

*Clifford Baptist Church*  
*Policies and Procedures Manual*

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| <b>Code of Conduct and Disciplinary Guidelines</b> |
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A goal of Clifford Baptist Church is to provide an environment where our children/youth are able to develop a Christian character and learn to live by Biblical standards of morality. Some of these include, but are not limited to, **honesty, purity, submission to authority, and showing respect for others.** It is essential that children/youth are made aware of their boundaries in terms of their own behavior while participating in church activities. Likewise, leaders working with children/youth should be extended the courtesy and respect which their leadership role deserves. We want every child's experience here at CBC to be exciting and fun! We also want the children/youth to feel safe and secure when they are in our care. Therefore, a Code of Conduct and Disciplinary Guidelines are necessary for the welfare of both the Church and the children/youth. Clifford Baptist Church expects full cooperation from children/youth and parents/guardians in abiding by the following Code of Conduct in order to provide a safe and effective learning environment. Any participant not abiding by these standards may be subject to the following Disciplinary Guidelines.

## CODE OF CONDUCT

1. I will be kind to and treat others with respect.
2. I will respect all church property and the property of others as well as take care of my own.
3. I will follow the instructions and directions of the activity leader.
4. I will not behave violently or abusively and will report such behavior to the adult leader.
5. I will be fair and honest in all my dealings with others so as not to hurt any others by what I say or do.
6. I will report any behavior that makes me feel uncomfortable to an adult leader or pastor.
7. I will actively participate in the activity and contribute to the best of my ability in an age appropriate manner.
8. I will arrive on time and depart at the appropriate time from the church activity.
9. I will remain in a supervised area at all times.
10. I will not have in my possession any substances or materials that may pose harm to any member of the group, the group leaders or the property in which the activity is held.
11. I will not take pictures or recording of anyone present at the church activity without the approval and monitoring of group leaders.
12. I will keep my cell phone on silent or switched off and out of sight during activities unless approval has been granted by the activity leader.
13. I will dress in a manner that honors God and shows respect to myself.
14. If I am involved in a dating relationship, I will conduct myself personally in a manner that is above reproach.

## DISCIPLINARY GUIDELINES

### **Disciplinary Actions for Minor Misconduct**

If a student displays any attitude/behaviors contrary to the Code of Conduct, the following measures may be taken:

1. Notification to student of inappropriate behavior and reminder of expected behavior.
2. Written notice to parent/guardian.
3. Speak to parents/guardian.
4. Leaving the church for a time/for good.  
Students who have been asked to leave the church are not to be on church grounds before, during, or after church activities for any reason except to attend worship but must be accompanied by a parent/guardian at all times.

### **Minor Misconduct**

Some examples of minor misconduct include, but are not limited to:

1. Disruptive behavior during class/activities.
2. Verbal or written abuse or disrespect to any other person.
3. Not following instructions and directions by teacher/leader.
4. Not remaining in supervised area during church activity.
5. Not keeping cell phones silent or switched off and out of sight.
6. Inappropriate language (automatic Written Notice to Parent/guardian).
7. Other actions that violate CBC Code of Conduct.

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### **Disciplinary Actions for Major Misconduct**

Depending on the severity and circumstances of the major misconduct, the teacher/leader/Pastors of the church may enforce one or more of the following:

1. Arrange a conference with the student, parent and teacher/leader.
2. Impose an immediate removal of child/youth.
3. Establish probationary terms.
4. Permanent expulsion from church property.

### **Major Misconduct**

Some examples of major misconduct include, but are not limited to:

1. Theft - physically or by electronic means.
2. Harassment – physical, verbal, written, sexual or by electronic means.
3. Violence.
4. Threat of force or violence.
5. Continued willful disobedience or non-compliance.
6. Use, sale or possession of controlled substances.
7. Vandalism or misuse of church property.
8. Possession of any weapon or other dangerous object of no reasonable use to the pupil at church or at a church activity.
9. Any other willful conduct or behavior, which in the opinion of the church leadership disrupts or threatens any member of the church community.

## **Discipline Procedure for Teachers/Leaders**

- Discipline/Code of Conduct and Discipline notices will be available in all children classes.
- Teachers will fill out the discipline notice and put it in the file cabinet in Sunday School office under their group immediately after class. Do not leave notices in the classroom for others to see.
- Leaders will check their group's folder regularly and will log the notice on Google Docs.
- Pastor Jeffrey will meet with the leader to discuss sending a letter out to the parent/guardian when there has been a repetitive occurrence.

**Clifford Baptist Church**  
**Discipline Notice**

**Name of Child/Youth:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_      **Time:** \_\_\_\_\_

**Teacher/Leader:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Reason(s) for Referral:**

\_\_\_\_\_  
\_\_\_\_\_

**Witnesses:**

\_\_\_\_\_  
\_\_\_\_\_

**Additional Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Teacher/Leader:** \_\_\_\_\_



# Clifford Baptist Church

635 Fletchers Level Road  
Amherst, VA 24521  
Phone: 434-946-0555

Sr. Pastor: Rev. Dr. Michael R. Fitzgerald  
Associate Pastor: Rev. Clyde M. Mawyer, Jr.  
Youth Minister: Rev. Jeffrey W. Campbell



Date: \_\_\_\_\_

Dear Parent/Guardian,

Your child, \_\_\_\_\_, has violated one or more of the church's Code of Conduct guidelines.

Below is an explanation of his/her misconducts:

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Your child has been previously warned multiple times about his/her behavior. We are very concerned that these behaviors have continued without improvement. Our next step would be to schedule a meeting with you and your child. Our goal is for every child to hear and learn God's Word so we ask for your assistance in this matter.

Please sign below and write any comments you have on back of sheet and return to

\_\_\_\_\_.

Parent/Guardian's signature: \_\_\_\_\_

Parents/Guardian's phone number: \_\_\_\_\_