

Code of Conduct for Duluth Head Start Policy Council and Governing Body

POLICY

The Duluth Head Start Policy Council recognizes that persons involved in governance activities (Policy Council and Governing Body) at Duluth Head Start are leaders, models, and representatives of the organization. All members will be expected to conduct themselves such that their personal and professional conduct does not have a negative effect on services or reflect badly on Duluth Head Start public image, reputation, or credibility.

PROCEDURES

1. Acceptable standards of conduct will be established and periodically revised by the Duluth Head Start Policy Council and Governing Board members.
2. All Council and Board members will be informed of the established standards of conduct.
3. The Duluth Head Start Policy Council in its entirety will be responsible, with a simple majority vote of members present for a regularly scheduled or appropriately called special meeting, for reprimanding or removing any representative from the Policy Council or the representative may choose to meet with the director and at least 1 member of the Executive Committee to determine whether the member will be reprimanded or removed from the Policy Council. Complaints or concerns regarding the behavior of the Governing Board liaison will be forwarded to the Governing Board for further action.

CODE of CONDUCT

Duluth Head Start Policy Council and Governing Board members:

1. Will respect and promote the unique identity of each child, family, employee, Council and Board members and refrain from stereotyping on the basis of gender, race, ethnicity, sexual orientation, marital status, culture, religion, or disability.
2. Must uphold the agency's confidentiality guidelines stated as follows:
 - a. No information regarding children and families of children enrolled with Duluth Head Start is to be discussed outside of the work setting or Council/Board meetings;
 - b. Information is to be discussed within the work setting and at Council/Board meetings only as is necessary and related to program operations/business or decision-making;
 - c. No information learned at Council/Board meetings or while conducting Council/Board business may be discussed or used in any way outside of Council/Board activities.

3. Will support and participate in a TEAMWORK approach to decision making.
4. Will behave and interact respectfully while participating on Council/Board or representing the organization within the community.
5. Must have an interest and concern for children and their families.
6. Are prohibited from using their position on Council/Board for purposes which are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with family, business or other ties.
7. Must not make public statements under the auspices of any agency title without the Council/Board approval.
8. Will follow all Duluth Head Start general operating procedures.
9. Will respect and uphold the legal authority of the Policy Council to establish, review, or revise the standards of conduct for individuals participating on the Council/Board.
10. Will respect and uphold the Duluth Head Start Policy Council By-Laws.