

# Classroom Assistant Manual

## **Mission Statement**

Bright Lights is a non-profit organization that takes learning beyond the classroom by providing youth with unique, motivating, hands-on learning opportunities. *Adopted March 2001*

## **Governing Values**

We believe learning should be:

- FUN
- Accessible
- Inspiring curiosity
- Life-changing
- Life-long
- Passionate
- In a safe environment

## **Bright Lights Chant** *(done during First 15 during programming)*

What is Bright Lights?

\*A summer learning adventure!

What do we do at Bright Lights?

\*Learn and have fun!

Who am I at Bright Lights?

\*A Shining Star!

## **First 15 Gathering of Students (AM/PM)**

- Bright Lights Teachers and at least one Assistant should report to the gym at 8:45 AM/12:45 PM on the first day of class to meet the students and take attendance. Classes will be designated using the class signs. Students will be dismissed to their classrooms at 9:00 AM/1:00 PM led by the Classroom Assistant. Parents may visit the classroom briefly on Monday.
- The rest of the week, one assistant will be assigned to be in the gym each day to greet the students, take attendance, and supervise the students. Students will be dismissed to their classrooms at 9:00 AM/1:00 PM by the Classroom Assistant.
- First 15 Quiet Games are posted separately on the Classroom Assistant Resources page.

## **Main-Site Attendance**

- Attendance sheets are provided.
- A Classroom Assistant will be assigned to take attendance at First 15, with Teachers double-checking information. Attendance sheets should be taken to BL Central at 9:10 a.m. and 1:10 p.m. so families can be contacted if a student is absent.

- Should a student arrive after attendance is turned in, Classroom Assistants will report the information to BL Central staff so those parents are not contacted.
- Students picked up prior to dismissal times: Parents must make the request at BL Central and will be asked for a photo ID.
- A blue master attendance sheet will be provided that can remain in the classroom as a quick referral for staff. (The master should be placed in the Red Folder.)

### **Off-Site Attendance**

An Assistant or Teacher should call students who are absent the first three days of class. Be sure to provide the exact location of class and be prepared to provide accurate directions to the site. The addresses for all community sites can be found on the BL website, in the print brochure and in the class confirmation email. If the Assistant cannot reach a parent, call the Main Site, and staff will follow up.

### **Classroom Expectations/Behavior Concerns**

“Be Safe. Be Respectful. Be Responsible.” A Behavioral Expectation grid should be posted in the classroom and is also available on the BL teacher website under the Teacher Resources page.

### **Playground Expectations**

- A Playground Supervisor will be available on the playground each day, but Teachers and Classroom Assistants are responsible for actively supervising the safety of students in their class, reinforcing playground rules, and redirecting inappropriate or unsafe behaviors. Teachers should review the expectations for supervision with Assistants on Set-up Day.
- Classes will be assigned a different playground zone every day by the Playground Supervisor.
- Play Equipment Rules: Students should “always be under not over” on equipment; students should “always be hanging by their hands and never by their feet.”
- Teachers should develop a plan for gathering students to return to class after snack/break time (whistle, noisemaker, hand clap, etc.).

### **Lunch Care**

- Supervised lunch hour care is available at the Main Site and International Site.
- An Assistant will be assigned to walk student(s) to the lunch room and check in with the Lunch Care Supervisor.

### **Dismissal Time**

- K-2 grade classes and students who ride the bus (wearing a wrist-band) should be dismissed 5 minutes early along with a Classroom Assistant.
- Students who attend Lunch Care should also be dismissed 5 minutes early.
- Classroom Assistants/Teachers should carry the class sign and line up along the sidewalk area on the west side of the building.
- All Teachers and Classroom Assistants need to be outside carefully supervising and assisting students being picked up.

## **Conduct and Personal Appearance**

**Trust:** All Classroom Assistants are expected to not share personal/health information available to them about Bright Lights students.

**Courtesy:** Classroom Assistants should relate to staff members, students, and parents/guardians in a friendly and courteous manner.

**Integrity:** Classroom assistants are expected to be positive role models and not to use inappropriate language or behave in an immature manner.

**Personal Attire:** Casual wear is accepted, but the green Bright Lights Classroom Assistant T-shirt and name tag must be worn daily. All attire should be modest (no cut-offs, short shorts, short skirts). Wear comfortable shoes.

**Cell Phone Policy:** Personal telephone calls and text messages should not be made or received during volunteer hours. Please let a staff member know if you have an emergency and need to receive a call or text. Otherwise, phones should be kept out of sight so that the focus is kept on classroom responsibilities. If a "Class Selfie Day" is held, this will be an exception to this rule.

**E-mail:** E-mail will be one of the primary means of communication between the Classroom Assistant Specialist and Classroom Assistants. Please be sure to provide a valid e-mail address (your LPS email address is not a valid email address) and check it regularly leading up to assisting with a Bright Lights class.

## **Orientation**

**First- and second-year classroom assistants** must attend an orientation, held in May. The orientation will cover expectations, active supervision, responding to inappropriate student behavior and other program details. **Assistants who do not attend either session must attend a brief orientation from 9-10 a.m. on Set-Up Day prior to the start of their assigned program week.**

## **Summer Session Facility Procedures: Care of the Building**

- No tape on drywall, white boards, or tile floors.
- No water for erasing white boards.
- Correct use of white boards: Use only white board markers provided by BL with the correct cleaning materials.
- No rearranging of existing classroom materials.
- No eating in the rooms without permission.
- Cover all tables where students will be completing projects.
- Tarps will be placed in every classroom covering flooring when messy activities are anticipated. Move outside when possible or in a hallway area. Leave tarps on the floor at the end of the week.
- Library books from the school media center are not available for use.
- Do not move classroom equipment, furniture, or chairs from room to room.
- Bright Lights is responsible for and pays for any damages that occur during our rental period. Please alert us immediately of any situation that needs to be addressed.

## **Field Trips**

Assistants must provide their own transportation to and from any scheduled field trips.

## **Photos/Videos**

No photos are to be taken in the classroom unless asked by a teacher or administrator. Exceptions can include Selfie Day, if held. Remember to remove or turn over all nametags if photos are being taken of students or assistants.

## **Survey**

Classroom assistants are highly encouraged to complete an online survey in regard to their program week experience. A link to the survey will be sent mid-week, and we ask that you complete the survey before ending the week. Your feedback is very important to us and helps make improvements to the classroom assistant experience and program.

## **Additional Information Procedures**

- Book Fair (Main Site only). Classes will have an opportunity to visit the Book Fair and purchase books. Sign-up sheets will be available on Set-up Fridays.
- Classroom Assistant Pizza Lunch will be held on Wednesday at noon of each program week at the Main Site and at the International Program.
- Thursday of each program week Class Sponsor/Scholarship donors, Board members and prospective teachers are encouraged to visit.
- If you are assisting during International Program week, you will be invited to a bowling outing on Thursday afternoon and a Closing Ceremony Friday evening. All International Teachers are expected to attend these events. Classroom Assistants are invited as well.
- Parking: Please do not park in spaces designated for the Principal, Office Staff, Custodians, etc. in the parking lots. On-street parking is available, as well as space in the large parking lot east of the school. Offsite classes may have additional parking restrictions or policies. Handicapped accessible spaces are designated.

## **Termination**

Any of the following violations may result in disciplinary action up to and including termination:

- Falsification of information on application.
- Failure to meet the requirements of the job.
- Violation of any Bright Lights rule/procedure.
- Excessive tardiness or absence from the job.
- Engaging in any form of harassment in violation of Bright Lights' Anti-Harassment Policy.
- Participating in any illegal activity on Bright Lights program sites.
- Alcohol or drug use while serving as a Classroom Assistant.

## **Compensation**

Bright Lights Classroom Assistants are considered volunteers and do not receive payment for assisting teachers in the classroom. Students may volunteer to fulfill Government and Politics service hours and will receive 20 hours' credit for one half-day class (including Orientation and Set-up Day attendance).

A stipend or gift card will be issued to assistants taking on extra duties, such as supervising before care and lunch care.

## **SAFETY and HEALTH**

### **Drug and Alcohol Policy**

Drug and Alcohol use is prohibited while serving as a Bright Lights volunteer.

### **Concealed Weapon Policy**

Bright Lights prohibits all persons who enter the Bright Lights offices, or location of any Bright Lights program, from carrying a handgun, firearm, or prohibited weapon of any kind onto the property regardless of whether the person is licensed to carry the weapon or not. This policy applies to all Bright Lights employees, students, and visitors.

Likewise, Bright Lights employees are also prohibited from carrying a weapon while in the course and scope of performing their job, whether they are on Bright Lights property at the time or not and whether they are licensed to carry a handgun or not. Prohibited weapons include any form of weapon or explosive restricted under local, state, or federal regulation. Failure to abide by all terms and conditions of this policy may result in discipline up to and including termination.

### **Color-Coded Shirts/Name Tags**

- Teachers will wear blue shirts, Classroom Assistants will wear green, and the Office and Summer Building Staff will wear orange T-shirts every day.
- Name tags are provided for Teachers and Assistants and they are expected to wear them every day.

### **Doors**

- For safety reasons, outside entrance doors may not be propped open
- The outside entrances are numbered, and those numbers are placed on the floor plan with classroom assignments.
- All outside entrance doors will be locked except for the west entrance (door 4).
- Classroom doors shall remain locked at the Main Site in the event of an LPS Standard Response Protocol. To avoid classroom doors from always locking when leaving a classroom, we are providing a band that holds the latch open. In the event of an LPS Standard Response Protocol, move the band above the lock to lock the door.

## **Health Concerns**

- A school nurse will be on staff at the Main Site. Epi-pens for first-time allergic reactions will be available from the Health Nurse at the Main Site.
- If necessary, teachers will share student health information with Classroom Assistants. This information is confidential.
- Exam gloves will be in the supply area; please pick some up to have in the classroom.
- A Bright Lights first aid kit is available for field trips and should be checked out from the Health Office on the morning of the field trip.

## **Food Guidelines**

- Any food brought to class by students to share with others must be store-purchased and labeled. Teachers should follow appropriate food preparation guidelines as well as being aware of student food allergies in their class.
- No nuts or nut products will be served or be used in the program due to food allergies.

## **Missing Student**

- Record the time when absence is noted and search begins.
- Call BL Central immediately.
- Check with Teacher, Assistants, and other students.
- Check bathrooms and common areas.
- BL administrators will determine if 911 should be called.
- Teacher or BL Administrator will call the student's parents.
- First Responder (Fire or Police) will take over when they arrive.

## **Student Drop-Off and Pick-Up**

- One Classroom Assistant will be assigned to the drop-off/pick-up area to monitor students' arrival/departure.
- Parents may park and walk to pick up their student.
- Teachers may not leave until all students have been picked up.
- If any student is not picked up by 15 minutes past the hour, please contact a BL administrator.

## **Student Count During Transition Times**

- Count students to/from break time, restroom breaks, to/from outside activities.
- Develop a system with the Teacher.
- Keep the blue attendance sheet in the Red Folder.

## **Tornado and Fire Drills at Community Sites**

- Teachers should train Classroom Assistants on the procedures and practice with students on Monday during snack break.
- In case of a tornado warning, please escort Students to the safe location site and remain until clear.

## **LPS Standard Response Protocol (Lockout, Lockdown and Evacuate) and Shelter Instructions**

See poster in individual LPS classrooms or refer to the Teacher Manual on the Bright Lights website.

### **Anti-Bullying Policy**

Bright Lights provides physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the program and required of all staff. Inappropriate behaviors including but not limited to bullying, intimidation, and harassment must be avoided by students and all staff.

### **Anti-Harassment Policy**

Harassment of employees, classroom assistants, volunteers, students or parents based on membership in a legally protected class will not be allowed. Harassment includes but is not limited to: unwelcome or unwanted advances (including sexual advances), unwelcome requests or demands for favors (including sexual favors), verbal abuse or kidding that is oriented toward a prohibited form of harassment, and creating an environment that is intimidating, hostile, abusive or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts or attentions. Any complaints will be kept confidential and will be promptly and thoroughly investigated. Disciplinary action will be taken in the case harassment is confirmed.

### **Background Checks**

Background checks will be required of any Classroom Assistant who is 19 years of age on or before June 1 of the program year. If an assistant is volunteering for a second year in a row and a background check has been completed the previous year, Bright Lights staff will determine if a second background check is needed.

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