

SonCatchers Children's Ministry

CODE OF CONDUCT

Learning takes place best when everyone feels safe and accepted. In an attempt to provide the best learning environment possible for all students in the Sunday School and Children's Worship programs, a code of conduct and a discipline policy has been implemented.

Our "CODE" is simple and easy to remember and follow. Our simple and effective rules all end with the word "**UP.**" We call our rules "**UP RULES,**" and they are:

SIT UP - Not only does "SIT UP" promote good posture, but it also promotes an atmosphere conducive for proper learning. It is also a reminder to stay seated unless otherwise directed.

LOOK UP - The more time a student spends focusing his/her eye contact on the teacher, the more that same student learns and retains. This rule also teaches the principle of respect that a student should have for his/her teacher.

LISTEN UP - The "SIT UP" and "LOOK UP" rules address body and eye positions that promote giving respect and gaining self-control for better listening and learning by the child and the group. The "LISTEN UP" rule adds mindful, "tuned-in," attentive listening by each child and can help children recognize and overcome their distractions.

HAND UP - Children are encouraged to participate in the classroom discussion. However, this rule teaches that children are allowed to talk only after they have raised their hand and/or been called upon by the teacher.

ZIP UP - The person who is speaking has the floor. No interruptions are allowed when the teacher — or the person who has been called upon to speak — is speaking.

This discipline policy follows an easy four step process:

1. Nonverbal warning - a.k.a., "The Look," or some other non-verbal clue.
2. Verbal warning - worse than "The Look," where the student is told to stop the disruptive behavior or they will be removed from the class activities.
3. Removal from class activities (either by putting his/her head down at the desk or by leaving the classroom to sit in the hallway) so that the child will have a chance to think about changing his/her disruptive behavior and/or calm down. The child then has the opportunity to return to the class activities when he/she is ready to change to meet the desired behavior. Please note: The removal period from the class activities will be no longer than the child's age in minutes (i.e., an 8 year old child will remain separated from class activities for no longer than eight minutes.)
4. If the disruptive behavior continues after the child is returned to classroom activities, an **Incident Report** (see next page) for behavior will be completed by the room teacher/leader and given to the parent at pickup time for signature. Please note: If a child receives three Incident Reports for behavior in a one-year ministry period (September - August), there will need to be a Pastor/Parent conference before that child can return to the particular ministry program where the Incident Reports were issued.

