

Head Start/Early Head Start

REFERENCE: Human Resources Management

REQUIREMENT: 1304.52(i) Standards of Conduct

(1) Grantee and delegate agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conduct. These standards must specify that:

- (i) They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
- (ii) They will follow program confidentiality policies concerning information about children, families, and other staff members;
- (iii) No child will be left alone or unsupervised while under their care; and
- (iv) They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

(2) Grantee and delegate agencies must ensure that all employees engaged in the award and administration of contracts or other financial awards sign statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

(3) Personnel policies and procedures must include provision for appropriate penalties for violating the standards of conduct.

Implementation	Responsibility	Documentation	Timeline
HS/EHS Staff comply with Equal Educational Opportunity (EEO) policies and laws and participate in EEO training on an annual basis.	<ul style="list-style-type: none">EEO Liaison	Signed EEO Acknowledgement	Annually
HS/EHS Staff comply with Policy 5100.1 and ensure all information related to students and families is kept confidential at all times.	<ul style="list-style-type: none">All Staff	Policy 5100.1	July - June
All HS/EHS children are provided adequate supervision at all times.	<ul style="list-style-type: none">PrincipalsHS TeachersHS Teacher AssistantsEHS Teacher Assistants	Classroom Visits	July - June
A positive behavioral support system is implemented in all classrooms. Teachers and Assistants only use positive methods of child guidance with children.	<ul style="list-style-type: none">PrincipalsHS TeachersHS Teacher AssistantsEHS Teacher AssistantsTeacher Specialists	<ul style="list-style-type: none">Classroom Management PlanIndividualized Positive Behavior Support Plans	July - June

	<ul style="list-style-type: none"> Psychologist 		
All School Board Employees must comply with Policy 5202: Gifts Solicitation and Receipt. <i>No school district employee shall solicit or accept anything of value, including a gift, loan, money, credit, entertainment, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the school district employee would be influenced thereby.</i>	<ul style="list-style-type: none"> All HS/EHS Staff 	Policy 5202	July - June
All Administrators comply with Policy 4009.11: Code of Conduct for Administrators.	<ul style="list-style-type: none"> Administrators 	Policy 4009.11	July - June
All staff are expected to follow the Code of Ethics 6A-10.080 and Principles 6A-10.081 of Professional Conduct for the Education Profession in Florida. As per 6A-10.081(2), violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.	<ul style="list-style-type: none"> All Staff 	Florida Code of Ethics for the Education Profession	July - June
All teachers, upon initial employment, complete the District's Child Abuse and Neglect training.	<ul style="list-style-type: none"> HS Teachers Student Services Department: Child Abuse and Neglect Services 	Certificate of Completion	Ongoing
Teachers, teacher assistants, principals, and district program staff participate in annual training on the program's expectations regarding Standards of Conduct and the use of positive child guidance. All new employees and volunteers will receive the training upon being hired or placed within the program.	<ul style="list-style-type: none"> Family Services Supervisor HS/EHS Director 	<ul style="list-style-type: none"> Sign-In sheets Electronic Login Records Certificates of Completion 	<ul style="list-style-type: none"> August Upon new employee placement
Teachers and teacher assistants will be provided ongoing support by Teacher Specialists who document all support related to positive guidance in their onsite contact reports/coaching plans in the database.	<ul style="list-style-type: none"> Curriculum Supervisor Family Services Supervisor Teacher Specialists Compliance 	<ul style="list-style-type: none"> Coaching Plans Site Visit Reports 	July - June

	Specialist		
Stakeholder responsibilities for teachers, administrators, school-based support staff, and district staff with regard to ensuring a positive school culture promoting equal educational opportunity and establishing the framework for a safe learning environment are outlined in School Board Policy 5.8: Student Code of Conduct.	<ul style="list-style-type: none"> All Staff 	Policy 5.8	July - June
All SBBC employees comply with School Board Policy 5.3: Mandatory Reporting of Child Abuse, Abandonment, or Neglect.	<ul style="list-style-type: none"> All Staff 	Policy 5.3	July - June
All SBBC employees comply with School Board Policy 5.9: Anti-Bullying Policy.	<ul style="list-style-type: none"> All Staff 	Policy 5.9	
Principals will report any incident involving suspected abuse, corporal punishment, or humiliation by HS/EHS staff to the Director of Head Start/Early Intervention immediately, accompanied by a reporting form within 24 hours.	<ul style="list-style-type: none"> Principals 	<ul style="list-style-type: none"> Child Abuse Log Reporting Form 	July - June
The HS/EHS Director will report all suspected or alleged child abuse and/or neglect to the assigned Program Specialist in the HS Regional Office within three calendar days.	<ul style="list-style-type: none"> Family Services Supervisor HS/EHS Director Compliance Specialist 	Region IV Child Abuse Reports	July - June
The District's Police Department handles matters reported/related to Professional Standards.	<ul style="list-style-type: none"> District School Police 	BCPS Special Investigative Unit Reports	As needed
The Broward County Public Schools Chief of Police will inform/provide the Director of Head Start/Early Intervention about ongoing updates regarding all abuse investigations involving HS/EHS staff. This includes notification of any final determination made in such incidents.	<ul style="list-style-type: none"> Chief of Police 	<ul style="list-style-type: none"> Email Investigative Reports 	July - June
Employee Discipline Guidelines are followed in circumstances requiring progressive discipline.	<ul style="list-style-type: none"> HS/EHS Director Principals School Board 	Policy 4.9	July - June
Training and support related to recognizing and preventing child abuse and the related performance standard will be monitored to ensure compliance at all times.	<ul style="list-style-type: none"> Family Services Supervisor HS/EHS Director 	Compliance Reports	July - June

	<ul style="list-style-type: none"> • Compliance Specialist 		
The Director of Head Start/Early Intervention will disseminate an annual memo reminding principals, teachers, assistants, and all HS/EHS staff of the standards of conduct, child abuse requirements, reporting procedures, forms, and timelines.	<ul style="list-style-type: none"> • HS/EHS Director 	Child Abuse Memo	July - June
All school and district staff will follow School Board of Broward County, FL Standards of Conduct. Appropriate course of action will be taken for violations based on School Board Policies.	<ul style="list-style-type: none"> • Principals • Teachers • Teacher Assistants • Bus Drivers • HS/EHS Director • All HS/EHS Staff • All HS/EHS Admin 	<ul style="list-style-type: none"> • School Board Policies 	July - June