

## **Employee Interaction with Students**

NorthCreek Academy and Preschool strives to ensure the safety and well-being of all students and staff while at school. This document is a compilation of written policies related to employee interactions with students.

### **From the NorthCreek Academy Parent Student Handbook:**

#### Disciplinary Procedures

Though the word *discipline* is often associated with a negative connotation, proper discipline is rooted in love and includes biblical instruction, character development, and training which corrects, molds, strengthens, and perfects. To that end, NorthCreek Academy seeks to provide students guidance and direction that is consistent, appropriate, and restorative.

The measures used in disciplinary situations vary with the nature of the circumstances and are applied by staff members using discretion as to the means best suited for each case. The process of discipline may involve explanation, training, admonition, counsel, and prayer, and, when appropriate, progressive consequences for misbehavior. The school employs various timely measures including such disciplinary consequences as verbal warnings and corrections, loss of privileges, seating changes, assigned work projects, time out, parent contact/conferences, referrals, detentions and restrictions from social or athletic events (junior high), probation, suspension, and, in very serious cases, expulsion. Spanking, physical or verbal abuse, and punishment that humiliates or damages the integrity of the child are not permitted.

#### Supervision Procedures

**YOU** are in charge and responsible for the safety of children on your watch.

- Staff members can be held personally liable for any mishaps resulting from negligent supervision.
- Avoid being alone with one student in a closed room. Should this be necessary, the staff member is to open the door, and you are encouraged to inform a neighboring staff member for accountability sake.

### **From the NorthCreek Church Employee Handbook – Guidelines for Personal Conduct**

The personal and professional life NCC employees lead reflects directly on Jesus and His church. Fallen ministers of the Gospel are a reminder that a life of personal integrity and holiness before the Lord and His people is not to be assumed or taken for granted. Rather, it is to be carefully and prayerfully cultivated and nurtured. Married employees must be diligent in nurturing and protecting the sanctity of their marriage.

The following standards apply to all NCC employees. Failure to observe any one or more of the following may be grounds for discipline up to and including dismissal.

1. The personal conduct of employees shall avoid every appearance of indiscretion. Employees shall live a life of personal and spiritual integrity. Patterns of behavior which are morally questionable shall be carefully avoided.
2. Employees must be diligent and wise in ensuring that their relationships with minors are above reproach, giving no cause to question the appropriateness of their interactions.