SMC Teacher Academy’s Early Childhood/Education Program Policy Guidelines

Students in the EC/E program have direct contact with children and families which requires that professional behavior be displayed at all times. In addition to adhering to the Santa Monica College Student Code of Conduct and Academic Integrity Policy, students taking courses in the Teacher Academy (including all early childhood education and education classes) are required to follow these additional standards of professional behavior in preparation for their employment. To assist in their successful completion of the program, it is imperative that all Early Childhood and Education students read and understand the all Program Policy Guidelines as described below.

1. Standards for Successful Program Completion. Students in the program are expected to be able to:

   - communicate with children, both initiating and responding to their communicative intents
   - communicate with coworkers and family members in appropriate and understandable ways
   - document a child’s progress
   - understand and interpret student assessment documentation and reports
   - accurately report child information and pertinent information to other team members and the child’s family
   - adhere to the standards of the NAEYC Code of Ethical Conduct
   - develop professionally mature, sensitive, caring, and effective relationships with children and their families, and coworkers
   - respectfully guide and direct children
   - effectively prioritize competing demands
   - function successfully in stressful circumstances
   - separate one’s own needs and experiences from the situation at hand to maintain objectivity and child-centered care
   - adjust to changing circumstances
   - exercise reasonable judgment
   - respond appropriately to supervisor’s direction
   - interact with staff, children, and families in a respectful manner at all times

2. Obtain a clear and current background check
Santa Monica College requires background checks of its students enrolled in any class requiring observation and/or practicum fieldwork to be done in any early childhood education setting (including public and/or private childcare centers, preschools, family childcare facilities, early childhood programs). Students are required to obtain a live scan clearance and show evidence of such clearance to their instructor before completing any observation and/or fieldwork assignment. Once a clearance has been established, the
paperwork is sufficient for subsequent ECE classes taken at SMC for five consecutive years.

3. **Adhere to the Site Observation/Practicum Placement Conduct Guidelines**

In each of the Education and ECE courses, observations and/or practicum placements are required for successful completion of the course. To ensure the integrity of our program and your successful completion in your course of study, it is essential to be aware of the policies and practices of your field placement site. Please keep in mind that you are a representative of SMC and an emerging professional in the field of education. Your conduct should be professional at all times. You are expected to abide by all policies for volunteers in schools. SMC instructors are in contact with classroom teachers, supervisors, directors and principals. Schools have the right to terminate an observation and/or fieldwork placement agreement at any time should ongoing disruptions, inappropriate behavior, or otherwise disagreeable interactions occur.

Adherence to **Standards of professional behavior while in an EC Center or community Child Care program includes the following:**

- Follow the [National Association for the Education of Young Children Code of Ethical Conduct and Statement of Commitment](#).
- Dress professionally: Students will dress in a professional manner that is appropriate for working with young children and families.
- Maintain confidentiality: Students will conduct themselves in a manner consistent with developing into a professional early childhood educator which includes but is not limited to the following; maintaining confidentiality at all times about other ECEC students, faculty, children, parents, and early education center staff.
- Be a professional Role Model: This includes but is not limited to the following:
  a. During your field placement hours tobacco use is prohibited. Student volunteers must avoid bringing clothing that smells of smoke into the classroom, center or onto the playground. For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form.
  b. Language and public displays of affection are to be “G” rated.
  c. Follow center and/or building regulations; including parking rules
  d. Be respectful of public property.
  e. Follow any additional guidelines established by the early childhood program in which student is observing and/or participating in as part of their course work in the EC/E program.
4. Dismissal Process from EC/E Program

The mission of the Teacher Academy at Santa Monica College is to prepare professional educators who effectively demonstrate the knowledge, competencies, and skills necessary to teach children in ways that enhance their overall growth and global citizenship. We are committed to the development of reflective teachers, who make ethically, theoretically, and pedagogically sound decisions when working with children and their families. Child safety, privacy and dignity are of the highest priority in early childhood care and education.

As educators, we have a moral and ethical responsibility to the children and families we serve to employ professional behavior as outlined by our profession at all times. Breech of SMC or EC/E program policies or educational ethics may result in consultation, and perhaps, probation, suspension or dismissal depending on the nature of the actions. Per AR 4344 there are three levels of intervention when a student’s behavior and/or performance is determined as inappropriate.