

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: 1302.90 Personnel Policies

Subject: Code of Conduct/Ethics and Classroom Conduct

Policy:

Head Start/Early Head Start staff, consultants, bus drivers, and regular volunteers will sign and abide by the Head Start/Early Head Start Standard of Conduct/Ethics.

Procedure:

Staff, consultants, bus drivers, and regular volunteers will adhere to the following:

1. Respect and promote the unique identity of each child and family.
2. Refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, or any other protected category identified in Title VII of the Civil Rights Act of 1964 amended.
3. Follow the programs confidentiality policies concerning information about children, families, and other staff members.
4. Ensure no child is left alone or unsupervised.
5. Use positive methods of child guidance.
6. Employ methods of discipline which do not involve isolation.
7. Ensure that food will not be used as punishment or reward.
8. Ensure a child is not denied the basic needs (food, water, and the use of the bathroom).
9. Ensure that no employee will solicit or accept personal gratuities, favors, or anything of significant value.
10. Any employee violating this policy is subject to disciplinary actions up to and including termination.

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11. Consultants and regular volunteers that violate this policy will not be allowed to participate in the Head Start/Early Head Start program.