive Guidance and Discipline for Charter School – Work Readiness Project**
Charter School is to refer to General Policy, including utilizing the Work Readiness Project which is a classroom management plan focused developing future America’s future workforce. Secure a copy of the plan for Administration.

**Child Abuse**
Any suspected child abuse must be reported immediately to the program coordinator or academy director. The director and the staff member will make the determination as to whether or not the situation requires notification to Children’s Protective Services (CPS). If the staff member is in disagreement with the decision, it is the staff member’s responsibility to make the report. Failure to report the incident is a Class B Misdemeanor.

**Release of Children**
Each child enrolled at Young Scholars Academy will have emergency information on file. Persons designated by the parent(s) to pick up their child are listed on the Enrollment Form.

Each staff member should secure the identification information on each child/parent in the room. If an employee does not personally recognize the adult picking up the child, identification must be requested before releasing the child. Children may only be released at the door to person(s) authorized to pick-up. Any other person wishing to pick-up a child would need to be identified at the front desk with the receptionist and must have a written authorization from the parent that they are authorized to pick up that child.

**Accidents/Incidents/Illness**
TDPRS requires that parents or person(s) authorized by the parent, in writing, be immediately notified by Young Scholars staff “when the child is…….

A. is injured
B. has a sign or symptom of illness, including outbreak of lice, chicken pox etc.
C. has been involved in any situation which placed the child at risk, such as forgetting a child in a van or not preventing a child from wandering out of the center into a street”

The following procedures must be adhered to when reporting an accident/incidents:

1. When a child is involved in accident or incident while in care at Young Scholars, the staff person who is responsible for supervision of the child at the time of the accident/incident must submit a completed ACCIDENT/INCIDENT REPORT with in 15 minutes of the accident/incident to the secretary in charge. Please remember that what you write in the report will have to be explained to the child’s parent so make sure the information is correct and makes sense.
2. If a child develops a fever or becomes ill or has any marks on him/her that are visible and did not occur at Young Scholars or under your supervision you must complete **HEALTH CHECK ALERT REPORT** and submit it to the secretary immediately.

**Note:** Should an accident/incident/illness require medical attention, employee should dial 911 immediately and notify the parents and Principal.

**Mealtime**
Teachores must encourage appropriate eating habits during mealtime. Only food that the cook prepares from the menu, for that day, is available to children. All other food is off limits.

Employees are prohibited from eating or drinking (that which is not on the menu) in front of the children at Young Scholars Academy.

Eating must occur in staff lounge, playground when not in use by children, your personal office (manager/supervisory staff).

Soda cans in the presence of children are prohibited. (Such may be disguised by using not-transparent containers.)

All employees are expected to adhere to HISD/Aramark Meal guidelines/policies.

**COMMUNICATION**
Young Scholars utilizes many mediums of communication. All employees are required to utilize email. Email must be checked daily for important communications from school administration and child care licensing. For more information regarding obtaining an email account and training on emails inquire with school administration.

**CURRICULUM**
Children at the Young Scholars are exposed to a variety of guided and self-directed activities. A developmentally appropriate curriculum approach is used and children are given individual attention and opportunity to play and explore at their own pace. The following activities are offered throughout the day: story time, music, gross and fine motor development, outdoor play, dramatic play, free play, easel painting, science, creative art, construction, social development and quiet activities. A daily routine and a lesson plan of the day’s happenings are posted in each classroom.

Curriculum for our Infants and Transition to Preschool is Creative Curriculum by Diane Trister Dodge and Laura J. Colker. Curriculum for elementary school includes a variety of activities. Our innovative instructional design utilizes certified, professional staff to implement learner-centered instruction, in a safe, nurturing environment. Our design promotes higher order thinking skills (HOTS). Integrated curriculum, including CLEAR, is utilized to develop skills in reading, language arts, math, science, technology, social studies, foreign language, personal health and safety, and physical education.

Our after-school program encompasses activities that meet the interest of the school-agers. The activities include: access to outdoor play, dramatic play, music, board games, art projects, study
time/tutorials, science projects, cooking, computers, books, manipulative toys (legos), and storytelling, and other physical development activities.

**Outdoor Play**
Outdoor play is an important part of a child’s day and total health. Weather permitting; the children will play outdoors each day. All children who are well enough to be at center/school will be expected to participate in this activity. Children can be encouraged to enjoy this time outdoors by being sure that she or he is dressed for the existing weather conditions. In winter this includes, coats, sweaters, mittens, and hats.

Restrictions for outdoor play must be provided in written form the child’s physician.

**ASSESSMENTS/PORFOLIOS**

**Infants – Toddlers**
Creative Curriculum Profile Assessment
Reflection Portfolios

**School**
NNAT- Naglieria - used to identify gifted and talented students.
TPRI – Texas Primary Reading Inventory – used to determine language ability
YSAFE Reading/Math- Reading and Math Assessment
TAKS – Texas Assessment of Knowledge and Skills
HFW – High Frequency Word Assessment
Portfolios

**Lesson Plans/Daily Schedule**
Lesson plans and daily schedules should be planned appropriately. Each should be posted at all times. Copies of the lesson plans maintained for future reference.

Lesson plans for child development center should be developed using the *Creative Curriculum* by Diane Trister Dodge and Laura J. Colker.

Lesson plans for charter school are to be posted and maintained as well. Copy of lesson plan must be submitted to Administration weekly, prior to implementing.

**Materials/Supplies/Equipment**
Each employee is encouraged to be creative when planning lessons. Young Scholars supplies materials for developing wonderful classroom experiences.

Resources are costly. Mishandling and wastefulness affects staff incentives and salary increases.
**Multicultural Education**

Our program is committed to multicultural education. This means we share a commitment to human rights, dignity of the individual and social justice. We strive to create a program that truly reflects the lives of our children, families, staff and community. By recognizing the impact culture plays on families, we will make every effort to provide culturally responsive child care by affirming human differences and the right of people to make choices about their own lifestyle.

We seek to recognize, appreciate, and respect the uniqueness of each child.

* Recognize the beauty, value and contribution of each child.
* Foster high self-esteem and positive self-control in children
* Teach children about their own culture
* Introduce children to other cultures
* Provide children with a positive experience exploring similarities and differences
* Encourage children to respect other cultures
* Increase children’s ability to talk to and play with people who are different from them
* Help children to be a group member
* Talk about racism and current events regularly with children
* Help children live happily and cooperatively in a diverse world
* Help children notice and do something about unfair behavior and events

**Manners and Respect**

Appropriate manners and respect for the children and staff must be maintained at all times by the children and by the staff.

If you are talking with another staff person when a parent or a visitor arrives for assistance, visit, etc., STOP IMMEDIATELY and address parent or visitor.

Staff can be positive role models in manners, language and tone of voice. This provides the best example of appropriate behavior for the children.

The program tries to foster a strong feeling of professional support and encouragement among the staff. By taking into consideration needs of others and by looking out for your fellow staff, we can maintain the high quality of service to our families, and highest of quality of staff.

It is very important that children are sent home clean and in appropriate dress.

Never under any circumstances should an employee say or write anything negative or derogatory about another child, parent, peer, supervisor, or the facility. Any concerns of staffs or parents should be directed to the director.
Human Resource

Equal Employment Opportunity/Affirmative Action Statement

Young Scholars is committed to providing equal employment opportunity to all applicants and employees. In keeping with this commitment, Young Scholars will recruit, hire, train and promote individuals without regard to race, color, creed, religion, sex, national origin, ancestry, marital status, status with regard to public assistance, disability, age, sexual orientation, military status. Young Scholars will prohibit harassment against any applicant or employee who is a member of one of these groups.

PERSONNEL FILES
Each employee of Young Scholars Academy will have a confidential file. This file is kept in the Human Resource Department. This file must contain the following:

1. Application (complete)
2. Transcript/Resume
3. An annual Health Certificate which includes a negative test for TB
4. A current First Aid/CPR Certificate (if you do not have one when hired you have up to two weeks from your hire date to obtain this certificate)
5. A signed Employment Acknowledgement Statement which confirms that you have read and been orientated in the policies and procedures of Young Scholars Academy
6. A signed Affidavit

STAFF TRAINING
The Texas Department of Protective and Regulatory Services require that all staff must obtain at least 16 clock hours of training annually, exclusive of CPR and first aid, selected from the following areas:

- Child Development
- Curriculum-planning
- Care of Children with special needs
- Adult and child development
- Safety
- Risk Management
- Identification and care of ill children
- Recognition of child abuse, neglect and sexual abuse and the responsibility for reporting
- Cultural diversity
- Communication
- Time Management
- Stress Management
- Care of infants, toddlers, preschool, school-age children
FALSIFYING DOCUMENTS
Manufacturing false documents, misrepresenting information, and/or misrepresenting Young Scholars personnel are strictly prohibited. Such acts: 1) violate state/federal mandates, 2) undermines the integrity of the Young Scholars, 3) communicates one’s personal integrity and trustworthiness, and 4) communicates one’s inability to exercise professional judgment.

Further, tampering with government-related documents i.e. public school record, attendance record, report, or assessment required under Chapter 39, Texas Education Code, is not only prohibited; it is a third degree felony. If the intent of the tampering is to defraud or harm another, then the offense is a felony of the second degree. Records, files, reports, etc. which come under scrutiny by TEA/HISD, etc. will be subject to an investigation. During the investigation, the family, staff, and agency personnel will be questioned.

Participation in any form of falsification will not be tolerated. Failure to comply with this policy, including discovery of misrepresentation of information provided to Young Scholars prior to employment will result in automatic suspension up to termination of employment/termination of partnership with Young Scholars.

PROFESSIONAL IMAGE/DRESS CODE POLICY
Effective August 7, 2006

In an effort to display proper conduct and attire for the families of Young Scholars, employees are expected to follow the guidelines listed below. Employees and volunteers should always ask themselves, “How is my appearance? Breath? Hair? Shoes? Clothes? Body hygiene? Conversation?”

Policy
All employees/volunteers are expected to exhibit a professional image to ensure an enthusiastic, professional, warm atmosphere for employees and families.

All employees and volunteers are expected to observe and adhere to the following:
1. All staff, including office, cook, custodial are expected to be properly uniformed, from August 1st through July 31st: All staff must wear: Khaki Bottoms and the same color tops as students on the days students wear their tops; staff must continue same attire during summer months.
2. Uniform must be clean, neat, and appropriately fitting.
3. Tight, transparent, faddish, sexually suggestive, or inappropriate clothing for our school setting is always prohibited.
4. Males must refrain from wearing earrings during work hours.
5. Refrain from wearing nose rings, belly rings, tongue rings, no more that one pair of earrings at all times.
6. No exposed tattoos on any part of the body at any time.
7. Shoes: no flip/flop style sandals or thongs—poses safety risks.
8. No exposed undergarments
9. No strapless garments, spaghetti straps, halter tops.
10. No clothes or accessories exhibiting derogatory/provocative language and or symbols, advertisement or promotion of alcohol, tobacco, or drug use, group affiliations.
11. Male employees must wear belts with all bottoms; belts must fit. Pants must be worn on the waist at all times.
12. Teachers must ensure that students wear their shorts/slacks/jeans on the waist with a belt as needed.
13. Fingernails must be clean and free from faddish styles; nails that are longer than ½ inch and pose a hazard to children are prohibited; toe nails which reflect faddish styles must be covered by closed-toe shoes.
14. Eyelashes and/or eyebrows that appear to be fake in nature are prohibited.
15. Jewelry which is intended for after five/evening occasions is prohibited.
16. Faddish hairstyles, including colors are prohibited. If wearing “corn rolls,” “free-style braids,” “wigs,” “hair extension,” they must be neat and worn in a conservative fashion. Free-style braids, dreads must be pulled back.
17. Head bands, hats, caps are prohibited unless part of the lesson plan.
18. No underarm hair exposed.

**COMPLIANCE**
Failure to adhere to this policy will result in disciplinary action, up to termination of employment.

**EMPLOYEE BENEFITS**
Benefits Privileges are available to full-time, permanent employees upon completion of probationary period.

Young Scholars can terminate employee benefits i.e. health, incentive pay, child care/school tuition discounts, certification reimbursement, paid personal leave (vacation), etc. based on the school’s ability to retain enrollment/attendance, attendance errors, decrease in school income, increase in unforeseen school expense.

- Medical when available
- 5 Days Paid Personal Leave (vacation/sick leave) per anniversary year for child care staff and 12 month staff
- 5 Paid Staff Holidays (employee must work the full day before and the full day after a holiday in order to be paid for holiday) for child care staff and 12 month employees
  - Thanksgiving Day/Friday after Thanksgiving Day
  - Christmas Eve or New Year’s Eve (this is optional and will be determined each year by principal)
  - Christmas Day
  - New Years Day
  - Labor Day
- Paid Parking
- Free Professional Development Opportunities
- Incentive Pay Opportunities
• 50% Child Care/School Tuition Discount for children 3 years and above
• Merit Pay Bonus when available
• Education Pay Bonus when available

Employee benefits i.e. health, incentive pay, child care/school tuition discounts, certification reimbursement, paid personal leave (vacation), etc. are based on the school’s ability to retain enrollment/attendance, attendance errors, decrease in school income, increase in unforeseen school expense.

Employees are expected to adhere to all policies i.e. attendance, etc. which impact this policy. Benefit Privileges to employees become null and void when employment with Young Scholars ends in resignation, termination of employment, or leave of absence.

**Personal Leave**

Upon successful completion of one year of employment, child care staff and 12 month employees will receive five (5) days of week of personal leave (vacation). **Personal Leave benefits become null and void upon termination/ resignation of employment with Young Scholars Academy.**

**Medical Insurance**

Upon successful completion of probationary period, all regular full-time employees (30+ hours per week) will be eligible for medical benefit. All others will be eligible during open enrollment period when insurance is offered.

**Parking**

At this time, parking for our staff is free. Staff must park in designated staff parking lot. Vehicles which do not display parking decal will tow at staff’s expense.

**Breaks**

Staffs who work 6 hours or more per day are **required** to take a 30 minute break. Child Care Staff who work 40 hours a week are required to take 60 minute break. (Breaks can never **not** be taken to make up for coming in late or to leave early.) Charter Teachers will be provided a 30 minute lunch break and 30 minutes planning time per day.

**Staff Lounge**

A staff lounge has been provided for your comfort and relaxation. Please remember to keep it clean.

**School Kitchen**

No employee shall utilize any part of the kitchen facilities unless the certified cook is present in the kitchen. At this time Monique Stewart and Ruby Spiller are certified cooks on staff at Young Scholars.

-disabled immediately, no exceptions. Staff must utilize refrigerator in
staff lounge. All articles in refrigerator in staff lounge will be discarded each Friday
afternoon, no exceptions.

- Children’s medication that requires refrigeration is allowed to be placed in the designated
  compartment of the refrigerator in the kitchen. Medication must be maintained according to
  state’s minimum standards.
- Hair nets and appropriate clothing must be utilized at all times, no exceptions.
- Kitchen must be cleaned according the state and city policies.
- All appliances must be maintained according to state and city policies, including thermostats.
- Certified cook staff must not leave kitchen unsupervised when stove, oven, microwave, etc.
  is in use.
- Kitchen, including appliances, utensils, floor, cabinets, etc. must be cleaned and sanitized
  according to city and state policy.
- Kitchen must be free from insects/rodents.
- Kitchen should remain locked if certified cooks are not present/available.
- Kitchen can not be used to store party favors such as ice cream, cakes, soda, etc.
- No staff person shall utilize the refrigerator/freezer for storage. Articles found in the
  refrigerator will be discarded immediately, no exceptions. Staff must use the refrigerator in
  staff lounge. All articles in the staff lounge refrigerator will be discarded each Friday
  afternoon, no exceptions.

Child Care
Regular-Full-time employees are eligible for child care for their children at a discounted rate of
50%. NCI and or infant/transition-to-preschool slots are excluded from this discount.

REQUEST TO REVIEW EMPLOYEE FILE
It is the responsibility of the employee to ensure all required documents and certificates of
trainings are turned in to the HR Clerk upon completion of such training sessions/classes. The
employee is required to keep a copy of all documents turned in to the HR Clerk.

Procedures
1. Employee should complete a Request to Review Employee File and submit to HR
   clerk.
2. Employee Folders may be reviewed on Wednesday, Thursday, and Friday’s between
   the hours of 9:00AM-1:00PM in the presence of the HR Clerk or supervisor only.
3. Employee must sign in on the log before reviewing folders.
4. A request for copies, $.10 per copy, will be granted in a 24 hour period.

VISITORS CODE OF CONDUCT POLICY
The principal or designee is responsible for all persons in the building and on the grounds. For
these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the visitor reception area upon arrival at the school.
3. Visitor’s are be required to sign the visitor’s register and will be issued a visitor’s identification
   badge, or visitor’s sticker, which must be worn at all times while in the school or on school
grounds. The visitor must return the identification badge to the issuing office before leaving the building.

4. Visitors, including former Young Scholars personnel, who desire to visit our school building or secure belongings, shall do so only with the permission and escort of appropriate administrative staff member. HISD Charter School Administrator is not required to utilize an escort.

5. Visitors attending school functions that are open to the public, such as parent-teacher Young Scholars meetings or public gatherings are required to register as well.

6. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the appropriate building administrator, so that class disruption is kept to a minimum.

7. Teachers are expected not to take class time to discuss individual matters with visitors.

8. Any unauthorized person on school property will be reported to the principal or principal’s designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

9. All visitors are expected to abide by the rules for public conduct on school property contained in this Young Scholars Visitors Code of Conduct Policy.

**COMPUTER CLEANING CHECKLIST**

1. Computer tower & keyboard should be blown clean. See Rachel Riles for details.

2. Computer tower, mouse & keyboard should be clean with a cloth/cue tip and cleaning solutions.

3. The monitor needs to be cleaned with cleaning solution and screen spray on the glass.

4. Food or drink should never be consumed in the technology area.

**DAILY CLEANING CHECKLIST**

All staff is required to comply with daily cleaning checklist:

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<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Vacuuming Classrooms &amp; Offices</td>
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<tr>
<td>Cleaning Tops of Desks (Should be cleared by staff.)</td>
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<tr>
<td>Dusting Shelves, Filing Cabinets, Copiers, Computer Terminals, Bookcases, etc.</td>
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<td>Erasing Boards (Except if teacher marks it otherwise)</td>
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<td>Returning all equipment/supplies to proper place</td>
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<td>Wiping Doorknobs, tables, chairs,</td>
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<td>Cleaning Windows in/out Classrooms</td>
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<tr>
<td>Ensuring an adequate amount of supplies are available for the next day</td>
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<tr>
<td>Cleaning counters, cubbies, walls, and doors</td>
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<tr>
<td>Mopping the Floors</td>
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<tr>
<td>Emptying trash cans</td>
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</table>

Young Scholars Academy Staff Handbook 2009-2010
Picking up trash indoors and outdoors
No food or food containers left in classrooms
Not touching Thermostats
Completing a maintenance/supply request

**OVERTIME POLICY**
Hourly employees are prohibited from working beyond their scheduled work hours, unless pre-approved by principal. This includes working at home. When evening and weekend meetings are required, hourly employees work schedules will be modified to accommodate work schedule so to ensure compliance.

Exempt employees (managers and supervisors) are exempt from the previous requirement.

An employee is not considered to be at work unless the employee is in the scheduled work area, at the scheduled time, carrying out expected responsibilities. All employees which fail to report to work as scheduled must completed a Schedule Modification immediately upon return to work, obtain supervisor’s signature, and submit to Payroll Clerk.

**PAYROLL PROCEDURES**
In order to ensure all employees receive their payroll check in a timely manner,

1. All employees, NO EXCEPTIONS, must clock in and out according to your work/lunch schedule. **(ALL EMPLOYEES MUST TAKE A LUNCH BREAK—30 MINUTES FOR EACH FOUR HOURS WORKED—TAKEN BY 2:00 P.M. UNLESS OTHERWISE INSTRUCTED.)**

2. As you clock in/out, you are able to check your time by clicking on the time card and pressing “0” to cancel without signing yourself in/out. Your time in/out should reflect your approved work schedule. (See Payroll Analyst. for further assistance.)

3. When and if a correction needs to be made to your timecard, an Exception Report Form should be obtained for Payroll Analyst. Form should be completed, signed by supervisor, and returned to Payroll Analyst the day of the occurrence, no exceptions. Exception Reports received after this time shall not be made until the next pay period.

4. All corrections must be made by Payroll Analyst in system each day. **(REMEMBER, OVERTIME/COMP TIME MUST BE PREAPPROVED IN WRITING BY PRINCIPAL PRIOR TO OCCURRENCE. NO EXCEPTION!)**

5. Mondays before checks are due Payroll Analyst shall print out time card by 10:30 a.m., ensuring that Exceptions Forms, Request for Modification Forms, applicable Personnel Action Forms, IRS forms, Payroll Deduction forms, etc. are stapled to the back of the timesheet. **Request for Modification Forms must be completed and approved according to Attendance Policy.** Info from Employee Call-In forms should be transferred to Modification Form. All forms must be maintained. Payroll clerk must generate and maintain monthly report on scheduled absences, unscheduled absences, and personal leave. This report is required to ensure policy/benefit compliance.

6. Employees shall review and make sure that time is correct after scheduled work, no exceptions.
7. Supervisors must approve time cards no later than 10:00 a.m., Tuesday morning and return to Payroll Analyst.
8. Payroll Analyst shall submit time cards to principal by close of business Tuesday (the week before checks are due). Time cards should be placed in a manila folder. Charter staff and Child Care staff (Monday pay day and Friday pay day) time cards should be separated, alphabetical order, clipped, and identified as YSA/YSAFE.

Compliance
Failure to adhere to this policy will result in disciplinary action up to termination of employment.

ATTENDANCE POLICY

Employees are expected to report to work as scheduled. In the event an employee is unable to report to work for any reason, advanced notification must be made to the director, program coordinator, or compliance specialist. While it is recognized that circumstances beyond an employee’s control may cause him/her to be absent or tardy, unauthorized absences or tardiness will not be tolerated. Multiple occurrences of unscheduled absences immediately prior to or after regular off days are constituted as evidence of abuse.

Should an emergency arise, employees must contact and leave message with one of the following persons, in the order listed below, one hour prior to work schedule:

1. Ruby Spiller, 281-931-5483
2. Greta Ramsey, 713-832-594-8591
3. Rachel Riles 281-591-0705

Additionally, employee must leave a message on the school’s voice mail at 713-654-1400.

Young Scholars will use progressive discipline for counseling (see employee discipline policy).

Absences: Anytime you are not at your scheduled post of duty and have not given at least 10 working days notice, the following shall occur:

1st and 2nd offense Coached
3rd offence Verbal Warning
4th offense Written Counseling
5th offense Final Warning
6th offense Termination

Request for time off shall be calculated per anniversary year.

Tardiness: When an employee arrives at post of duty five minutes after scheduled time, the employee is tardy. The following shall occur with respect to being tardy:
• Six (6) tardies shall count as one (1) unscheduled absence.

An employee is not considered to be at work unless employee is in scheduled work area at scheduled time. Failure to report for work according to work schedule will constitute a “no show,” resulting in presumed resignation of employment.

Attendance records will be maintained using an automated Time Card on the computer at the Front Desk. A Request for Schedule Modification Form shall be used to request/document Request for Time Off. Employees will clock in and out using a time card. No other employee or person may clock in or out for another employee. If the employee forgets to clock in or out, or if the time clock is out of service, the employee must complete an Exception Report Form, obtain supervisor’s approval, and submit to timekeeper.

Employees will request changes in their schedule on a Request for Schedule Modification Form. (See attached form). Forms may be secured from the secretary. All request forms must be fully completed. Requests for Schedule Modifications are not automatically approved. Approval will be based on need, availability of back-up staff, and number and timing of requests previously made. A request is not approved if the request form has not been signed and dated by the Academy Director.

The following guidelines must be followed for requesting a schedule modification:

1. Personal Leave and Scheduled Absences must be requested 10 working days prior to requested time off.
2. A Request for Schedule Modification Form must be completed for all schedule modifications e.g., tardies, unscheduled absences, etc.
3. All forms must be submitted according to policy. Personal Leave, Schedule Change, Overtime and Comp Time must be requested and approved prior to occurrence.

**Attendance Requirement for Stanford 10 and TAKS Preparation and Administration**

Due to our enormous Stanford 10/TAKS preparation workload, please do not request time off during the months of January through May except for serious illness, hospitalization, bereavement. All other requests for time off will be denied until after all standardized all tests have been taken.

**SAFETY**

**Employee Accident/Incident Reporting**

If an employee has an accident or incident while on duty at Young Scholars, it is the responsibility of the employee to notify their supervisor or next in charge immediately.

An Accident/Incident Report must be completed and submitted not later than 30 minutes after it occurs.
**Electrical Outlets**
The Texas Department of Protective and Regulatory Services require that all electrical outlets which are not in use, whether wall or power strip must be covered at all times. **NO EXCEPTIONS!**

**Hazardous Substances and Materials**
All hazardous substances and material must be kept out of the reach of children.

**EMPLOYEE/VOLUNTEER INTERNET USAGE POLICY**

Young Scholars Internet connection will provide access to vast amounts of information and resources that will be beneficial to both staff and students. Because of the large amount of data, a usage policy is established to regulate some of this exchange.

Inappropriate usage of the network will result in disciplinary action as deemed necessary by Administration. It may also result in criminal and/or legal action taken against the violator.

Inappropriate usage includes, but is not restricted to, the following:
1. Using the network for commercial advertising
2. Using copy-righted material in reports without permission
3. Using the network to lobby for votes
4. Using the network to access pornography of any type
5. Using the network to send/receive messages that are discriminatory in any manner
6. Using the network to send/receive messages that contain obscenities
7. Using the network to send/receive messages that are racist and/or sexist
8. Using the network to provide information that others may use inappropriately
9. Using the network to send/receive inflammatory messages
10. Purchasing anything on behalf of Young Scholars
11. Creating a computer virus and placing it on the network
12. Using the network to send/receive a message with someone else’s name on it
13. Using the network to send/receive a message that is inconsistent with the school’s code of conduct
14. Accessing the network from an unauthorized station

If inappropriate conduct is noticed, it is the responsibility of the witness to report it to the administration.
Young Scholars and Houston Independent School District are *not* responsible for any damage that may occur from the use of the Internet. The Internet is to be used at the employee’s own risk, and the employee shall be held responsible for his or her own action.

**Compliance**
Failure to comply with the policy will result in disciplinary action, up to termination of employment.

**CAREERS WITH YOUNG SCHOLARS ACADEMY**

*Effective August 1, 2010 – July 31, 2011*

**MANAGEMENT CATAGORY**
Pay Grade | Pay Range
--- | ---
1. Principal/Executive Director/Assoc. Teacher | Min. 60,000 Mid. 70,000 Max. 80,000
2. Charter Asst. Principal, Instruction Dean/Prof. Teacher | Min. 45,000 Mid. 50,000 Max. 60,000
3. Bilingual Manager/Professional Teacher | Min. 43,000 Mid. 48,000 Max. 53,000
4. Title I Coordinator/Professional Teacher | Min. 40,000 Mid. 43,000 Max. 48,000
5. YSAFE Business Manager/Assoc. Teacher | Min. 25,000 Mid. 28,000 Max. 35,000
6. CDC Manager/Assoc. Teacher | Min. 18,000 Mid. 25,000 Max. 30,000
7. YSAFE IT Coordinator/Associate Teacher | Min. 18,000 Mid. $25,000 Max. 35,000
8. YSAFE Registrar | Min. 18,000 Mid. $25,000 Max. 30,000

Pay Grade | Daily Rate/Pay Range
--- | ---
INSTRUCTIONAL CATAGORY
9. Professional Teacher, Bilingual-Lead | (Refer to Contract)
10. Professional Teacher, Lead | (Refer to Contract)
11. Professional Teacher, Bilingual | (Refer to Contract)
12. Professional Teacher, Regular Ed. | (Refer to Contract)
13. Associate Teacher | (Refer to Contract)
14. Para Professional | Min. 10.00 Mid. 12.00 Max. 14.00
15. Teacher Assistant III | Min. 9.00 Mid. 10.00 Max. 11.00
16. Teacher Assistant II | Min. 7.75 Mid. 8.00 Max. 9.00
17. Teaching Assistant I | Min. 7.50 Mid. 7.75 Max. 8.25
18. Child Care Associate | Min. $7.25 Mid. $7.65 Max. $8.00

NON-INSTRUCTIONAL CATAGORY
19. Administrative Assistant | Min. 10.00 Mid. 11.00 Max. 12.00
20. Child Care Secretary | Min. $9.00 Mid. $10.00 Max. $11.00
21. Cook | Min. $8.50 Mid. 9.00 Max. 9.50
22. Receptionist | Min. $7.50 Mid. $8.50 Max. $9.50
23. Custodial | Min. $6.00 Mid. 7.00 Max. 8.00

EMPLOYEE EVALUATION

Employees will receive an evaluation form for their upcoming job performance and qualifications review. Evaluation will be based on performance related to duties and responsibilities outlined in their job description.

Please review your job description, including qualifications, and skills required to ensure compliance at all times. If you note an error or modification in duties, please advise.

You will be provided a date and time to complete and return evaluation. Your supervisor and/or principal will review and adjust rating based on observed performance.

Please be advised that employees who receive an evaluation rating of Exploring or Discovering/Unacceptable will be placed on probation for 90 days. If sufficient progress is not made within this time frame, employee may receive a demotion, reduction in pay, up to termination of employment.
Employees hired prior to August 1, 2006, whose qualifications/education/credentials/certification /training hours is not in compliance with job description by December 31, 2006, will receive automatic demotion with reduction in pay, up to termination of employment.

By January 1, 2007, employees hired prior to August 1, 2006 must maintain qualifications/education/certifications/credentials/training hours and must maintain compliance with job description qualifications/education/certifications/credentials/training hours. Failure to comply will result in automatic demotion with reduction in pay, up to termination of employment.

Employees hired on or after August 1, 2006, must maintain qualifications/education/certification /credentials/ training hours as outlined in the employee’s job description. Failure to comply will result in automatic demotion with reduction in pay, up to termination of employment.

As always, if you should have any questions, please advise.

Communication Policies

Parent-Teacher Conference Policy

Purpose
To ensure that communication of a child’s social-emotional/academic progress is communicated to parent in a professional manner.

Scope
All Young Scholars employees and volunteers

Policy
All employee/volunteers are expected to utilize professional judgment when communicating to a parent, a child’s social-emotional/academic progress.

The following guidelines must be followed:
1. Designated school personnel (parent-child mentors) are the only personnel given authority to provide parent(s) with information on child’s behavior/performance.
2. Parent-Child Mentors are employees which have been designated by Principal.
3. Parent-Child Mentors are expected to comply with state and school policies on guidance and discipline.
4. Under no circumstance shall an employee contact a parent regarding a child’s behavior/academic progress without prior written approval from school administration.
5. If a parent asks, “How did my child do today,” all personnel can respond, “________ enjoyed the amphibian activity we discussed in class today. Be sure to tell the parent to ask what the child learned about amphibians.”
6. If a parent asks, “How was my child’s behavior today,” all personnel may respond, “We are working on developing listening, following rules the first time, putting our things
away, following through on responsibilities, etc.” Remember to keep responses general to the rules of our school/early childhood programs.

7. If a parent insists on acquiring information on their child’s social-emotional/academic progress, suggest that the parent schedule a parent-teacher conference.

8. **All parent-teacher conferences must include a member of administration.**

9. All employees/volunteers are expected to support the philosophy of the school at all times.

**Compliance**

Failure to comply with this policy shall result in disciplinary action up to termination of employment with Young Scholars.

**Parent Concern Policy**

**PURPOSE**

To ensure that all staff comply with Texas Department of Protective and Regulatory Services (TDPRS) minimum standards for all children in care at Young Scholars Academy. To ensure that principal is informed about parent/guardian concerns, so to communicate appropriate action/response.

**SCOPE**

This policy applies to all Young Scholars employees, including volunteers and substitutes.

**POLICY**

All staff is required to immediately, notify the principal according to this policy when there is a parent concern about our program, our staff, our families, etc. Communication must be done in an appropriate and professional manner, exercising professional judgment.

**PROCEDURE**

It is the responsibility of all employees of Young Scholars to ensure that compliance with all school policies/procedures.

All parent concerns must be communicated to principal utilizing the following procedure:

1. Refer parent to designated manager. If designated manager is not available, provide parent with Parent/Staff Communication Form and refer to Greta Ramsey.
2. Designated Managers must listen to parent concern empathetically, not defensively.
3. Provide parent with Parent/Staff Communication form, informing parent that Mrs. Coleman wants to know all concerns. She will get back to your no later than 24 hrs.
4. Ensure that parent signs form.
5. Give a copy of the form to Greta Ramsey.
6. Mrs. Ramsey will forward information to me and or Mrs. Ruby Spiller.
7. Principal will investigate, make contact with parent, and ensure resolution.
COMPLIANCE
Failure to comply with this policy, including making responses to families/public which lack professional judgment will result in temporary suspension up to termination of employment.

Electrical Outlet Policy

The Texas Department of Protective and Regulatory Services require that all electrical outlets which are not in use, whether wall or power strip must be covered at all times. NO EXCEPTIONS!

Teacher In-service Requirement

*Purpose*
To ensure full participation of each classroom teacher and instructional manager.

*Scope*
This policy applies to all Young Scholars Teaching Staff.

*Policy*
Each teacher and instructional supervisor/manager is required to be in attendance, actively participating in all parts of Teacher In-service.

Teachers are responsible for all information provided.

All staff must successfully complete quizzes with a score of at least 70%, in order to obtain Certificate of Participation.

Quizzes can occur during any part of the in-service.

*Compliance*
Failure to comply with the policy will reflect on instructional evaluation.

HISD POLICY DOCUMENTS
All charter staff must refer and adhere to HISD policies including but not limited to: Campus Procedures Manual, Student Code of Conduct, ASPIRE, Test Administration, Emergency Preparedness Manual and other documents forthcoming throughout the school year.

Employee Incidents/Accidents Policy

*Purpose*
To ensure appropriate reporting of incidents/accidents.

*Scope*
The policy applies to all Young Scholars employees, volunteers.
Policy
If an employee has an accident or incident while on duty at Young Scholars, it is the responsibility of the employee to notify their supervisor or next in charge immediately.

An Accident/Incident Report must be completed immediately, as well.

Compliance
Failure to adhere will result in disciplinary action up to termination of employment.

YOUNG SCHOLARS ADDITIONAL POLICIES

AFFIRMATIVE ACTION

The policy and intent of Young Scholars is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, or age.

Young Scholars intends to respond affirmatively in its employment practices. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, training, compensation, benefits, layoff, recall, and termination. Young Scholars seeks to do business with Young Scholars that encourage equal employment opportunity.

RECRUITMENT PROCEDURES

Young Scholars intends to recruit, hire, and place applicants on the basis of the applicant's relative knowledge, skills, and abilities. The decision to employ an applicant will be based solely on the individual's qualification for the particular position along with other requisite job skills. Minimum qualifications shall be specified in the job description.

When a new position is established, the Executive Director will prepare a job announcement identifying the position's responsibilities and overall relationship to Young Scholars for posting or circulation within Young Scholars and for public notification. Posted positions will be open for a minimum application period of 15 days.

JURY DUTY

Young Scholars does not compensate for jury duty, unless otherwise noted.

12. VOTING LEAVE

Young Scholars does not provide paid leave for voting in governmental elections.
HARASSMENT POLICY

It is Young Scholars belief that the employees of Young Scholars are the primary means by which the goals and objectives of Young Scholars will be met. To that end, the rights of all employees must be respected. All employees of Young Scholars must understand its position on harassment. By definition, harassment is any unwanted attention or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, including sexual harassment. The procedure for reporting and dealing with this very sensitive issue is as follows:

- If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate and that the employee would like it stopped.
- If the employee is not comfortable discussing the issue with the person, or if the person fails to respect an employee's request, the employee should report the incident to his or her supervisor. If, for whatever reason, the employee does not feel that the supervisor is a suitable person to whom to report the incident, the employee should contact the Executive Director (Principal).

In all instances, a prompt, thorough and, fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. Young Scholars will take those steps it feels necessary to resolve the problem, which may include verbal or written reprimand, suspension or termination.

No retaliation or any kind will occur because an employee has in good faith reported an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint.

SUBSTANCE ABUSE

Employees needing help with a substance abuse problem are encouraged to contact their supervisor or a treatment facility.

Early recognition and treatment are critical to any program to curb abuse and to enhance the employee's ability to perform satisfactorily. Young Scholars finds that both the employee and Young Scholars will benefit greatly from early substance abuse recognition and treatment.

No person will be penalized for seeking or accepting counseling or treatment for a substance abuse problem. However, persons found to be under the influence of a controlled substance while on the job will receive disciplinary action up to termination of employment.

EMPLOYMENT REFERENCES

When Young Scholars receives a request for information from another person or entity about an employee, either during employment or after the employee's employment has ended, it is Young Scholars' policy to provide only the following:
A. Dates of employment  
B. Last job title  
C. Qualifies for Rehire

In general, YOUNG SCHOLARS policy is not to furnish any other information about work performance or employment, unless the employee specifically directs it to do so and signs a release prepared by Young Scholars which authorizes it to do so. If an employee does not authorize Young Scholars to furnish any additional information, it will advise the requesting person or entity that, absent a release, YOUNG SCHOLARS policy is to provide only the information set out in a-b above.

19. TERMINATION

Resignation

Any employee of Young Scholars may resign by submitting a letter of resignation to the Executive Director at least ten working days prior to the effective date of the resignation.

No employee shall be compensated for any unused personal leave at the time of resignation.

Other Discharges

Discipline and/or discharge may result for many reasons including, but not limited to, inappropriate behavior and/or unsatisfactory performance.

Inappropriate behavior is defined as including, but not limited to, misbehavior on the job, refusal to do work reasonably expected, wrongful use of or taking of agency property, conviction of a felony, and violation of any policies or practices of Young Scholars.

Unsatisfactory performance means failure of an employee to meet performance standards, to complete tasks in a timely, competent way, or to maintain an adequate attendance record. Uncooperative behavior or negative attitudes that affect the work or morale of others may result in termination. At the discretion of the Executive Director, any staff member facing termination for unsatisfactory performance may be given the option to resign as described in the above section under "Resignation."

Layoffs

Young Scholars attempts to hire highly qualified staff with broad capabilities. There may be occasions, however (due to program changes, loss of contract support, etc), when it may be necessary to initiate lay-offs. In such cases, it is the intent of Young Scholars to attempt to avoid abrupt, arbitrary, and unfair actions whenever possible.

EMPLOYEE APPEALS (Grievance Procedures)  
The purpose of the employee appeal procedure is to provide a means for employees to resolve
their workplace concerns with management. All regular and temporary employees of Young Scholars may file a grievance under this section.

Definition of an Appeal

A grievance shall be determined as an alleged misapplication of YOUNG SCHOLARS personnel policies. This procedure represents intent to offer a dispute resolution mechanism to the employees of Young Scholars. Failure by Young Scholars to exactly follow this procedure shall not subject Young Scholars to a breach of contract claim.

Timing for Appeals

In order to qualify for processing under this section, an appeal must be filed no later than thirty (30) calendar days after the date on which the aggrieved condition commenced.

Step One:

Any employee who is eligible may present an appeal to his/her immediate supervisor for discussion. The supervisor shall have five (5) regular working days in which to respond to the relief requested. Should the supervisor fail to respond within this time limit or if the employee finds the response unsatisfactory, the appeal may be reduced to writing, clearly specifying the policy allegedly misapplied, and the relief requested. The appeal should be submitted to the Executive Director within five (5) regular working days from the time the first step answer was due or was given. The Executive Director should respond in writing within five (5) days of receipt and if the Executive Director fails to respond within this time, or if the employee finds the response unsatisfactory, or in cases where the Executive Director is the immediate supervisor, the employee may proceed to Step Two.

Step Two:

The employee may submit an appeal to the Personnel Manager if Step One has not resolved the issue. Upon receipt of a written appeal, the Personnel Manager will inform the Executive Director of the appeal. The Personnel Manager shall also convene a meeting wherein statements shall be taken from the appealing employee and the employee's immediate supervisor, as applicable, either separately or jointly at the discretion of the Personnel Manager. The Personnel Manager may also request statements from other employees. The Manager may refuse to grant the employee's request for appeal when the issues involved are minor in nature, or involve evaluations or judgments by management unless they appear to be contrary to policy, malicious or vindictive. The Personnel Manager shall have twenty (20) regular working days in which to respond to the employee in writing concerning the relief requested. If the Personnel Manager fails to respond within this time limit, the employee may petition an outside Mediator. See Mediation Form for additional requirements.

Step Three:
The Mediator at the expense of the employee shall convene a meeting with the aggrieved employee, the Personnel Manager, the Executive Director and the Immediate Supervisor, as applicable, either separately or jointly at the discretion of the Mediator. The Mediator may convene an executive committee meeting and within ten (10) working days shall respond to the grievant in writing with the final decision. In all

WORK PRODUCTS AND FILES

All supplies, materials, and work products of an employee if purchased by YOUNG SCHOLARS shall remain the property of Young Scholars after resignation, discharge, or layoff of that employee. The employee may retain any personal files, but work files and other papers shall remain with Young Scholars.

FINGERPRINT AND BACKGROUND CHECK REQUIREMENT

- Background checks and fingerprinting are required on all employees of Young Scholars. See information below to determine timeframe requirement.

Frequently Asked Questions--New Fingerprint Background Check Requirements for Licensed Child Day Care Centers

What is the new requirement regarding background checks?
In order to ensure that checks can be done and results reported on a timely basis, DFPS is planning a schedule to phase in the requirement between September 1, 2007 and March 1, 2008. FBI fingerprint checks will be required of persons in a daycare operation as of the following dates:

Beginning September 1, 2007—Directors and Director Designees

New directors and their director designees (this is anyone left in charge during the director’s absence)
Existing directors and their director designees either at their 24-month background check renewal due date or by September 1, 2008, whichever is sooner.

Beginning January 1, 2008—Caregivers

New caregivers who will be counted in the child-to-caregiver ratio or have unsupervised access to children
Existing caregivers who are counted in the child-to-caregiver ratio or have unsupervised access to children, either at their 24-month background check renewal due date or by September 1, 2009, whichever is sooner.

Beginning March 1, 2008—Others
All other persons 14 years of age or older who begin regularly or frequently staying or working at the facility while children are being provided care
All other persons 14 years of age or older who are regularly or frequently staying or working at the facility while children are being provided care and who are due for their 24-month background check renewal.

Section §745.615
On whom must I request background checks?
(a) You must request background checks for each person 14 years or older, other than clients of the operation, who will regularly or frequently be present at your operation while children are in care, including:

(1) Employees and applicants you intend to hire that will provide direct care or have direct access to a child in care;
(2) Any person(s), including volunteers, who are counted in the child/caregiver ratio;
(3) Person(s) applying to adopt or foster children through any licensed child-placing agency; and
(4) Any person under contract with your operation who has unsupervised contact with children in care on a regular or frequent basis.

(b) You must also request background checks for the following:

(1) The directors, owners, operators, or administrators of the operation;
(2) Non-client residents of the operation that are 14 years or older; and
(3) Applicants for a child-care administrator's license.

(c) You do not have to request a background check on professionals who have cleared a background check through another governmental regulatory entity, and you do not employ or contract with the professional.

Texas Administrative Code, Title 40. Social Services and Assistance; Part XIX. Texas Department of Protective and Regulatory Services; Chapter 745. Licensing; Subchapter F, Background Checks; Division 2, Requesting Background Checks

Does an employee who was just hired and cleared his or her background check or who just had his or her 24-month background check renewal have to submit to an FBI fingerprint check on September 1st?
No, those employees will not need an FBI fingerprint check until 24 months after the initial background check or after the previous 24-month renewal.

If an employee/volunteer in a child day care center who is due for a background check had a fingerprint check processed when he or she was certified as a teacher (or nurse, police officer, etc.), does that person still need a new FBI fingerprint check?
Yes. The Texas Department of Public Safety does not retain or share the results of previous fingerprint checks.
How much does it cost for a background check and where does that money go?

There is still a fee of $2 per person to DFPS for the background check. In addition to that fee, a fingerprint background will cost $44.20 that must be paid in person when an individual submits his or her fingerprints for the check. The $44.20 fee is not a fee to DFPS, but a collection of several fees to other entities:

- The Federal Bureau of Investigation (FBI) charges $19.25 to conduct a fingerprint check.
- The Texas Department of Public Safety (DPS) charges $15 to conduct a fingerprint check (the FBI will not conduct a fingerprint check until the requesting state conducts one).
- Integrated Biometric Technology (IBT), the DPS vendor, charges a $9.95 processing fee. (This is a fee set in the contract between IBT and DPS.)

(Between September 1, 2007 and October 1, 2007, the fee will be $48.95)

How and when may I pay the fee?
The fee can be paid by personal check, business check, or credit card. You can also establish an account with IBT. The fee may be paid at the time the appointment is scheduled or at the appointment.

DRUG AND ALCOHOL TESTING

It is the YSAFE’s policy not to employ persons who use illegal drugs or abuse alcohol. Accordingly, YSAFE shall have the right to require an employee to submit to testing for drug and/or alcohol use as a continuing condition of employment as the YSAFE deems necessary to the safe and efficient operation of the program. An employee who refuses to submit to drug and/or alcohol testing or who tests positive may be suspended from duty pending further investigation and may be subject to discipline, up to and including immediate discharge.