



PARENT HANDBOOK

Grand Ronde Head Start Preschool
2016-2017



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Staff Directory

4-5 year old classroom (Mawich)

Classroom Telephone: 503-879-2272

Head Teacher: 503-879-2285

Assistant Teacher: 503-879-2425

3-4 year old classroom (ChakChak)

Classroom Telephone: 503-879-2163

Head Teacher: 503-879-2160

Assistant Teacher: 503-879-2163

Chinuk language classroom (Lilu)

Classroom Telephone: 503-879-1456

Head Teacher: 503-879-1633

Assistant Teacher: 503-879-2398

3-5 year old classroom (Shayim)

Classroom Telephone: 503-879-2189

Head Teacher:

2-3 year old classroom (KwisKwis)

Classroom Telephone: 503-879-1431

Head Teachers: 503-879-2157

Aftercare Classroom

Classroom Telephone: 503-879-1456

Home Visitors

Home Visitor 1: 503-879-2153

Home Visitor 2: 503-879-1361

- Desk phones are forwarded to cell phones when home visitors are not at their desk

Kitchen

Kitchen Phone: 503-879-2158

Transportation

Grand Ronde bus: 503-434-0789

Sheridan/Willamina bus: 503-434-1726

Office Staff

ECE Program Manager: 503-879-2287

ERSEA/Transportation Coordinator: 503-879-2161

Health/Family Partnership Coordinator: 503-879-2159

ECE Program Assistant: 503-879-1430

Disability Coordinator: 503-879-2160

Education Coordinator: 503-879-2285

Mission Statements

Early Childhood Education

To make a difference in the lives of children and families by being leaders in the implementation and modeling of a high quality, diverse, and creative Early Childhood Program.

Education Division

The Tribal Education Division will provide an educational opportunity for all members of the Confederated Tribes of Grand Ronde Community of Oregon. The Education Program will be designed to promote the development of lifelong learners through the development and implementation of a comprehensive offering of educational opportunity from pre-school through post secondary levels and be structured to ensure quality, accessibility, equity and cultural relevancy.

The Education Division will strive to ensure that all available resources are explored and utilized in the most cost effective and efficient manner towards accomplishment of its mission. It will take every opportunity to develop partnerships with other Tribal divisions of government, the community, institutions of learning at all levels and other education related agencies as a means of expanding the level of educational opportunity for the members of the Tribe.

Confederated Tribes of Grand Ronde

The mission of the Confederated Tribes of Grand Ronde staff is to improve the quality of life for Tribal people by providing opportunities and services that will build and embrace a community rich in healthy families and capable people with strong cultural values. Through collective decision-making, meaningful partnerships and responsible stewardship of natural and economic resources, we will plan and provide for a sustainable economic foundation for future generations.

Attendance Policy

We believe that children cannot receive the full benefits that the program has to offer unless they attend class regularly. Therefore:

1. Children arriving after 8:45am will be considered tardy. In the event that you are running late, please call your child's classroom and excuse the tardy. Morning healthcare appointments will be excused if the parent notifies the classroom teacher no later than 8:45am.
2. Parents are asked to notify the bus driver (if your child is a bus rider) and your child's classroom if your child will be absent. Teachers will note the reason for known absences on the Daily Attendance Form.
3. If a child becomes ill at school or comes to school too ill to participate, the parent will be contacted to come pick up the child, and the child could be isolated from the rest of the children to prevent the spread of disease. After notified, parents have $\frac{1}{2}$ an hour to pick up their children.
4. If a child misses (for unknown reasons) 3 consecutive class days the Teacher will attempt (within 24 hours) to contact the family by phone. If the family does not have a phone, the family will be contacted by mail, home visit, or email. If a child is absent more than half of the school days in a month and the absences are not due to illness, weather conditions, doctor's or dentist's appointments teachers or office staff will make a home visit to contact the parents regarding their attendance. If a child continues to miss more than half of the school days for a second month due to unexcused absences, the Teacher or office staff will contact the parents and determine whether attendance can be improved. If attendance cannot be improved the Administrative Assistant and/or Teacher will consult with the Director, and when necessary, will send a letter terminating the child's enrollment.
5. If a child is dropped from the program he/she may be re-enrolled if space is available, and the parents have a written agreement plan that will ensure their child's regular attendance.
6. A child missing more than $\frac{1}{4}$ of their school year (enrollment date through the last of day of current school year), excused or unexcused, will be placed back into the selection pool for the upcoming school year. They will not receive priority for placement into the upcoming preschool year and/or K-5 Program. A child beginning class from the first day of a new school year can be absent no more than 51 days.
7. A child tardy (excused or unexcused) more than $\frac{1}{4}$ of their school year(enrollment date through the last day of school year) will be placed back into the selection pool for the upcoming school year. A child beginning class from the first day of a new school year can be tardy no more than 51 days.

Program Information

Our program will provide the following services:

Basic General Services:

1. Appropriate educational/multi-cultural curriculum.
2. Breakfast and Lunch (Aftercare and KwisKwis children receive a snack)
3. Transportation to and from class on a limited basis (Aftercare children do not receive afternoon transportation).
4. Recreational activities such as field trips, etc.
5. Class hours will be 7:30 a.m. to 2:00 p.m. Aftercare hours are 2:00 p.m. to 5:15 p.m. Monday through Friday.
6. Program runs year-round. September through August with the exception of Christmas and Spring Break and a three week break at the end of August.

Basic Health Services:

1. Physical and dental exams (Families with medical cards or insurance will take care of their own billing).
2. Administering only prescribed medicine in accordance with the physician's instructions.
3. Provide health education for staff, children and families.
4. Daily screening of children for signs of illness.
5. Vision, speech, and hearing screenings and follow up if any further testing or treatment is necessary.
6. Help child acquire proper health habits.
7. Emergency medical care will be provided in cases of illness, accident, or injury to a child. Parents will be notified immediately.
8. A complete assessment and health evaluation of the child to determine any disabilities, follow-up, and treatment and or services.

All children participating in the program must meet the following Head Start eligibility guidelines for enrollment:

1. Family must meet the income guidelines by showing verification of income.
2. Children must be 3 years of age by September 1st of the school year.

All children participating in the program that are above Head Start eligibility will automatically be reviewed of our CCDF eligibility. Guidelines for enrollment:

1. Provide proof of enrollment of a federally recognized Tribe.
2. Parents/Guardians must be working, enrolled in school or training.
3. Family must meet the income guidelines by showing verification of income.
4. Children can enter 30 days before their 3rd birthday, if a space is available.

Grand Ronde Head Start has the right to refuse attendance for a child on a daily basis if that child is sick or has any other communicable condition.

Parents/guardian must notify the teacher if the child will be absent. If the child rides the bus, the driver must also be notified.

Parent/Guardians must provide written notice if they are planning to stop sending the child to the center as soon as they have made the decision so we may fill the vacancy (in cases of moving out of the area, etc.)

The law states that every parent has a right to his/her child. If you have a legal document that says one parent is not allowed to have contact with your child, we must have a copy of that document on file. It has to be signed by a judge and be officially stamped.

Head Start encourages the enrollment of children with disabilities. The program requires children with special needs to receive 10% of enrollment opportunity.

The Head Start Program will accept children of families who are over the income eligibility guidelines only after all the eligible children have been accepted. (Eligibility will be determined by following the Enrollment and Recruitment Policy) Tribal Head Start Programs can allow 49% enrollment of over-income children. A waiver will be requested after every effort has been made to fill spaces with below income children.

“The U.S. Department of Agriculture (USDA) and the State of Oregon prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 or (888) 271-5983 Extension 516 (toll free). USDA and the State of Oregon are equal opportunity providers and employers.”

Recruitment Policy

It is the policy of Grand Ronde Head Start (0-5)/Preschool to actively recruit eligible children who reside within the designated geographic service area.

The following recruitment schedule will be followed:

- | | |
|------------|--|
| April | First announcement of new school year recruitment with application deadline and selection date is posted in Smoke Signals and on the Tribal information reader board. Posters and flyers are posted in public places within the designated geographic service areas. Applications and flyers are mailed to potential applicants utilizing addresses given by TANF agency and the Tribe's address data base administer. Contact WESD for referrals of children with disabilities. |
| July | Selection Committee will determine enrollment from completed and scored applications. Families will be notified of acceptance or denial. All applicants not accepted will remain on the waiting list for future openings. |
| August | Evaluate enrollment policy and procedures with Policy Council. |
| September | Provide parent orientation with the exception of children enrolled in the Home Visiting option that will be provided with orientation at their 1 st socialization. |
| Year Round | Obtain applications of possible candidates collect referrals from agencies directly involved with children, utilize Tribal and community resources such as: Children and Family Services, TANF services, Tribal enrollment, Contract Health Services, Grand Ronde Tribal Housing Authority, IHS, Tribal Youth Program, WESD (and various other special education personnel to target children with disabilities). Door-to-door recruitment when necessary. |

Enrollment Policy

Purpose:

- To ensure enrollment of children from eligible families within targeted areas.
- To enroll children with disabilities
- To enroll children without regard to race, sex, national origin or religion.

ACYF Indian Head Start Requirements:

- At least 51% of Head Start enrollment must come from families receiving public assistance, or whose incomes are below the official federal poverty guidelines established by the Office of Management and budget.
- No more than 49% of the Head Start enrollment may be from over-income families.
- At least 10% of the total enrollment opportunities shall be made available to children with disabilities who are age eligible for participation in the program and who meet the definition for children with disabilities.
- Lowest income and high-risk families shall be given preference when there are more eligible applicants than there are funded slots.
- Children must be three years of age by the cut-off date set by public school.

Program Requirements:

Area:

- Children residing within Grand Ronde and Tribal children in Willamina or Sheridan area. Adjacent communities will be considered.
- Children must live on the bus route or be able to provide alternate transportation.
- Children not meeting the requirements of above will not be considered.

After documented efforts to enroll 20 Head Start, 8 center-based Early Head Start, and 20 home-based Early Head Start cannot be accomplished, a waiver will be requested.

In order to obtain all necessary data essential in determining eligible children, applicants for the Early Head Start/Head Start program will be required to fill out an application and provide all necessary documentation in order for the application to be complete. Documentation must include:

- Completed application
- Proof of Tribal enrollment or descendency if applicable
- Copy of Birth Certificate for age verification
- Income Verification. Proof can consist of:
 1. W-2
 2. Income tax return
 3. Pay Stub
 4. Per Capita distribution statement (required if applicable)
 5. Scholarship award

6. Financial Aid/grant award
7. TANF award
8. Signed statement of no income if applicable

It is the family's responsibility to inform Administrative Assistant/ERSEA Coordinator of any change of family status or income.

Selection

Early Head Start/Head Start

For upcoming school year and throughout the year to fill vacancies, the ECE Program Manager, ERSEA Coordinator, Family Partnership Coordinator, Mental Health & Disabilities Coordinator, Policy Council member, Child and Family Services representative, and classroom Head Teacher(s) will comprise the Selection Committee. The Selection Committee decisions will be based on Early Head Start/Head Start regulations, application score based on Rating Scale, and application assessment. Only completed applications will be considered for placement in to the program.

Tribal/CCDF

For upcoming school year and throughout the year to fill vacancies, applicants are accepted on a first come, first served basis from applications that have been dated and time stamped as received.

Applicants will receive notification of either acceptance or denial. Eligible applicants not accepted will be placed on a waiting list of scored and dated applicants.

Early Head Start/Head Start Eligible

Applicants will be placed on the waiting list in the order determined by the selection process/rating scale using information provided on initial application. When an opening becomes available during the school year, the child with the highest rating score will be notified of the opening by phone contact. If unable to contact by phone, a registered letter will be mailed. If there is no response within a (1) one week period the next applicant will be notified. If there is not an Early Head Start/Head Start eligible applicant on the list, a slightly above income applicant will be chosen from the Child Care Development Fund/Tribal waiting list.

Child Care Development/Tribal

Applicants will be placed on the waiting list by the date and time upon receipt of completed application with the exception of children that may be entering Kindergarten in the upcoming fall; they will receive priority and go to the top of the list. Children are age eligible 30 calendar days prior to their 3rd birthday. When a space becomes available during the school year, the first child on the waiting list will be notified first by phone. If unable to contact by phone, a registered letter will be mailed. If there is no response within a (1) one week period, the next applicant will be notified. Tribal children could qualify for all three funding options. If children are Head Start eligible at 3 years and the program places them in CCDF or Tribal eligibility to allow openings in Head Start, the fee will be waived.

Transitioning

EHS Expectant Mothers:

After delivery, infant will fill the slot that the expectant mother occupied.

EHS Home-Based to Center-Based option:

Six months prior to child's 2nd birthday, Home Visitors inquire with family of interest in center based option. If family is interested, Intent to Enroll form is filled out and turned in to Administrative Assistant. During transition or when an opening becomes available, the student that has participated in the Home-Based program for the longest amount of time will be notified by phone of vacancy. If more than (1) one student has participated in the Home-Based program for the same amount of time, the student who first turns 2 years old will then have preference. If unable to reach by phone, a certified letter will be mailed. If there is no response within a (1) one week period, the next applicant will be notified.

At Completion of Early Head Start:

Six months prior to 3rd birthday, student's Head Teacher will inquire with family of interest in the Head Start program. If interested, family is referred to Administrative Assistant to begin the application process for the program. If family is not interested in applying to attend Grand Ronde Head Start or in the event of unavailable openings, the family will be assisted in finding local alternatives.

Head Start/ 3- year Old Classroom to the 4- year Old Classroom:

The 4 year old classroom capacity is (20) twenty children and the 3 year old classroom capacity is (17) seventeen children. If a space becomes available in the four year old classroom and there is not a 4-5 year old applicant on the waiting list, the Head Teacher of the (3) three year old classroom will make a determination of which child is developmentally ready to transition into the (4) four year old classroom upon parent approval.

In the case of a returning Head Start child who will turn 5 before September 1st, we will require a referral or recommendation from a community agency stating that the child needs another year of Head Start before entering Kindergarten. This decision must be supported by the parent and IEP team.

Rating Scale

Income	Score
Low Income 100-75% below poverty guidelines	9
Low Income 75-50% below poverty guidelines	8
Low Income 50-25% below poverty guidelines	7
Low Income 25-0% below poverty guidelines	6
Over Income 1-25% over poverty guidelines	3
Over Income 25-50% over poverty guidelines	2
Over Income 50% over poverty guidelines	1
Age	
4 years of age	9
3 years of age	8
Other Factors	
Incarcerated Parents	9
Incarcerated Parent	8
Parent/Guardian in Recovery or Transition Home	8
Guardian in Drug/Alcohol Rehabilitation	8
Professional Referral (i.e.: Social Services, Physician, ICW)	7
Parent/Guardian Drug and/or Alcohol Abuse	6
Suspected Disability	5
Early Head Start Participant	4
Sibling Enrolled in Program	4
Oregon Trail Benefits	4
No Family Insurance	3
Domestic Violence Issues	3
Mental Health/Depression in the Home	3
Disabled Family Member	3
No Social Support/No Family in the Area	2
No Transportation	2
Death in the family in the last 12 months	1
Disability	
Diagnosed Disability w/IFSP	9
Professionally Documented Disability	8
Parental Status	
Foster Care Status	9
Teen Parent	9
Single Parent	8
Homeless (By Head Start Definition)	7
Unemployed Single Parent Family	6
Unemployed 2 Parent Family	5
Unskilled Parent/Guardian	4
Custody Issues	3

Early Head Start Rating Scale

Income	Score
Low Income 100-75% below poverty guidelines	9
Low Income 75-50% below poverty guidelines	8
Low Income 50-25% below poverty guidelines	7
Low Income 25-0% below poverty guidelines	6
Over Income 1-25% over poverty guidelines	3
Over Income 25-50% over poverty guidelines	2
Over Income 50% over poverty guidelines	1
Expectant Mothers	
Currently Expecting	9
No Prenatal Care	8
Predetermined Fetal Development Diagnosis	7
Substance Usage While Pregnant	6
Prenatal Depression	5
Past Premature Births	4
Unplanned Pregnancy	3
Other Factors	
Incarcerated Parents	9
Incarcerated Parent	8
Parent/Guardian in Recovery or Transition Home	8
Guardian in Drug/Alcohol Rehabilitation	8
Professional Referral (i.e.: Social Services, Physician, ICW)	7
Parent/Guardian Drug and/or Alcohol Abuse	6
Suspected Disability	5
Early Head Start Participant	4
Sibling Enrolled in Program	4
Oregon Trail Benefits	4
No Family Insurance	3
Domestic Violence Issues	3
Mental Health/Depression in the Home	3
Disabled Family Member	3
No Social Support/No Family in the Area	2
No Transportation	2
Death in the family in the last 12 months	1
Disability	
Diagnosed Disability w/IFSP	9
Professionally Documented Disability	8
Parental Status	
Foster Care Status	9
Teen Parent	9
Single Parent	8
Homeless (By Head Start Definition)	7
Unemployed Single Parent Family	6
Unemployed 2 Parent Family	5
Unskilled Parent/Guardian	4
Custody Issues	3

Intake Policy

Child Care Development Fund & Tribal Eligibility

A PARENT MUST BE WORKING, PARTICIPATING IN TRAINING, AND/OR ENROLLED IN SCHOOL DURING OPERATING HOURS & DAYS PROGRAMS ARE PROVIDING SERVICES.

The Child Care Development Fund (CCDF) is a Native American subsidy program. A sliding fee scale determines eligibility /tuition by using the family household income. If a family exceeds the maximum amount on the sliding fee scale they will not qualify for subsidy and will pay \$125.00 per month.

Eligibility:

*A child that is enrolled in a federally recognized Tribe.
(Must provide proof of enrollment)

Or

*A child of a parent or grandparent enrolled in a federally recognized Tribe.
(Must provide proof of parent/grandparent enrollment)

and/or

“At risk child” enrolled in a federally recognized Tribe.
(Must provide proof of enrollment)

and/or

“At risk child” with a parent or grandparent enrolled in a federally recognized Tribe.
(Must provide proof of parent/grandparent enrollment)

The term “at risk” is used only as a means of prioritizing application in the event space is limited and not used as eligibility.

Applications must be received and completed prior to the posted deadline dates to be considered. Applications received after the deadline or if vacancies occur throughout the school year they will be filled by date of receipt of application.

***Applicants are eligible to be added to the waiting list on or after their 2nd birthday.**

Transportation Policy

Center Based

Welcome to Head Start! An important part of your child's experience in Head Start will be daily transportation to class in a Head Start School bus. This information is to help you know what is expected.

Your Head Start Bus Driver is a trained professional. Each one is a licensed Oregon State School Bus driver. Each Driver has received thorough training and must take classes to keep licensed. Our buses are fully insured, must meet strict state regulations, and are regularly inspected to ensure safe operation.

Before classes start, Drivers will be planning and driving their routes in the buses, children are assigned to buses by geographic location. (Unfortunately, we cannot guarantee transportation if you move or change babysitters during the school year.) Drivers arrange routes so that children spend the least possible time on the bus.

Once bus routes are set, your Driver will arrive at your home at about the same time every day. Please watch for the bus. The Bus Driver will honk twice and wait for 30 seconds. If the child does not appear, the bus driver will continue on the route. Thus, the parent will be responsible to see that the child attends school. **We will not wait for your child.** Some of you may live in areas where drivers need to use "loading lights", because they can't pull the bus completely off the road. Your driver will let you know if this applies to you. Because we cannot stop traffic and wait for your child, it is important that your child is immediately ready to get on the bus. **We require parent(s) to walk their child to the bus and the trained bus monitor will secure your child into the harness restraints provided. In the event that the parent/guardian buckles their child in, the bus monitor will check the harness to make sure it is on correctly.**

Bus schedules may vary by ten (10) minutes due to road conditions, weather hazards and/or traffic. Every effort will be made to notify the parents by phone of variations beyond the ten minutes. If a family does not have a home phone please contact your child's bus driver to discuss another option.

Parents (or child care providers) must be at home to receive children from the time class ends. Buses prepare to leave at 1:45pm. All bus changes need to be called in to your child's bus driver at least one hour prior to pick-up/drop-off.

If your child attends full day Head Start (7:30-2:00), you must be home by 2:00pm. If no one is home to receive your child, they will be brought back to the center and you will be responsible for their transportation home. A written warning will be given for the first offense. A two-day bus suspension will occur on the second offense. After suspension, the parent and bus driver will meet before the child is allowed to ride again. If there is a change in where a child will be picked up or dropped off, parents must fill out the Drivers will notify parents if the new pick up or drop off will work within the established routes.

In the event your child's behavior becomes disruptive or unsafe, the drivers and monitor will assist your child by using positive directions and actions to help your child become a responsible rider. Continued disruptive behavior will result in the following actions:

Action 1: Written warning to the parent concerning the specific behavior(s)

Action 2: Written warning requiring parent/guardian signature

Action 3: Bus privileges will be suspended for two (2) days

Drivers will not let the child off the bus unless the parent or authorized childcare provider comes to the bus and receives the child. It is much safer for your child if you walk to the bus to receive your child. It is important that your baby sitter also know this information. We cannot leave your child at home without seeing an adult you have listed on the transportation form.

Some Head Start children are cared for by older brothers or sisters, however we will not leave children with brothers or sisters who are younger than eleven (11) years old (the legal age in Oregon for children to be left alone is 10 years) If you or your regular babysitter will not be at home to receive your child, **it is very important that you call the your child's bus driver.** Our drivers are very careful and want to make sure that we only leave children with a safe person of whom you approve.

In the event that your child becomes sick at school or has been diagnosed with lice, he/she cannot ride the bus home. You must pick your child up from the center. In addition, if they have soiled their clothes and have no extra clothes to change into, you must pick them up.

Home Based

Transportation is available by program staff on a limited basis. Your home visitor will link you to community services that provide transportation for medical appointments. Each family is responsible to exhaust all efforts to find transportation prior to calling the program. If you have done this and find that you are still in need of assistance from the program, please call as much in advance as possible. Transportation will be based on availability. There will be no smoking in any program vehicle.

Alternate Bus Route & Inclement Weather Procedure

Alternate Route

In the event of a catastrophic emergency, buses will be on an alternate route (see attached). These catastrophes could be, but not limited:

- Forest Fire (extreme smoke)
- Earthquake
- Extreme Fog
- Tsunami
- High Winds
- Flooding
- Tornado

If a hazard should occur during a bus trip the bus driver and bus monitor will follow basic emergency and/or evacuation procedures. If road conditions become unsafe while transporting children bus drivers will notify you of their location and have you pick up your child(ren).

Inclement Weather

The program follows the Tribal office procedure for closures or delays. You can call phone number 503-879-2161 by 7am and listen to the voicemail message regarding closures or delays.

Bus drivers will notify families by phone if the bus runs will have to be cancelled due to road conditions. Cancellation of the bus run will not always result in the cancellation of school; bus run cancellation is for the safety of everyone who rides the bus.

If extreme weather continues for more than one day, call (503)879-5211 and they will inform you of any delays or closures as the program coincides with Tribal offices.

Bus phone number:

Grand Ronde bus phone- 503-434-0789
Willamina/Sheridan bus phone-503-434-1726

Late Pick-up Policy

Center Based Only

For full day program participants hours;

Head Start	7:30 a.m. to 2:00 p.m.
Preschool Aftercare	2:00p.m. to 5:15 p.m.

The first time your child is picked up after the above time you will receive a warning. If your child is picked up late a second time you will be issued a second warning.

Upon the third late pick-up:

Head Start eligible families will be required to serve $\frac{1}{2}$ hour for every 5 minutes late.

CCDF/Tribal over-income families will have the choice to pay \$1.00 per minute payable within twenty-four hours of or upon late arrival or serve $\frac{1}{2}$ hour for every 5 minutes late.

1-5 minutes	= $\frac{1}{2}$ hour of time
6-10 minutes	= 1 hour of time
11-15 minutes	= 1 $\frac{1}{2}$ hours of time

“Service Time” in the classroom must be completed within two weeks of third late pick- up.

Reasons that you may be called or notified to pick-up your child early from school may include;

- Illness
- Injury
- Head Lice
- Unexpected School closure

If parent/guardian cannot be reached, emergency contacts supplied by the parent/guardian will be called. If parents and/or emergency contacts cannot be reached or unable to pick up the child within $\frac{1}{2}$ hour, Child and Family services will be notified.

Revised 10/20/2014

Smoke-Free Policy

This policy was created to provide a smoke-free environment at Head Start/Preschool to prevent children, staff and others from being exposed to the many health hazards from second-hand tobacco smoke. Also include Electronic Cigarettes

High School interns or any staff/volunteers are not permitted to smoke on the program property.

Parents and staff will need to refrain from smoking when Head Start activities are taking place. Adults are not to smoke in front of the children or in areas used for staff. This includes classrooms, offices, kitchens, restrooms, meeting rooms, outdoor play areas and in vehicles used for transporting children. This also applies to socialization activities such as field trips, neighborhood walks and other outdoor group activities. Please refrain from smoking during EHS home visits and while waiting for your child to get on and off the bus. Staff and parents should recognize that they serve as role models to the children and should not smoke in front of them. Violators will result in disciplinary action.

When buildings are shared with a Head Start classroom, we will take steps to decrease children's exposures to tobacco smoke from other occupants. This can include altering traffic patterns and/or establishing a "smoke-free zone" around the Head Start site. It does not apply during a presentation or field trip related to American Indian cultural customs in which tobacco is utilized.

Head Start will provide educational and wellness activities assist in our smoke-free policy. This will include activities such as smoking cessation programs available for staff and parents, and developmentally appropriate smoke-free activities for children.

It is expected that smoke free environments will increasingly be recognized as a basic safety and health requirement of any program-serving children. As of May 1, 1995 having a smoke-free policy is a Head Start requirement that will be monitored during on-site program reviews.

Parent/Child Functions Policy

The following policies are set for the safety of all participants at all Head Start functions.

1. Smoking is not allowed at any Head Start function.
2. Anyone attending a Head Start function that is under the influence of alcohol or drugs will be asked to leave.
3. All adults are asked to refrain from using inappropriate language at any Head Start function and in the classroom.
4. Only appropriate disciplinary measures (removing child from situation) will be permitted during any Head Start function. This does not include spanking, pushing, pulling, pinching, hitting, yelling, or leaving behind, name calling, or emotional abuse.
5. Only safe play will be allowed; this does not include tossing children in air, wrestling, or any other activity that might hurt a child.
6. Be respectful of other parents, field trip partners, staff, and children while attending Head Start functions. Appropriate behavior will be expected from anyone participating in any Head Start function.
7. No gang activities or representation at any Head Start function.

Any violation of the above will result in a parent's inability to attend future Head Start functions.

Parent will be responsible for monitoring their own children at extracurricular events (Field trips, Chinuk literacy, graduation, BBQ, etc.) If the children are not being kept in control, parents will receive a warning from on-site staff and also receive a written warning letter from policy council. Next offense will be excluded from the next activity.

Child Abuse and Neglect Policy

The Head Start program will recognize and abide by Oregon State Statutes which states that child care staff is to report suspected child abuse and neglect.

Our first priority is to protect the child. If there is “reasonable cause” (more than slight suspicion with apparent factual basis) to believe abuse has occurred, the Head Start/Preschool staff is required to:

1. Report suspected cases in compliance with state law.
2. Maintain confidentiality of records.
3. Work with Tribal Community Resources Services and Children & Families (SCJ), who deal with abuse and neglect, and not become a treatment program on our own.
4. If they are eligible, make every effort to retain or admit families of allegedly abused and neglected children, referred by Tribal Community Resources or SCF, in the Head Start/Preschool Program.

Staff Training:

Provide staff training on Child Abuse and Neglect policy and procedures and State Reporting law during pre-service.

Training will be provided or made available on identification and documenting suspected cases.

Parent Training:

The complete Head Start/Preschool child Abuse and Neglect policy and State Reporting Law will be available to parents. Families will be given information on available medical and community resources in the Social Service Directory.

Parents will be made aware Head Start/Preschool staff person who has been assigned to coordinate child abuse and neglect activities.

Parent Code of Conduct

It is Grand Ronde Head Start/Preschool's policy that the business of the company be conducted according to the highest ethical standards. In support of this policy, a set of ethics and standards of conduct are essential for our program to prosper and receive the desired trust and respect of children, youth and families, employees, the Board of Directors, suppliers, and the community. The underlying principles of these standards are based on courtesy, moral standards, and the law. These principles ensure the continued success and growth of the services and programs provided by Grand Ronde Head Start/Preschool.

All employees and volunteers must abide by the following established standards of conduct. These standards include, but are not limited to:

1. Respect and promote the unique identities of all children, youth and families and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, or sexual orientation.
2. Follow program confidentiality policies concerning information about children, youth, families, and employees.
3. All children and youth must be supervised and not left alone while under the care of Grand Ronde Head Start/Preschool.
4. Positive methods of child guidance shall be utilized. Engaging in corporal punishment, emotional or physical abuse, or humiliation is prohibited; in addition, methods of discipline that involve isolation, the use of food as punishment or reward, and the denial of basic needs are not to be utilized.

The Parent Code of Conduct will include, but not be limited to the following items:

1. Parents will address misbehaviors of their own children attending a program function or classroom in a positive way. No physical or verbal punishment of children is allowed at a program function or classroom. This includes, but is not limited to, striking your child in any way or cursing at your child at a program function or in the classroom.
2. Parents will direct all concerns regarding other children at a Head Start/Preschool function or classroom to program staff immediately. It is never appropriate for a parent to discipline another child at a program function or classroom. It is not the intent of this standard to stop a parent from helping a child who is in immediate danger, but to use common sense in a situation where a child may be at risk of being harmed.
3. Parents will treat program staff members with respect, and follow Grand Ronde Head Start/Preschool policy regarding disagreements or concerns. It is never appropriate for a parent to threaten a staff member in any way.
4. If a parent has a disagreement or problem with another parent at an event or classroom, that problem will be addressed with respect. It is never appropriate for a parent to threaten another parent at an event or classroom.
5. When in the presence of children at an event or classroom, parents will use language appropriate for young children to hear. Cursing/swearing is not allowed. Talk about drug usage is never appropriate.
6. Parents will refrain from smoking during Head Start/Preschool events.
7. To promote a safe, happy environment for our children, parents will address problems with other parents and staff in private, away from children attending a program function in classroom. Quarreling is never allowed in front of children.

8. To ensure the safety and health of all children, all safety rules, including but not limited to, the following will be enforced:
 - a. According to the law, all children will be placed in appropriate vehicle restraints at all times.
 - b. Parents will supply current emergency contact information to staff at all times. It is the parents' responsibility to keep this information accurate, including changes in names, addresses, and phone numbers for themselves and emergency contacts.

In the event of a dispute in regards to discipline due to a child's redirection, a parent may request an informal investigation of the situation.

Failure to comply with the policies outlined herein may lead to a staff member or designated Policy Council representative to approach the parent(s) involved. It is not our wish to exclude or terminate the enrollment of any child or family. If the situation arises, however, that does place staff, children or family members at harm, Grand Ronde Head Start/Preschool reserves the right to re-evaluate the enrollment status of a family if the situation does deem that the appropriate action.

Behavior Policy

Center and Home Based

The Grand Ronde Head Start/Preschool staff has the primary responsibility to ensure the safety of all individuals (children and adults) in the center. Staff will model positive behavior and set the physical environment promoting social competence. When conflict arises, staff will guide the children through a positive way to handle behaviors.

Please be advised that disruptive, aggressive behavior (biting, kicking, punching, swearing, spitting, scratching, bullying/throwing objects) that will cause personal harm to self, others or property is unacceptable.

In cases where persistent unacceptable behaviors occur staff will be required to keep a record of the behavior and how it is/was responded to before, during and after the incident. Parents will be notified of unacceptable behaviors.

All unacceptable behavior will be documented and sent home to the parent.

Sometimes problems or changes at home affect a child's behavior. Please don't hesitate to call if you are aware of changes that may affect your child or see behavioral changes at home.

Individualized Behavior Plan

1. Classroom observations, documentation of unacceptable behaviors, and what guidance techniques the teacher used to interact with the child (quiet area, discussion).
2. Each time there is an incident of unacceptable behavior; parent/guardian will be informed in writing by the staff who witnessed the incident.
3. After three occurrences a phone contact or a home visit with the parent or guardian will be done to discuss the child's behavior by the child's teacher.
4. If the unacceptable behavior continues after the formal contact, a team meeting will be planned. This meeting will include the parents, teachers, Education/Disabilities Coordinator, and other support staff as needed. The meeting will be called to develop a Behavior Support Plan. The parent will be notified by your child's teacher. A plan will be developed with the expectations of the child, teacher and the parents/guardians. If parent does not attend the meeting, they will be asked to keep their child home until the parent meets with the appropriate staff due to safety reasons.
5. If deemed necessary, a specialist will be brought in to support the child, parent and the staff through observations and guidance.

06/17/2008

Health Attendance Policy

One of the problems confronting parents of school aged children is whether or not to send a child to school who is complaining of not feeling well. This policy is provided to parents as a guideline in deciding whether or not to send the child to school

Center Based

Children who may be a health risk to other children should not be sent to the program. Along with individual symptoms, you will need to take into account the general appearance and condition of your child. We encourage you to call and talk with your doctor/nurse on whether or not a child should be seen by their doctor.

Do not send a child if he/she has had the following symptoms within 24 hours

Home Based

Your home visit needs to be canceled if you or your child may be a health risk to others.

Call your home visitor to reschedule your home visit if you or your child has had the following symptoms within 24 hours.

Colds:

A cough producing phlegm or a persistent cough. Also a yellow or green discharge from the nose (this usually indicated an infection and you should see a doctor)

Sore Throat:

Complaints of a sore throat and has no other symptoms may attend school/home visit.

If white spots, red throat or swollen glands can be seen in the back of the throat, or if a fever is present keep child home / cancel home visit.

Rash:

Do not send a child with a rash to school until a doctor/nurse has said that it is safe to do so. A rash may be the first sign of a communicable disease such as chicken pox or scabies. A note from a health care professional stating that the rash is not contagious must be provided.

Home Based- A home visit does not need to be canceled for a diaper rash. We encourage you to call and talk with your doctor/nurse on whether or not a child should be seen by their doctor.

Vomiting / Diarrhea:

A child with no other symptoms of illness (paleness, fever, redness, and quiet, achy, irritable) and who can keep food down may attend school / home visit. A child with other symptoms must be kept home / cancel home visit. If a child appears to have motion sickness, the child will be kept for further observation before being sent home.

Fever:

A child with a fever of 100.0 F or above should not be sent to school / home visit canceled. A fever is a warning that all is not right with the body. Oral temperature taking is most reliable. If taken under the arm, the temperature is usually lower.

Head Lice:

After the family has been treated and all the nits have been removed for the child's hair, the child can return to class / home visit the following day.

Staff will contact parent if any of these conditions are noted during the school day. If your child is not feeling well, he/she generally do not benefit from classroom/ home visit experience. We ask that you spend some time determining if your child should be kept home / home visit rescheduled. If your child was sent home or absent due to illness or other health related problem, our child will not be able to participate in evening events until they are well enough to attend school / home visit.

Disease Exclusion Policy

Disease	Control measures you should take	Allow child to return to the center/ resume home visits
Bacterial Meningitis (also called spinal meningitis)	Temporarily exclude the sick child from the center. Consider prophylactic antibiotics (School kids)	When the Health Department or doctor informs you that it is safe
Chicken Pox	Exclude the sick child from the center	One week after the rash begins, or when all chicken poxes are scabbed over
Diarrhea Disease	Temporarily excluded the sick child from the center	When the child no longer has diarrhea
Recurrent diarrhea diseases	Diagnosis from doctor	Treatment for diagnosed disease
Diphtheria	Temporarily exclude the infected child from the center	When the Health Department or doctor informs you it is safe
Shigella, Campylobacter Salmonella, Giardia	Contact the Health Department or their doctor for advice on testing other ill and well children and staff	When the Health department or doctor informs you it is safe
Head Lice	Temporarily exclude the infected child from the center	Nit free
Hepatitis A	Temporarily exclude the sick child from the center	Two weeks after illness begins
Measles	Temporarily exclude the sick child from the center	Five days after the rash appears
Mumps	Temporarily exclude the sick child from the center	After swelling subsides or nine days after swelling begins
Pertussis (Whooping Cough)	Temporarily exclude the sick child from the center	Four weeks after coughing begins, or five days after medication
Pneumonia	Temporarily exclude the sick child from the center	Doctors note
Rubella	Temporarily exclude the sick child from the center	Five days after rash appears or fever is gone
Scabies	Temporarily exclude the sick child from the center	The day after treatment has begun
Streptococcal Sore Throat (Strep Throat)	Temporarily exclude the sick child from the center	24 hours after antibiotic treatment has begun, and fever is gone and child is no longer feeling ill
Ring Worm	Cover lesion and use antifungal treatment	May come to school with lesion coverer and treated
Herpes Simplex	Exclude until scabbed over.	When dry and scabbed over

	Xorirax ointment can help speed healing. Wash hands often	
Impetigo	Exclude until oral or topical antibiotics has been given for 48 hours. Wash often	After 48 hours of antibiotic, and sores are covered and/or dried (not oozing)
Pink Eye Viral	Temporarily exclude the sick child from the center. Can be contagious for 1 to 2 weeks. Frequent hand washing	Very contagious. May come to school when the Health Department or doctor informs you that it is safe.
Pink Eye Bacterial	Temporarily exclude the sick child from the center. Frequent hand washing	Very contagious. After three days of medication (usually eye drops or eye ointment)
Pinworm	One pill (prescription) taken for treatment. Good hand washing is a must	Can return to center after pill has been taken
Upper Respiratory	Exclude if temperature is over 100.5 degrees, and wash hands after contact. URI spread with direct contact with secretions (runny nose, sneezing, coughing)	When temperature subsides.
Staphylococcus aureus (MRSA Staph)	Temporarily exclude the sick child from the center	May return to the center; by receiving clearance from child's medical provider

Immunization Policy

To Attend Class: Upon enrollment parents must present an immunization history along with registration packet. All children must have had at least one of each of the required immunizations before they can attend class. Any children born in other countries must have a tuberculosis clearance care before attending class. Children with a medical or religious exemption may be exempt from these requirements.

Parent Responsibilities: Parents must keep their children's immunizations up to date. This is a state law aimed at keeping your child from serious diseases. The program should be notified of any immunizations received during the program year. Be sure to include which immunizations they received and the date.

Exclusion: Children who are not up to date in their immunizations by exclusion date (same as public schools) will be excluded from the program. Parents/guardians will receive written notifications or impending exclusions.

Immunization guidelines:

Current CDC guidelines:
Website

If you would like a copy of the current CDC guidelines, contact the Preschool / Head Start (0-5) staff.

Any parent wishing their child to be excluded from any immunizations will have to get a note from their doctor and/or take the online training from the state.

Medication Administration Policy

Prescription Medication:

- Obtain physician's instruction for the medication and a written parent/guardian authorization for all medications administered by the staff.
- The physician's instruction must include:
- Patients name
 - Name of medication
 - Dose (amount)
 - Route of administration
 - Time or frequency the medication is to be given
- All medications will be clearly labeled with the patient's name and the medication name.
- All medications will be stored out of reach of children, and it necessary will be stored under lock and key, and/or refrigerated including those for staff and volunteers.
- Any and all medication administered by staff must be recorded on a Medication Administration Record Form.

Over-the-Counter Medication:

- Obtain physician's instruction for the medication and a written parent/guardian authorization for all medications administered by the staff.
- The physician's instruction must include:
 - Patients name
 - Name of medication
 - Dose (amount)
 - Route of administration
 - Time or frequency the medication is to be given
- All medications will be clearly labeled with the patient's name and the medication name.
- All medications will be stored out of reach of children, and ~~it~~ if necessary will be stored under lock and key, and/or refrigerated including those for staff and volunteers.
- Any and all medication administered by staff must be recorded on a Medication Administration Record Form.

Head Lice Policy

1. All children will be checked for head lice upon returning from the weekend or holiday.
2. If a child is found to have head lice, staff will call his/her family to pick their child up from school (children cannot ride the buses until lice & nit free). Children must be picked up within a half-hour of contact, if not picked up within this time frame a written warning will be issued. If a subsequent warning is necessary the parent will be required to volunteer for double the time that they are late picking up his/her child. Volunteer time may include field trips, literacy night, parent training etc.
3. The family will be given information about head lice and how to get rid of it. We will send the "Letter to Parents about Head Lice" home with all the children that day. Teachers will call housekeeping to treat the classroom.
4. The child can come back to school after he/she has been treated and all nits have removed d(**however, not the same day they were sent home**). When the student is nit free the parent/guardian will need to contact your child's teacher to make arrangements to have a staff member check the child's head (it is the parent's responsibility to remove all nits prior to this check) Even one (1) nit will result in the child being sent home.
5. **A child may be brought in to be checked by staff only once per school day.**
6. If three exclusions occur in 30 days a referral will be made to the Tribal Wellness Program for Tribal children. The students slot will be held for a two-week period, if medical assistance is not received by this time the child's slot will be considered vacant.
7. Absences due to Head Lice are considered unexcused absences.
8. Your child may not participate in any school activity until he/she is cleared to return to school by a staff member.

Travel Policy

Head Start Parents/Policy Council Members

General

The guideline for expenses to qualify for reimbursement is reasonableness, i.e.: What a prudent person would do if they were spending their own money (the most cost effective or efficient method for the Tribe). Reimbursements shall be at the most economical cost determined by comparing all alternatives (e.g., air versus ground).

This policy applies to all Head Start parents/Policy Council members traveling to attend seminars, conferences, educational programs or to attend to Tribal business for the benefit of the Tribe. The traveler may submit a request for a travel advance or reimbursement in accordance with this policy. This policy shall apply to all travel, including local, out of town and out of state travel.

The Head Start Director is responsible for determining and authorizing the need for, and the method of travel and the appropriateness of expenses incurred for their respective areas. Travel advances and travel reimbursements are governed by this policy. All out of state travel must be authorized within the tribally structured chain of command.

Conduct

While on School business, individuals shall:

Provide proof of attendance at all meetings or proceedings that the individual is authorized to attend to the Head Start Director. Proof will include copy of certificate of attendance, copy of agenda and/or other relevant material.

Provide a written report to the appropriate the Head Start Director within five (5) working days and give an oral report to Policy Council at the following Policy Council meeting.

Be responsible for turning in all necessary forms (taxi receipts, parking receipts, and Hotel invoices ect.) along with their actual travel form within five (5) working days to Administrative Assistant.

Not consume intoxicants which would impair an individual's ability to represent the Preschool/Tribe, or which would reflect discredit or embarrassment on the Tribe.

Not use illegal drugs or barbiturates. Any individual under a doctor's care and using mood altering prescription drugs must provide written notice from the treating physician of the individual's ability to travel, to the Director

Not engage in social activities that cause embarrassment to the Preschool/Tribe.

Not allow immediate family or friends to travel at School expense.

Dress and conduct one's self in a manner that will bring respect and honor to the School/Tribe.

Mileage for School Business

Mileage will be paid at the established Tribal rate.

When the traveler chooses to use a personally owned vehicle (POV) for and out-of-town or out-of-state trip and the commercial carrier is the most cost effective, the mileage will be reimbursed based on the most cost effective mode of travel. The cost of airline ticket and ground transportation shall be used for comparison purposes.

When two or more individuals using the same vehicle are attending the same function, mileage will be paid to the driver only. Economic feasibility, based on location, should be considered.

Liability

The Tribe may pay only those authorized expenses essential to the transaction of official business, which include: (a) Transportation; (b) Meals

The traveler is responsible for expenses over reimbursement limits or not prudent.

The Tribe will not pay for excess costs resulting from circuitous routes, delays, luxury accommodations or services unnecessary or unjustified while performing official business. If the person does not travel by the method of transportation required by the Tribe, any additional expenses incurred are the responsibility of the individual.

Unless otherwise authorized, reimbursement will be limited to the cost of travel by a direct route on an uninterrupted basis.

The Tribe may disallow reimbursement claims if the individual does not: a) provide approved itemization of expenses; b) provide receipts or other documentation to support the reimbursement; or c) provide justification for an unauthorized expense.

Any promotional benefits or material received from any source in connection with official travel are considered property of the Tribe. The individual must accept and forward to the Tribe the benefits or materials received on behalf of the Tribe.

Implementation and Interpretation

Any questions regarding the intent or application of this policy should be directed to the Finance Officer, who is delegated the responsibility for interpreting and implementing this policy.

Amendments and Changes

1. The Council may approve additions or amendments to these policies.
2. This policy shall become effective upon approval of the Policy Council, and shall rescind and repeal all prior Travel policies. These policies shall remain in effect until rescinded, revised or amended by the Policy Council.
3. Any person affected by these policies may suggest a change, amendment, or revision. Any suggestions must be submitted in writing to the Finance Officer for consideration.

Procedures

The most cost effective, efficient method of travel, for the Tribe, will be used as a basis for determining the reimbursement of travel expenses. It is the employee's responsibility to report his/her actual travel expenses in a reasonable and ethical manner and in accordance with these procedures.

Non-Local Travel

Non-local travel is any travel in excess of thirty (30) miles from the Tribal headquarters with a trip more than (12) hours in duration. All non-local travel expense reimbursements are requested on the travel request and travel voucher forms. All non-local travel shall be processed through and arranged by the Travel Coordinator. Travel requests should be submitted to the Travel Coordinator along with appropriate documentation that clearly indicates: a) business purpose of the trip; b) date and time of meeting/conference; c) location; d) agenda of meeting/conference, at least (2) weeks prior to the scheduled event.

The Education Division Manager will determine whether it is more cost-effective for an employee to stay overnight or to commute on a daily basis when they are required to attend to Tribal business that lasts more than (1) day.

All out of state travel must be approved and authorized within the tribally structured chain of command.

Completed Actual Travel forms must be submitted to the Accounts Receivable Specialist in Finance within (5) days of the conclusion of the trip.

When combining official school business travel with personal travel, the Tribe will only pay for or reimburse costs directly associated with the official school business.

Business Related Expenses

Only business related expenses such as: telephone calls, e-mails, and faxes are eligible for reimbursement. Receipts are required for reimbursement. Travelers are allowed up to \$5.00 for personal calls upon arrival at their destination.

Travel Day

When official school business requires a parent to stay overnight, the travel day will typically be the day before and the day after the official school business. When the most cost effective mode of transportation is air travel and the official school business starts after 12:00pm or ends at or before 12:00pm on the same day as the official school business, that day will be considered the travel day. Travel to and from airports will also be taken into consideration when determining travel days.

Air Travel

The Tribe will reimburse for coach class air travel. Travelers desiring to upgrade their accommodations are required to pay for the cost upgrade. It is the responsibility of the traveler to pay for the replacement cost of lost or stolen airline tickets.

All arrangements for air travel shall be made through the Travel Coordinator. Exceptions to this policy require approval by the ECE Program Manager and must be due to extenuating circumstances. The traveler is required to document the selection of the most cost effective mode of travel.

Ground Transportation

When a traveler is using a personally owned or leased vehicle, they will be eligible to claim local mileage between the place of departure and the destination of the official school business. Only expenses for parking and local mileage are eligible for reimbursement.

When personal time is combined with official school business, travel, parking, and local mileage will be reimburse for actual business only. Additional parking and mileage expenses are not reimbursable.

When a traveler reaches their destination and additional ground transportation is required, they must select the mode of transportation that is the most cost effective to the Tribe. Travelers should use courtesy shuttles or airport shuttles, whenever possible.

Taxi cabs are permitted only if: 1) a courtesy shuttle is not available; 2) an airport shuttle bus is not available; 3) a restaurant is not available at the hotel accommodations; 4) taxi fare is less than shuttle fare; or 5) emergency situation.

Rental cars are permitted if: official business requires frequent travel at destination (documentation required), taxi cabs are not readily available at the destination, or it can be shown to be cost effective to the Tribe (provide documentation). Rental cars must be approved and authorized, in advance, by the appropriate managers.

The Tribal insurance coverage of its employees includes coverage for rental cars. When parents obtain a rental car they should list the Confederated Tribes of Grand Ronde as the insured, not themselves. If a parent purchases additional insurance it will be the parent's responsibility to pay for the cost of the additional coverage. The only exceptions to this policy are Mexico and Hawaii. Parents traveling to these locations should purchase the additional insurance.

Personal business is not allowed while using a rental vehicle or a tribally owned or leased vehicle.

Change in Travel Status

Costs incurred due to changes while in travel status shall not be reimbursed unless approved by the appropriate Division Manager, General Manager, Finance Officer, or Tribal Council. The Travel Coordinator will not make changes to approved travel unless authorized. Changes in costs due to an emergency are reimbursable.

For purposes of the policy "emergency" shall be defined as an incident which places the individual in immediate harm, medical incident, the death or serious illness of a family member, hospitalization, inclement weather conditions, flight cancellations beyond the control of the traveler, or an accident not caused by the individual.

Reimbursement

Parents shall not receive travel reimbursement from more than one source. The Travel Advance form shall require the traveler to certify whether they have or will be reimbursed for the travel costs from any other source. If funding is received from another source, the individual shall surrender the payment directly to the Tribe. Failure to submit payment shall result in denial of travel advance or reimbursement requests until such time as the amount is paid in full.

If a reimbursement is owed to the Tribe by a traveler and the amount is not submitted with the actual travel form, the amount owed to the Tribe will offset in full against any amount owed to the individual by the Tribe. Any amount owed to the Tribe as a result of a trip and not paid within (5) working days will be deducted from any reimbursement due to the traveler.

Travelers returning early from official school business are required to reimburse the Tribe any excess advance amounts resulting from returning early. The reimbursement shall be sent to the Accounts Receivable Specialist in Finance within five (5) working days of their return.

For any travel that is approved and arranged and not taken, the full amount of the travel shall be refunded immediately to Finance.

PROGRAM GOVERNANCE
Internal Dispute Resolution

Policy : Internal Dispute Resolution	Effective Date:
Relates to 45 CFR 1304.50(h)	Date: 06/05/02; 12/07 /05
Education Manager Approval	Policy Council Approval
Date: 04/09/02; 12/07/05	Date: 04/09/02; 12/07 /05
Head Start Director Approval	Tribal Council Approval
Date: 04/09/02; 12/07 /05	Date: 06/05/02; 12/07 /05

SUBJECT: Internal dispute resolution.

PERFORMANCE OBJECTIVE: The Grand Ronde Head Start/Preschool Program (Program), the Head Start Policy Council (Policy Council), and the Confederated Tribes of Grand Ronde Tribal Council (Tribal Council) shall jointly establish written procedures for resolving internal disputes.

OPERATIONAL PROCEDURES:

Grievance and Dispute Resolution:

The grievance and dispute procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority, with the least possible amount of program disturbance.

A grievance or dispute complaint is a complaint alleging the Head Start Regulations or Policies and Procedures were: (1) not followed, (2) administered in a discriminatory fashion, or (3) administered in an arbitrary and capricious fashion.

The three (3) procedures provided in Sections I, II, and III below will govern the resolution of a grievance and/or dispute complaint, depending on the person(s) with whom the complaint involves.

Situations may arise that are not covered by any existing policy and/or procedure but appears to merit action. These situations will be addressed, in most instances, by the development of new policies and procedures that apply to the specified situation(s) in the future.

The following will be used as guidelines for all complaints:

- a) Information submitted in writing shall be signed and dated;
- b) No anonymous complaints will be accepted or considered;
- c) Witnesses may be called upon to testify at the discretion of the parties involved;

- d) If a party decides to call upon a witness to testify, written notification must be provided to all parties involved at least three (3) days in advance. A witness will not be allowed to appear or provide testimony if prior notification to all parties is not provided as required herein. Notification shall contain the following information: (1) witness' name, address, and telephone number, (2) summary of the witness' anticipated testimony, (3) an explanation of the reason for calling upon the witness;
- e) Copies of all supporting information concerning the grievance must be provided to all parties at least 24 hours in advance;
- f) The content of all meetings, communications and documents must be kept
- g) Confidential;
- h) Mediators or other neutral parties may be asked to assist in resolving grievances or disputes anytime after the informal discussion process;
- i) Efforts shall be made to keep grievances and disputes local, involving as few people or groups as possible;
- j) Grievances or disputes alleging criminal acts or immediate danger to children or staff shall be dealt with immediately by the Program, parents and/or other authorities as appropriate or required by law.

Once a complainant has taken a grievance or dispute through the steps of the appropriate procedure provided below, the grievance or dispute, either in content or intent, may not be returned to a lower level of the procedure and initiated again.

Impasse Resolution:

An impasse occurs when an issue or action is raised which requires the approval of the Policy Council and the Tribal Council and the Policy Council and Tribal Council are in disagreement over the issue or action.

The procedure provided in Section IV below will govern the resolution of an impasse between the Policy Council and the Tribal Council.

I Grievance and Dispute Procedure: Complaints involving employees of the Head Start/Preschool Program

- 1. Before a grievance or dispute can be filed by a complainant, direct informal discussion must take place between the complainant and the person(s) with whom the complaint involves. There must be more than one direct contact attempt to resolve the problem or conflict between the complainant and the person(s) with whom the complaint involves. All parties involved should note the date, time and outcome(s) of the informal discussions.

2. Failing to come to final resolution at that level (1. above) informal discussion with the complainant, the immediate supervisor and the person(s) with whom the complaint involves must take place in an attempt to resolve the grievance or dispute.
3. If the informal discussion process (1. and 2. above) fails, a complainant may prepare a written complaint and deliver it to the person(s) with whom the complaint involves with an exact copy delivered to the supervisor. The person(s) with whom the complaint involves will have five (5) working days to respond to the complaint in writing.
4. If the complaint is not resolved, or if no action occurs within five (5) working days of receipt of complaint, the complainant may present the complaint to the supervisor within five (5) working days, requesting resolution of the matter. The supervisor then has five (5) working days to schedule a meeting with the complainant and the person(s) with whom the complaint involves. The meeting must be held within ten (10) working days of the receipt of the complaint from the complainant and a recommendation by the supervisor must be made within five (5) working days of the scheduled meeting.
5. If the complaint is not resolved, or if no action occurs within five (5) working days of receipt of complaint by the supervisor, the complainant may present the complaint to the Head Start Director within five (5) working days. The Director then has five (5) working days to schedule a meeting with the complainant and the person(s) with whom the complaint involves. The meeting must be held within ten (10) working days of the receipt of the complaint from the complainant and a recommendation by the Director must be made within five (5) working days of the scheduled meeting.
6. If the complaint is not resolved, or if no action occurs within five (5) working days of issuance of the recommendation by the Director, the complainant may present the complaint to the Head Start Policy Council's established Grievance Committee (Committee) within five (5) working days. The Committee has five (5) working days to schedule a meeting with the complainant and the person(s) with whom the complaint involves. The meeting must be held within ten (10) working days of receipt of the complaint from the complainant and a written decision by the Committee must be made with five (5) working days of the scheduled meeting. The Committee shall provide a determination of: 1) whether the procedure was properly followed, and 2) action to be taken, if any. The Committee's decision is final.

II. Grievance and Dispute Procedures: Complaints involving the Head Start Director or Education Department Manager

1. Before a grievance or dispute can be filed by a complainant, direct informal discussion must take place between the complainant and the Director or Manager with whom the complaint involves. There must be more than one direct contact attempt to resolve the problem or conflict between the complainant and the Director or Manager with whom the

complainant involves. All parties involved should note the date, time and outcome(s) of the informal discussions.

2. Failing to come to final resolution at that level (1. above), informal discussion with the complainant the Policy Council Grievance Committee and the Director or Manager with whom the complaint involves must take place an attempt to resolve the grievance or dispute.
3. If the informal discussion process (1.and 2. above) fails, a complainant may prepare a written complaint and deliver it to the Director or Manager with whom the complaint involves with an exact copy delivered to the Policy Council Grievance Committee. The Director or Manager with whom the complaint involves will have five (5) working days to respond to the complaint in writing and another meeting must take place within five (5) working days in an attempt to resolve the complaint.
4. If the complaint is not resolved, or if no action occurs within five (5) working days of receipt of complaint, the complainant may present the complaint to the Policy Council Grievance Committee with five (5) working days requesting resolution of the matter. The Committee then has five (5) working days to schedule a meeting with the complainant and the Director or Manager with whom the complaint involves. The meeting must be held within ten (10) working days of the receipt of the complaint from the complainant and a written decision by the Committee must be made within five (5) working days of the scheduled meeting. The Committee shall provide a determination of: 1) whether the procedure was properly followed, and 2) action to be taken, if any. The Committee's decision is final.

III Grievance and Dispute Procedure: Complaints involving members of the Policy Council

1. Before a grievance or dispute can be filed by a complainant, direct informal discussion must take place between the complainant and the member(s) of the Policy Council with whom the complaint involves. There must be more than one direct contact attempt to resolve the problem or conflict between the complainant and the member(s) of the Policy Council with whom the complaint involves. All parties involved should note the date, time and outcome(s) of the informal discussions.
2. Failing to come to final resolution at that level (1. above), informal discussion with the complainant, at least one member of the Tribal Council's Education Committee and the member(s) of the Policy Council with whom the complaint involves, must take place in an attempt to resolve the grievance or dispute.
3. If the informal discussion process (1. and 2. above) fails, a complainant may prepare a written complaint and deliver it to the member(s) of the Policy Council with whom the complaint involves with an exact copy delivered to the Tribal Council Education Committee. The member(s) of the Policy Council with whom the complaint involves will

have five (5) working days to respond to the complaint in writing and another meeting must take place within five (5) working days in an attempt to resolve the complaint.

4. If the complaint is not resolved, or if no action occurs within five (5) working days of receipt of complaint, the complainant may present the complaint to the Tribal Council's Education Committee within five (5) working days. The Tribal Council's Education Committee has five (5) working days to schedule a meeting with complainant and the member(s) of the Policy Council within whom the complaint involves. The meeting must be held within ten (10) working days of the receipt of the complaint from the complainant and a written decision by the Tribal Council's Education Committee must be made within five (5) days of the scheduled meeting. The Tribal Council's Education Committee shall provide a determination of: 1) whether the procedure was properly followed, and 2) action to be taken, if any. The Tribal Council's Education Committee decision is final.

IV Impasse Procedure: Disagreements between Policy Council and Tribal Council

1. When an impasse occurs, direct informal discussion must take place between the Policy Council and the Tribal Council. Each party should note the date, time and outcome(s) of the informal discussion.
2. Failing to come to final resolution at that level (1. above), informal discussion with the Policy Council, the Tribal Council and at least one member of the Education Committee must take place in an attempt to resolve the impasse.
3. If the informal discussion process (1. and 2. above) fails, the impasse must be presented at the next meeting of the Education Committee. The Tribal Council Education Committee must decide the impasse and such decision must be recorded in writing either within the Committee's minutes or in a separate written decision. The Education Committee decision is final.

Severe Behavior Exclusion Policy

We believe that all children need to be treated with respect and dignity, and need a safe environment in which to play and learn. The teachers use positive guidance techniques and developmentally appropriate practice in guiding and managing children's behaviors. Undesirable behaviors are often considered typical part of growing up. However, if a child is displaying severe behavior that is consistently causing physical injury or mental harm, additional steps may need to be taken. Severe behavior is defined as, but not limited to the following:

- **Physical aggression:** Hitting, biting, kicking, scratching, pushing, pinching, or throwing objects resulting in, or intended to result in, physical injury requiring first aid or physical damage to school facilities.
- **Swearing or use of inappropriate language**
- **Violent threats** Shooting, stabbing, killing, describing infliction of physical harm to another.

In the event of severe behavior the following steps will be used as a guideline:

Step 1: If a child has displayed severe behavior, the parent will be informed either at the time of pick-up or by telephone. An incident report will be written for all parties involved.

Step 2: If the child has displayed severe behavior a second time, parents will be asked to attend a team meeting, consisting of parents, teachers, central staff members, coordinators, and program consultants if needed. The team will develop an individualized behavior plan to reinforce acceptable behavior. Based on the severity of the injury, your child may not be able to attend the program until the meeting has taken place.

Step 3: If the child continues to display severe behavior, parents will be asked to attend another team meeting. The team will review and/or modify the behavior plan, discuss additional strategies and identify additional resources and supports available to the family. Based on the severity of the injury, your child may not be able to attend the program until the meeting has taken place.

Step 4: If the strategies and supports do not yield observable improvements within a reasonable timeline, a management team meeting will be conducted to review the case. If it's determined that the child continues to exhibit behavior that is a direct threat to him/herself or others, or the parents refuse services, or the services and strategies are not effective, the program may explore other options that would better meet the child's needs including a modified school schedule, placement in another school setting, or permanent exclusion from the program.

Temporary exclusion due to a behavior related incident

Rarely, a child may engage in behavior that poses a significant physical and or mental risk to self or others, that the team may consider sending the child home. This will only be done with prior approval from the Program Director/Disabilities Coordinator/Education Coordinator. If child is temporarily excluded for a behavior related incident, he/she will not be allowed to attend any evening activities at the school that day.

We reserve the right to decide consequences on a case-by-case basis with the understanding that we want to be sensitive to the needs and circumstances of all of the families involved.

To insure the success of all children, it's important that staff and parents work together closely as a team. Staff members are committed to working with families to identify and provide supports and resources to children. Parent participation and cooperation is an essential part of the process for reducing the chances of repeated incidents. Parental failure to participate fully in the child's behavior plan and/or parental refusal of services may result in permanent exclusion from the program.

Volunteer Policy

Parents, family or community members regularly volunteering 3 days per week will go to Human Resources and submit to a back ground check, UA and fingerprinting. The volunteer will not be able to participate until Human Resources notify the program that they are clear to work.

Additional requirements: Program orientation, first aid, food handlers, and TB test.

Parents, family or community members regularly volunteering 1-2 days per week must participate in the program orientation.