

## *High School Assistant Handbook 2017-18*

**\*New High School Assistant Orientation will be at 8:45am on Sunday 9/10 in the 7<sup>th</sup> grade/confirmation classroom. Returning High School Assistants will join them at 9:30am in the same location.**

As you have been instructed, this is your “job description”:

### **Routine Stuff:**

- **Be early!** Be in the classroom about 10 minutes early each week to find out if the teacher needs anything prepared before you head to the sanctuary to begin the morning in worship until the children’s message when we’ll all head back to the classroom together.
- **Call, text or email** the teacher from the class you’re assigned to if you cannot make it. They depend on your assistance each Sunday. In order to be able to do this, you must exchange contact information with them. Please be sure to provide them with your parent’s contact information as well, since we must follow the “rule of three.” Giving as much advanced notice as possible would be the best scenario. If there is a last minute emergency, please contact Mrs. Gallagher at [kgallagher6@comcast.net](mailto:kgallagher6@comcast.net).
- **Be a role model!** The children in your class will emulate your behavior. Please be part of the group, and set a good example.
- **Gather supplies.** Each class has basic supplies in a caddy (or supply bin) stored in the classroom, plus there are additional supplies, which can be found in the CE office. Take what is needed for the day.
- **Take attendance.** Record the attendance on sheets provided in class folders. Don’t forget to count yourselves! This is especially important when you need a report how many hours you have volunteered for community service, National Honor Society, etc.
- **Clean up.** When class is over, help to pick up and return supplies, and clean up the classroom (wipe tables, sweep floors, empty trash \*Clean up procedure listed below).

### **Discipline:**

- Be pro-active about helping to keep the peace in class. Sit next to those who need extra attention, work one on one if needed. Teachers will let you know where the needs are. (See tips below #)

### **Teaching:**

- Read stories
- Help children with crafts, games, songs, etc...
- Share any special gifts you may have (music, drama, etc).
- Anything else the teachers may ask of you!

***\*Clean up procedures***

- Please take the time to return all supplies to the supply bin or to the CE office. Please write down any items that need to be replaced/replenished on the list hanging in the office.
- If there was an art project, the tables should be cleaned of crayon, markers, glue, etc. There are both Windex and paper towels in the CE office.
- The floor should be swept of any obvious debris. There should be a broom/dust pan in your classroom, but there are extras in the closet of the CE office.
- The garbage should be emptied if it is full or has food waste. There should be a liner in the bottom of the garbage bin, and if not, you can get a new bag from the C.E. office. You can also combine trash with the classroom next door if there is not much in the bag. The full garbage bag may be placed in the hallway for someone to pick up and put in the dumpster.
- If you have opened up any doors to the outside or windows, please be sure they are closed tightly.

***#Discipline tips:***

**Participate in the lesson.** Be prepared to assist the teacher by modeling the behavior he/she expects of the children. Observe the different abilities and interests of each child. Help children develop their unique individuality. Make learning active. Engage the minds and bodies of the children. For example, use action with songs and memory verses, sit on the floor at story time, and stand at tables for art projects. It is especially important in the beginning to act as a good role model, as the children will be exploring what is acceptable and what is unacceptable behavior, and where the teacher (and you) will set the boundaries.

**Be consistent and kind, yet firm.** Remind the children often of what the teacher (and you) expect of them. Use the class covenant to remind him/her of the group's expectation of each individual. They create the covenant that they agree to live by. Think about using the phrase "keep the covenant" to encourage children to self-correct. In addition, be sure to point out when the students are "keeping the covenant".

**Be encouraging.** Support the children in taking responsibility for their own learning and actions. Affirm their efforts without demanding perfection. Reinforce positive behavior in affirming, spoken ways. Communicate effectively. Before you give instruction or tell the story, wait until everyone is quiet and attentive. Speak clearly and slowly, making sure everyone understands what you are saying.

**Be ready to apologize.** If you have demonstrated unwanted behavior, apologize to the class or an individual. This can be a teachable moment when you model what it means to follow Christ in humility.

***Protocol for Severe Weather***

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The Director will send an email to all Church School teachers, nursery caregivers and High School assistants (for whom she has an up-to-date email address, and provided there is power!) as to whether there *will* or *will not* be Church School that morning.

In the case of cancellation, the information will also be available by listening to radio station WTIC AM (1080) or by watching WFSB-TV Channel 3.

Even if Church School is not canceled, your safety is very important to us. We would not want you to drive on the roads if you felt unsafe doing so. In this case, please contact Mrs. Gallagher that morning [kgallagher6@comcast.net](mailto:kgallagher6@comcast.net) to make her aware of your absence.

### ***Illness***

The church would like to ensure a safe and healthy environment for all children and teachers, especially as it pertains to the H1N1 influenza strain. We know that the most effective way to protect people from the flu or other illnesses is to keep sick people away from healthy people. Therefore, we are adopting the same protocol Tolland Public Schools are following this year. It is this:

If a person has:

- Fever (100 degrees F) AND sore throat
- Fever AND cough
- Fever alone
- Vomiting
- Diarrhea
- Sore throat with no fever
- New cough with no fever

He/she should remain at home until he/she is free of above symptoms for 24 hours without the use of fever-reducing medications.

### ***Policies and Procedures for a Safe Church***

We want to provide the safest program for children, and we want to protect those persons working with children. Therefore, we will follow the policies and procedures outlined in a document we refer to as our “safe church policy”. Copies of this policy are available in the CE office and in the main church office. If you wish to have a personal copy, I will make one available to you. Part of the training on the content of these policies and procedures will take place at the Safe Conduct training on **Sunday, September 10, 2017 at 9:30am** in the 7<sup>th</sup> grade/confirmation classroom and will be reviewed annually.

Each teacher and High School Assistant must complete a Volunteer Screening form. This form is to be filled out by anyone in a volunteer position involving the supervision and custody of minor children.

Below are sections of the Code of Conduct as it relates to your role as a volunteer for Church School.

<b>Code of Conduct</b>
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**SECTION 1:**

Section 1 of this **Code of Conduct** defines individual responsibilities as ministers, employees or volunteers, to meet the expectations of UCCT with respect to behavior or conduct in the service of the ministries of the church, especially those which serve “at risk” populations (children and vulnerable adults).

**General Requirements**

Each person subject to this Code shall:

1. Act as a team member in fulfilling ministry objectives
2. Treat children and vulnerable adults with respect, and fairly without regard to race, age, gender identity, sexual orientation, religion or mental capacity
3. Practice those behaviors we regard as necessary and positive as well as to refrain from those behaviors which have been defined as prohibited
4. Recognize circumstances of sexual harassment and the obligation and means to report to church leadership
5. Demonstrate appropriate physical contact and verbal interaction (further defined below)
6. Understand how, by their action or inaction, they individually pose a risk to the church in the form of legal liability or loss of reputation

**General Prohibitions**

The following behaviors are prohibited at all times:

1. Abuse of children or vulnerable adults in any way including, but not limited to, physical, verbal, sexual, emotional, financial or by neglect
2. Dating or becoming romantically involved with children
3. Use of or being under the influence of alcohol, illegal drugs or medications that impair judgement or reactions in the presence of children
4. Possession of sexually oriented materials, including printed or online pornography, on Church property
5. Having secrets with children or vulnerable adults
6. Staring at or commenting on the bodies of children or vulnerable adults
7. Engagement in inappropriate or unapproved electronic communication with children or vulnerable adults
8. Working one-on-one with children in a private setting
9. Permitting children to engage in the following: hazing, bullying, derogatory name calling, games of Truth or Dare, ridicule, humiliation, sexual activity, or abuse of any kind
10. Manipulating or exploiting a child or vulnerable adult in any way
11. Engaging in any form of sexual harassment or sexual exploitation
12. Having or allowing inappropriate verbal interaction or physical contact

**Specific Interaction Standards**

Each minister, employee or volunteer of UCCT shall conduct him/herself in a manner that fosters understanding of Safe Conduct in the context of serving children and vulnerable adults. The standards articulated below serve two purposes:

- To protect children and vulnerable adults from abuse or grooming for abuse elsewhere
- To protect/prevent ministers, employees or volunteers, from engaging in patterns of behavior that may be construed as abusive or predatory

1. **Physical Interactions** – In providing approval or affection, the following guidelines apply:

The items of conduct shown in the guidelines as appropriate or inappropriate are examples only, not all-inclusive lists.

<i><b>Appropriate Physical Interactions</b></i>	<i><b>Inappropriate Physical Interactions</b></i>
<p>These may be inappropriate if unwanted by the child, vulnerable adult, employee or volunteer.</p> <ul style="list-style-type: none"> <li>• Pats on the shoulder or back</li> <li>• Handshakes or high fives</li> <li>• Arms around shoulders</li> <li>• Holding hands (with young children in escorting situations)</li> </ul> <p>While these examples are generally appropriate, any physical interaction may be inappropriate if unwanted by the recipient or the minister, employee or volunteer.</p>	<p>Any form of affection that is unwanted by the child, vulnerable adult, employee or volunteer, which may include:</p> <ul style="list-style-type: none"> <li>• Suggestive hugs</li> <li>• Kisses</li> <li>• Wrestling</li> <li>• Tickling</li> <li>• Touching bottom, chest, or genital areas (except for toilet hygiene dependent on a individual’s age or special needs)</li> </ul> <p>While these are examples of inappropriate interactions, any physical interaction is inappropriate if unwanted by the recipient or the minister, employee or volunteer.</p>

2. **Verbal Interactions** – The manner of speaking with children establishes respect. The following guidelines apply:

The items of conduct shown in the guidelines as appropriate or inappropriate are examples only, not all-inclusive lists

<i><b>Appropriate Verbal Interactions</b></i>	<i><b>Inappropriate Verbal Interactions</b></i>
<ul style="list-style-type: none"> <li>• Positive reinforcement</li> <li>• Appropriate jokes</li> <li>• Encouragement</li> <li>• Praise</li> </ul>	<ul style="list-style-type: none"> <li>• Name-calling</li> <li>• Compliments related to physique or body development</li> <li>• Discussing sexual encounters or in any way involving children or vulnerable adults in the personal problems or issues</li> </ul>

<p>While these examples are generally appropriate, any verbal interaction may be inappropriate if unwanted by the recipient or the minister, employee or volunteer.</p>	<p>of employees and volunteers</p> <ul style="list-style-type: none"><li>• Secrets</li><li>• Cursing</li><li>• Off-color or sexual jokes</li><li>• Shaming</li><li>• Belittling</li><li>• Derogatory remarks</li><li>• Harsh language that may frighten, threaten or humiliate children</li><li>• Derogatory remarks about the child, or vulnerable adult, or his/her family</li></ul> <p>While these are examples of inappropriate interactions, any verbal interaction is inappropriate if unwanted by the recipient or the minister, employee or volunteer.</p>
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3. **One-on-One Interactions** – Because most abuse occurs when an adult is alone with a child, private one-on-one meetings with a child are prohibited unless approved in advance by the appropriate Program Director. When so permitted, the following guidelines shall apply:

The items of conduct shown in the guidelines are examples only, not an all-inclusive list.

<i>One-on-One Interaction Guidelines</i>
<ul style="list-style-type: none"><li>• Seek to have someone else in attendance.</li><li>• When meeting one-on-one with a child, always do so in a public place in full view of others.</li><li>• Avoid physical affection that can be misinterpreted.</li><li>• If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.</li><li>• Inform another minister, employee or volunteer that you are alone with a child and ask them to randomly drop in.</li><li>• Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.</li></ul> <p>To the extent any of these guidelines may appear to be in conflict, the spirit of them is that the minister, employee or volunteer, shall seek to be in view of others while meeting privately with a child.</p>

Updated 9/8/2017  
by Amie Giguere, Director of Children and Youth Ministries