

Fourth Universalist Society in the City of New York
Safe Congregation Policies and Procedures

Updated May 2026 by Carol McLoughlin



FOURTH
UNIVERSALIST
SOCIETY

Introduction:

We, the members of Fourth Universalist Society in the City of New York, believe in the inherent worth and dignity of every person and value justice, equity, and compassion in human relations. This compels us to create a safe environment that protects children and adults from potential and actual harm.

As a religious community, we take seriously the task of providing a safe and nurturing spiritual, emotional, and physical environment for all. We recognize the realities of emotional and physical abuse in our society, as well as the many other dangers in our world. We create this policy in the hope that it can offer greater collective safety. While we recognize that even with these precautions we cannot say we are a “risk-free” space, we believe that setting forth aspirations allows us the best chance to be our best.

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1) General Regulations

A) Teaching/Supervision Requirements

- All volunteers, non-volunteers and participants working within the **Religious Education (RE) program** are supervised by the **Director of Lifespan Religious Education (DLRE)**.
- Each classroom will have at least two adults (persons over the age of 18) present at all times..
- Adult teachers and volunteers must be onboarded by the Director of Lifespan Religious Education before teaching. Every volunteer will be provided with a copy of the Safe

Congregation Policy. **More information on training and screening procedures found in section 3.**

B) Religious Education Protocol and Etiquette

Guidelines for Student Safety

- The CPW (Central Park West) door to the gym stairwell must be locked on Sundays from 10:30 until 2 PM.
- Classroom doors must be left open and windows uncovered whenever being used by the Religious Education department or participants.
- While open, classroom doors should also be locked from the outside, lest they need to be shut due to a hostile intruder.
- All RE staff should have keys to the classrooms on their person at all times.
- When escorting children (considered K-5th grade) to the restroom, staff and RE volunteers may only enter and assist when necessary, using best judgment.
- The DLRE is responsible for assigning curriculum for each class. Teachers are to follow the DLRE's directions unless permission has been given to deviate. The DLRE is responsible for the overall function of class time and ensuring adequate volunteers.
- Corporal punishment or abusive language is not tolerated at Fourth Universalist. In order to be effective, discipline methods should be applied that are proven to be positive and empathic. Some positive methods can be [referenced here](#) and [here](#).
- In cases where disciplinary action is necessary with students, the DLRE should be notified immediately. Parents or guardians should be made aware and meetings should be held in open spaces with at least two adults. One-on-one meetings with children or youth are strongly discouraged and cannot be held in private spaces. (See Guidelines for Student Discipline below for more details.)

Religious Education Registration

- **Annually, before the start of the program year in September, parent(s) or guardian(s), need to complete and submit on-line to the DLRE, a Religious Education Registration Form for each child in RE.** This form includes information for student safety and consents
- **Youth Dismissal Policy (Ages 11 and Up)** Students may leave on their own after RE or other events if this consent is signed. Otherwise, students must be picked up by a parent or guardian; or individuals designated in the next form
- **Non-Legal Guardian Pick Up Authorization** The option to designate individuals to pick up their child in their absence.
- **Vaccinations:** Students should be caught up on vaccinations, following the [requirements](#) of the NYC Dept of Education. Parents will be asked to confirm compliance when they register their students at the beginning of the congregational year. Exceptions may be made at the discretion of the DLRE and in consultation with the Minister,

including for medical reasons and when a child is in the process of becoming fully vaccinated.

- **Permission for Medical Care:** Consent requested for staff and volunteers to seek emergency medical treatment in the parent(s) or guardian(s) absence after reasonable efforts have been made to contact them.
- **Medical Information** is requested about any significant medical conditions to ensure a student's safety and well-being during RE activities.
- **Tech Device Use:** Consent requested for students to use tech devices under supervision for educational, spiritual or recreational purposes.
- **Media Release Notification: Photos and videos including discernable images of children will not be used in Fourth U newsletters, social media, website or other publications unless the parent(s) or guardian(s) has consented by completing the RE Registration Form.** If an image is used, no names or other identifying information will be included.
- **Policy for Off-Site Events: (Included in the RE Registration Form)**
All programming beyond church property must be approved by the DLRE.
 - Permission must be given by parents or guardians before a child or youth participates.
 - **Parent or Guardian Consent & Medical Release Forms should be used for any event outside the church's immediate vicinity** (beyond sidewalks outside the building) **(Appendix E)**
 - A minimum of 2 staff members and/or RE volunteers need to be supervising students.
 - If a vehicle is used, drivers must be aged 21 or over. A staff member or RE volunteer and at least two children should be in the vehicle.
 - Any overnight chaperones must be approved by the DLRE and have completed the application process for RE volunteers.

Guidelines for Student Discipline

It is the policy of Fourth Universalist's RE Program to provide an inclusive space for students. We also know that self-discipline is necessary for all successful communal spaces and social justice movements. We believe in upholding the safety, consistency, and quality of the lessons by warmly requiring respect and self-discipline.

- **In class (for Time For All Ages and classes)**
 - Most misbehavior can be avoided entirely through clear directions, interesting lessons, and an assertive teacher presence. Teachers are encouraged to manage classrooms in ways that are clear, consistent, positive, and firm.
 - Misbehavior can include things like: talking out of turn, disrespecting teachers or peers, verbal or physical aggression, inappropriate use of tools or equipment in class, stealing, cheating, harassment, ridiculing, distracting behavior, and unsportsmanlike conduct.
 - **Approaches to misbehaviors** include public verbal re-directions and private verbal re-directions, but, if misbehavior persists:

- a student will be asked to have a brief conversation in the hallway with a teacher or with the DLRE. If misbehavior persists:
- a student will be reunited with their parent(s) before the end of the class/end of the service. If misbehavior persists:
- a meeting will be held with the student, the parent(s)/guardian(s), the DLRE, and at least one teacher, volunteer, or the Minister. The Minister will be invited to attend and be kept aware of the conversation if not present. Further actions will be discussed and decided, and may include an improvement plan or in extreme cases, suspension from RE programming.
- The **Fourth U RE Behavior Incident Report Form** or **Fourth U RE Teacher Classroom Behavior Notes (Appendix J)** will be completed by the teacher.

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If a student starts to make physical threats to harm themselves or others, displays aggressive physical contact, destroys property or attempts to harm themselves, the student should be asked immediately to leave the classroom with the teacher. If the student does not respond to verbal directions and the dangerous behavior continues, the class should be suspended and the other students asked to leave until such time the class can safely resume. As a last resort in cases of imminent danger to self or others, the teacher may gently grasp the student's upper arms and remove them from the classroom.

In all cases, the student should be quickly reunited with their parent or guardian. The DLRE and minister should be notified promptly. A meeting needs to be held with the student, parent or guardian, DLRE and minister to develop a written improvement plan, before the student can return to RE classes. If the behavior continues, or at any time, the DLRE and minister determine others may be at risk of harm in the classroom, the student may be suspended as a last resort.

- If possible in the carrying out of other Sunday roles, the DLRE or other RE Team members should move between various classroom spaces to make sure these rules of conduct are being abided by.

- **Outside of Class**

- RE students, when not in class or in the care of RE staff in the after-class gym space, are the responsibility of their parent(s)/guardian(s).
- RE students are expected to respect the physical property of the church at all times, and should not be in any church spaces without permission and/or adult accompaniment. Students should not be on the altar or steps at any point before, during, or after service aside from the Time For All Ages (TFAA) or specific events (e.g., Easter Egg Hunt).

- o RE students should refrain from roughhousing, horseplay, constant running through the sanctuary, and other behavior that has the potential to be physically dangerous for themselves and others.
- o RE students should refrain from disrespecting staff, congregation members, visitors, and each other.
- o RE students being alone together unsupervised after Religious Education should be avoided, and if a volunteer or staff person finds two youth alone, should direct them to a public space such as the sanctuary.
- o If possible in the carrying out of other Sunday roles, the DLRE or other RE Team members should move between various spaces to make sure these rules of conduct are being abided by.
- o If RE students are in violation of the expectations above and the misbehavior is not being addressed by the student's parent, congregants should attempt to warmly address the behavior with the student and/or parent in question. If misbehavior persists:
 - A Teacher, Staff Member, or RE Volunteer can be alerted and tell the DLRE, or the DLRE can be alerted directly. The DLRE will have a conversation with the parent(s)/guardian(s) as well as the student, if at all possible. If misbehavior persists:
 - a meeting will be held with the student, the parent(s)/guardian(s), the DLRE, and at least one other person. The Minister will also be invited to attend. Further actions will be discussed and decided, and may include an improvement plan or, in extreme cases, suspension from RE programming.
 - The **Fourth U RE Behavior Incident Report** should be completed by the DLRE (**Appendix J.**)

C) Children After Service Protocols

- Children (K through fifth grade) who participate in RE during the service will be signed in by their parents/guardians before the service and signed out by their parents after the service. This can be done either digitally or on a paper sign in.
- Following RE, supervised play in the gym will run from 12:45-2:00 PM. Parents/guardians must sign children in and out of the gym.
- Any unattended children still present after 2 PM will be subject to the discretion of remaining staff members to decide how long to wait and whether to call the authorities.

D) Youth After Service Protocols

Youth (hereby understood as children in 6th-12th grade) sign themselves in, and may self-dismiss at any time between the end of class and 2 PM, but may not stay on the premises after 2 PM without a parent/guardian, due to safety and insurance purposes. If youth are found unattended inside our building after 2 PM, they will be asked to leave and their guardians informed.

E) Adult Boundaries with Children

Adults will not initiate intimate physical contact (i.e. hugs, sitting close together) with children and youth who are not in their care while on Fourth Universalist property or Fourth Universalist sponsored events (i.e. annual retreat). Adults will not invite themselves, in-person or virtually, into children and/or youth exclusive spaces without functioning in a Fourth Universalist approved RE role or without previously expressed parental permission.

F) Unitarian Universalist Shared Values and Sexual Ethics

- We recognize that we are sexual beings and our faith affirms our right to express our sexuality without shame or fear; as long as there is mutual capable consent. We promote healthy discussions on our health and sexual expression through the codes of the Unitarian Universalist Association's **Our Whole Lives (OWL) program**. We also recognize that our congregation is a public space for all ages and sensibilities. As such, sexual activities are prohibited in our shared public space.
- **New York State Law (Article 130 of the NY Penal Law)** provides that persons 16 and under generally do not have the capacity to consent to sexual activity. They may be the victim of a felony sexual crime depending on the age of their perpetrator.

G) Childcare for Congregational Events

When an event is being hosted at the congregation and childcare is provided, it will be done by an employee or a volunteer who has completed the application process, **(See Section 3B)** or by a hired professional sitter. For events in which there is a minimal need for childcare, a single sitter may be used.

H) First Aid

There is a first aid kit in the executive director's office, in the kitchen and in the closet under the stairs on the lower level of the school side of the building. Basic first aid should be administered, when necessary, by a staff member in collaboration with the parent(s), if children are involved.

2) Building Protocols

A) Alcohol Policy

The consumption of alcohol shall be permitted within the constraints of all applicable laws at Fourth Universalist functions. Alcoholic beverages shall not be stored on Fourth Universalist property, except in a locked location or otherwise inaccessible to minors. Any adult member or staff member shall have the authority to dispose of any alcoholic beverage found in violation of this policy.

B) Burning of Substances

The burning of incense, sage, scented candles or other products of similar materials is not permitted inside the Fourth Universalist building. The burning, by adults, of non-scented candles and oils is permitted, as is the burning of small quantities of paper as required for ritual purposes, provided that a fire extinguisher is available in the immediate vicinity. Minors may only participate in the lighting/burning of candles, ritual paper and oils under the direct supervision of an adult.

C) Building Closure

In the event of severe weather, or some other condition that would make travel or gathering hazardous, the decision may be made to close Fourth Universalist. The Board President will make the final decision after respectfully receiving and considering the advice of the Minister and Executive Director. For a Sunday morning service, this decision shall be made no later than 8:00 a.m. that morning. Once made, the decision shall be communicated immediately by the Executive Director to the congregation via a mass email, a posting on the Fourth Universalist website and Facebook page, a message on the office answering machine, and (when appropriate) a posted bulletin on the front doors of the building.

For all other Fourth Universalist events, the decision shall be made by the event organizer in consultation with the Minister, Board President and Executive Director. The closure should be publicized as above. For events involving a smaller group of regular attendees (e.g., Fourth Universalist evening groups), any decision to close the building will be communicated to the group organizer by the Executive Director.

D) Evacuation Plan

The **fire evacuation plan** is designed to provide the safest exit strategy for participants of congregational and RE programs in the event that the fire detection system is activated. It seeks to evacuate the church building in a minimum amount of time by assigning exit paths to evacuees based on their location in the building, thus minimizing congestion at any one exit.

Directions will be provided by trained “Monitors.” Monitors are: staff, worship associates, greeters, and RE volunteers.. Directions provided by the monitors should

be obeyed without hesitation. The monitors' primary goal is to protect participants from physical harm and secondarily to minimize psychological trauma created by the fire.

Distribution of Information

This evacuation plan must be provided to all staff, RE volunteers, greeters and worship associates, as well as being periodically publicized to the congregation at large.

Designated Meeting Spot

In case of an emergency evacuation of the building on Sunday mornings during the service, everyone should gather in front of the New York Historical Society (Central Park West between 76th and 77th Streets.) Parents and children in RE will be reunited at the evacuation site.

Sanctuary and RE Evacuation

The **Minister** will initiate the evacuation by asking the congregation to remain seated and telling the ushers to open the doors onto Central Park West and the 76th Street door.

When an alarm or emergency is detected, the **Sexton** should immediately go downstairs to the RE classrooms and gym in case any children, adults, volunteers or staff are using this space. Anyone present should be evacuated through the 76th Street door. If the exit to the 76th Street door is impassable, children and adults should exit via the south Central Park West door.

The **Music Director** should check the restrooms for anyone present, and then the school's reception room, if it is being used, on the way out the 76th Street door,

The **DLRE, along with RE staff and volunteers**, should evacuate all children and youth down the stairs from the RE office and Minister's Study.. They should exit through the south Central Park West door. Parents with children in RE should be informed that they will be reunited with their children at the evacuation site and should *not* go to the classroom to get them.

When the pathways are clear, the **Minister** will, conditions permitting, instruct the congregation to exit through the door closest to where they are sitting. The front third of the congregation should exit by the 76th Street door, the back two thirds should exit by the Central Park West doors. Congregants should file out the doors in an orderly manner and proceed directly to the evacuation site..

If any exit door is impassable, staff should direct evacuees to one of the other two exit doors,

To make evacuation as quick and safe as possible, no one should return to their seat to collect objects left behind or to try to find relatives or friends inside the church.

The **Minister and the Worship Associate** should leave the church building last. They will make a final sweep of the sanctuary, bathrooms and office, ensuring that no one is left in the sanctuary or other areas of the building, and close all doors.

Those with Mobility Issues

The **Executive Director or Director of Administration** will assist those with mobility issues. Those who may slow down the evacuation should wait until others are out. This is the safest method for everyone, as people naturally tend to start panicking and pushing if the evacuation does not proceed as quickly as they expect it to.

People with mobility issues should be directed to the south Central Park West door to exit via the wheelchair ramp.

Notification to Emergency Personnel

The alarm monitoring company will automatically notify 911 of the emergency.

Dismissal of Evacuated Persons

All evacuees should wait in or near the evacuation site until Emergency Personnel (fire or police) or the Minister tells them to either return to the building or leave the area.

E) Fire & Active Shooter Preparation

All staff, worship associates, greeters and RE volunteers will be trained on fire safety and active shooter/hostile intruder preparation at least once a year. They will be educated on policies and procedures regarding emergency evacuation and shelter in place protocols. This includes knowledge of evacuation routes, and understanding of our various key and lock policies.

At least one fire/evacuation drill will be held annually and one active shooter/shelter in place drill.

3) Preventative Guidelines Regarding Appropriate Behavior with Children and Youth

A) Definition of Terms

Abuse: Includes non-accidental conduct that involves bodily injury or impairment; offensive physical or sexual contact or verbal language, including mental, emotional, physical or sexual abuse, harassment, molestation, or exploitation.

Child Abuse: Actual or substantial risk of harm to a child including, but not limited to physical abuse, sexual abuse, or neglect of a child's health, physical or psychological growth, development or welfare.

Children: Ages 0 through fifth grade

Children's or Youth Programs: Activities or events organized for children and youth, which serve to further the goals and mission of the Fourth Universalist Religious Education Program.

Limited Access Agreement: An agreement allowing a person to participate in some, but not all, aspects of Fourth Universalist functions.

Mental/Emotional Abuse: The act of intentionally using aggressive language to coerce and/or control a non-consenting person. Just as damaging as physical abuse, this can take many forms from yelling to neglect to coercion.

Physical Abuse: Offensive contact or activity that causes bodily harm.

Religious Education (RE): Religious Education program, including all ministries for children nursery aged through high school.

RE Participant: Any student ages 5 -18 enrolled in the RE program; (Children K-5th grade; Youth Group, 6th-12th grades)

Safety Committee: Reports to the Board of Trustees as an appointed Committee of the Society. Chair to be appointed by the Board and **minimally includes a board member, the minister, the DLRE, and Executive Director**. Additional members may include other staff and congregational members. The Safety Committee is responsible for developing and implementing this entire policy, and as such, also serves as a resource for the Congregation in all areas of safety.

Sexual Abuse: Any sexual touching of a child or any activity that causes a person to engage in any sexual act or conduct without the person's consent. Includes when a person is unable to consent due to age or mental capacity or unusual vulnerability

derived from the person's mental health or from the existence of a relationship of significant dependency or trust.

Volunteer: A person who gives, without compensation, their time and effort toward a designated task, project, or responsibility as requested and designated by a Fourth Universalist minister, staff, and/or lay leader.

Youth: Children in 6th-12th grade

B) Applicants For Employment and Volunteers with Contact with Children and Vulnerable People.

Screening requirements recommended by the UUA, will provide further assistance to Fourth U in protecting children and vulnerable people from harm.

Application Process for Professional Staff, Teachers and RE Volunteers (revised 5/14/25)

- 1) **Secured personnel records** with all of the below information; access by the Minister, Executive Director, Director of Administration and others as authorized by the Board of Trustees. Individual records to be created for RE Volunteers.
 - 2) All information to be destroyed by the office if applicant not accepted for employment or as a volunteer.
 - 3) **Application for Paid or Volunteer Employment Form.** For staff, this is in addition to resumes or other information we may collect. (**Appendix Form F**)
 - 4) **Voluntary Disclosure Form (Appendix Form F)**
 - 5) **Applicant's Statement and Release (Appendix Form F)**
 - 6) **For staff, verification of employment (by phone) and education** (copy of diplomas or last transcript) conducted by the office.
 - 7) **For staff, telephone reference checks** for employment and 3 personal references (with written results in personnel record,) conducted by the office or by the DLRE for RE Assistants.
 - 8) **For RE volunteers, telephone reference checks** for 2 personal references, conducted by the DLRE, with written results in volunteer records.
- Please see Appendix G: UUA Responsible Staffing: "Reference Checks Essential & Recommended Questions" Appendix H: FAQs for Reference Checks**

9) **Criminal Background Checks** conducted by the office. Copy of results in a locked separate filing system from personnel or volunteer records.

10) Signed copy of our **Code of Ethics** for **RE volunteers** in their record. **(Appendix Form C)**

11) Fourth U's **Staff Covenant**. Signed by the staff member and minister; copy, to be placed in the staff's personnel record. **(Appendix Form I)**

C) Onboarding Procedures for Teachers and Volunteers

Each year, teachers and volunteers will be onboarded. This could happen through 1-1 conversations, memos, training, and/or digital meetings. This will be decided and planned by the DLRE. The purpose is to reflect on the principles and best practices of faith development that inform the minister of Fourth Universalist. It will cover such items as philosophies on teaching and learning styles, storytelling techniques, helpful resources for curriculum and crafts, safety information, a discussion of Unitarian Universalist shared values , and positive discipline techniques.

In addition, Religious Education volunteers will be given and expected to sign a **Code of Ethics**. **(Appendix form C.)**

We also expect Religious Education volunteers to be involved in the wider community at Fourth Universalist, and ask that any volunteer be present in the community for at least 2 months before being involved in the Children and Youth Religious Education programming.

D) Confidentiality and Sustaining Healthy Relationships

We at Fourth Universalist want to do all we can to prevent any potentially damaging situations between any and all of our congregants. But in the act of preventing, we do not want to deny or devalue anyone's needs. In order to build and grow our community, we believe that fostering individual and personal relationships within the community is an essential element. Because spiritual homes are spaces that can bring out sensitive topics, there will be an appropriate expectation of confidentiality between the teachers and students.

This confidentiality is limited in two ways. First, should a volunteer learn or suspect that someone is in danger of receiving harm, or of harming themselves or others, that volunteer is required to break confidentiality and share their knowledge immediately with the Minister, DLRE, or Executive Director.. Afterwards, they will be asked to submit to them an official **incident report**. **(Appendix form D.)** Second, should a volunteer

require support or guidance, they are allowed and encouraged to reach out to the ministry team for counsel.

E) Text, E-Mail, and Social Media Regulations

Fourth Universalist recognizes social media as a great way to stay connected as a congregation. The following guidelines will be adhered to:

1. All interactions via text, e-mail, and social media are subject to review. They should embody our covenant of right relations, striving to communicate always with love and respect.
2. **Media authorization is needed for Fourth Universalist to use any discernible images of children or youth in any online or print media. (Consent is included in the RE Registration Form; Appendix A.)**
3. Adult leaders should make children and youth group participants aware that their covenants, crafted in person, remain in effect online.
4. Fourth Universalist retains the right to moderate, edit or remove any online media that purports to represent the congregation but does not represent its values, spirit or mission.

4) Reporting and Responding Procedures

A) Reporting

An untoward event experienced by an adult or child involving any injury, a fall, physical violence, illegal substances, or abuse should be reported immediately to staff. A staff member needs to complete an, “**Incident Report Form**” (**Appendix D**) in full detail. Reports should include immediate actions taken in response, such as first aid, calling for EMS, emotional support, and notifications of senior staff, and also of parents if children are involved

Incident report forms are readily available in the Executive Director or DLRE office. Staff should turn completed forms into the Executive Director, who will review them with the Minister and take further action as needed.

B) Responding

All ministers and RE Staff at Fourth Universalist are considered **Mandated Reporters**.

In instances of violence or repeated bullying in Religious Education classrooms, the DLRE will share the reports with the Minister as well as parents of those involved. Depending on the severity of the situation, a meeting may be called with the DLRE, Minister, and/or between children or families to mediate the tension.

In instances of illegal substances or abuse, the DLRE and/or the Minister will determine the way forward, which may include reporting the suspected abuse or illegal substances to **New York State Child Protective Services**, based on the NYS requirements for Mandated Reporters, as specified in Section 413 of the New York State Social Services Law.

Once a report is made to the appropriate authorities, Fourth Universalist will rely on the decisions of those authorities to determine the validity of the complaint. It is also Fourth Universalists’ responsibility under these guidelines to develop an appropriate plan of response to the allegations, possible through the **Disruptive Behavior Policy**. In all cases, **the Minister will notify the President of the Board and Regional Staff and seek advice and counsel. Additionally, the Minister will notify Fourth Universalist’s insurance company.**

In the event the accused abuser is the DLRE or the Minister, reports will be filed by, and the notifications referenced above will be the responsibility of the President of the Board of Trustees.

C) Role of DLRE, Safety Committee Minister, Executive Director and Congregational Board

The **DLRE** is responsible for implementing the rules and regulations that safeguard the children of Fourth Universalist. They are the main point of contact for all incidents involving children and should be consulted in all situations. The DLRE is responsible for sharing our safety policies with RE participants, staff, volunteers and families as applicable.

The **Minister** will be informed and consulted for all reported incidents as well as for guidance in preventative measures to be taken.

The **Executive Director** is the main point person for all those issues related to the building, from events to emergencies.

The **Congregational Board** oversees the Safety Committee and the Safe Congregation Policy and is involved as needed when the full congregation needs to be considered.

The **Safety Committee** is responsible for setting policy and deciding the official chain of action after an incident is reported, when the program staff cannot resolve the issue alone.

D) Disruptive Behavior Policy

Fourth Universalist strives to be an inclusive community, affirming our congregants' varied beliefs, opinions, and life experiences. Right relations with a broad range of individuals and openness to their diverse perspectives are highly valued by our congregation and are reflected in our Mission and in our association's shared values.. We encourage and promote the free and respectful exchange of opinions among all our members and friends. Constructive engagement is a hallmark of a healthy and vibrant community, and we strive to create a safe and welcoming environment in which we can share ideas, viewpoints, and beliefs in a caring way.

We affirm that all people should be treated with consideration and respect. Ensuring the safety and well-being of the congregation as a whole – both physical and emotional – must take priority over the privileges and inclusion of any particular individual. Disruptive behavior by an individual or group compromises our ability to fulfill our ministry and undermines our sense of community, and it does not need to be tolerated by any organization, committee, or group. Real or perceived threats to the physical, emotional, and/or psychological well-being of individuals must be addressed promptly and firmly.

Disruptive behavior is defined as that which may:

1. Raise concerns for the physical, emotional or psychological safety or well-being of adults and/or children
2. Interfere with congregational activity

3. Negatively impact the congregation's ability to live our mission
4. Diminish the appeal of the congregation to both potential future and existing members
5. Be intolerant, unwelcoming, or prejudicial toward any group or individual.

To the degree that disruptive behavior compromises the health and/or safety of this congregation, we may find it necessary to take action to ensure the safety and well-being of our community. Therefore the **Congregational Board** has developed guidelines for addressing disruptive behavior.

The following shall be the policy of the Fourth Universalist Society in the City of New York in dealing with these situations involving disruptive behavior:

- **If an immediate response is required**, action will be taken by the Minister, if available, and/or the leader of the group/activity involved. This may include asking the offending person(s) to leave, or suspending the meeting or activity until such time as it may be safely resumed. In the presence of physical threats and danger, the Police Department may be called.
- **Anytime an action of this type is taken without the Minister present**, the Minister must be notified, and a follow-up communication describing the offense and the response should be written and distributed to the Minister and President of the Congregational Board. The **Minister and/or Congregational Board** will then write a letter to the offending party that reviews the situation, explains why the behavior was found to be disruptive, and outlines expectations and consequences regarding future behaviors.
- **Situations not requiring immediate response** should be referred to the Minister and the Board of Trustees. The **Minister** will be responsible for investigating and mediating the situation, in consultation with the **Board of Trustees**, engaging the involved parties, and making recommendations for further action, if necessary. Together the following situations must take into consideration:
 - HARM - Is the individual the source of a physical threat or perceived threat to persons or property?
 - DISRUPTIVENESS - How much interference with church functions is taking place?
 - OFFENSIVENESS - How likely is it that prospective or existing members will be driven away?
 - CAUSES - Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?
 - HISTORY - What is the frequency and degree of disruption caused in the past?
 - PROBABILITY OF CHANGE - How likely is it that the problem behavior will diminish in the future?

After careful investigation, the **Minister and the Board** can resolve the issue in one of several ways. They will respond on a case-by-case basis, and may request consultation with an outside mediator, should circumstances warrant it. After appropriate investigation they may recommend one of the following responses:

1. **Take no action**, finding the issue to be already resolved or not of consequence.

2. Require behavioral changes, outlined in a written, individualized **covenant of right behavior** that articulates clear expectations and consequences if those expectations are not met.
3. The offending party may be **temporarily or permanently excluded** from the church premises and all church activities, with their **membership revoked**. However, this extreme measure can only be carried out with **approval of both the Minister and President of the Board of Trustees**.
 - a. The offending party shall be provided the opportunity to address both prior to the taking of such a vote. A confidential record of the complaint and the action taken will be maintained by the office; periodic review of the file will be undertaken by the Minister and staff. If suspension or expulsion is agreed upon, the Minister and President will send a letter to the offending party explaining the action.
 - b. **Procedure for Requesting Reinstatement:** A person who had been expelled or whose membership has been terminated may, after two years, request reinstatement.
4. **If the decision is to exclude the individual(s) for a period of time or permanently**, they may also take other steps deemed necessary or appropriate. These steps may include, but are not limited to, acquiring a no trespass order, a restraining order, or other cooperative arrangements with the Police Department.

E) Limited Access Agreement

Keeping our Unitarian Universalist principles in mind, boundaries need to be set for persons with a history of sexual abuse or offense with children or adults. If it is determined through a background check that a potential volunteer or potential church staff person has an unresolved accusation of abuse or offense, or has been convicted of a sexual abuse/offense, the person shall not be hired.

In the case of a member or friend of the congregation who has such a history, the congregation should follow the above Disruptive Behavior Policy. In coordination with the individual, Minister and appropriate others, a Limited Access Agreement can be signed.

A Limited Access Agreement does not apply to individuals convicted of sex offenses who would be in violation of their special conditions of parole supervision or case specific sex offender conditions if they signed. Legal requirements may prevent them from entering a building with children present.

The Limited Access Agreement must be signed by the person prior to being admitted into Fourth Universalist. Refusal to sign allows Fourth Universalist the right to refuse admittance of the person to all church services, functions and activities. **A sample copy of this agreement is located in Appendix B**

5) Community Readiness and Response Action Plan

Incidences of attacks against houses of worship have been escalating significantly. Armed intruder attacks continue to occur in the United States with alarming frequency. These attacks can happen anywhere at any time, typically with little or no warning. These issues are different from those in Section D above which emerge in an ongoing community of known individuals, although many of the elements of the plan above would be relevant to intruder attacks.

❖ **Goals:**

- ◇ To create and train a welcome team that screens attendees and understands how to identify possible threatening appearances or behavior and actions to take.
- ◇ To train the congregation and staff in de-escalation techniques; develop protocols for responding to disruptive incidents and the process afterwards.
- ◇ To develop active shooter/shelter in place protocols, training and drills for the congregation and staff. Identify safe locked spaces; if doors and walls are bullet proof.
- ◇ To establish relationships with local police.
- ◇ To develop a phone contact tree.
- ◇ To develop communication and announcement procedures once a Public Address System is installed; especially for an active shooter/intruder situation.

❖ **Tactics:**

◇ **Key takeaways:**

- The power of hello
- If you see something, say something
- Run, hide, fight
- Identify potential or already disruptive behavior. Outlined in Section 4B above.

◇ **Entry:**

- The door is the first line of defense. Only one entrance should be used at a time; the north entrance on Central Park West has been selected.
- Staffing of entrance: The sexton will always be part of the greeting team. There should be at least two others, one to stand at the door, and another to stand in the vestibule closer to the entrance to the sanctuary. Tasks include screening people approaching the building, and if the greeter does not know if the person is a frequent attendee, making contact and looking them in the eye, which is important for preventing unwelcome behavior.
- The Executive Director or Director of Administration will ensure these protocols are followed.

◇ **Sanctuary:**

- One of the greeters should be in the vestibule between the front door and the sanctuary to be available throughout the service in case anything problematic occurs.

❖ **Communication:**

- ◇ Anyone who determines there is a physical threat or other danger, should call the police or 911 immediately.

❖ **Training:**

- ◇ All staff need to be trained in emergency protocols and minimally volunteers with roles during services: greeters, worship associates and RE volunteers. A larger group prepared to respond to emergencies will be more effective than depending on the availability of an emergency team.

6) Appendices

(Copies of all forms are available in the Fourth U Office; contact office@4thu.org)

A) [Religious Education Registration Form](#)

B) CONFIDENTIAL LIMITED ACCESS AGREEMENT FOR THOSE PERSONS ACCUSED OR CONVICTED OF SEXUAL ABUSE/OFFENSE

In keeping with our Unitarian Universalist principles, the Fourth Universalist Society affirms the dignity and worth of all persons. We are committed to being a welcoming and inclusive Unitarian Universalist congregation which prioritizes the safety of our children and adults. To maintain safety, we are responsible for establishing appropriate boundaries between you and our congregation's membership. The following guidelines are designed to reduce the risk to both you and them of an incident or accusation.

Please do not participate in any part of this agreement which may cause you to violate any of your legal requirements; such as special conditions of parole supervision or case specific sex offender conditions

AGREEMENT:

(To be determined with Minister and DLRE)

The following activities checked "Yes" are activities that we feel are appropriate for your participation.

- Worship services

No () Yes () With support person* No () Yes ()

- Coffee Hour

No () Yes () With support person* No () Yes ()

- Adult meetings with children in building, such as Musica Viva choir

No () Yes ()

- Adult meetings without children in building, such as small group ministry

No () Yes ()

- Multigenerational church activities

No () Yes () With support person* No () Yes ()

- Multigenerational group outings

No () Yes () With support person* No () Yes ()

• Alone in building with Minister or other staff

No () Yes ()

• Access to church computer and copier

No () Yes ()

• Social activities in other members' homes

No () Yes () With support person* No () Yes ()

• Other participation or leadership:

Activity or program:

No () Yes ()

Activity or program:

No () Yes ()

Activity or program:

No () Yes ()

*A support person is a person who knows about your history/situation and has been designated by you with our approval to accompany you to church activities.. I accept that the following people will be told of my circumstances in order for them to protect the children/youth for whom they care:

Name: _____

Congregational Safety Committee Member: _____

Name: _____

Congregational Safety Committee Member: _____

I have reviewed this covenant and agree to abide by its provisions. I agree that if I violate this agreement, I will be denied access to future church functions and church property. I understand that this contract will be reviewed regularly every six months and will remain for an indefinite period.

Signature:

Date:

Minister:

Date:

Director of Lifespan Religious Education:

Date:

C) CODE OF ETHICS FOR THOSE WORKING WITH CHILDREN AND YOUTH

Those who teach and/or lead our children and youth play a key role in fostering the spiritual formation of our children and youth. It is therefore especially important that those in leadership positions provide the special nurture, care and support that will enable our children and youth to develop a positive sense of self and a spirit of independence and responsibility.

Therefore, those who teach and/or lead our children/youth will:

- Provide nurturing care and support to all children/youth.
- Work to help children/youth develop a positive sense of self and a spirit of independence.
- Respect the selfhood of each young person, including the absolute right to privacy of his or her own mind and body--but report any concerns about potential harm to the youth or others to the DLRE or other RE Staff.
- Not engage in any abusive behavior with young people, which constitutes verbal, emotional or physical abuse, in person or online.
- Not engage in behavior or language which is personally threatening or demeaning.
- Not engage in any sexually harassing behavior, nor any other sexual, seductive or erotic behavior with children/youth.
- Not encourage or condone any sort of illegal or unethical activity on the part of children/youth.
- Leaders shall be informed of the Code of Ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

I have read the above Code of Ethics and understand that these guidelines govern expected behavior of those working with the children and youth at the Fourth Universalist Society.

Name Printed _____

Signature _____

Date _____

D) Incident Report Form

Name and Role of Reporter:

Names of All Involved:

Date and Time:

Location:

Contact info for follow up:

Please describe the incident in full detail. Include immediate actions taken for health and safety; plus notifications.

Reviewed:
Executive Director: _____ Date: _____
Minister: _____ Date: _____
Further Actions Taken:

E) Parent or Guardian Consent & Medical Release Form

Fourth Universalist Society

I am the parent or legal guardian of _____ and I give consent for _____ to attend _____ on _____.

(Insert specifics of the trip such as where they will leave from and what time and when and where they will return to.)

I hereby give my consent and authority for the designated adult(s) to take action to help ensure the safety, health and welfare of my son/daughter/ward. I understand that if he/she breaks any federal, state, or local laws that I will be informed.

I also request and empower my child's sponsor to authorize medical personnel and hospitals to provide all medical care, including but not limited to hospital tests, emergency surgical care, pathology, radiology and anesthesia, surgery and prescriptive drugs for the health of my child.

Designated adult(s) for the event specified above:

- ☐ I have submitted medical information when my child/youth was registered for the RE Program.
- ☐ There are no changes to the medical information on file with the RE Program.
- ☐ Changes to the medical information for my child/youth are attached.

The Undersigned, on his/her own behalf, and on behalf of her/his minor child/ward, does hereby RELEASE, discharge and covenant to hold harmless Fourth Universalist Society, its officers, employees and volunteers, from any and all claims, causes of action, and liability of any kind or nature, including personal injuries or death, or in any way arising out of, directly or indirectly, the child's/ward's attendance or participation in _____.

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

F. Application for Paid or Volunteer Employment

MAKING OUR CONGREGATIONS SAFE FOR CHILDREN, YOUTH, AND VULNERABLE ADULTS!

Dear Applicant:

The Unitarian Universalist Association and its member congregations are committed to ensuring the safety of their community members. It is our practice, therefore, to require all prospective staff members and all volunteers who are likely to work with children, youth, or vulnerable adults to provide information that will help us fulfill this desire.

There are four parts to this effort:

- 1) The first involves completing a fairly standard "Application for Paid or Volunteer Employment". Please note that this form must be completed and signed – attaching a resume is not sufficient.
- 2) The second involves completing a "Voluntary Disclosure Statement". This form requires answering explicit questions to raise the comfort level of congregational leaders that children, youth, and vulnerable adults are being protected from potential harm.
- 3) The third part involves signing a release that authorizes church leaders to explore your background sufficiently to document that there is no cause for concern about your suitability for paid employment or volunteer work within our congregation.
- 4) The fourth part involves reference checks being conducted by church staff or church volunteers. Your only role will be to provide contact information for those references in your application form. Be aware that individuals other than those whose names you give as references may be contacted.

To ensure the safety of our children, youth, and vulnerable adults, completing these steps are required to serve in certain roles in our congregation. In most instances, members of the governing board of the congregations will have already submitted themselves to this same process, as a way of "modeling" the importance of the effort.

We thank you for your willingness to serve our congregation, and for your role in assuring it is a safe and nurturing place.

Application for paid or volunteer employment

Date of application _____

Name _____ Birth Date ____ / ____ / ____
last first middle

Home Address _____
Street address City State Zip

Social Security # ____ - ____ - ____ E-mail _____ @ _____

Home Phone () ____ - ____ Alternative/Fax () ____ - ____

I can begin work: _____

What type of position or role are you applying for? _____

Salary desired (if paid employment)? _____

Past work history: Provide a full record of all employment — paid and volunteer — and explain any gaps in employment. (use a separate sheet if needed) (For paid positions only.)

Dates	Employer/Supervisor	Address & Phone	Nature of Work	Reason for Leaving

Indicate any employer you do not wish us to contact, and the reason: _____

References: Give names and addresses of three persons [not relatives] having knowledge of your character, experience, work habits, and ability. (use a separate sheet if needed) (2 references for volunteers)

Name	Address	Phone

Education: Beyond High School (For paid staff only)

Year	School	City and State	Degree Granted

Answer these questions *only* if applying for a position requiring driving:

Do you have a valid driver's license? ☐ Yes ☐ No State _____

Do you have a current chauffeur's-type license? ☐ Yes ☐ No

Do you have a commercial driver's license? ☐ Yes ☐ No

Criminal Record: Have you ever been convicted of a crime, other than a minor traffic offense?

If yes please describe. (note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the congregation before any decision is made.)

☐ Yes ☐ No — Explain: (use a separate sheet if needed.)

Applicant's Statement and Release

I certify that the information in the Application for Paid or Voluntary Employment and in the Voluntary Disclosure Statement is true and complete and I understand that misrepresentation and/or withholding of information will result in the rejection of this application or my discharge if discovered after employment begins. I authorize the The Fourth Universalist Society in the City of New York to make inquiries regarding my history and character of prior employers, schools, etc. and hereby release employers, schools or individuals from all liability in responding to inquiry in connection with my application and release the employer from all liability with respect to such inquiries.

I understand that if employed, and unless my employment is under a contract or agreement or covenant that indicates otherwise, I will be an employee "at will" and may terminate my employment at any time with or without cause or notice and that the employer also has that right. I also understand that no representative of the congregation or related organization, other than Fourth Universalist Society, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that such agreement must be in writing. If I am employed, I agree to abide by the employer's policies, rules and procedures and any changes thereto.

Applicant signature _____ Date _____

Voluntary Disclosure Statement

Date of application _____

Name _____ Birth Date ____ / ____ / ____
last first middle

Home Address _____
Street address City State Zip

Social Security # ____ - ____ - ____ Other names used (e.g. birth name) _____

Home Phone () ____ - ____ Alternative () ____ - ____

Drivers Lic. # _____ State issued _____ Expiration ____ / ____ / ____

1. Previous residence(s) for last 7 years (include college and home residences):

Address _____	State _____	Years _____
Address _____	State _____	Years _____
Address _____	State _____	Years _____
Address _____	State _____	Years _____

(continue on a separate sheet if needed)

2. Have you ever been convicted of any crime relating in any manner to children, youth, or vulnerable adults and/or your conduct with them?

☐ Yes ☐ No If yes, please explain: (use a separate sheet if needed.)

3. Have you ever been convicted of any crime whatsoever involving children, youth or vulnerable adults? ☐ Yes ☐ No If yes, please explain: (use a separate sheet if needed.)

4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children, youth, or vulnerable adults? ☐ Yes ☐ No

If yes, please explain: (use a separate sheet if needed.)

5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, youth, or vulnerable adult, including, but not limited to a domestic order for protection? ☐ Yes ☐ No If yes, please explain: (use a separate sheet if needed.)

6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? ☐ Yes ☐ No If yes, please explain: (use a separate sheet if needed.)

I understand that:

- a. The congregation may deny employment, paid or volunteer, to any person who answers "yes" to any one of questions 2-6. If hired and the congregation later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.
- b. The congregation may terminate employment or volunteer services of any person if that person is found, regardless of when discovered, to:
 - 1) have a history of complaints of abuse of a minor;
 - 2) have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor, youth, or vulnerable adult; and/or
 - 3) have falsified or omitted information in this disclosure statement.
- c. The information provided on this form is subject to verification, which may include a criminal history check and request from any central registry of child abusers.
- d. This disclosure must be updated yearly.

Signed _____ Date _____

Signed by Minor's Parent or Guardian _____ Date _____

G. Reference Checks

Essential Questions for Persons Under Consideration for Positions in Religious Education, Church Music, Church Administration, and Contact with Vulnerable People

Adapt, as appropriate, if talking with a *personal* reference versus an *employment* reference.

Hello. My name is _____. I'm a member of (name of congregation). (Name of candidate) has applied for the position of (name of position) within our congregation. I have the responsibility to contact individuals who know them to better understand if they are a good match for the job.

May I ask you some questions?

1. What is your relationship with (name of candidate)?
2. How long have you known them?
3. Describe the work for which they were responsible?
4. On a scale of 10 with 10 being the highest, how well did they perform in the job?
Please elaborate, sharing their strongest attributes and areas in which they could have performed better.
5. What was/is their reason for leaving your employ?
6. Would you consider rehiring (name of candidate), if the occasion arose?
If no, please explain why?
7. To your knowledge, have they ever been accused of any behaviors that would be considered unethical, inappropriate, illegal?
Please explain:
8. (Name of candidate) will be working with children. Is there any reason to believe that children would not be safe with them?
If yes, please explain:

Additional Recommended Questions for Non-Ministerial Candidates

1. How would you describe the applicant's relationship with others? (If talking with a former employer, you might ask specifically about relationships with coworkers, subordinates (if applicable), and with supervisors.
2. Does the candidate have a positive or a negative attitude?
Please elaborate:
3. The position for which they are being considered is (elaborate). How well would you expect them to perform in this role?
4. Are there any other comments you wish to make about this candidate?

H. FAQs for Reference Checks

If a previous employer won't give any information about the person's performance, what are our options?

You cannot force a former employer to provide you with information. However, you should ask as many questions as possible to ensure that you have explored possible avenues of information. Make a written note of the questions asked even if there is no response. You have fulfilled your responsibility for checking an applicant's references if you ask the necessary questions, even if the response is not informative.

What should congregations do to keep secure the personnel records of the minister, professional leadership, church staff, and volunteers?

Personnel records, including applications and reference checks, must be maintained in a locked filing system administered by human resources or staff with similar responsibilities. Personnel files should not be generally accessible; an individual must have authorization prior to gaining access to another employee's or volunteer's file. Material such as medical records, immigration forms, and criminal history documents should be maintained in a locked filing system separate from the main personnel files.

We understand that the Ministerial Fellowship Committee requires that ministers report all criminal convictions, former or current. What is the purpose of this rule? Should our congregation make a similar requirement?

A history of criminal convictions may be relevant to an applicant's suitability for a particular position. For instance, an individual with a history of sexual abuse convictions would not be suitable for a ministerial position, and someone with a history of financial fraud would not be suitable for a bookkeeping position with access to funds. In some situations, a congregation could be considered negligent and legally liable if it hired an individual with a criminal conviction history and it did not take appropriate steps to ensure that such conduct would not be repeated. Hence, we recommend that congregations do full criminal conviction histories for anyone seeking a position as minister or professional leader. In addition, each congregation should require all staff to provide immediate notice of at least any criminal convictions, and any arrests or institution of legal proceedings of any kind to the extent required by state law, arising during employment.

How do we go about reference and background checks when the person has spent significant time abroad?

The mere fact that an individual has spent time abroad does not alter the responsibility to conduct a review of the individual's qualifications, performance, and conduct. Although the resources for such review may be more limited, background checks should be conducted using the resources reasonably available.

Are there any questions which under federal or state law the committee cannot ask of persons for positions in Ministry, Religious professions, and Staff?

General guidelines about impermissible areas of inquiry can be found on the website for the [U.S. Equal Employment Opportunity Commission](https://www.eeoc.gov/). Impermissible areas of inquiry may involve an applicant's status as a disabled individual (see the EEOC's Enforcement Guidance on Pre-employment Disability Related Questions and Medical Examinations) or matters such as race/color and national origin. Local anti-discrimination agencies may also provide additional information on permissible areas of inquiry.

I) Staff Covenant

Fourth Universalist Society in the City of New York

Last Revised: September 29, 2023

As staff at Fourth Universalist, we agree to:

- Recognize that the quality of our work depends on one another
- Respect and uphold professional and personal boundaries
- Assume best intentions, while recognizing that impact is more important than intent
- Own our needs and articulate them clearly and with kindness
- Speak the truth in love
- Support one another and make each other's lives easier
- Seek understanding before judgment
- Be open-minded to new ideas with a "yes/and" approach
- Speak directly to each other, not about each other
- Have a sense of humor, take things in perspective, and cultivate a fun and safe working environment
- Strive for transparency, understanding, and clarity around roles, relationships, and information
- Strive towards excellence in our work of ministry together- doing the best we can to build the Beloved Community that we hope to make present in this congregation, while acknowledging that we will sometimes fall short of even our own expectations.

- Build lasting and healthy structures that transcend individuals and roles
- Respect staff and committee supervisory and reporting relationships
- Accept the fact that differences of opinion are expected and welcome, but once we have come to a decision, we will all support it.
- Gift people with their consequences.
- Hold clear boundaries.
- Develop empathy, recognizing there's more than one perspective.
- Serve the people and mission of Fourth Universalist and be worthy of the trust and leadership we are given
- Hold one another accountable to this agreement and to our best selves

Specifically, we further agree to:

- Articulate clear timelines for requested tasks, follow through with the timelines we agree to, and when we cannot fulfill our commitments, inform others as soon as possible while articulating the reasons and committing to an alternative timeline that is mutually satisfactory
- Communicate our time off and respect each other's time off
- Respond to all messages within two business days
- Dress in a way that is befitting the job - a good guide is to dress like you are ready to do spiritual, social, and community work, and attire should be neat, clean, and convey respect and acceptance of ourselves and others. Err on the side of caution and formality.
- Copy each other on emails when in doubt and share information that might impact each other
- Respect each other's work spaces and desks, especially in shared spaces
- Refrain from dating or having sexual relationships with any members of the congregation
- Maintain organizational policies for all members and not show favoritism.
- Have clear boundaries between our personal and professional life, including friendships.

When we fall out of right relationship, we will:

- Communicate directly and not triangulate
- Ask the supervisor to bear witness. If the conflict is with the supervisor, enlist the help of a Good Officer
- Recognize impact and apologize

Employee Name

Date

Minister Name

Date

J) Fourth U RE Behavior Incident Report

Date: _____

Classroom: _____

Description of Incident:

Signature of Teacher: _____

All incidents need to be discussed with guardian(s). After the second incident, a conversation will happen with the student's guardian, the Teacher, and the Director of Religious Education to devise a plan to address the incident. If there is a third incident, discussions will occur with the guardians, the Minister, and the Director of Religious Education with regard to how to move forward in a way that allows the student to return to the classroom in the future.

Signature of Parent/Guardian

(All Parents should be discussed with if Multiple Students are involved)

_____ Print Name: _____

_____ Print Name: _____

File with the Director of Religious Education or Religious Education Assistant

Received by: _____ on _____

J) Fourth Universalist Religious Education

Teacher Classroom Behavior Notes

Date: _____

Classroom: _____

Description of Behavior: USE INITIALS FOR STUDENT

Signature of Teacher: _____

Behavior reports are for chronicling incidents of behavior that are causing trouble in class, or trouble for the student in learning, but have not developed into fully disruptive incidents. This is a step down from a behavior incident, and to be used for internally monitoring certain behaviors so that we can take steps to address them in class and as a Religious Education Team before they become covenant breaking incidents.

Please file with the Director of Religious Education or Religious Education Assistant,

Received by: _____ on _____

Plans for encouraging a change in behavior:

Was conversation had with family, please describe:

7.) Credits and Acknowledgements

Drafted November 2016 by Camellia Jahanshahi and Sheila Powers

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UUA Safety/Abuse Clearing House Packet

Balancing Acts by Reverend Debra W. Haffner