
	<b>DHS Early Head Start Program Policy</b>		
<b>EDUCATION 11</b>			
<b>SUBJECT</b>	Discipline and Guidance		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/26/16</b>	<b>Policy Council Revision: pending</b>	<b>Governing Body Approval: 9/19/16</b>	<b>Governing Body Revision: pending</b>
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**Policy:**

Service Providers must establish discipline and guidance policies and procedures appropriate for infants and toddlers. A copy must be provided to all parents/guardians, staff, volunteers, substitute floaters, teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies. Service Providers must ensure a signed copy of the Education 11 Discipline and Guidance policy is maintained in all employees, volunteers, home visitors, substitutes, floaters, and teacher's files.

The policies and procedures must include positive methods of discipline and guidance that build self-esteem, encourage self-awareness, and implement co-regulation to support a child's self-regulation such as:

- Praise and encouragement of developmentally appropriate behavior instead of focusing only on the unacceptable behavior
- Frequent reminders of behavior expectations using clear and positive statements
- Redirection of behavior using positive statements

Discipline must be constructive, individualized, and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child appropriate behavior. Service Provider must prohibit or severely limit the use of suspension due to a child's behavior. Service Provider must not expel or un-enroll a child from Head Start due to a child's behavior, unless approved by the Head Start Administrator.

The policies and procedures must also include guidance on appropriate communication with parents/guardians regarding a child's behavior.

There must be no harsh, cruel or unusual treatment of any child. The following examples are prohibited:

- Corporal punishment or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, pinching, force feeding, placing anything in or on a child's mouth, binding or tying a child to restrict movement, or dragging.
- Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities.
- 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, using seclusion, such as, but not limited to placing a child in a locked or dark room, bathroom, or closet., using isolation, using, or exposing a child to public or private humiliation, yelling, or name calling, shaming, intimidating, or threatening a child, or pointing a finger in a child's face, or snapping fingers at a child, or punishments associated with food, naps, toileting. -
- 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, leaving a child unattended on a bus, withholding food or water as punishment, or refusing to change soiled diapers as punishment.
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.
- Subjecting a child to harsh, abusive, or profane language and/or tone.
- Child restraint performed by staff not certified in proper restraint procedures.
- Withholding outdoor free play.
- Threatening to call a child's parent/guardian or other authorities related to behavior.
- Requiring a parent/guardian to pick up a child due to misbehavior.

Use kind, respectful, and encouraging language at all times, avoiding any words that are harsh, unkind, insulting, demeaning, threatening, or intimidating. Speak to children in a calm, supportive, and patient manner that fosters trust, confidence, and a sense of security.

**Performance Standard(s):**

1302.17; 1302.90 (c); 1302.31 (e) (2-4)