



Student Ministry Discipline Policy

Purpose

Our goal is to make sure we uphold the integrity of security and safety within Student Ministry to the highest level. We want to create an environment where adults feel confident in dropping off and picking up their students and students feel safe to be in the space and where students have a safe place to learn and grow.

Discipline Policy

To best safeguard our Student Ministry environments, we practice the following discipline policies.

1. When a 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 and distract them, whichever action is most appropriate for the student's age.
2. If the behavior continues, the student will either be redirected within the small group or may be removed from the large group by either a volunteer or staff. The student will be given another opportunity to participate in large but may have restrictions such as a particular seating arrangement.
3. If the behavior continues still, the student will be removed from either small group or large group. At this time, the volunteer or staff will call the student's parents and fill out a Behavior Report Form explaining the student's behavior and the reason for being removed.

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

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

4. Staff should 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 student, having the parents volunteer in the ministry for a set time, asking the student to take a short break from programming, etc. Longer breaks may be needed based on the severity of the



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issue.

Completed reports should be given to the Student Ministry staff and then scanned in to MyEBC. They are then e-mailed to the Pastor of Ministry and Campus Coordinator at your campus. Once scanned and e-mailed, the original document should be shredded. Paper copies should not be retained. If the report contains information that could be considered sensitive (e.g. child abuse, mental illness, etc.), please take extra care in guarding privacy.

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