



General Guidelines for Assistants

HONOR & RESPECT

Our school culture is built on honor and respect. We expect everyone in our school community to walk in this culture.

1. We respect God and His Authority (John 14:21, Romans 2:21)
2. We respect His delegated authority and follow guidelines
 - a. Be under the authority of school leadership and your assigned teacher
 - b. Accept your position of authority and walk in it. (Joshua 1: 6-9)
 - c. Know the expected behaviours and expect students to obey.
3. We honor one another with our words, actions and with positive communication.
 - a. We are a prophetic community - we see the GOLD in each other and call it out. If you receive a "word" for a student we have guidelines in place to provide a safe space for both the recipient and the giver. Please write the word down and submit it to the classroom teacher and/or the principal. Please DO NOT give out 'words' at your own discretion. If you have any questions regarding this guideline feel free to ask the teacher or principal.
4. We respect God's creation and the property of others (No littering, writing on school property, stealing, etc.)

ORDER

God is a God of Order who brings Peace (1 Corinthians 14:33, 40).

1. **Punctuality** - Please be on time and do not leave early. Our AM Shift is from 8:00 - 12:00 and the PM shift is from 11:00 - 3:00. Remember that our teachers are depending on you. Please sign-in and sign out in the office and remember to wear your Classroom Assistant identification at all times while on campus.
2. **Absences** - If you are sick, please find a replacement and contact the office at admin@tdcapasadena.org or call our TDCA office at 626-765-5105 to let us know.
3. **Cell Phones** - Please place on silent and use only for emergency. Please do not chat/text/play games on your cell phone during your Classroom Assistant hours.

EXCELLENCE

You therefore must be perfect, as your Heavenly Father is perfect. (Matt 5:48)

1. The word 'perfect' refers to wholeness & completeness; the pursuit of excellence in all areas of life. Jesus is our example of excellence - we set our minds to be excellent in our responsibilities and expect excellence from our children. This includes personal appearance & hygiene, choice of words & language, and the manner in which we carry ourselves. We are royalty through and through and this mindset must exude in all areas of our lives.

DISCIPLINE

Godly correction is for the good of all.

1. **Warnings** - When you are with the students without a teacher present, you are the responsible adult for them. Please correct the students when they are breaking the rules with firmness and kindness. Be sure to remind them what the appropriate (expected) behavior is.

For example, a student talking in the hallway can be addressed as follows: "Jimmy, when we are in the hallways we are to be quiet. Please show me the expected behavior by not talking while we are in the hallway." This helps identify both the appropriate (expected) behavior and how to correct the inappropriate (unexpected) behavior.

2. **Follow up** - If a student misbehaves after a warning, then you should inform the teacher about what happened upon returning to the classroom. This is very important so the teacher can administer the correct discipline. Please do not allow students to misbehave, as this will undermine our training at TDCA.

BRAVE COMMUNICATION

At TDCA we understand that the tongue is one of the most powerful tools we have. One word can bring healing and life. Another word can bring pain and death. Brave communication does not hide behind accusations or passive-aggressive blame-games. It is our responsibility to **train our tongues**, in love, so that we build a community that reflects the honor we have for one another through Jesus Christ in conflict and resolution. We teach our students they are powerful communicators and they are expected to use thoughtful words to convey their thoughts and emotions. Please see the Brave Communication form for more details.

TDCA Privacy and Communication Chain of Command

TDCA is created to be a safe space for all families. We strive to preserve the anonymity of students and families in the event of conflict. In the event of conflict between students within the classroom we request parents NOT discuss any private conflict with other parents. In a school as small as ours, small conflicts can easily escalate into larger ones and, unfortunately, can lead to gossip and strife between families.

We ask parents to directly communicate with the teacher. If the issue cannot be resolved at the classroom level, the teacher will invite the Principal into the communication.

MERCY & COMPASSION

Love never fails. (1 Corinthians 13. Psalm 139) Get to know the students in your class! Pray for them, encourage them and believe in them. Point out excellent behavior and praise them for it.

OPEN DOOR POLICY

Please keep doors open at all times when alone with a student. If there are 3 or more people (including yourself) in the room, it is okay to close the door. Otherwise, please keep the door open.

CLASSROOM SPECIFIC - GUIDELINES

Classroom Assistants will receive specific instructions from the Teachers whose classrooms they are assigned to.

RECESS & LUNCH SPECIFIC - GUIDELINES

Recess & Lunch Assistants will receive specific instructions.