



**ANGELS SPECIALIST SCHOOL INTERNATIONAL**  
**CODE OF STUDENT CONDUCT**

**PRESCHOOL DEPARTMENT**

## **INTRODUCTION:**

Proverbs 10:17 tells us “He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.”

It is our desire for The ASSI Pre-school Learners to be salt and light in the world, showing the way to live and not lead others astray!

A very important part of the preschool experience is helping children learn how to get along in our world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behaviour management and discipline.

The teachers will focus on the positive behaviours of the children and reinforce those behaviours as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

### **1A: Our Discipline Procedures**

Our discipline procedures will consist of the following strategies:

- ⇒ Encouraging children to control their language when they have disagreement with another child. Facilitating children in their attempts to settle their own disputes.
- ⇒ Redirecting behaviour when this seems potentially effective.
- ⇒ Separating a child from the group (Time-Out) – for a period as may be appropriate. For children, one and two year olds, ‘Time Out’ will be with an adult.
- ⇒ Counselling children individually about their behaviours.
- ⇒ Making parents aware of disciplinary concerns (Incident Report).
- ⇒ Disciplinary Orientation and training for teachers.

(Refer to Page 4)

### **1B: Behaviours that are Considered Disruptive**

Disruptive Behaviour distracts the full benefit of the preschool program and will require interventions. The following behaviours are considered disruptive:

When the child;

- ⇒ Overly requires constant attention from the staff
- ⇒ Inflicts physical or emotional pain on other children, adults, or self
- ⇒ Disrespects people and materials provided in the program
- ⇒ Consistently disobeys the rules of the classroom
- ⇒ Verbally threatens other students and/or staff
- ⇒ Uses verbal or physical activity that diverts attention away from the rest of the group of children.

### **1C: Discipline Procedures for Disruptive Behaviour**

Disruptive Behaviour will be addressed in an incident report. This will be completed to document any inappropriate behaviours that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behaviour and how the behaviour has affected others. It will also explain how the situation was resolved. The incident report will be placed in the child's folder to be taken home, signed, and returned the next day to the teacher.

If a child has difficulty managing his/her behaviour on a recurring basis, parents will be asked to meet with the child's teacher and Preschool head.

In extreme cases, if the child's behaviour continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the preschool program altogether.

Children cannot become self-disciplined unless adults teach them right from wrong. At The ASSI Pre-school, children will be taught the expectations for correct behaviour and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, interventions will follow to communicate that the behaviour is not acceptable and will not be tolerated in our school.

**NB: However, please note that discretion will be exercised to ensure that the appropriate disciplinary procedure is carried out for every age group.**

## **2. UNDERSTANDING OUR BEHAVIORAL MODIFICATION TECHNIQUES**

- I. Encouraging children to use their words:  
Teaching children how to express their feelings in words rather than resort to problematic behaviours (i.e. tantrums, crying, sulking, hitting, biting, scratching, etc.). This is also aimed at developing children's communication skills.
- II. Redirecting Behaviour:  
Changing behaviour and directing the child to an alternative, more appropriate behaviour.  
  
Methods of redirection include:
  - ⇒ Distracting
  - ⇒ Providing multiples of the same toy
  - ⇒ Ignoring attention-seeking behaviour
  - ⇒ Helping the child to identify and solve problems for himself/herself
  - ⇒ Not providing choices in situations where there is no choice.
- III. Separating a child from the group (Time out):  
Isolating the child from the group to reduce negative outbursts and encourage positive behaviour. This technique is resorted to for children with recalcitrant behavioural traits.
- IV. Counselling Children Individually:  
Sometimes children may need extra support if they are finding it difficult to deal with or understand their emotions and/or behaviour. A child in this case will be referred to the Headmistress to be helped through counselling.
- V. Incident Report:  
A form that is filled out in order to record details of an unusual event that occurs at the Pre-school, such as an injury, cases of indiscipline etc.
- VI. Disciplinary Orientation And Training For Teachers:

All teachers are given periodic training on how and when to apply disciplinary measures as and when necessary. This seeks to enforce good behaviours in the children through stories, rhymes and repeated drills.

### **3. PARENT & CARER'S CODE OF CONDUCT**

It is the aim of ASSI Preschool to provide a friendly and respectful environment for all children, staff and families. The preschool staff has a duty to respect the staff code of conduct and in turn we would like parents and carers to take note of their responsibilities to ensure our ethos is continued.

This Code of Conduct details acceptable conduct required of all adults working at our preschool and will assist in ensuring the safety and wellbeing of children, families and staff. It does not provide all the answers but is a broad outline of behavioural principles, expectations and ideals.

All parents of children attending the preschool will be required to read the Code of Conduct so that they understand what constitutes acceptable behaviour from adults in a preschool environment.

It should be noted that a breach of the Code of Conduct may result in formal disciplinary action by the Disciplinary Committee and may lead to exclusion from the school.

#### **3A. Principles of standards of conduct:**

All adults are expected to follow the principles of:

1. Safety: Comply with all Policies and Procedures of the Preschool.
2. Respect: Always act in the best interests of children, their families, staff and users of the service.
3. Support: Work in a cooperative and positive manner
4. Effective Communication: Use courteous and acceptable language and refrain from the use of profane, insulting,

harassing or otherwise offensive language.

5. Ethical Conduct: Value diversity and refrain from all actions and behaviour that constitute harassment or discrimination.
6. Confidentiality: Keep information relating to the children, families and preschool confidential.

### **3B. Behavioural Practices Expected:**

#### **In Relation to the Children:**

- ⇒ Adhere to the arrival times at 8.00am. If you are going to be late or not attending please call the preschool by 8:00am and 10.00am respectively.
- ⇒ Share information with staff on your child's development, health and well-being
- ⇒ Let us know if someone else is collecting your child apart from the authorized person as established with the school.
- ⇒ Do not expect your child to be released to anyone under 18 years of age. This also applies to their older sibling 'Angels' under 18years of age.
- ⇒ Collect your child on time- if you are going to be unavoidably late then please call the preschool to let them know. If you are repeatedly late (3 or more times) a late collection for every 15 minutes will be charged.
- ⇒ Ensure that your child is always accompanied to preschool.
- ⇒ Ensure the child comes to school in the prescribed uniform for each day as clearly defined in the.....
- ⇒ Respect decisions regarding exclusions of children due to illness
- ⇒ Please refrain from:
  - Shouting at, smacking or physically punishing your child (ren) or any other child whilst in the preschool
  - Collecting your child from preschool if you have consumed

alcohol, medication or other substances that have affected your judgment or responses.

**In Relation to Other Adults and Staff:**

- ⇒ Discuss any worries, concerns or complaints with your child's class teacher or the headmistress.
- ⇒ Any issues or grievances should be directed to the Headmistress. Under NO circumstance should a child, parent or member of staff be approached directly in a confrontational manner.
- ⇒ Please refrain from approaching a class teacher to discuss a child during a session. Seek an alternative time when the teacher is free from contact duties with children.

**General:**

- ⇒ Smoking is prohibited on the Preschool property.
- ⇒ Adhere to the school traffic procedures at all times.
- ⇒ Decent and appropriate dressing will be required of everyone who enters the Preschool. Mini, low-cut, torn, or see-through clothing are considered provocative and will not be tolerated.
- ⇒ Refrain from:
  - Talking loud on your mobile phones whilst in the preschool.
  - Using inappropriate language or displaying aggressive or intimidating behaviour towards the staff, children or other parents/carers either in person, on the phone or in writing.
  - Discussing sensitive issues within earshot of your child, other children or adults.
  - Posting any confidential information about the preschool staff,

children or families on any social media sites.

- Refrain from public criticism of children, staff and other adults at the Pre-school.

Failure to adhere to any of the above may place your child's place at the preschool in jeopardy. However this action will only be taken if other avenues have been explored and the management concludes it is the only possible course of action left open to them.

The preschool believes that if all of the above points are adhered to, a safe, friendly and respectful environment will be created.

Child's name: .....

Parent name: .....

Sign: ..... Date: .....

4. DISCIPLINARY POLICY AGREEMENT

(Please sign and keep this copy.)

I have read the ASSI Preschool Disciplinary Policies and Procedures. I have discussed this with my child and agree to comply with the discipline policies and procedures of The ASSI Pre-school.

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Parent/Legal Guardian Signature

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Parent/Legal Guardian Name Printed

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Child's Name

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Child's Class

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Date

4. DISCIPLINARY POLICY AGREEMENT

(Please sign and return a detached copy to the school office.)

I have read the ASSI Preschool Disciplinary Policies and Procedures. I have discussed this with my child and agree to comply with the discipline policies and procedures of The ASSI Pre-school.

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Parent/Legal Guardian Signature

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Parent/Legal Guardian Name Printed

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Child's Name

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Child's Class

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Date



To give that excellent education that will affect the character, thinking and behavior of the child, as well as offer him requisite skills all within a Christian environment.

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