



Memphis-Shelby County Schools Early Childhood Division- Pre-K

Standard Operating Procedure

1. *Area of Focus – Safety Practices: Code of Conduct 45 CFR 1302.47(5)(v); 1302.9(c); MSCS Board Policies 0021 and 4002*

Ensure that all employees adhere to a high code of conduct and ethics so that: children and families are safeguarded; the credibility of the program and its services are maintained; we are good stewards of the public funding entrusted to us for child and family services and abide by all state and federal ethics laws; and we enhance and not detract from the educational process.

2. *Scope*

The focus is to provide training on and a copy of the code of conduct, ensuring that signatures are recorded for validation of understanding and comprehension by all staff.

3. *Prerequisites*

1302.47(5)(v): Head Start guidance for code of conduct covers standards of conduct for all staff, consultants and volunteers as outlined in 1302.90(c).

1302.90(c): Standards of conduct. A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct.

MSCS Policy 0021 Code of Ethics: Covers laws and codes of ethics, disclosures of gifts and personal interests and procedures for reporting complaints.

MSCS Policy 4002 Staff Ethics: This policy covers standards of ethics so as not to detract from the educational process, as outlined below.

4. *Responsibilities*

Compliance department

5. *Procedure*

Every employee is expected to discharge assigned duties conscientiously, to exhibit conduct both on and off the job that reflects credit to the employee and MSCS, and to observe the spirit as well as the law and regulations governing employee conduct.

MSCS Division of Early Childhood employees, consultants, and volunteers, including those in contracted services, shall abide by the code of conduct, including but not limited to the following ethical behaviors:

- To 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
- To follow confidentiality policies concerning information about children, families and other staff members as required by the grantee, state, and federal laws
- To never leave any child under their care alone or unsupervised
- To follow MSCS Division of Early Childhood child guidance procedures, which prohibit the use of corporal punishment, emotional or physical abuse or humiliation, isolation, the use of food as a reward or punishment or the denial of basic needs
- To refrain from soliciting or accepting personal gratuities, favors or anything of significant monetary value from customers, contractors, or potential contractors
- To adhere to all laws and regulations related to keeping MSCS Division of Early Childhood environments free of smoking, drugs and alcohol, and weapons
- To safeguard and care for equipment entrusted to the employee to perform her or his job functions
- To maintain two-way communication with children, parents, staff members and the community
- To solve problems which arise in a just and equitable manner
- To grow in skill and understanding in the job assigned



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- To interpret the system's goals and operations to the public
- To represent the Board and the District such that criticism is not directed at the Board or the District
- To refrain from any activities or dealings which will personally enhance the individual to the detriment of the system
- To abide by established procedures to air complaints and grievances
- To follow all policies and administrative rules
- To maintain professional demeanor in relationships with children, students, staff members and the community

This code does not constitute an exhaustive list of expectations of employees', consultants', volunteers', or contractors' behavior. Failure to observe this code may result in disciplinary action up to and including dismissal.

6. References

1302.47(5)(v): Head Start guidance for code of conduct covers standards of conduct for all staff, consultants, and volunteers as outlined in 1302.90(c).

1302.90(c): Standards of conduct.

MSCS Policy 0021 Code of Ethics

MSCS Policy 4002 Staff Ethics

Acknowledgement (Staff, Contractor, Vendor, Volunteer)

I, _____ (**Print Name**), agree to adhere to the MSCS and Division of Early Childhood Code of Conduct and understand that I may face consequences, including dismissal, for violating this agreement.

Signature

Date

Title of Position (i.e., Advisor, Teacher, Vendor, Volunteer)

School Name (List the classroom # if applicable)