

**CUMC Classroom Management Guidelines**  
**(Pre-K through 5th Grade)**  
May 1, 2022

On August 28, 2019, Clarendon UMC adopted the [Safe Sanctuaries Policies and Procedures document](#). The purpose was to ensure that CUMC would conduct its ministries in a manner that promotes the safety and spiritual growth of children, youth, and vulnerable adults, and of persons who work with children, youth, and vulnerable adults.

A key part of fulfilling that purpose is to have clear, specific, appropriate discipline guidelines when working with children. Those guidelines are outlined below.

**All teachers and workers should adhere to the following discipline measures:**

1. If a child is behaving inappropriately, the teacher/leader should tell the child specifically what they are doing that is not acceptable and state what the expected behavior is, e.g., “We do not throw the blocks. We use blocks for building.”
2. If this measure is not effective, the child should be guided to another activity.
3. If inappropriate behavior continues, the child may be separated to work alone—under the supervision of the second adult—away from the other students, e.g. the “take a break” area. Alternatively, the second adult could take the child for a walk just outside the open door of the classroom in order to help them regain composure.
4. If the child’s disruptive behavior continues after these steps have been taken, the second adult should text the parent(s) of the child and ask them to come get their child and talk with them about what is going on. If the parent and child agree that the child is able to reenter the classroom, the second adult will help reintegrate the child into the lesson/activity. If the child is unable to return that day, they will leave with their parent and a follow-up conversation will be scheduled between the parent(s) and teacher.
5. If separating the child within the classroom or removal of the child from the room has occurred, the Director of Discipleship will be notified, and the situation will be discussed with the child’s parents or guardian as soon as possible.
6. No physical punishment or verbal abuse, e.g., ridicule, is to be used at any time.
7. **A response to an aggressive act of physical contact might immediately require an advance forward in the steps, for example a skip to step 4.**

### **Additional information:**

- Having a second adult present is mandatory. If something happens and a second adult does not appear as the teacher/leader expected at the time that the children are dismissed to Children's Church, then the leader/teacher should immediately let the person who gave the Children's Message know so they can ask the congregation for a volunteer.
  
- Proximity is the best mitigation technique. If a child is having trouble controlling themselves, the second adult should seat themselves next to the child.
  
- All redirections must include a conversation with the child including language similar to:
  - "We really want you to be part of the group."
  - "We love when you \_\_\_\_\_. In order to rejoin the group you must make a better choice."
  - "You cannot \_\_\_\_\_, but if you are having trouble, what *can* you do?"
  
- If something comes up at the last minute and you are unable to teach/assist, please send a text to one or more of the following people:
  - Amber: 516-650-5597
  - Nilse: 901-674-2577
  - Lisa: 703-863-1705