JESUSBUS.ORG

PARENTPACKET

GREEN BAY FIRST

SERVICE SCHEDULE:

Revised October 2021

Wednesday Evening Schedule:

We serve a free meal to everyone interested starting at 6:30 p.m. During the winter months, cancellation of services for weather conditions will be posted on Facebook and Instagram.

5:30 p.m. Buses leave for pickup.
6:30 p.m. Meal lines open/Food served
6:55 p.m. Students to be in their assigned classroom/area
7:55 p.m. Bus drivers and/or captains to be at their bus for loading
8:00 p.m. All students to be dismissed to their assigned bus
8:10 p.m. Buses depart to take students home

CODE OF CONDUCT:

Revised October 2026

1. Once on the church grounds, attendance is required to classes/rallies.
2. No student is allowed to leave the grounds without a written note from parent/guardian.
3. The possession or use of tobacco, illegal drugs, alcohol, knives or fireworks on the church grounds is sufficient reason for immediate dismissal.
4. Toys, collectibles or electronics are not recommended. Green Bay First will not be responsible for lost or stolen items.
5. Profanity, vulgarity or obscene language and/or gestures will not be tolerated.
6. Physical or verbal harassment of a person will not be tolerated.
7. If your child has had COVID-19, an elevated fever, suspicious rash, diarrhea, complaints of sore throat, stomachache, infectious disease (chicken pox, strep throat, pink eye, etc., including head lice), we ask that they not come to expose others to such.
8. Undergarments are not to be exposed, at any time.
9. Backpacks are not permitted at any time.

Any student that violates any rule 1 through 9 will be held accountable to a ministry leader following our discipline action policy and a strike may be issued.

DISCIPLINE ACTION POLICY:

Revised October 2021

Order of proper discipline procedures followed by the staff and volunteers.

1. **Correct the student –** Go to where the student is and first ask their name if you don't know, then lovingly correct them where they are at. Kindly ask them to stop whatever it is that they are doing that is distracting the service or breaking a facility rule.

2. **Second Warning –** Go to where the student is for a second time and correct them where they are at. Ask them to stop whatever it is that they are doing and be sure to inform them that this is the second time you have asked them to stop.

3. **Escort Out –** Go to where the student is and firmly ask them to quietly go with you out of the area where you are at (outside of the auditorium/meeting space), then proceed to step 4.

4. **Review Rules –** Go over the rules for attending (Code of Conduct). Be very clear that if they want to come to service that they must obey these rules. If they choose to obey, proceed to step 5. If they choose not to obey, inform them that they choose not to come to service and proceed to step 6.

5. **Assign a new place –** After reviewing the rules with them, if during the service, escort them back into the auditorium and seat them on a back row. If during an activity time, direct the student to a different area of the room or to another activity/zone. If in their assigned seat the student causes any problem at all, gently ask them to exit to the lobby with you and proceed to step 6.

6. **Communicate next steps (Three Strike Policy) –** Escort the student to the lobby and explain that they have been too much of a distraction and will now be disciplined according to our three-strike policy. Explain to the student that their parent(s) will be notified of final decision once decision has been made.

Once a student has been escorted out to the lobby and the next steps explained (Three-Strike Policy), leader will get the first and last name of the student, as well as bus number (if applicable) and possibly take a photo of the face of the student to communicate as many details as possible with the security team. Students who are escorted out of the service must sit in the café or lobby with an adult (of the same sex) until the proper dismissal time.

The leader will then fill out an Incident Form and submit all documents to the Lead Pastor for review. After discussing the situation with the leaders involved and other witnesses, a final decision will be made regarding a strike being issued.

The exception to this approach is anything that causes a physical threat to someone. Fighting, threatening behavior, possessing a weapon or possessing drugs and alcohol are illegal acts. Leaders are not to deal with these incidents alone and should immediately notify another leader for assistance. The security director or a pastor should be also notified immediately. Students involved in such behaviors will be removed from the facility without further warnings.

THREE STRIKE POLICY:

Revised October 2026

We have implemented and found that the following three-strike policy in our programs are of great benefit to maintain order, time and energies.

- **STRIKE ONE/FIRST OFFENSE** – If, after a student has been warned about his/her disruptive behavior, (on transportation, classroom, main auditorium or premises) and he/she continues to resist the teacher's authority, he/she will be issued a strike. If the student would like to return, the student must write a letter of apology and bring it the next time they ride the bus or attend our Wednesday night activities. The bus captain must see the letter of apology.
- **STRIKE TWO/SECOND OFFENSE** – If, in the following weeks the student continues to be disruptive, he/she will be issued a second strike. If the student would like to return after receiving a second strike, the student must write a letter of apology AND complete community service at the Green Bay First Food Pantry. Community service dates and times can be scheduled by calling the church office at 920-497-2800, or by filling out the Community Service form at jesusbus.org.
- **STRIKE THREE/THIRD OFFENSE** – If a child's disruptive behavior persists, even after the previous strikes, he/she will be issued a third strike and will not be allowed to return for the remainder of the current session (spring/fall). If the student would like to return during the next session after receiving a third strike, the student must write a letter of apology AND complete community service at the Green Bay First Food Pantry. Community service dates and times can be scheduled by calling the church office at 920-497-2800, or by filling out the Community Service form at jesusbus.org.
- **PASTORAL REVIEW** – When a child has previously been suspended from the Wednesday night program and continues to demonstrate behavioral problems, they may be placed on an indefinite suspension pending pastoral review. Before the child is permitted to return, a mandatory in-person meeting must take place with the Senior Pastor, the child, and their parent or legal guardian. The purpose of this meeting is to address the ongoing behavioral concerns, establish clear expectations, and determine whether the child is ready to return to the program. **Reinstatement is not automatic.** The Senior Pastor will make the final determination regarding the child's return and may establish additional conditions for continued participation. Our goal is not to permanently exclude children from the program, but to maintain a safe environment for everyone while giving each child an opportunity to make better choices and experience a fresh start.

Our main purpose is to help you as a parent instill in your child(ren) a love for God and His Word. Godly character, obedience and respect are just a few of the many lessons our leaders are teaching. Thank you for your cooperation and example.

APOLOGY LETTER GUIDELINES:

Revised February 2025

To be allowed to return after receiving a strike, the student must write a sincere letter of apology. This letter should include the following:

1. Your Name & Date
    - At the top of the letter, write your full name and the date you are writing the letter.

2. What Happened
    - Explain what you did that led to receiving a strike. Be honest and take responsibility for your actions.

3. Why It Was Wrong
    - Describe why your behavior was inappropriate or disruptive. How did it affect others around you?

4. An Apology
    - Write a sincere apology to the bus captain, teacher, or others affected by your actions. Example: *"I am sorry for _____. I understand that it was wrong because _____."*

5. A Commitment To Change
    - Explain what you will do differently in the future to avoid getting another strike. Show that you understand the importance of respecting the rules.

6. Your Signature
    - End the letter with your signature to show that you take full responsibility for your apology.

RULES FOR THE BUS:

Revised October 2021

7. Riding a church vehicle is a privilege and riders should treat it as such.

8. No Food, Drinks or Toys (Unless given to you on the bus)

9. In attempt to save on travel time, please call the church office if your child is not riding.

10. All riders must stay seated at all times (seats in seats and backs on backs). All riders/drivers must have seat belts on and fastened if available. Riders are not to extend arms or hands out of the vehicle windows or throw any objects out of the windows.

11. NO vulgar, obscene language or swearing will be tolerated.

12. You must respect and obey your driver and leaders at all times.

13. You must show courtesy and respect for your fellow riders. In other words, there will be no hitting, name calling, or making fun of other riders.

14. If any damage to a bus/van is done, the rider and parents must be responsible to pay for the repair work.

15. If a child is to be dropped off at a place different from where he/she is picked up, the bus captain MUST BE notified in advance by a note signed by the parent. If a parent comes to pick up the child, the parent must first check in with a ministry leader.

16. Please be ready to load when the bus/van arrives.

Riding on the church bus is a privilege and students can be suspended for breaking the rules listed above or for any behavior that disrupts the safe operation of the bus. ***Safety is our priority.***