

STANDARDS OF CONDUCT

Early Head Start & Head Start Program Performance Standard: 1302.90 (c)

PURPOSE:

The Standard of Conduct provides guidelines governing conduct and discipline in Head Start. This comprehensive document addresses the rights and responsibilities of children, parents, staff, volunteers, consultants and contractors, as well as the consequences of unacceptable behavior.

SHORE UP! is committed to maintaining a safe and effective learning environment in its centers. Children, parents, staff, volunteers, consultants and contractors have rights and responsibilities which must be understood in order to ensure such conditions.

POLICY:

SHORE UP! Inc. must implement positive strategies to ensure that all staff, consultants, contractors and volunteers do not maltreat or endanger the health or safety of children.

REQUIREMENTS:

When providing care for children enrolled in the Early Head Start/ Head Start Program (0-5 yrs old), staff, consultants, contractors and volunteers:

- I. Implement positive strategies to support children's well-being, and prevent and address challenging behavior.
- II. Refrain from maltreatment or endangering the health or safety of children, including, at a minimum, they must not:
 - a) Use corporal punishment;
 - b) Use isolation to discipline a child;
 - c) Bind or tie a child to restrict movement, or tape a child's mouth;
 - d) Use or withhold food as a punishment or reward;
 - e) Use toilet learning/training methods that punish, demean or humiliate a child;
 - f) Use any form of emotional abuse, including public/private humiliation, rejecting, terrorizing, ignoring or corrupting a child;
 - g) Physically abuse a child;

- h) Use any form of verbal abuse, including profanity, sarcastic language, threats or derogatory remarks about the child or child’s family; or
 - i) Use physical activity or outdoor time as a punishment or reward.
- III. Respect and promote the unique identity of each child and family, and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation or family composition.
- IV. Comply with program confidentiality policies concerning personally identifiable information about children, families and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state and tribal laws.
- V. Ensure no child is left alone or unsupervised while under their care.

PROCEDURES:

- I. Included in the contractual agreement, MOU, etc., each staff member, volunteer, consultant and contractor will sign an agreement to comply with all of the Standard of Conduct steps applicable to federal, state and tribal laws.
- II. Each staff member will sign an Acknowledgement of Standard of Conduct Policy & Procedures upon completion of staff orientation held at the time of employment and orientation training, which takes place annually during the last week of August. This signed document is evidence that the training was conducted.
- III. Professional development training will be held at new staff orientation, pre-service, and refreshers throughout the year to address issues surrounding challenging behaviors. All staff will receive the Standard of Conduct Policy and Procedures annually, and will sign the acknowledgment form stating they have received, understand, and will abide by the policy.
 - a. New Staff orientation will be completed within SHORE UP! Agency orientation
 - b. Site Coordinator will ensure that all returning staff will receive training during pre-service.

VIOLATION

Failure to comply with the above statements will result in immediate disciplinary action; up to and including termination of employment or contract for services.

Board Approval: _____

Policy Council Approval: _____