

DOUGLAS CHEROKEE HEAD START/EARLY HEAD START

Standard of Conduct

All staff, consultants, and volunteers must abide by the Douglas Cherokee Head Start/Early Head Start standards of conduct during all times while working or contracting services for the program.

Knowledge

All employees, volunteers, and consultants agree to have a basic knowledge of performance standards and the policies and procedures implemented by the program and verbalize the program philosophy.

Employees, volunteers, and consultants also agree to have knowledge of the ethnic and cultural backgrounds of families served.

Responsibility of Employee

Must not solicit or accept personal gratuities, favors or anything of significant monetary value from vendors, contractors, or potential contractors.

Respect and promote the unique identity of each child and family served in the Douglas Cherokee Head Start/Early Head Start Program

Refrain from stereotyping any child or family member based on gender, race, ethnicity, culture, religion, or disability.

Agree to follow the program's confidentiality policy at all times and refrain from any type of "gossip" concerning children, families, and Head Start/Early Head Start employees.

At no time will staff leave a child alone or unsupervised while assisting with the care of the child or supervising children.

Agree to use positive methods of child guidance and not engage in any type of corporal punishment. This includes but is not limited to emotional or physical abuse, humiliation, or isolation. This includes never using food as any type of punishment or reward.

Never refuse a child the opportunity to fulfill a basic need.

Consequences for Violating the Standard of Conduct

Failure to abide by the Douglas Cherokee Head Start/Early Head Start standards of conduct will result in disciplinary action. This action will be consistent with the seriousness of the violation and will follow the disciplinary action policy in Section 17 of the Personnel Policies. Disciplinary action can begin at any step in the procedure if the Executive Director feels that the nature of the violation justifies a change from the normal disciplinary procedures.

Signature

Date

Position