

## **CHRISTIAN EDUCATION CLASSROOM MANAGEMENT POLICY**

**PURPOSE:** To communicate to teachers and parents the procedures that will be followed for classroom situations requiring administered discipline. The following policy is recommended to be followed for grade 1 through high school; a separate sheet is included pertaining to discipline for preschoolers. It is understood that all teachers will be required to subscribe to this policy before being allowed to work in the Christian Education ministries.

### **General Guidelines: (Grade 1 through High School)**

It is important for the students to learn Bible truths in a controlled environment. Classroom control is essential for consistent learning to occur. Listed below are a few simple ways to help the teacher better prepare for the class and help avoid discipline problems.

1. Establish classroom rules setting reasonable limits considering the children's ages and needs. Make the rules and the consequences of breaking those rules known to your students.
2. Be fair, courteous, loving, and encouraging toward students.
3. Be consistent at all times.
4. Prepare ahead and determine your goals for the lesson.
5. Avoid boredom and listlessness by checking your lesson plan for variety.
6. Arrive a minimum of 10 minutes ahead of the starting time.
7. Have all materials ready and available for use.
8. Be patient. Keeping your composure sets a good example.
9. Recognize and praise good behavior. State what should be done ("walk quietly"), not what should not be done ("don't run"). Students respond to a positive approach.
10. Avoid ridicule and sarcasm.
11. Use common sense and keep your sense of humor. Not all problems are tragedies. Ignoring certain behaviors may be the most appropriate action, especially for younger children.
12. Enforce the established rules.
13. Never leave your class unattended.
14. A younger student leaving the classroom must have proper adult supervision.
15. Give students responsibilities appropriate to their age level.
16. Plan times together (class party, outing, etc.) outside the classroom, keeping in mind the Child Protection Policy guidelines regarding outings.
17. If a student fails to respond to these positive methods, follow the accepted Christian Education Management Policy that follows.

## **CHRISTIAN EDUCATION MANAGEMENT POLICY**

(Grade 1 through High School)

The Christian Education program desires to encourage, stimulate, and foster the Christian growth of all participants. Because of this, students will not be allowed to disrupt the classroom and/or hinder the growth and learning of others. The purpose of discipline is not punishment for wrongdoing, but assistance in doing what is right. The following policy is provided in the event that corrective measures need to be taken.

### **Situations Requiring Discipline:**

1. Direct disobedience to a request for the teacher or belligerent defiance.
2. Disruption by noise, actions, or attitude that interferes with the learning process in their own classroom or other classrooms in the area.
3. Damage to the church or another individual's property.
4. Situations that are considered to be dangerous to the safety of the individual or of those around them.

### **Discipline Steps to be Taken:**

1. The teacher observing the misbehavior will address the offending student, stating the offense, the desired behavior, and the consequences to follow if the behavior isn't corrected.
2. If the behavior continues, one of the teachers should take the student just outside the classroom and talk to him about the offense and the desired behavior. A warning should be given that if the behavior continues, parents (or the adult responsible for him/her) will be contacted.
3. If after returning to class the student continues to misbehave, every effort should be made to locate a parent or the adult responsible for him/her and request that they deal with the misbehavior. It may be appropriate to ask the parent to sit with their child in a class to ensure corrected behavior.
4. If the behavior continues the following week, repeat the steps. (Remember, children have short memories from week to week.)
5. However, if it becomes apparent that the student has no intention of changing his/her behavior, a conference should be called between the child, parents (or adult responsible for him), teacher and department head. At this meeting, the teacher should be the primary spokesperson, explaining why the meeting was called and stating specific instances of unacceptable behavior. The parents, along with the teacher and department head should find a corrective course of action.
6. If after pursuing the agreed upon course of action, the misbehavior still continues, it is recommended that the pastor be advised to be brought in as a counselor.

In all cases, correct unacceptable behavior immediately. Do not let it continue for an extended period of time because correction only becomes more difficult when the behavior becomes a habit.

## **CHRISTIAN EDUCATION MANAGEMENT POLICY FOR PRESCHOOLERS**

### **Ways to Help Avoid Classroom Discipline Problems:**

#### **Set Limits**

- Use short, simple sentences.
- Be consistent.
- Expect obedience. Children often live up to expectations.
- Establish boundaries and consequences of not staying within those boundaries.
- Follow through is essential.

#### **Avoid Clashes**

- Anticipate clashes of the will.
- Have a diversion ready.
- Do not make an issue out of the unimportant.
- Do not offer a choice when no choice is intended.
- Have a sense of humor.

#### **Positive Language**

- Instead of “no,” try rephrasing in a positive way.
- Reinforce with an action if possible.

#### **Avoid Boredom/Restlessness**

- Be prepared - room readiness - teacher readiness.
- Have a written lesson plan.
- Over-plan.
- Check lesson plan for variety.
- Allow children to move around.
- Plan transition times.
- Maintain control.

#### **Discipline Steps to be Taken:**

- Isolation from the group.
- Allowing the child to suffer the natural consequences of his action.
- The depriving of a privilege.

Open defiance or aggressive behavior calls for firm and immediate action. Isolate the child from the group. Get down on the child’s level and make eye contact. State the unacceptable behavior and the reason that it is unacceptable (for instance: “I can’t let you bit because biting hurts.”) Be firm. If

behavior persists, contact a parent or adult responsible for the student and ask them to sit with their child in the class until the misbehavior is corrected. Take the child and the misbehavior to God in prayer. If the problem persists, the teacher and Department Head should discuss with the parents the next course of action.