



Discipline Policy



(Kid-O-Deo, Elevate, Ground Zero, and Revolution)

Background and Purpose

Our goal is to provide a safe and fun learning environment for every kid and student in our ministry. In order to provide that environment, the following discipline policy is in place.

Discipline Policy

1. When a kid or student's behavior becomes disruptive or aggressive and is jeopardizing the safety and learning of others, the first step will be to give a **verbal warning** or redirect/distract them, whichever action is most appropriate for age.
2. If the behavior continues, they will either be **redirected** within the program or may be removed from the classroom by either a volunteer or staff. The kid or student will be given another opportunity to participate in the service, but may have restrictions such as a particular seating arrangement.
3. If the behavior continues they will be **removed** from the service. At this time, if during the weekend, the volunteer or staff will page the kid's parents and fill out an incident report explaining the kid's behavior and the reason for being removed. If during the week, a volunteer or staff will remove the student from the service and a call will be made to the parent. An incident report will be filled out explaining incident and action taken.

When the parents arrive, the volunteer or staff will explain what happened and why the removal occurred. They will encourage the kid or student to come back next week and try again. At this time the parent should sign the incident report to be filed by the staff.

If the parent refuses to sign report, another person may sign witnessing refusal/inability to get signature.

4. The staff will file the reports and keep track of repeated behavior problems. If a pattern of behavior is revealed, the staff will consult with their supervisor to establish a suitable plan of action for the given family.

Some examples of an action plan include: finding a volunteer to partner with the kid or student, having the parents volunteer in the ministry for a set time, asking the kid or student to take a short break from services, etc. Longer breaks may be needed based on the severity of the issue. Staff will keep appropriate notes on behavior issues in MyEBC.