



Head Start Community Program of Morris County, Inc.

Program Headquarters: 18 Thompson Avenue, Dover, NJ 07801 www.headstartmc.org

Main Office (973)989-1430

Fax (973)328-3306

Admission/Social Services (973)989-9052

Health (973)989-5640

STANDARDS OF CONDUCT

It is REQUIRED that all staff, consultants, contractors, and volunteers:

- 1) Implement positive strategies to support children's well-being and prevent and address challenging behavior
- 2) Respect and promote the unique identity of each child, family, and colleague, and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition

WHAT IS PROHIBITED:

- 1) Using corporal punishment or physically abusing a child
- 2) Using isolation to discipline a child
- 3) Binding or tying a child to restrict movement
- 4) Taping a child's mouth
- 5) Using or withholding food as a punishment or reward
- 6) Using toilet learning/training methods that punish, demean, or humiliate a child
- 7) Using any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child



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8) Using any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or the child's family

9) Using physical activity or outdoor time as a punishment or reward

AND

- No child can be left alone or unsupervised by staff, consultants, contractors or volunteers while under their care
- Staff, consultants, contractors and volunteers must comply with program confidentiality policies concerning personally identifiable information about our children, families and staff

PENALTIES FOR VIOLATION OF STANDARDS OF CONDUCT

In accordance with the Head Start Program Performance Standards and the Employee Handbook of Head Start Community Program of Morris County, Inc. DISCIPLINARY ACTION for employees who violate Standards of Conduct may include:

Suspension without pay

and/or

Termination



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I have received a copy of the attached Standards of Conduct document. I have reviewed the information and have had the opportunity to ask questions. I understand what is required, what is prohibited, and what is and expected of me as an employee/consultant/volunteer/contractor of Head Start Community Program of Morris County, Inc.

Name

Signature

Date

Name of Supervisor/Witness

Signature

Date



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NORMAS DE CONDUCTA

Se **REQUIERE** que todo el personal, consultores, contratistas y voluntarios:

- 1) Implementar estrategias positivas para apoyar el bienestar de los niños y prevenir y abordar el comportamiento desafiante
- 2) Respetar y promover la identidad única de cada niño, familia y colega, y no estereotipar de ninguna manera, incluyendo género, raza, etnia, cultura, religión, discapacidad, orientación sexual o composición familiar

LO QUE ESTÁ PROHIBIDO:

- 1) Usar castigos corporales o abusar físicamente de un niño
- 2) Usar el aislamiento para disciplinar a un niño
- 3) Atar a un niño para restringir el movimiento
- 4) Grabar la boca de un niño
- 5) Usar o retener alimentos como castigo o recompensa
- 6) Usar métodos de aprendizaje / entrenamiento para ir al baño que castiguen, degraden o humillen a un niño
- 7) Usar cualquier forma de abuso emocional, incluida la humillación pública o privada, rechazar, aterrorizar, ignorar o corromper a un niño.
- 8) Usar cualquier forma de abuso verbal, incluyendo lenguaje profano y sarcástico, amenazas o comentarios despectivos sobre el niño o la familia del niño
- 9) Usar la actividad física o el tiempo al aire libre como castigo o recompensa



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Y

- Ningún niño puede ser dejado solo o sin supervisión por personal, consultores, contratistas o voluntarios bajo su cuidado
- El personal, consultores, contratistas y voluntarios deben cumplir con las políticas de confidencialidad del programa con respecto a la información de identificación personal sobre nuestros niños, familias y personal

SANCIONES POR VIOLACIÓN DE NORMAS DE CONDUCTA

De acuerdo con los Estándares de Desempeño del Programa Head Start y el Manual del Empleado del Programa Comunitario Head Start del Condado de Morris, Inc. LA ACCIÓN DISCIPLINARIA para los empleados que violen los Estándares de Conducta puede incluir:

Suspensión sin paga

y / o

Terminación



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He recibido una copia del documento adjunto de Normas de Conducta. He revisado la información y he tenido la oportunidad de hacer preguntas. Entiendo lo que se requiere, lo que está prohibido y lo que se espera de mí como empleado / consultor / voluntario / contratista del Programa Comunitario Head Start del Condado de Morris, Inc.

Nombre Firma Fecha

Nombre del supervisor / testigo Firma Fecha