



Ministry Classroom Management Guidelines SAMPLE ONLY

Please check with your program's lawyers, insurance carriers and advisors for specific changes and corrections needed for your particular program.

XYZ Ministry values the safety and well being of our students. The following guidelines are our expectations for classroom management.

- XYZ Ministry has an open door policy. We require classroom doors without windows in them to be open at all times.
- XYZ Ministry staff and/or permanent volunteers may come into your classroom at any time. They may offer assistance or observe your class.
- Parents of your students may observe your class if they have received prior permission from the XYZ Ministry staff. The staff will inform you when they have given permission to a parent to observe your class.
- Physical/corporate correction is not allowed under any circumstance.
- Cursing, demeaning comments, insults and other ugly speech are not allowed under any circumstance.
- We encourage you to require our students to follow XYZ Ministry rules:
 - Do not talk when someone is giving instructions or teaching a lesson.
 - Raise your hand if you have a question or need help.
 - If an activity allows talking, movement and/or noise, you are still expected to be respectful of others.
 - Do not use your words to be disrespectful or hurt others.
 - Do not use physical violence or force against others.
 - Follow instructions given by leaders, teachers and others placed in authority over you, unless they violate our ministry rules or God's laws.
- If a student disobeys rules or does not follow instructions, they are to be given only one reminder.
- If a student is openly disrespectful or disobedient, please let our floater know as quickly as possible. The floater will determine appropriate consequences. If you become a permanent volunteer, you will be given training on giving appropriate consequences to students.
- If you encounter a problem not addressed by these guidelines or have any questions, please contact Joe ABC.