



Discipline Policies

Discipline is an aspect of ministry that no one likes to consider, but reality reveals to us that it is necessary. Therefore we are prepared with a policy that will be universal throughout the church in dealing with the perspective age groups whether in Sunday School, Vacation Bible School, Bus Ministry or any other division of the church that is related to a person 17 years of age and below.

The following policies apply to all volunteers and staff.

At no time should you ever touch or use physical aggression when disciplining a child. This includes tapping on the shoulder, grabbing an arm, patting with a hand or any other type of physical contact.

No matter what, you should never raise your voice using an aggressive tone towards a child or student.

Here are the perspective policies that apply to each age group in ministry.

NURSERY

An incident report needs to be completed for every incident once it takes place.

- 1) The first time a child shows aggressive behavior, his/her parents are to be notified as well as the parents of any other children involved.
- 2) If a second incident occurs during the same service, the child is separated from the group and placed in "time out".
- 3) If a third incident occurs during the same service, the parents will be called (via pager or number system) and the child will be removed from the nursery.
- 4) Once a child has been removed from the nursery, a parent will be responsible for accompanying the child during the next service present at church.
- 5) If a child has three (3) consecutive incidents and the reports have been completed, parents are responsible for accompanying the child during the next service present at church.

Preschool CHURCH (pre-K & K)

Incident #

- 1) The child will be given a verbal warning.
- 2) The child will be moved away from the one targeted with aggression to a different area in the classroom.
- 3) The child will be taken to the preschool director and the parents will be notified of misbehavior at the end of the service.
- 4) If necessary and the child's misbehavior is out of control, the parent's will be immediately contacted via pager or number system and the child will be removed from the preschool area.

Children's CHURCH (1st-5th grades)

Incident #

- 1) The child will be given a verbal warning.
- 2) The child will be moved to another seat away from the children with which he/she is causing trouble.
- 3) The child will be taken to the children's pastor or moved away from the group entirely (seated against a wall), whichever the sponsor deems necessary.
- 4) The child will be taken to his/her parents in the main sanctuary or the parents will be contacted via phone if they are not present.

Student Ministries (6th-12th grades)

Incident #

- 1) The student will be given a verbal warning.
- 2) Depending on the time of the incident, the student will be taken to visit with the youth pastor of their age group.
- 3) The student will be made to go home and the parents will be contacted to come and pick them up.
- 4) If there is no response from the parents, the police will be called to hold the student until the parents respond.