

Lincoln Hills Development Corporation Head Start Birth – 5 **Head Start Standards of Conduct**

A. Head Start Birth-5 Staff (Responsibilities):

1. Standards of Conduct:

All staff, consultants, contractors, and volunteers must abide by the standards of conduct. These standards include:

- a. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
- b. Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 1. Use corporal punishment;
 2. Use isolation to discipline a child;
 3. Bind or tie a child to restrict movement or tape a child's mouth;
 4. Use or withhold food as a punishment or reward;
 5. Use toilet learning/training methods that punish, demean, or humiliate a child;
 6. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 7. Physically abuse a child;
 8. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 9. Use physical activity or outdoor time as punishment or reward;
- c. Ensure staff, consultants, contractors, and volunteers 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;
- d. Require staff, consultants, contractors, and volunteers to 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, local, and tribal laws; and;
- e. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

2. Communication with dual language learners and their families:

- a) The program must ensure staff and program consultants or contractors are familiar with the ethnic backgrounds and heritages of families in the program and are able to serve and effectively communicate, either directly or through interpretation and translation, with children who are dual language learners and to the extent feasible, with families with limited English proficiency.
- b) If a majority of children in a class or home-based program speak the same language, at least one class staff member or home visitor must speak such language.