



## **Bright Light's Discipline and Classroom Management Guide**

If you are observing behavior from a child in your care that needs to be addressed, please follow these steps.

### Rules for Kids

1. Work Hard!! - Do the best you can and be committed to growth. (Colossians 3:23-24)
2. Respect Each Other!! - (Rom 12:10)
  - a. Be joyfully obedient to your teachers. (Phil 2:14-15)
  - b. Be humble and encouraging towards your peers. (Eph 4:29-32)
3. Have Fun!! - Be grateful for the gifts God gave you and enjoy the community around you. (Proverb 17:22, Psalm 118:24)

### Redirection

- This is our greatest tool for bad behavior.
- If a child is being disruptive, ask the child to redirect his/her attention to you or the task at hand.
- Use positive but firm language.
- Never yell at a child.

### Time Out

- We do not hit, kick, “tantrum” scream or blatantly and disrespectfully disobey others or our teachers. When this occurs, have a child sit and watch the class from the front or back of the room.
- Never have the child face a wall or be completely isolated.
- If there is time and attention that can be given, pull the child away from the rest of the class and have a conversation about their behavior. Help them understand that we need to respect our friends and teachers. Always let the child know you care about them and want them to have a good time at Bright Lights.
- Length of time out is a minute for each year of a child’s age.
- Middle School and High School students do not get time outs. Instead, the teacher pulls them aside for a conversation or addresses the issue directly in the moment. If a child in Middle or High School disrupts the class more than once they can be sent to the coordinator and the coordinator will talk with them/sit with them for a “cool down”.
- If the child cannot be re-integrated into class after redirection and time out/cool down, then the child must be taken out to see an Executive Director for further discipline.
  - At this point a parent will be called for pick-up.



## Parental Communication

When a child is picked up and has experienced minimal discipline, there is no need to address negative behavior with the parent unless the parent asks. If the behavior was extreme, then a director will speak with the parent upon pickup time or will make a phone call to the parent during programming if necessary. Always note two positives for each negative. If the same challenge continues for a child over several weeks, then a supervisor will let the parents know so we can partner with them to correct said behavior.

## We Never

- Yell at a child or speak loudly/ inappropriately
- Use physical fitness as a punishment for bad behavior
- Grab or shake a child
- Touch a child without permission, even if it is to hold their hand or give a hug
- Use profanity or sarcasm with children
- Humiliate a child
- Hit or Spank a child

## Tips for Good Discipline

- Expect the best from each child.
- Pray for guidance to deal with root causes of behavior.
- Be clear with classroom expectations.
- Praise children often.
- Keep attention to poor behavior at a minimum as some children feed off of attention from others.
- BE CONSISTENT.
- Never touch a child when disciplining.
- Always show children love and respect.

\*\*\* Remember, discipline is guiding a child with love so they learn how to make the right choices when it comes to their behavior. We discipline to help the child or student know how to control themselves, not so that we can control the children in our care.

## Corrective Procedures for Middle and High School

- First offense: Verbal warning
- Second offense: In class consequence
  - Time out in front or back of class
  - Additional classroom work (i.e. classroom clean-up, lunchroom responsibilities, etc.)
  - Made to stand if cannot sit properly, made to sit if cannot stand properly
- Third offense: Out of class consequence (the teacher should have coordinator email the parent). Supervisor should be made aware if a student has reached this level of discipline.



- Sit out during part or whole of class/rehearsal
- Lunch/snack with teacher
- Fourth offense (after a re-integration attempt): Teacher calls parent and child goes home.

### Serious Disciplinary Offenses

In the case of serious disciplinary offenses like those listed below, Lauren or Megan will administer consequences. The following are considered serious offenses and will not be tolerated. Severe consequences will be issued for these behaviors including a permanent release from class or suspension/expulsion from a show.

- *Fighting* - fighting physically or verbally before, during, or after programs; horseplay or rough play during or between classes.
- *Bullying* - physical or verbal actions that belittle, threaten, taunt another student (case by case).
- *Improper Language* - profanity or cursing in the presence of classmates or staff.
- *Stealing* - taking from a student, staff, school, or rented space.
- *Drugs and Alcohol* - possession of drugs or alcohol.
- *Explicit Material or Activity* - possession of explicit or inappropriate material.
- *Threats or Violent Language* - any actions or talk that threatens physical or violent harm to persons or property.

This is not an exhaustive list. Other actions may warrant serious disciplinary action.

### Electronic Devices

Electronic devices are not allowed to be seen in class/rehearsal or on the student's person. If a student brings an electronic device to Bright Lights, it must be turned off and stored out of sight. This includes cell phones and any other electronic devices, including e-readers, ipads, or gaming devices. If devices are seen, heard, or perceived on a student's person, they will be taken and kept for parents to retrieve from the coordinator at the end of our time together. If the parent does not retrieve the device the same day, Bright Lights will retain the device until the parent retrieves it on another day. If the problem persists, further disciplinary action will be taken. The only exception to this policy is if the electronic device is required by a campus teacher for academic work or for medical reasons.