RESOURCES FOR EDUCATORS

diocesehelena.org/virtus-2020

Teaching Safety - Empowering God’s Children Program

Each year the Diocese of Helena requires all parishes and schools to facilitate an age-appropriate lesson from the Teaching Safety - Empowering God’s Children program for each of the four cohorts of young people (K-2, 3-5, 6-8, & 9-12). That expectation remains, even amidst a pandemic. There are some changes, however.

Four classroom lessons are available for each cohort, including the new Lesson 5 "Being a Safe Friend." Pastors/Principals may choose the lesson that best suits the needs of their community.

2020-2021 Classroom Lessons:

- Lesson 5: Being a Safe Friend *New*
- Lesson 7: Internet Safety
- Lesson 9: Speaking Up! Speaking Out! Being Heard!
- Lesson 11: Partnering with Parents for Safety

All lessons can be found in the "Educators" tab in your virtus.org account. If you do not have that tab, contact Terri Woodring at twoodring@diocesehelena.org.

For your convenience, we created a quick-reference webpage at diocesehelena.org/virtus2020.

New this year due to the pandemic, VIRTUS has developed at-home lesson plans that can be distributed to parents to teach at home. If you choose this option, you must distribute them in an appropriate and recordable manner (leaving a stack at the back of the church is unacceptable). You must use a designated at-home lesson (VIRTUS calls them "Parent-Specific Lessons"); you may not just send home one of the classroom lessons.

Classroom Lesson Preparation Suggestions:

If you choose an in-person, classroom lesson (adhering to all health guidelines), the process looks like this:

- **Three Weeks Prior to Lesson:**
  - CHOOSE LESSON: Choose a lesson for each of the 4 cohorts: K-2, 3-5, 6-8, and 9-12. (You do not have to use the same lesson for all cohorts.)

- **Two Weeks Prior to Lesson:**
  - EMAIL ALL PARENTS THE LESSON PLAN AND OPT-OUT FORM - Sending them the lesson ahead of time gives them the chance to opt-out, and it eliminates the need to follow up with families of absent students.

- **One Week Prior to Lesson:**
  - COLLECT OPT-OUT FORMS - You must record how many opt-out!

- **Lesson Day:**
  - TAKE ROLL CALL - Have a list of students you are expecting to attend and note the number of students who are absent but have not opted out.
Designated Educators

Each location must have an individual designated as an "Educator." This person is responsible for reporting information about the lessons for their parish/school at virtus.org. The Educator does not have to be the person who facilitates the lesson(s). If your location does not have a designated Educator, please contact Terri Woodring in the Chancery.

At-Home Lessons

If you are unable or choose not to host in-person lessons due to the pandemic, you may instead distribute directly to parents/guardians a Parent-Specific lesson, which have been formatted to be taught to children at home. You must use one of the designated "Parent-Specific" lessons. Approved lessons will be labeled with "At Home" or "Parent-Specific" and may be found in the Educators Tab of virtus.org or diocesehelen.org/virtus-2020. You will be responsible for recording what you do, including detailing how you distribute the information, the number of families, which lesson, etc. Please note that this functionality was created as a temporary solution due to COVID-19.

Recording Instructions:

Sign in at www.virtus.org, open the "Educators" tab, and select "Record Training" on left sidebar.

<table>
<thead>
<tr>
<th>Data Point</th>
<th>Option 1: Classroom Lesson</th>
<th>Option 2: At-Home Lesson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Name</td>
<td>Enter &quot;Touching Safety&quot;</td>
<td>Enter &quot;Touching Safety&quot;</td>
</tr>
<tr>
<td>Where Training Occurred</td>
<td>Enter your location name</td>
<td>Enter your location name</td>
</tr>
<tr>
<td>School Type</td>
<td>Choose &quot;Youth Ministry,&quot; &quot;Religious Ed.&quot; or &quot;Catholic School&quot;</td>
<td>Choose &quot;Youth Ministry,&quot; &quot;Religious Ed.&quot; or &quot;Catholic School&quot;</td>
</tr>
<tr>
<td>When Training was Conducted</td>
<td>Enter date of lesson</td>
<td>Enter date you distributed lessons</td>
</tr>
<tr>
<td>Who Conducted the Training</td>
<td>Enter instructor's name</td>
<td>Enter &quot;Parent-Specific Lesson&quot;</td>
</tr>
<tr>
<td>Age/Grade of Children</td>
<td>Enter grade of students</td>
<td>Enter grade of students</td>
</tr>
<tr>
<td>Lesson Number</td>
<td>Enter lesson number</td>
<td>Enter lesson number</td>
</tr>
<tr>
<td>Number of Students Trained</td>
<td>Enter total number in attendance</td>
<td>Enter total number of parents/guardians who received lesson</td>
</tr>
<tr>
<td>Number of Students Opting Out</td>
<td>Enter number of opt-out forms you received</td>
<td>Enter number of opt-out forms you received</td>
</tr>
<tr>
<td>Number of Students Absent</td>
<td>Enter number of students absent</td>
<td>Enter number of students absent</td>
</tr>
<tr>
<td>Comments Section</td>
<td>Enter &quot;An email with the lesson was sent to all families of students.&quot;</td>
<td>Describe how you distributed lessons. We recommend using email or mail.</td>
</tr>
</tbody>
</table>

Questions?

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