

**Lincoln Hills Development Corporation Head Start Birth – 5**  
**Head Start Standards of Conduct Application/Interview Process**

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

1. Standards of Conduct:

Head Start Birth-5 ensures all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:

1. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior.
2. Ensure staff, consultants, contractors, and volunteers do not engage in behaviors that maltreat or endanger the health or safety of children, including, at a minimum,
  - Corporal punishment or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging.
  - Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities.
  - Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self-worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and
  - Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment.
3. Ensure staff, consultants, contractors, and volunteers report reasonably suspected or known incidents of child abuse and neglect, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note) and in compliance with Federal, State, local, and Tribal laws.
4. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each individual and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition, and child and family
5. 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,
6. Ensure no child is left alone or unsupervised.

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.

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

     **Application and Interview**

I acknowledge I have read and agree to abide by the Head Start Standards of Conduct if an offer of employment is extended to me. \_\_\_\_\_ (Initials)

     **Onboarding**

I hereby acknowledge receipt of the Head Start Standards of Conduct and the Head Start Standards of Conduct Training at Onboarding. \_\_\_\_\_ (Initials)

     **Annual Training**

I also acknowledge I have read and agree to abide by the Head Start Standards of Conduct and consult my supervisor regarding any questions regarding the Standards. \_\_\_\_\_ (Initials)

     **Coaching**

I also acknowledge I have read and agree to abide by the Head Start Standards of Conduct and consult my supervisor regarding any questions regarding the Standards. \_\_\_\_\_ (Initials)

**Additionally**, I understand that the penalty for violation of the Head Start Standards of Conduct is disciplinary action up to and including termination as specified in the Discipline and Termination Section of the LHDC Employee Handbook.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name: Printed or Typed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trainer's Signature

\_\_\_\_\_  
Trainer's Name Printed or Typed