

 <b>Policy #:</b> Administration 1.2	<b>Effective Date:</b> 09/2009	<b>Page #:</b>
<b>Ref #:</b> TNL: 1240-4-3.09-5 Oct. 2008	<b>Policy Council Approval Date:</b> 09/2009	<b>Revision Date:</b> 07/2009

**POLICY: DISCIPLINE AND MANAGEMENT TECHNIQUES**

**PERFORMANCE OBJECTIVE:** You are helping to program children for success or failure. Whatever he/she becomes - or fails to become, whether he/she is happy - or whether he/she is miserable, can be the result of the training, guidance, and influence you give.

A child’s attitude toward her or himself has a direct bearing on how he/she lives all parts of his/her life. Self-esteem is the mainspring that slates every child for success or failure as a human being.

The following are ways to enhance the quality of classroom time and child care, while enhancing the child’s self-esteem. The two policies are requirements of Douglas Cherokee Economic Authority Head Start/Early Head Start (DCEAHS/EHS), and will be strictly enforced. Failure to comply with these policies will result in disciplinary action (to include termination).

**PROCEDURE:**

**Policy I**

1. Do not discuss weaknesses a child may have in front of other children or in front of the child. Children have “large ears”, even if they seem not to be listening or paying attention. Any discussion of this nature is to be for the benefit of the child (developing individual lesson plans, referrals, staffing), not for making others aware, general conversation, or passing information along.
2. Do not make remarks concerning a child’s parents. Others may easily overhear. This can be harmful to a child and to a child’s parents. Our goal is to encourage overall competency, not to harm or hinder those we seek to help.
3. Do not pamper a child because that child is small, has a disability, or disadvantaged. We are responsible for encouraging self-sufficiency, independence and responsibility. If a child is pampered or made to feel different, we are a hindrance, not an asset to the child.
4. Voice tone and volume should be pleasant and moderate at all times. Loud and angry voices do not encourage good self-esteem, but promote a feeling of unworthiness and frustration. Therefore, loud, screaming, yelling, or harsh voices will not be tolerated. Children should enjoy conversation time many times during the Head Start/Early Head Start day. Conversations should be shared during meals, free play, outdoor play, and on the bus. Adult

conversations should not dominate the day while children are present. For example: during a meal children should be encouraged to discuss the food, their day or anything of interest and never be told to be quiet or hush when conversation should be encouraged.

Since the previously mentioned policies are important in developing a positive self-concept, violation of these policies will be deemed inappropriate behavior and disciplinary action will be taken (to include termination).

## **Policy II**

1. Corporal punishment is not allowed and will not be tolerated in the DCEAHS/EHS Program. This is defined as the use of physical force as disciplinary measure and includes, but is not limited to: spanking, slapping, pulling of hair, pinching, etc. (OHD/OCD Instruction #33).
2. Isolation of a child for disciplinary reasons, punishment or a management technique is not allowed and will not be tolerated in the DCEAHS/EHS Program. Isolation refers to separating the child from normal association with classroom activities (OHD/OCD Instruction #33). If it is necessary to separate a child from a group, constant and close adult supervision must be maintained and the period of time must be minimal. Watching a child from the doorway or window is not close supervision. An adult must be within arms reach of the child at all times. No child will be left outside the classroom unattended. A child can quickly disappear and could be easily kidnapped, injured or even killed.
3. Field trips are an essential and rewarding experience in a Head Start child's life. Lax supervision can be detrimental to a child's well-being and safety. It is required that constant, alert supervision and "head counts" be provided by all staff to ensure each child returns home safely. A child left behind may become frightened, lost, kidnapped, injured or lose his/her life. You, as a Head Start employee and caretaker of these children, are responsible for the safety and safe return of each child. Use of reliable parent volunteers as chaperons on Field Trips provides for more assistance. According to DHS Licensing Requirements for multi-age grouping of 3, 4, and 5 year olds the adult/child ratio of 1:13 must be doubled. **EHS:** Infants and toddlers will not go on field trips. EHS students 36 months and older may join in on HS field trips if accompanied by a parent as part of their transition process.
4. The young children we serve tire easily and may go to sleep on the bus. It is therefore necessary for each seat to be checked to ensure that no child is left on the bus. A child could easily become ill if left on the bus for an extended period of time. It is the responsibility of those in charge of transporting children to ensure that each child safely departs the bus (Bus Driver and Monitor; See Transportation 8.11 Arrival/Departure Policy & Procedures).
5. Loading and unloading the Head Start bus should be supervised continuously. A small preschool child is difficult to see and could easily be run over by an oncoming vehicle or by the Head Start bus. All children will be supervised getting on and off the bus and "handed" to the child's parent or guardian.
6. HS/EHS is responsible for the safe return of each child to his/her parent or guardian. It cannot be assumed that someone is home. Leaving a child unattended at home could be frightening and detrimental to a child's well-being. It is therefore essential that the

previously stated policy of "handing" a child to the adult be followed. This will assure that each child is safely returned home to the care of his/her parents or guardian.

Failure to comply with the previously stated policies will result in immediate suspension and recommendation of termination being made to the Personnel Committee of Policy Council. It will be the responsibility of each HS/EHS employee to report any violation of the above policies. Failure to do so will result in disciplinary action.