

The Learning Express

Discipline Policy

I. Introduction and Philosophy

The Learning Express Preschool strives to provide a learning environment that promotes positive social and emotional growth for our students. Positive Behavior Support and Discipline provide the framework to teach young children the foundation of respect for themselves and others. It is the belief of The Learning Express Preschool Program Staff and Administration that early intervention is a critical time to teach behaviors and provide consistent expectations. Environments that provide structure and routine help children understand behavioral expectations. Child centered, developmentally appropriate instruction on problem solving, self monitoring, and social skills help to develop behaviors that allow students to learn, establish relationships and become competent students as they enter elementary school. The Learning Express Program endorses three basic rules of conduct for all students:

- Be Safe
- Be Kind
- Be Responsible

The Learning Express Program recognizes that every child develops individually and comes to our program with a unique set of life experiences and influences. Problematic behaviors can be a sign of communication breakdowns, sensory needs and educational needs. Our program staff strive to develop school wide positive behavior supports and at times individual plans to address each child's specialized needs.

II. Student Responsibilities

- A. Students share in the responsibility for good discipline in the schools. Students and faculty share the responsibility to create a friendly and safe preschool environment. No student has the right to interfere with the education of his/her fellow students. Students and faculty demonstrate a mutual respect for each other's abilities and differences.
- B. A student will be addressed when he/she resists his/her responsibilities or impedes their learning or that of others.
- C. If problem behaviors occur, the behaviors will be addressed by school staff.

Students have the responsibility to:

- 1. Listen
- 2. Follow Directions
- 3. Follow the Classroom Rules – 'Give Me 5'
 - a. Hands to Self

Please return this portion to your classroom teacher

- b. Listening Ears
 - c. Walking Feet
 - d. Quiet Mouth
 - e. Eyes Watching
4. Adhere to the school district dress code. Dress in a safe and appropriate manner so they may safely and comfortably participate in preschool activities.
 5. Follow the safety rules of the building to keep all safe, for example:
 - a. Use walking feet in and around the school building
 - b. Will hold hands with an adult when instructed
 6. Express their ideas and opinions in a respectful manner
 7. Use appropriate/non-offensive language

III. Parent Responsibilities

A. Parent involvement in education begins with preschool! Parents can promote appropriate behavior by becoming familiar with the rules for your child's preschool classroom. The rules are described in simple, clear, terms that describe what the teacher would like the children to do in place of the problem behaviors. Every classroom program-wide will begin the school year with 5 rules to describe the expectations for the classroom:

1. Hands to Self
2. Listening Ears
3. Walking Feet
4. Quiet Mouth
5. Eyes Watching

The rules will be sent home and can be reviewed with your child. The more familiar your child becomes with the vocabulary and demonstration of these rules, the better able your child will be in recognizing when he/she is following the rules! You can assist your child even more by praising him/her for performing the behaviors at home using the same vocabulary. For example, if the classroom has a rule to keep "hands to self," you can tell your child "I like the way you are keeping your hands to yourself" when you see him/her keeping his/her hands to himself/herself while playing with siblings! "Catch them doing something right" is a phrase we use quite often at The Learning Express. When you see your child following a rule, be sure to praise him/her and therefore teach him/her that rules and behavior expectations are valuable and important.

To achieve a positive, social, and emotional atmosphere parents are urged to:

1. Exemplify an enthusiastic and supportive attitude toward school and education.

Please return this portion to your classroom teacher

2. Model and teach your child to be able to express their ideas and opinions in a respectful manner so as not to offend or slander others.
3. Encourage prompt and regular attendance.
4. Promote their child to take pride in his/her appearance.
5. Review communication from classroom folder each school day.
6. Cooperate with the school in jointly resolving any school-related problem.
7. Set realistic standards of behavior for their child and be firm, fair, and consistent in applying them.
8. Help their child understand that all students may not be disciplined in the same way.
9. Help their child understand that each student will be disciplined in a manner that meets their developmental level.
10. Promote school as an important part of their daily routine and develop an interest in learning.
11. Be sure the child is in as good health as possible in order to ensure effective classroom performance.
12. Become acquainted with the school, its staff, curriculum, and activities.
13. Attend parent-teacher/administrator/IEP conferences and other school functions.
14. To provide up-to-date phone numbers and other emergency contact information if a safety issue would occur.
15. Have child ready for preschool at the proper time.
16. Sign and comply with the preschool discipline policy.

IV. Teacher Responsibilities

- A. Generally, it is the teacher's responsibility to handle discipline problems occurring in the classroom, which are of a common or minor nature. For more serious and/or chronic problems, it is the teacher's responsibility to inform the appropriate administrator and parent of the details of the behavior.
- B. The teacher's responsibility is to:
 1. Promote a climate of mutual respect and dignity, which will strengthen the student's positive self-image.
 2. Utilize classroom routines, which contribute to the total instructional program and to the student's development.
 3. Report any suspected abuse.
 4. Provide an interesting and stimulating classroom climate that will prevent most discipline problems from developing.
 5. Reflect a personal enthusiasm for teaching and learning as well as a genuine concern for the individual student.

Please return this portion to your classroom teacher

6. Guide learning activities so students learn to think and reason, to assume responsibility for their actions and to respect the rights of others.
7. Seek to develop close, cooperative relationships with parents for the educational benefit of the student.
8. Be sensitive to changing behavior patterns.
9. Strive for mutually respectful relationships with students.
10. Assist students and administrators in developing a climate in the school that is conducive to wholesome learning and living.

V. General Discipline Sequence

Disciplinary problems occur for a variety of reasons and in varying degrees of frequency and severity. The general sequence presented here is not intended to be rigidly followed. The actual sequence of disciplinary action may vary depending on the individual case. In general, the steps are as follows:

- A. Step 1 – Teacher and Student
Step 2 – Teacher and Parent
Step 3 – Principal, Teacher, Parent, and Student
- B. Summary of Sequence
 1. Actions available to the Teacher include:
 - a. Meet with the student.
 - b. Contact the parent.
 - c. Refer to principal.

Preschool Pledge - The Kindness Pledge

I pledge to myself, on this day,
To try to be kind, in every way,
To every person, big and small,
I will help them if they fall,
When I love myself and others too:
That is the best that I can do!

Please return this portion to your classroom teacher

VI. Appendix – Behavior Contract

We envision that Preschool will be a safe and secure place in which our students will learn. The staff, parents, and the community will work collaboratively to nurture a positive and productive learning climate for all students. Students will be encouraged and taught to solve problems and make decisions that benefit themselves and others. Student achievement will be assessed continually to monitor progress. Teachers and students will be held accountable to high standards, not only academically, but in conduct as well. Preschool students will be encouraged to be responsible, respectful, self-disciplined members of the community.

- ❖ As a staff member of Preschool, I will:
 - ✓ Ensure a safe learning environment for your child.
 - ✓ Provide innovative instruction and strategies to meet the ability of all students.
 - ✓ Create child-centered classrooms where students are actively engaged in learning.
 - ✓ Partner with parents in their child's education.
- ❖ As a parent/guardian of a student at Preschool, I/we will:
 - ✓ Make a sincere effort to volunteer or participate in school related activities during or after school hours.
 - ✓ Cooperate with the staff by supporting the discipline plan of the classroom, school, and the district.
 - ✓ Stress good attendance as a priority for my family.
 - ✓ Attend all scheduled conferences.
 - ✓ Ensure my child will follow the established school district dress code policy.
- ❖ As a student of The Learning Express Preschool, I will:
 - ✓ Be responsible for my behavior.
 - ✓ Come to school every day unless I am sick.
 - ✓ Obey school rules.
 - ✓ Follow the established dress code

Cut here -----

Please sign below if you agree to support this "Behavior Contract"

Staff: _____	Parent/Guardian: _____
_____	Parent/Guardian: _____
_____	Student: _____
_____	Date: _____

Please return this portion to your classroom teacher