

**HANDBOOK FOR STUDENT ACADEMIC
SUPPORT SERVICES STAFF
AND NOON LUNCH SUPERVISORS
2018-2019**

**PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT
District Office: 432-7311**

**MELISSA CONLEY, PRINCIPAL
WILLIAMS RANCH SCHOOL**

**SHAUN HURTANDO, PRINCIPAL
READY SPRINGS SCHOOL**

**AURORA THOMPSON
DIRECTOR, STUDENT SUPPORT SERVICES**

**TORIE F. ENGLAND, Ed.D
SUPERINTENDENT/PRINCIPAL
VANTAGE POINT CHARTER SCHOOL**

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WELCOME

Welcome to Penn Valley Union Elementary School District and congratulations on your selection to fill this very important and valuable role in the education of our children! As you may already know, or soon discover, you provide a key support role to both teachers and students. It is our intention that this handbook will provide you with the basic and introductory information you need to get off to a good and confident start as a paraprofessional.

INFORMATION FOR INSTRUCTIONAL ASSISTANTS

The position of the SASSS is one of great importance and responsibility and is an asset to our schools in many ways. Instructional assistants aid teachers in their responsibilities, act as models for the students, promote positive school-community relations and perform a wide variety of tasks on the playground and in the cafeteria and classrooms.

EXPECTATIONS

- Respect for confidentiality
- A positive attitude
- Promptness and dependability
- Professional attitude toward children and teachers
- Respect for different approaches to teaching and learning
- To follow the proper chain of command including complaint procedures
- Good work habits, including consistency, confidence, and enthusiasm
- Friendly and outgoing
- Like children and want to help them
- Willing to learn and take direction
- Accepting constructive criticism
- Open communication
- Concept of being a member of a team helping all students
- Ability to be a leader, possessing insight and sensitivity
- To notify the school when they will be late or absent
- Student documentation or conduct referrals when necessary

CLASSROOM ASSIGNMENT

When a SASSS is assigned to work in a classroom, it is his/her responsibility to perform to the satisfaction of the teacher(s).

If a SASSS is assigned a task he/she lacks the understanding or skill to do, he/she should immediately notify the teacher so that accommodations can be made.

After completing a task, a SASSS should ask the teacher if it is satisfactory and if not, how it can be improved in the future.

YARD SUPERVISION

When a SASSS is assigned to yard duty his/her primary responsibility is to provide for the safety of all the students on campus. The school rules are designed for their safety and must be consistently and reasonably enforced to ensure a safe environment.

When supervising students, it is important to use clear language that addresses children's actions using "I" statements (e.g. "I need you to _____."). Children should be treated with respect and kindness, and you should require that they treat you with respect.

You should only need to remind/warn students once about rules and/or appropriate behavior. After that, use short time-outs (5 min.) or longer time-outs (15 min.) for continued misbehavior. Be sure students are in the shade during time outs.

Since we advise students to report their difficulties or concerns to yard supervisors, it is important that you can assure yourself that any issue is being satisfactorily resolved. As students have been instructed to use their words first and then get adult help, it is important that a student concern not be ignored. IAs may need to involve classroom teachers with some problems.

In the case of intentional physical aggression or defiance/disrespect, put the student(s) in time out. A referral-must be written and sent to the teacher. The Principal will be notified by the teacher if necessary for a follow-up. If it is necessary to send a student to the office, a referral form should be sent with the child. It is not necessary to write a detailed description of the problem unless you are the only witness. Follow up may be necessary.

While on campus all SASSS are to encourage and enforce responsible behaviors such as litter pick-up, as well as personally modeling such appropriate behaviors for the students. All RSS and WRS students are expected to follow the Colt Code and Raider Values (safe, respectful and responsible).

It is important to report to duty areas on time and to actively supervise the entire area and all restrooms until relieved or until students are back in their classrooms. Constantly monitor all areas by moving about continuously. Avoid undue conversation with other on-duty SASSS. Walkie-talkies are to be carried while on duty along with clip boards holding incident reports, reward tickets, office passes, pencils, etc. Eating is not allowed while on duty. Wear fanny packs with first aid supplies at all times. No cell phone use while on duty except in an emergency.

While on yard duty, a SASSS needs to be on the alert for trouble indicators, i.e. students loitering in or around restrooms or restricted areas, angry behavior, group stand-offs, chasing games, etc. Use your walkie-talkies if you need assistance.

Our schools have implemented the P.B.I.S. (Positive Behavior Intervention and Supports) program which encourages positive behavioral expectations. Yard duty supervisors along with teachers will be teaching a scripted lesson on expected behaviors on the playground and will reinforce these expectations throughout the school year. A scheduled timeline of these lessons are distributed at the start of the school year. General rules for expected behavior in all areas (classroom, campus, cafeteria, bus, library/computer lab, playground, assemblies, etc.) are posted around school.

Playground Rules

- **Swings (WRS):** No count backs on person you just got the swing from. Count to 25 on short recess and 50 on lunch recess, count each time the toes come to you. Everyone needs to swing facing forward.
- **Ball wall area:** No “Kick or throw overs” (over the wall). Soccer or basketballs are not allowed in this area. Green utility balls are allowed in this area.
- **Structure:** No tag game on structure, go in direction of arrows when crossing bridge, no climbing along sides of poles (horizontal) along ring area of “roof ladder” area.
- **Lining up (WRS):** When the first bell rings it’s time to go to the bathroom and/or get a drink of water. If you haven’t done so before the second bell rings, it’s too late. When in line, balls and other equipment are not to be used.
- **Tag:** Running is allowed on the field only.
- **Choosing playmates:** No child is allowed to be left out.
- **Basketballs/Volleyballs:** are not to be kicked.
- **Field:** When the bell rings and the children are coming off the field they need to walk, once they get to the concrete. No running.
- **Monkey bars:** One direction only-field end (lower) then going up-one person at a time. If students want to return, they can at that time. Students wait on ground, line up from behind steps back to field.
- **Tether ball:** When you have beaten three people you must move to the end of the line so more people have a chance to play.

Verbal praise should be lavishly given to all deserving students for positive reinforcement of desirable behaviors, as well as each school’s reward system tokens.

Ready Springs Playground Basics Lower Playground

- **Eat all snacks in snack area only.**
- **Boundaries:** Stay in the boundaries of the playground.
- **Swings :** Face the oak tree, 50 swings if people are waiting, swing only forward and back, stay on your bottom, only get off swing once it is fully stopped.
- **Structure:** Stay inside and off of safety rails, use monkey bars in one direction, take turns, let others pass, be aware of others.
- **Slides:** Walk up ladder only, Slide only on bottom, feet first, one at a time
- **Choosing playmates:** No child is allowed to be left out.
- **Games:** Decide on rules before you start the game, follow the rules, use calm and kind words, solve conflicts with rock /paper/ scissors.

- **Tether ball:** Hit ball with hands or forearm; no holding; double hits, going off sides, hitting the pole or rope are fouls; Go to end of line after beating 3 opponents.
- **When bell rings:** Stop playing, get off structures, slides and swings and stand still. When yard duty blows the whistle, walk to your classroom meeting place.

Office Passes: Students need permission and an office pass from duty supervisors to go to the office or nurse for legitimate purposes.

FIRST AID AND SAFETY PROCEDURES

When a student is injured on the yard, several steps must be taken:

1. Perform no actions that would cause further injury to the child.
2. If the injured person has no suspected broken bones or serious back or head injuries, he/she should be immediately escorted to the office. If the injury is suspected of involving broken bones or serious head or back injuries, **DO NOT MOVE THE STUDENT** unassisted. Call for help or send a responsible student to the office to relay for help.
3. If you must leave your duty area, let others on duty know, so they can help cover your area.
4. Obtain as much information as to the cause and circumstances of the injury. Note who observed the incident. If the injury occurred due to the intentional actions of another student, it must be reported to the office on a Incident Report.
5. Assist in completion of an Accident Report if deemed necessary by the office or school nurse.

At the start of the school year, emergency operation plans will be reviewed which will include safety drills, e.g., fire, lockdown, duck and cover, etc., along with specific supervisory roles and duties during these drills.

RAINY DAYS – Williams Ranch and Ready Springs

During rainy and cold weather, the gym will be opened at 8:15 for early arrivals at Ready Springs. Students at WRS will remain in the gym until morning assembly.

During rainy morning or afternoon recesses, students will remain in their classrooms. One to two students at a time may go to the restrooms.

SASSS will be assigned specific classroom duties for rainy day recess.

Teachers should provide IAs with games/activities to keep rain bound students positively occupied.

REPORTING FOR DUTY

Instructional assistants are to arrive on campus and allow enough time for settling personal possessions in order to report to assignment on time daily.

Habitual tardiness is not acceptable.

Appropriate dress that does not detract from student learning and that models our school's high standards of professionalism is expected. This should include refraining from dressing in ways that we ask students not to dress, such as wearing clothing that advertises alcohol, tobacco, etc.

All appointments for doctors, dentists, etc., should be made after working hours whenever possible since substitutes generally are not available for IAs who are absent.

Any changes in schedules or requests for time off (vacation, personal necessity, etc.) must be pre-approved by the principal, with at least 72 hours notice when possible. Instructional assistants will contact a substitute to fill their absence. Use the substitute list of names for reference. Please let the Office Assistance know of the name of the substitute. If you cannot fill your absence, please inform the Office Assistant. An "Absence Form" must be completed and turned in to the principal.

Breaks: The only breaks taken should be scheduled breaks.

Overtime or extra duty hours: Must be cleared in advance with the Principal.

Work Hours: Instructional assistants should work the hours agreed upon. If any adjustments are to be made, they must be cleared in advance with the Principal.

REPORTING ABSENCES

If you are ill, you are requested to contact a substitute to fill your absence and then call the WRS Office Administrator at 432-7300, ext. 209, or the RS Office Administrator at 432-1118, ext. 202, the night before or early in the morning. Whenever you are absent, an absence form must be filled out and turned in to the Office Administrator.

EVALUATIONS

Evaluators (teachers, SASSS supervisor and/or site administrator) shall complete the appropriate evaluation form. A meeting will be held with the SASSS and the principal to discuss the written evaluation content. The instructional assistants shall have the opportunity to make relevant comments. The form shall be signed and dated by the evaluator(s) and the instructional assistant.

CPS (CHILD ABUSE) REFERRALS

Any adult working with children is required by law to report any suspected or verified child abuse and/or neglect. Please discuss any related concerns with the child's teacher and/or principal.

STAFF ROOM

All employees may use the staff room for work, breaks, or lunch.

Our conversation of school matters should remain professional. Accordingly, confidential information should be treated as such—discussed only among and in the presence of staff members directly involved in a specific situation.

Cleanliness of the staff room is a mutual effort. Please do your part to keep it clean by tidying up after yourself, and remembering to empty the refrigerator of your “old” food and beverages.

CLASSIFIED MEETING SCHEDULE

Classified meetings of all IAs and the Principal are held throughout the year. Also, all Faculty Meetings are open to all staff, although classified staff would generally attend “on their own time”.