



# Lawrence County Early Childhood Academy Standards of Conduct and Conditions of Employment



1. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, religion, or disability.  
(as required by §1304.52(i)(1)(i) of the Head Start Performance Standards)
2. Confidential information will be seen by and discussed only with staff members who can show a need for the information in order to perform their jobs.  
(as required by §1304.52(i)(1)(ii) of the Head Start Performance Standards)
3. No child will be left alone or unsupervised while under your care or the care of someone you supervise.  
(as required by §1304.52(i)(1)(iii) of the Head Start Performance Standards)
4. Use positive methods of child guidance. Do not engage in corporal punishment, emotional or physical abuse, or humiliation.  
(as required by §1304.52(i)(1)(iv) of the Head Start Performance Standards)
5. Do not use methods of discipline that involve isolation, the use of food as reward or punishment, or the denial of basic needs. Respect and acknowledge children’s feelings.
6. Maintain attendance. Be on time. Notify your supervisor when there is a variation in schedule or you are unable to fulfill your responsibilities.
7. Maintain a neat and clean appearance and dress appropriately for the work.
8. Attend staff meetings and trainings as requested by the Program Director.
9. Maintain a professional and courteous relationship with children, families, staff, and associates.
10. Follow rules, regulations, and policies established by the CAO, Head Start Performance Standards, Ohio Department of Job and Family Services, Ohio Revised Code, Ohio Administrative Code, and other applicable state, federal, and local rules and policies.
11. Maintain professional certifications as required for position.
12. Clear state and federal criminal background check.
13. Obtain an Employee Medical Statement according to guidelines of the Employee Medical Statement Policy.
14. Have the physical ability to lift at least 50 pounds. Be able to sit or squat to attain child’s eye level and ability to stand for extended periods of time.
15. Be willing to submit to random and/or periodic drug and alcohol screening.
16. Have a valid driver’s license and reliable transportation.

Employees are expected to maintain Performance Standards. If an employee fails to meet these standards, disciplinary action, including, but not limited to, verbal counseling sessions, written letters of warning, suspension or dismissal may be utilized to bring attention to the seriousness of the employee’s actions.

I understand that if the Policies and Procedures governing the Ironton-Lawrence County Area Community Action Organization are not followed it could lead to disciplinary action.

I have read and understand the Standards of Conduct and Conditions of Employment and agree to abide by these standards and conditions.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date