



## Discipline Policy

## **Purpose, Mission, and Vision**

The Children's Ministry purpose, mission and vision statements are intended to explain why Children's Ministry exist, what we hope and pray to accomplish in our ministry, and what we hope to see God accomplish through the Children's Ministry.

### **Purpose**

*To aid parents in shepherding our children to be Christ-centered and Others-oriented for the glory of God in all things.*

### **Mission**

*Raise our children with a passion for the supremacy of God in all things for their joy and the joy of all people.*

### **Vision**

*To see our children come to salvation and live God saturated lives that impact the world for Christ!*

Our core values describe principles, actions, desires and behaviors that we hold as matters of the utmost importance and strive to diligently practice and pray over.

### **Core Values**

- Love and Concern for Our Children Spiritually, Emotionally and Physically
- Studious, God Saturated, Praying Teachers
- Communicate Foundational Christian Truths Accurately and Lovingly
- Emphasize and Utilize a God-Centered Curriculum
- Support Our Student's Parents

## **Discipline**

Order and structure in the classroom are critical to classroom effectiveness in ministry. Maintaining order provides for the health and benefit of all the students. Our desire is to provide an environment that is safe and conducive to learning.

### **Policy and Procedures**

- Green dots indicate a policy and/or procedure that must be followed or practiced.
- Yellow dots are policies and/or procedures that maybe followed or modified depending on the situation.
- Red dots indicate a policy and/or procedure that must not be done or avoided.

### ● What To Do

We have a system that we believe is effective in maintaining order, yet provides an environment that promotes creativity and participation. These steps are designed to help the teacher effectively maintain structure and order, while also protecting the children.

### ● Acceptable forms of discipline:

Step 1. Clearly communicate to the students the rules and regulations of the classroom. Communicate the following rules (2-4) to the students as often as necessary. Review these rules with a new student.

Note: In general, a student will be given two warnings. The issuance of a warning is at the discretion of the teacher. Continued disruption of the class, direct disobedience or nit picking are examples of when a warning is warranted. There are many things to consider when issuing a warning. In instances of extreme behavior problems (fighting, threatening a teacher or student, etc...) no second warning is necessary before escorting a child to the parent (Step 4). If you would like more information about what warrants a warning please talk to the elder over Children's Ministry.

### Step 2. First warning:

- Clearly explain to the student that they have *received a warning*.
- Clearly explain to the student *why* they have received a warning.

Make sure the student knows and understands why he/she has been warned.

Step 3. Second warning:

- Apply Step 2.

- Either

- o Assign the student to a specific seat in the classroom – OR –
- o Escort student to parent or guardian.

For the 3s and 4s class, escorting children to parents may impede the development of the child's adjustment to class participation; therefore the child may sit with the teacher's helper away from other children.

Note: If there is no an escort available, do not leave your classroom or the student unattended. If, for whatever reason, you are unable to remove the child from the classroom, continue with class and follow up with Step 4 after class is completed. It is desirable that you or another adult escort the child to their parents. An escort should try to minimize disruption of the activity in which the parent is participating by delivering the child to the door and visually assuring the child is in the parent's care. A "follow-up" card will be given to the student to be passed on to the parent as a reminder to follow-up with the teacher after church service.

**Follow-up Card** – a laminated card given to the parent(s)/guardian of a child who has been removed from the classroom for disciplinary reasons. The card is a reminder to the parent(s)/guardian to "follow-up" with the teacher after church service. The card is to be returned to the teacher. Follow-up Cards are located in the attendance notebooks.

Step 4. Explanation for discipline to parents:

If a child is sent to their parents an explanation needs to be given. Depending on severity of disobedience or if there is a pattern of repeated discipline, inform the elder over Children's Ministry or the pastor of the situation. If there are any problems or concerns after communicating with the parents, please inform an elder.

It is up to the discretion of the teacher if they wish to inform a parent that their child was warned once for bad behavior, but not required.

● **What Not To Do**

**Understanding of and adherence to these rules is imperative.**

- No Teacher, Substitute or Assistant (anyone dealing with the children) will physically discipline a student. If this is not clear, please see the elder over Children's Ministry or the pastor.
- Avoid any physical contact with a child as he or she is being disciplined.
- Time-out is prohibited. Specifically, a child will not be put in a corner as a form of discipline.
- When parents teach a class, which includes one of their own children, their children are to be disciplined according to the above guidelines. This will prevent scaring other children or potential misunderstanding of NBC's classroom disciplinary policies.

These rules are to protect the children, our volunteers, and NBC.