

USD 418 Early Childhood Program Standards of Conduct

All staff, consultants, contractors, and volunteers will abide by the program's standards of conduct that:

1. Implement positive strategies to support children's well-being and prevent and address challenging behavior;
2. Do not maltreat or endanger the health or safety of children, including, at a minimum, that staff **must not**:
 - a. Use corporal punishment
 - b. Use isolation to discipline a child
 - c. Bind or tie a child to restrict movement or tape a child's mouth
 - d. Use or withhold food as a punishment or reward
 - e. Use toilet learning/training methods that punish, demean, or humiliate a child
 - f. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child
 - g. Physically abuse a child
 - h. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family
 - i. Use physical activity or outdoor time as a punishment or reward
 - j. Speak loudly to children when angry
3. 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.
4. Comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in federal, state, local, and tribal laws.
5. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.
6. Staff will not release children from the classroom or bus to anyone other than the authorized parent, guardian, or other adult authorized in writing by the parent or guardian. Prior notification must be received from the parent that an alternate

authorized adult will be picking up the child. If staff do not know the authorized adult on the release list, staff will require the person to provide a photo identification to establish their identity prior to the child's release.

7. Staff is required to abide by all policies, including federal and state laws, relating to identifying documenting, and reporting child abuse and attend training on the subject, as instructed by the supervisor.
8. Staff will assume the obligation to maintain confidentiality, even after the end of the contract with the program. All information including records, written and verbal communication about children, their families, and/or staff may not be discussed outside of the Early Childhood Program, and it may not be discussed with parties that do not have involvement in the situation. Information shared between staff or council members about a particular child or family will be shared on a need to know basis only. Any breach of this confidentiality policy may result in formal reprimand and could result in termination of my position.

Interventions or possible disciplinary actions to address non-compliances regarding the standards of conduct will be addressed on a case by case basis. The director and other necessary personnel will work together to investigate and determine appropriate steps to take.

Interventions or possible disciplinary actions may include but are not limited to:

- informal coaching conversation: review area of non-compliance and what the expectations are.
- Summary of contact conversation: formal documented conversation.
- Letter of Reprimand
- Action Plan
- Suspension with or without pay
- Termination

Non-compliances of the standard of conduct involving student safety will be reported to the regional office.

By signing this document I am stating that I have received and read this Early Childhood personnel policy 1302.90. I understand this policy and by signing this statement, I declare that I will follow this policy for the complete term of my employment with the Early Childhood Program. If it is declared that I am not following this policy as written I understand that disciplinary actions may occur, including termination.

MCPHERSON

PUBLIC SCHOOLS

**MCPHERSON AND MARION COUNTY
EARLY CHILDHOOD PROGRAM**

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Ph: 620-241-9590
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Print Name: _____

Signature: _____

Date: _____