Date: 2/26/25
EHS/Head Start Staff Policies and Procedures
600.3a-MCISD EHS/HS/GSRP Standards of Conduct and Abuse and Neglect Statement

Head Start Program Performance Standard(s) related to this procedure:

1302.90(c)-Standards of Conduct

Federal Child Abuse Prevention and Treatment Act (CAPTA)(42 U.S.C.5101)

State of Michigan Child Care Licensing Regulation(s) related to this guideline

R400.8125-Staff; Volunteer; requirements

R400.81400-Discipline

MiLeap GSRP Implementation Manual sections related to this guideline

Program administration and staffing

Classroom quality

Monroe County Intermediate School District (MCISD) Board Policy/Policies related to this guideline
100.2-Active Supervision Guidelines
300.1b-EHS/HS/GSRP Student Discipline Administrative Guidelines
200.1-CPS Referral Procedures

A program must ensure all staff, consultants, and volunteers are aware of and abide by the program's standards of conduct and child abuse and neglect laws.

To ensure compliance in both HSPPS 1302.960(c) and R400.8125, all program staff, consultants, contractors, and volunteers will receive training on and sign the MCISD EHS/HS/GSRP Standards of Conduct and the EHS/HS/GSRP Abuse and Neglect Statement.

Standards of Conduct
I agree to abide by the following Standards of Conduct as outlined in the State of Michigan's Childcare Licensing Rules and Regulations (R400.8140) and Head Start Performance Standards (1302.90)(c) listed above, and specifically in the following ways:

100.2 Active Supervision Guidelines:
https://docs.google.com/document/d/1KDJ4RCz7v11pqIn3PvkT7KvHs55Jt7O0YgQhCCIL6I4/edit?tab=t.0
300.1b-Student Discipline Administrative Guidelines:
https://docs.google.com/document/d/1rLna9fdU_DYtAPkXaH6gX1iFv__9eFUs1hGsu5Gu9Ak/edit?tab=t.0
200.1 CPS Referral Procedures:
https://docs.google.com/document/d/1AWsw3yynZjlZHj2Bse4uu1xfMlGxM9piib-086-9he4/edit?tab=t.0
Mandated Reporting Training: https://drive.google.com/file/d/1muS8WmcUEa3s63Cte3t_sO1aHC7RTlVb/view

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1. **I will respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.**
2. **I will not release personally identifiable information about any child and will adhere to the requirements of the Family Educational Rights and Privacy Act ("FERPA").**
3. **I will follow 100.2-Active Supervision Guidelines to ensure no child will be left alone or unsupervised while under my care.**

4. **I will adhere to 300.1b MCISD EHS/HS/GSRP Student Discipline Administrative Guidelines as written.**
    a. I will use positive methods of child discipline that prevent and address challenging behavior by encouraging self-control, self-direction, positive self-esteem, and cooperation.

        i. *"Time Out" is defined as restricting a child to a specific location (Ex: time out chair) for a specified or unspecified amount of time. Although traditional time out is not an allowable form of discipline, staff may assist children by using any area of the room including, but not limited to the classroom's safe spot/cozy area for the purpose of assisting an escalated child to calm, to teach behavioral expectations, to implement calming strategies, and/or to teach peer mediated social skills. When using the safe spot/cozy area, staff assist children in identifying when they are ready to rejoin play by communicating simple statements that offer self-control and self-direction for the child. For example, a staff member might say "you will be ready to play doctor's office again when your hands are safe. When you can show me that, come back to play."*

        ii. *I will have a calm demeanor during all times of child guidance/discipline. I understand that I am required to seek relief from support staff or co-teachers if I feel I am no longer able to control my calm demeanor. I understand that I am required to leave the situation immediately without further engagement with students/staff should a staff member inform me that I "need to go take a break". I understand that this means my demeanor is no longer appearing calm and the potential for me to employ*

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inappropriate discipline is high. I understand that I should not return to the classroom until I am calm, debrief with the team involved in the situation by the close of the business day, and seek support in reflecting on the situation from a site lead, coordinator, ECS and/or reflective supervisor within 24 hours.

b. I will not employ methods of discipline that involve:
   i. *Physical abuse or corporal punishment. Examples include, but are not limited to:*
      1. *Hitting*
      2. *Spanking*
      3. *Shaking*
      4. *Biting*
      5. *Pinching*
      6. *Placing any substance in a child's mouth, including but not limited to soap, hot sauce, or vinegar;*
      7. *Binding or tying a child to restrict movement or taping a child's mouth;*

   ii. *I will perform non-severe and developmentally appropriate restraint only when ALL of the following criteria are met:*
      1. *I am a paid MCISD EHS/HS/GSRP staff member*
      2. *I am up to date with my CPI certification*
      3. *Restraint is necessary to maintain a child or another student/staff member's safety as defined in CPI training*

   iii. *Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to:*
      1. *Inappropriate touching*
      2. *Inappropriate filming*
      3. *Exposing a child to other sexual activities*

   iv. *Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self worth or emotional well-being. Examples include, but are not limited to:*

1. *Use of seclusion defined as, isolation of a child in any way (i.e.-adjacent room, closet, locked room, box, hallway, darkened area, or any other area) where the child cannot be supervised.*
2. *Excluding a child from outdoor/gross motor play or other daily learning experiences*
3. *Using or exposing a child to public or private humiliation, by way of name calling, shaming, intimidating, or threatening a child (Example-shaming a child for a toilet accident, calling a child stupid, etc.)*

v. *Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to:*
   1. *Leaving a child unattended*
   2. *Withholding food, rest or toilet use as punishment*
   3. *Refusing to change soiled diapers as punishment*

5. **1302.17 of the HSPPS and MiLeap GSRP Implementation Manual prohibits the program from suspending or expelling students due to the child's behavior. Staff will work with program support and the child's family to address any dangerous, disruptive or destructive behaviors exhibited by enrolled students.**
   a. I CANNOT:
      i. *Call a guardian to have a student picked up due to a student's behavior*
      ii. *Tell a family the child is not able to return to the program due to a child's behavior*
      iii. *Tell a family the child may not return until a behavior plan is established*
   b. I CAN
      i. Communicate incidents/challenges with student behavior with the child's parent/guardian
      ii. Submit a HS RASA/GSRP Request for Classroom Assistance to obtain support for the child

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Mandated Reporting Training: https://drive.google.com/file/d/1muS8WmcUEa3s63Cte3t_sO1aHC7RTlVb/view

iii. Call for additional assistance with a student

Staff, Volunteer, Contractor Statement of Awareness of Child Abuse and Neglect Laws

- I am aware that child abuse and neglect of children are against the law. I have read and understand what is considered to be child abuse and neglect using the Mandated Reporters Training Guide
- I have been informed of and agree to abide by the 200.1-MCISD EHS/HS/GSRP CPS Referral Procedures
- I am aware that it is my responsibility to immediately report reasonably suspected or known incidents of child abuse and neglect to children's protective services, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA))(42 U.S.C.5101) and in compliance with Federal, State, local and tribal laws.

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Staff, Volunteer, Contractor Acknowledgement

Staff/Volunteer/Contractor Name:

I have read and understand that a violation to adhere to of the above **Standards of Conduct** and **Staff, Volunteer, Contractor Statement of Awareness of Child Abuse and Neglect Laws** may result in any of the following actions:

- Staff members
  - Disciplinary action up to and including termination of my employment with the Monroe County Intermediate School District (MCISD).
  - Report Staff person to Child Care Licensing, Office of Head Start, and Children's Protective Services when found necessary as required by HSPPS 1302.102(d)(1) Reporting or Child Care Licensing R400.8158
- Volunteers
  - Removal of right to volunteer/student teach in MCISD programs.
  - Report Volunteer to Child Care Licensing, Office of Head Start, and Children's Protective Services when found necessary as required by HSPPS 1302.102(d)(1) Reporting or Child Care Licensing R400.8158
- Contractors
  - Termination of contract
  - Report Contractor to Child Care Licensing, Office of Head Start, and Children's Protective Services when found necessary as required by HSPPS 1302.102(d)(1) Reporting or Child Care Licensing R400.8158

Employee Signature: Date:

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