

CODE OF CONDUCT AND DISCIPLINE POLICY SUMMARY

We promote a positive, nurturing, safe climate that provides our preschoolers and children with a supportive environment in which to learn, gain skills and grow socially. Responsible behavior by staff, administration, students and parents is essential to achieving this goal.

Perfect behavior is not a normal goal for children and it is recognized that behavior problems do occur. Behavior management at QCP is based on the philosophy that an appropriate developmental curriculum increases the incidence of positive behaviors and accordingly decreases behavior problems. Staff are encouraged to teach and acknowledge appropriate behaviors.

We are committed to the principle that parent involvement is crucial to a child's learning. As such, behavior management strategies are shared with parents to enlist your input and support. Parent training in behavior management is made available based on your need and request through parent support groups, workshop presentations and notification of parenting programs.

We consider you our partners in making sure our children and school are safe. We will keep you informed of your child's behavior and any areas of concern. We encourage you to discuss with your child's teacher and other staff any issues that may affect your child's behavior and strategies that might be effective. We look forward to your phone calls, written notes or face-to-face meetings.

Below is a summary of "Our Code of Conduct and Discipline Policy." If you would like to see the entire "Code of Conduct, Discipline Policy and Behavior Management Approach," please contact Cindy Heller.

Staff are expected to:

1. Maintain a climate of respect and dignity
2. Be prepared to fulfill their job responsibilities
3. Demonstrate interest and concern for the students
4. Know and abide by school policies and procedures
5. Communicate regularly with students and parents/family members concerning expectations, growth and success
6. Alert their supervisor and/or administration of any concern or suggestion.

Administrators are expected to:

1. Promote a safe and stimulating school environment
2. Support an open atmosphere so staff and parents have the opportunity to approach them with any concern or suggestion
3. Evaluate on a regular basis all instructional, behavioral, safety, personnel programs
4. Be responsible and fair
5. Prevent or immediately address any accusation of a child being teased, bullied, harassed or threatened.

Students have three primary behavioral expectations which have been established within a system of positive behavior support:

1. Be Safe, which includes Listening Ears, Wait in Your Spot, Hands and Feet to Self, Use Walking Feet, Listen to the Teacher
2. Be Kind, which includes: Smile at Friends, Use Kind Words, Quiet Hands, Take Turns, Share Toys
3. Be Responsible, which includes: Clean Up, Line Up When Called, Wash Hands.

These expectations or “code of conduct” for preschoolers and children are expanded upon based on the child’s chronological age, cognitive capabilities and other special needs. This “code of conduct” helps establish a school-wide culture and promote positive individual behavior supports, while minimizing problem behavior for all students.

Our code of conduct and discipline policy are reviewed at least annually, and updated when necessary. Also, it is disseminated annually to staff and a summary of the code of conduct to parents. Suggestions are always welcome.

We hope these procedures will allow our staff to actively engage in teaching and supporting the social-emotional development of our children.