

Policy Number: PER 002	Title: Standard of Conduct
Performance Standard: 1302.90(c)	Original Date: 1/2007
	Policy Council Approval/Revision: 1/2007 1/2018,5/23 BOE Approval: 2/2018,4/23,5/23

Policy: *Standards of conduct*-All staff, consultants, contractors, and volunteers will abide by the standards of conduct as outlined in the Head Start Performance Standards.

Procedure:

1. The Standard of Conduct will be reviewed and signed by staff on an annual basis.
2. For new staff members that start during the school year the Standard of Conduct will be reviewed and signed before starting in the classroom.
3. 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:
 - a. informal coaching conversation: review area of non-compliance and what the expectations are.
 - b. Summary of contact conversation: formal documented conversation.
 - c. Letter of Reprimand
 - d. Action Plan
 - e. Suspension with or without pay
 - f. Termination
4. Non-compliances of the standard of conduct involving student safety will be reported to the regional office.

A copy of the Standard of Conduct is available for review upon request.