

Community Colleges of Spokane (CCS) Head Start/ECEAP/Early Head Start (HS/E/EHS) is a child development and education program that provides early childhood education, social services, disability services, and health services to eligible children and families. Our goal is to help children and families develop skills and abilities that support school readiness and success. We provide a safe and secure environment that supports child growth and development. HS/E/EHS employees must respect the dignity and worth of each person and do everything possible to protect the welfare and human rights of all children and families served. To that end, the following Standards of Conduct apply to all employees, consultants, and volunteers (unless otherwise noted):

1. **Create a safe and welcoming environment for all.** In particular, you must not harass, discriminate against, or apply stereotypes to others. This includes, but is not limited to, issues of gender, race, ethnicity, culture, religion, disability, or any other protected status. More generally, you are expected to treat everyone with whom you interact with respect, kindness, and dignity (see the [Chancellor's Directive for Dignity and Mutual Respect](#).)
2. **Follow applicable laws, regulations, policies, and procedures.** This includes, but is not limited to the: [Head Start Performance Standards \(HSPS\)](#); [Revised Code of Washington \(RCW\)](#); [Washington Administrative Code \(WAC\)](#); [Federal Educational Rights and Privacy Act \(FERPA\)](#); [Health Insurance Portability and Accountability ACT \(HIPAA\)](#); [CCS Administrative Procedures](#); [CCS HS/EHS Policies and Procedures](#); and [Americans with Disabilities ACT \(ADA\)](#). In particular, you should read, at least annually, the following:
 - a. [RCW 26.44](#) – Mandatory Reporting of Abuse and Neglect;
 - b. [RCW 42.52](#) – Ethics in Public Service;
 - c. [WAC 292-110](#) – Ethics in Public Service;
 - d. [Civil Rights Act of 1964](#) – Civil Rights;
 - e. [Title IX, Education Amendments of 1972](#) – Nondiscrimination in Education; and
 - f. [Section 504, Rehabilitation Act of 1973](#) – Nondiscrimination Under Federal Grants.

Note: Printed copies of the laws and regulations in a. through f. will be made available upon request.

3. **Maintain confidentiality with respect to children, families, and staff.** Information is collected, recorded, and shared on a need-to-know basis. For additional information, please refer to the [Confidentiality Agreement](#) and relevant program [Policies and Procedures](#) regarding protecting child, family, and staff information.
4. **Use positive methods of child guidance and redirection.** HS/E/EHS is an education program, and the goal of redirection of undesired behavior is to teach children how to meet their needs in safe and healthy ways. Examples of positive guidance include: Giving choices; pointing out good behavior; and relationship building. On the other hand, you 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 or 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; or
- j. Physically restrain a child, unless you have current Crisis Prevention Intervention (CPI) certification AND there is no other option to prevent substantial bodily harm.
 - Note: Staff are permitted to act in good faith to prevent bodily harm to children, families, staff, or guests. For example, you are not prohibited from pulling a child out of the path of a moving car. A physical restraint is a specific technique to prevent injuries by holding a child in one place.

Refer to program [Policies and Procedures](#) for additional expectations about supervision, behavior management, and CPI.

5. **Ensure that children are supervised at all times.** "Supervised" means children are within direct eyesight and earshot of an authorized staff member. You must ensure that you are able to immediately recognize and respond to unsafe and/or inappropriate behaviors. Additionally, all staff must ensure proper staff to child ratios are maintained at all times:
 - a. Early Head Start (EHS) classrooms must ensure there is at least one (1) authorized staff for every four (4) children present.
 - b. Head Start (HS) classrooms must ensure there is at least one (1) authorized staff for every ten (10) children present.

6. **Report suspected ethical violations and/or illegal activity.** You are obligated to report suspected ethical violations and/or illegal activity in a variety of circumstances, including but not limited to:
 - a. Suspected [Child Abuse or Neglect](#); and
 - b. Suspected [Fraud and Abuse](#).

If you are unsure about your obligation to make a report, consult your supervisor or a CCS HS/ECEAP/EHS Administrator immediately.

7. **Make every effort to act professionally.** In particular, you must make every effort to:
 - a. Refrain from inappropriate relationships with HS/EHS families, including: Relationships of sexual intimacy; loaning money; entering a business transaction; receiving or giving gifts; and
 - b. Refrain from communicating with enrolled families through private accounts (e.g. Facebook, Twitter, personal cell phone, or personal email). All communication must occur through official channels.

I have read the Standards of Conduct above. I understand that failure to adhere to these standards may result in discipline, up to and including termination of employment.

Signature

Date

Print name