

**Bear River Head Start/Early Head Start
Board and Policy Council
Code of Conduct**

Performance Standard Requirement

1302.90 Personnel policies

(c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:

(i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;

(ii) Ensure staff, consultants, contractors, and volunteers 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; or,
- I. Use physical activity or outdoor time as a punishment or reward.

(iii) Program must ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype of any basis, including gender, race ethnicity, culture, religion, disability, sexual orientation, or family composition.

(iv) Program must require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members.

(v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

**** Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.**

Bear River Head Start/Early Head Start Policy Council and Governing Body Code of Conduct

Overview

Policy

Bear River Head Start recognizes that persons involved in governance activities are leaders, models, and representatives of the organization. All members will be expected to conduct themselves such that their personal and professional conduct does not have a negative effect on services or reflect badly on Bear River Head Start's public image, reputation or credibility.

Procedures

1. Acceptable standards of conduct will be established and periodically revised by the Bear River Head Start Board of Trustees for both Policy Council and Board members.
2. All Policy Council and Board members will be informed of the establishment of standards of conduct.
3. Board members and Policy Council in their entirety will be responsible with a simple majority vote of members present for their regularly scheduled or appropriately called special meeting, for reprimanding or removing any representative due to conduct violations. Bylaws for Policy Council and Board of Trustees will be followed for removal of members.

Code of Conduct

Bear River Head Start/ Early Head Start Policy Council and Board members will:

1. Respect and promote the unique identity of each child, family, employee, Policy Council and Board member. Refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.
2. Must uphold the agency's confidentiality and conduct guidelines as follows:
 - No information regarding children, families and staff enrolled with Bear River Head Start/Early Head Start is to be discussed outside of Board/Policy Council meetings.
 - No information to be discussed at Board/Policy Council meetings or while conducting Board/Policy Council business may be discussed or used in any way outside of Board/Policy Council activities.
 - Will support and participate in a teamwork approach for decision making.
 - Will behave and interact respectfully while participating on Board/Policy Council or representing the organization within the community.
 - Must have an interest and concern for children and their families.
 - May not accept gifts and/or gratuities as stated in Bylaws, program policies and procedures.
 - Prohibited from using Board or Policy Council position for purposes which are, or give the appearance of being motivated by, a desire for private gain for themselves or others, such as those with family, business or other ties.
 - Must not make public statements concerning the grantee without approval from the Board of Directors.
 - Will support Bear River Head Start's general operating procedures.
 - Will respect and uphold the legal authority of the Board of Trustees to establish, review, or revise the standards of conduct for individuals participating on the Board/Policy Council.
3. Review and agree to uphold the Bear River Head Start Board of Trustees/Policy Council Bylaws as applicable to the body in which they serve.

Signature

Date