

**Quality Time Learning Center  
School-Age Enrichment**

8101 Georgia Avenue  
Silver Spring, MD 20910

**CODE OF CONDUCT**  
**CORRECTIVE BEHAVIOR GUIDELINES**  
**(Discipline Policy)**

Parents are required to review the following revised Corrective Behavior Guidelines and adhere to the Code of Conduct. Please talk to your child/ren about good behavior while attending school. Certain behavior may cause suspension and/or expulsion from school.

I, \_\_\_\_\_ and \_\_\_\_\_ of  
(Mother or Guardian) (Father or Guardian)  
\_\_\_\_\_ acknowledge the receipt of the following suspension guidelines:  
(Child's/Children's Name)

It is important for QT Enrichment to employ effective behavior management strategies. It is our goal to incorporate multiple techniques to facilitate child guidance and classroom management. In some instances, further disciplinary steps must be taken to rectify behavior problems within the school and to bring these repeated problems to the attention of parents.

In line with QTE policies and procedures, the following may result in your child's suspension or expulsion from QTE:

**1. Failure to comply to the school's Rules and Regulations:**

- A. Incomplete Records and out dated information e.g., contact information and phone numbers etc.
- B. All 3 year olds and older children being tardy for more than 5 minutes 3 times within a 30 day period.
- C. Health regulations and violations.
- D. Uniforms 3 years and older (repeatedly reporting to school out of the established uniform).
- E. Tuition Contract (failure to uphold financial obligations to the school delinquency in excess of three weeks).
- F. Behavior modification three (3) or more visits to the office in one week.
- G. All 3 year old students and above must have the required text book within 2 weeks of entering the program.

**2. Deliberate destruction of school property and or destruction of another child's or staff's property.**

- 1<sup>st</sup> Offense – Conference with parent and warning issued.
- 2<sup>nd</sup> Offense – Conference with parent, suspension for 1 week with final warning.
- 3<sup>rd</sup> Offense – Conference with parent, expulsion from school.

In case of destruction of school property, any child or staff's property, parent may be asked to reimburse the cost/value of the said property.

**3. For all 2 year-olds and above, profanity or abusive language directed at the staff/another child.**

- 1<sup>st</sup> Offense – Conference with parent, warning issued.
- 2<sup>nd</sup> Offense – Conference with parent, suspension for 2 days.
- 3<sup>rd</sup> Offense – Conference with parent, suspension for 4 days.
- 4<sup>th</sup> Offense – Conference with parent, suspension for 1 week, with final warning issued.
- 5<sup>th</sup> Offense – Conference with parent and expulsion from school.

**4. Intentionally attempts to physically harm another child or staff member:**

- A. Minor injuries:
  - 1<sup>st</sup> Offense – Conference with parent, warning issued.
  - 2<sup>nd</sup> Offense – Conference with parent, suspension for 2 days.
  - 3<sup>rd</sup> Offense – Conference with parent, suspension for 4 days with final warning issued.
  - 4<sup>th</sup> Offense – Conference with parent and expulsion from school.
- B. Major injuries:
  - 1. Stabbing someone with a knife/scissors/pencils, or any other object.

## **Suspension Guidelines Continued:**

2. Stabbing someone causing a large wound.
3. Intentionally pushing someone down and or hurting someone which may cause broken bones.
  - 1<sup>st</sup> Offense – Conference with parent and suspension for 2 weeks with final warning (Police will be called in).
  - 2<sup>nd</sup> Offense – Conference with parent and expulsion from school (Authorities will be notified in).

### **5. Inappropriate body acts:**

- A. Hitting – causing injury to other children or staff (see # 4).
- B. Biting (skin broken) two years or older.
  - 1<sup>st</sup> Offense conference with parent warning issued.
  - 2<sup>nd</sup> Offense – Conference with parent, 2 days suspension.
  - 3<sup>rd</sup> Offense – Conference with parent, 4 days suspension with final warning.
  - 4<sup>th</sup> Offense – Conference with parent, expulsion from school.
- C. Kicking/Pushing (see # 4 A & B).
- D. Discharges (deliberately – spitting, urinating, etc... on another child or staff member).
  - 1<sup>st</sup> Offense – Conference with parent, suspension for 2 days.
  - 2<sup>nd</sup> Offense – Conference with parent, suspension for 4 days.
  - 3<sup>rd</sup> Offense – Conference with parent, final warning and suspension for 1 week.
  - 4<sup>th</sup> Offense – Conference with parent, expulsion from school.
- E. Exposing private parts of the body.
  - 1<sup>st</sup> Offense – Conference with parent, warning issued.
  - 2<sup>nd</sup> Offense – Conference with parent, suspension for 2 days and final warning.
  - 3<sup>rd</sup> Offense – Conference with parent, expulsion from school.
- F. Cutting someone's hair or pulling someone's hair exposing the scalp.
  - 1<sup>st</sup> Offense – Conference with parent, suspension for 3 days and final warning issued.
  - 2<sup>nd</sup> Offense – Conference with parent and expulsion from school.

### **6. Intentionally:**

- A. Putting hands on some one else's private body parts.
- B. Putting hands inside someone else's clothes and touching their private body parts.
  - 1<sup>st</sup> Offense: Conference with parent, suspension for 2 days and final warning issued.
  - 2<sup>nd</sup> Offense: Conference with parent, expulsion from school.

### **7. Bringing in, showing or distributing:**

- A. Pornographic pictures, magazines and books.
- B. Pornographic explicit movies, music videos, CDs, tapes, records, cassettes, books and magazines.
  - 1<sup>st</sup> Offense: Conference with parent, suspension for 2 days and final warning issued.
  - 2<sup>nd</sup> Offense: Conference with parent and expulsion from school.

8. **Habitually late in picking up child/ren from school after 6:00 p.m. (e.g. 3 times in a 30 day period), a late fee of \$5.00/minute will be charged. Suspension and or expulsion may also occur.**

9. **Parent's inappropriate behavior toward staff members and other child/ren (e.g., verbal abuse or threats), immediate action will be taken to be determined by the Director of the school. Conference with parent, suspension and/or expulsion from school.**

## **Suspension Guidelines Continued:**

### **10. Any continuous violation/s by the parent/s, e.g.:**

- A. Not providing updated phone numbers and contact information.
  - B. Parking violations.
  - C. Not signing your child in/out daily.
  - D. Using abusive language in the building.
- 1<sup>st</sup> Offense: Conference with parent and warning issued.  
2<sup>nd</sup> Offense: Conference with parent and suspension for 2 days.  
3<sup>rd</sup> Offense: Conference with parent and suspension for one week.  
4<sup>th</sup> Offense: Conference with parent and expulsion from the school.

### **11. Physical punishment of a child within the school boundaries by parents, guardians, grandparents, other relatives and friends.**

- A. Hitting your own child/ren or other children in the school building/property.
  - 1<sup>st</sup> Offense: Conference with parents, child suspended for 2 days and warning issued.
  - 2<sup>nd</sup> Offense: Conference with parent child suspended for 1 week and final warning issued.
  - 3<sup>rd</sup> Offense: Conference with parents and expulsion from school.
- B. Disciplining someone else's child/ren in the school building/property.
  - 1<sup>st</sup> Offense: Suspension for 3 days and the parent/s involved in the incident will not be allowed to enter the school.
  - 2<sup>nd</sup> Offense: Expulsion from the school.

### **12. If your child/ren are diagnosed of having a contagious/infectious condition, you must inform the school within 24 hours after the diagnosis has been made. A Doctor's note is required for your child to return to school. QTE reserves the right to make our own decision about your child attending/not attending school for that particular period of time. Repeat violations will result in suspension or expulsion from school (will be determined by the Director of the school).**

### **13. Writing/distributing/sharing the following:**

- A. Threatening letters/materials.
  - B. Love letters/materials containing threats.
  - C. Hate letter/materials.
  - D. Making threatening remarks to staff personnel/classmates and or other individuals associated with school.
- 1<sup>st</sup> Offense – Conference with parent and suspension for 1 week with final warning.  
2<sup>nd</sup> Offense – Conference with parent and expulsion from school.

### **14. Parents not escorting their child/ren upon entering the school and upon exiting the school.**

- 1<sup>st</sup> Offense: Conference with parent/s and warning issued.
- 2<sup>nd</sup> Offense: Conference with parents 2 days suspension.
- 3<sup>rd</sup> Offense: Conference with parent and expulsion from school.

### **15. Children bringing in cell phones, i phones, pagers, etc. Parent must inform the administrative office and child's teacher, the devices must be labeled and stored at teacher's desk.**

#### **Refusal to do so:**

- 1<sup>st</sup> Offense: Conference with parent and child will be suspended for 2 days.
- 2<sup>nd</sup> Offense: Conference with parent and child will be suspended for 1 week and final warning issued.
- 3<sup>rd</sup> Offense: Conference with parent and expulsion from school.

**Suspension Guidelines Continued:**

**16. Your children are not allowed to bring the following items under any circumstances:**

- Drugs of any kind, e.g., cocaine, marijuana, narcotics, etc. Prescription drugs or over the Counter Drugs brought in by a **child**.
- Wine, liquor, beer or any kind of alcoholic beverage
- Mace
- Any glass items/bottles/containers, etc.
- Nails and screws of any type
- Explosive device(s) and/or any **harmful chemicals**
- Any kind of food laced with chemicals and other toxic substances which can harm other people.
- Large size stones
- Guns/Pistols of any kind (toys included)
- Hammers (no toy hammers)
- Large size scissors (no toy scissors)
- Knives (machetes, swords, etc.) toys included
- Matches
- Heavy metal chains/objects/rods//belts that may cause injury or harm to others
- Any heavy object that can be used as a weapon
- Screw Drivers and long pointed sharp objects/toys included
- Arrows/Bows/Sharp Hooks (no toy arrows/bows/sharp hooks)
- Saw of any kind or cutting tools (no toy saw of any kind or toy cutting tools)
- Cigarettes, Nicotine, Cigarette or any kind of tobacco products/Lighters or any flammable fluid
- No toy of any kind (that can be used as a weapon or harmful to others) should be brought to school at anytime.

1<sup>st</sup> offense – Conference with parent/final warning issued and 1 week suspension, (Police and other authorities will also be notified).

2<sup>nd</sup> offense – expulsion (Police and/or other authorities will also be notified).

17. Hair Beads are not allowed.

18. Children are not allowed to wear boots to school.

19. Parents who do not sign their child(ren) in and out daily in the Sign-In & Out Log will be suspended. Parent will still be responsible for making tuition payment on time as agreed.

**Although these are guidelines, it may be necessary, depending upon the circumstances and severity of the incident or injury to bypass all of the above mentioned policy statements and take more immediate serious or severe actions. There may be offenses which are not covered in these guidelines, we reserve the right to take immediate necessary actions.**

\_\_\_\_\_  
(Parent's Initials)

\_\_\_\_\_  
Mother/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian's Signature

\_\_\_\_\_  
Date