



Guidelines for Recreation Staff

Effective February 2019

LBUSD Recreation Leaders and Aides will create a climate of warm and demanding relationships, set high expectations, and create a safe environment with staff and students in order to impact the well-being and culture of the school.



TABLE OF CONTENTS

• Overview of Responsibilities.....	Page 3
• As Classified Employees.....	Page 3
• Code of Ethics and Guiding Principles.....	Page 3
• Positive School Climate.....	Page 3
• Interpersonal Relations.....	Page 4
• Performance Expectations.....	Page 4
• Work Assignments.....	Page 5
• Attendance.....	Page 5
• Leaves.....	Page 5
• Holiday Pay.....	Page 6
• Seniority.....	Page 6
• Guidelines for Professional Attire.....	Page 6
• Equity.....	Page 6
• Examples of Duties.....	Page 6
• Noon Recreation Aides.....	Page 7
• Safety: Effective Monitoring.....	Page 7
• Examples of Best Practices.....	Page 8
• Examples of Equipment Safety Rules.....	Page 9
• Emergency Procedures.....	Page 9
• Building Relations.....	Page 10
• Positive Practices.....	Page 10
• Messaging.....	Page 11
• Acknowledgments.....	Page 12
• Signature Page.....	Page 13

Overview of Responsibilities

The responsibilities of a Recreation Leader/Aide primarily involve providing for and assuring a safe, clean and secure environment for students participating in playground, physical education, meal periods and recreational activities. However, each Recreation Leader/Aide should recognize the opportunities for promoting good public relations and attempt to provide a pleasant experience for all students involved in the school lunch and playground program. Recreation Leaders/Aides will report directly to their respective school Principal and each school Principal is encouraged to coordinate his/her efforts to provide a well-organized before school, during lunch, and after school supervision program.

As Classified Employees

- You are afforded all the rights and benefits of classified employees.
- Permanent Recreation Leader/Aides may request transfers from one school to another.
- Probationary and permanent Recreation Leader/Aides will have the opportunity to apply for summer employment.
- You shall be given performance evaluations and all the rights to appeal.
- You can be represented by a collective bargaining agreement when declared by the labor union.
- You shall earn vacation and illness balances and entitled to other types of leave (e.g. bereavement).
- For additional information, refer to the *Rules and Regulations of the Classified Service*.

Code of Ethics and Guiding Principles

The Code of Ethics is aligned with existing LBUSD policies and procedures in the areas of sexual harassment, child abuse reporting, tobacco-free environment, nondiscrimination, employee privacy and drug-free workplace.

The District's Code of Ethics is based on the principles of Respect, Honesty, Trustworthiness, Courtesy, Commitment, Loyalty, Self-Discipline, Integrity, Fairness and Responsibility, Cooperation, Citizenship and Compassion. Our District's guiding principles reflect the following:

- Commitment to our students
- Commitment to students' parents/guardians and families
- Commitment to professional conduct
- Commitment to all employees
- Commitment to responsible use of technology
- Commitment to academic integrity
- Commitment to the business community
- Commitment to fiscal responsibility

Board Policy # 4119.21 the District's Code of Ethics can be found in its entirety on the District's web page.

Positive School Climate

The Governing Board desires to enhance student learning by providing an orderly, caring and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members.

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyber bullying, harassment of students, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction and mediation skills.

Staff shall receive professional development designed to improve student behavior management, conflict resolution techniques, and communications with students and parents/guardians including persons of diverse backgrounds.

Board Policy # 5137 the District's Positive School Climate policy can be found in its entirety on the District's web page.

Interpersonal Relations

Recreation Leaders and Recreation Aides are a great asset to our District. Parents, students and other members of the community form their impressions about the District from their impressions of our employees. Your everyday behavior, personal appearance, and personal conduct should present a positive picture of our school district. Recreation Leaders and Recreation Aides serve as adult role models for students, who frequently observe employees as they perform their tasks. That performance should always set an excellent example.

Principals, school staff, and co-workers should be treated with respect. The Principal is responsible for your school's operation and making sure your environment is safe and that all staff completes their work assignments effectively and efficiently. You will want to follow your Principal's direction with respect. Insubordination towards a Principal is not tolerated and could be grounds for dismissal.

Performance Expectations

The Personnel Commission's *Rules and Regulations of the Classified Service* mandate performance evaluation reports in order to ensure that Principals/Administrators meet with each employee to discuss their performance. The following criteria are expected in order to receive a satisfactory rating:

1. Demonstrates and performs duties with acceptable accuracy
2. Exhibits consistent attendance.
3. Treat all students with dignity and respect.
4. Acts with good judgment.
5. Respectful of co-workers.
6. Shows a cooperative attitude.
7. Demonstrates respect when voicing an opinion. If you have a disagreement with your supervisor or co-worker, request a private meeting when you may ask for clarification and express your concerns.
8. Shows kindness with your words and actions when dealing with students.
9. Maintains "safe and civil" school guidelines and procedures that support the playground and cafeteria.

Work Assignments

When Personnel Commission clears you to work and assigns you a start date, you may contact the school to report for an orientation by a Recreation Leader and/or site administrator.

Attendance

Daily Attendance Reporting Procedure

Every Recreation Leader and Aide is responsible for recording their own work sessions at the beginning their shift and sign out at the end of their assigned hours on-line or in the sign-in book, which is usually located in the front office. These must be accurate and kept at the school site.

Reporting Absences and Return to Work

For the use of sick, personal necessity, and bereavement leaves, all employees shall notify their immediate supervisor or site administrator of their intended absence prior to the beginning of the employee's workday. The District may require evidence of facts relevant to any illness leave for which there exists the suspicion of possible abuse of such leave.

- **To report hourly work or an absence, you will use the online hourly system.** Access to the online timecards is through the lbschools.net portal. When you are reporting your time, in the remarks section, please note that this is a sick day in order for your secretary or payroll clerk to process and approve your time properly by using the sick time code.
- Please refer to the User Guide for instructions. If you do not have access to the portal or cannot remember your login, please call the LBUSD Helpdesk: (562) 997-8411.

Leaves

VACATION: Earned vacation is to be taken at a time when the efficiency of the District will be least affected. Vacation shall be taken only at times approved by the site manager or supervisor, however the wishes of the employee will be considered when scheduling vacation. The rate at which vacation is paid shall be at the employee's current pay rate.

SICK LEAVE: Every permanent employee in a paid status shall be entitled to a proportionate allowance of sick leave according to the assignment. The accrual rate is .051 per hour in paid status. All employees are to report absences to their work site.

BEREAVEMENT LEAVE: Employees of the District shall be granted necessary leave of absence because of the death of any member of his/her immediate family.

PERSONAL NECESSITY LEAVE: Permanent employees may use up to, but not in excess of, seven (7) days (appropriate to your FTE) of sick leave in any fiscal year in cases of personal necessity.

JURY DUTY: A permanent classified employee, having received a letter directing service as a juror, shall be paid full salary during the period of such absence.

Holiday Pay

All permanent employees that are part of the classified service shall be entitled to holiday pay as provided herein, provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday.

Holiday pay shall be at the rate the employee would have received had the day not been a holiday. Employees who fill a less than full-time assignment will be entitled to holiday pay based on the percentage of time they are assigned, regardless of the manner in which they are assigned.

Seniority

Employees hired into the classified service after January 1, 2018 shall earn seniority based upon date-of-hire within their classification. Date of hire is defined as an employees' first assignment in the classified service within a classification, with no consideration for unpaid breaks of service.

Guidelines for Professional Attire

The following guidelines allow employees to be properly identified while on duty and to insure that they present an appropriate and professional appearance:

Examples of appropriate apparel is as follows:

- Navy blue shorts, slacks or skirts.
- White, navy or light blue, yellow or gold polo shirts or T-shirts with or without the LBUSD logo are appropriate.
- Tennis or rubber-soled sports shoes are recommended. No open-toed shoes may be worn.
- Caps or hats are optional. If caps are worn they must be navy blue, white or yellow. Hats to protect skin from the sun may be worn. No logos other than LBUSD are allowed.
- Identification badges or school ID badges and whistles are to be worn on a lanyard or attached to your clothing in order to be easily seen. Badges are provided by LBUSD. Please talk with the site office supervisor about completing the referral form and to schedule an appointment for a photo and to receive a badge.

Equity

How does developing an awareness of equity impact your practices during the monitoring of students?

Examples of Duties of Recreation Leaders*/Aides

1. Participate in providing for and assuring a safe, clean and secure environment for students involved in the school breakfast, lunch and playground program.
2. Establish positive relationships with students and staff.
3. *Lead and provide work direction to Recreation Aides and assist in completing performance evaluations.
4. Report unsafe conditions.
5. Confer in a positive manner with the school Principal/Assistant Principal and staff regarding pertinent information.

6. *Monitor and support the recommended dress code for playground staff.
7. Promote safety, leadership and good sportsmanship with your staff and students.
8. Report to the Administrator all playground accidents and complete the District's "accident" form.
9. Maintain control and discipline of students participating in playground, physical education, meal periods and recreational activities
10. Support the safety and supervision of students.
11. Communicate playground rules and expectations to all of the students.
12. Monitor and circulate within your designated area.
13. Assist cafeteria supervisor after lunch; wipe down tables.

Noon Recreation Aides

Noon Recreation Aides are assigned by the school Principal or Recreation Leader to monitor students in the following areas:

CAFETERIA LINE

- Students are to walk to and from the cafeteria.
- No student will be totally excluded from the line.

EATING AREAS (Indoor and Outdoor)

- Sharing of food is not permitted.
- Whistles are not used in the cafeteria.
- Encourage students to use good manners and to eat ALL of their lunch.
- Wipe down the tables after the students eat.
- All trash must be picked up before a student is dismissed.
- Keep the lunch area clean.
- Encourage and praise good manners.

RESTROOMS

- Check restrooms regularly.

Safety: Effective Monitoring

How does safety impact positive relationships on campus?

- RECREATION LEADERS/AIDES SHOULD NOT PUT A STUDENT IN THEIR PERSONAL VEHICLE OR BE ALONE WITH A STUDENT.
- UNDER NO CIRCUMSTANCES IS A STUDENT TO BE STRUCK OR DISCIPLINED THROUGH PHYSICAL MEASURES BY A RECREATION LEADER OR AIDE.
- UNDER NO CIRCUMSTANCES SHOULD A RECREATION LEADER OR AIDE EVER DISCUSS A STUDENT'S BEHAVIOR WITH ANYONE OTHER THAN SCHOOL PERSONNEL.

(Refer to sites' Safe and Civil Guidelines and Procedures)

Examples of Best Practices

- ✓ I am always on time for my assigned shift. (*Arrive at the playground before the students. You have better control of any situation if you are present and on duty before the students arrive. You should be the first person they see.*)
- ✓ I use my radio for appropriate and professional communication.
- ✓ I only allow students to use playground equipment the right way.
- ✓ During an emergency, I do not leave the area I am monitoring until I have told another adult. If I am the only adult on duty, I direct a responsible student to get help.
- ✓ I am purposeful about looking around at all students in the area, not just looking at one area or in one direction.
- ✓ When interacting with a student (e.g., correcting behavior), I am careful to position the student so that I can continue to effectively monitor my area.
- ✓ I am prepared to enforce all of the behavioral expectations for students on the playground.
- ✓ I step in at the onset of any potential problem.
- ✓ I always intentionally meet students in a welcoming and positive manner as they enter the playground. I am positive, I smile, and I call students by name.
- ✓ I try to respond to student misbehavior in as unemotional a manner as possible.
- ✓ I correct misbehavior in a way that avoids publicly humiliating a student.
- ✓ I use an instructional approach when I correct misbehavior by stating the rule or having the student tell me the rule. I do this consistently from day to day.
- ✓ I use my whistle sparingly in order to be sure that the students will respond when it is used. I do not use my whistle in a building or the cafeteria.
- ✓ I only leave the playground area when all students are back in their classrooms during lunch or recess.
- ✓ After school, any students left on the playground must be walked to the office before I can sign out for the day.
- ✓ I keep my eyes open for strangers and playground hazards such as broken glass or inappropriate waste.
- ✓ I know how to proceed in case of an accident. (See Emergency Procedures)
- ✓ I remember to be fair, firm and consistent. (*Follow through. Consistent discipline gives the child a sense of security.*)

Examples of Equipment Safety Rules

Slide

- Climb up the ladder, one step at a time, one child at a time.
- Slide down in a seated position, feet forward.
- Line up at the base of the ladder, one child on the ladder at a time.
- Students must not play under the slide.
- Students are not allowed to put sand or dirt on the slide or to slide on jackets or other clothing.

Chin Bars

- Students must grasp bars with two hands.
- Two hands on the bars at all times.
- Students should not stand on the bars or attempt to jump from them.

Upper Body Apparatus-Straight or Curved

(Sky Wheels, Horizontal Ladders, Horizontal Loop Ladders, Serpent Ladders, Trapeze Ring, Ladders, etc.)

- Proceed to the right (all users will be moving in the same direction).
- Wait to start until the prior user is halfway across.
- Use the surface under the structure for landing only.
- Both hands should be in contact with the climber at all times.
- Use the equipment as a solo climber.

Climbers with Slide Poles

- Have both hands in contact with the climber.
- Grasp the slide pole with both hands before beginning to move off of the take-off platform.
- Keep hands, arms and legs wrapped around the pole during descent.
- Wait until all prior users have cleared the area before sliding down the pole.
- Solo slide down the poles.
- Use the surface under the climber for landing only.

Traveling Bars

- Go in one direction. Start at green and stop at red.
- When the person using bars is halfway across, the next person starts.
- One person on the ladder at a time.
- Use both hands when using bars.

Other Equipment & Games

- Balls and table games should be made available during lunch recess and after school.
- Structured activities should be encouraged at all times.

Emergency Procedures

- If a student gets hurt during your work shift, stay with the student and use your walkie-talkie to send for help. Serious accidents must be written up on an accident report when your duty time is finished.
- In a calm manner, reassure the student they will be fine. Have them stay still until help is on the way. Don't move an injured student.

- ALL head injuries must be reported to the office.
- School sites should have an emergency kit available for scraped knees, etc.
- In case of a lockdown, earthquake or fire, you need to be familiar with your site's emergency plan.
- In case a Recreation staff member is injured while on duty, he/she should report to the Principal or site Secretary as soon as possible.

Building Relations

How do cultivating relationships that are warm and demanding impact the well-being culture of the school?

Why do relationships matter?

- Students need to feel connected to adult(s) on campus.
- You can get students to do anything if you have a relationship with them.

Positive Practices

Positive practice is when you seek to protect students' self-esteem and dignity in the following ways:

- Intentionally meet students in a welcoming and positive manner as they enter the playground. Be positive, smile, and call students by name.
- Thank students for following the rules.
- Praise and greet more often than you correct misbehavior.
- Assume positive intentions
- Strike up conversations and build personal connections
- Have a sense of humor
- State the rule to make sure the student understands the expectation.
- Keep it brief.
- Use a positive tone of voice.
- Respond to student misbehavior with as little emotion as possible. Never use an unprofessional tone with students and always use a supportive stance when talking to individual students.
- Correct misbehavior in a way that avoids publicly humiliating a student.
- Listen – REALLY listen.

In the case of two students fighting, never get between them. Start first with a verbal command directing each student to a different location. “Joey, move to the side and Aaron, move over to the blacktop.”

Treat any situation involving racial or gender-based name-calling, gesturing, teasing, or other forms of harassment as a serious infraction. Approach inappropriate students calmly, but firmly, clearly stating the rule relating to respectful treatment of others. Use a disciplinary referral if necessary.

In order to support appropriate student behavior on the playground and in the cafeteria/lunch bench area, it is important to try to work out the problem with the student by first talking and teaching the rule and/or giving the student a short time-out. If the student has a history of inappropriate playground behavior, a written referral is a good tool used at many schools.

A written referral is a written record of what took place and a request from the school administrator to follow up. It is important the referral states the facts in a neutral and objective way.

Messaging

- Be present and approachable
- Your tone and stance communicate a message
- Ensure your message is non-threatening

Stay Calm

- Staying calm is the key to setting and maintaining your position of authority on the playground.
- Don't take it personally. Whether a student insults you, tries to argue with you, or even accuses you of being unfair, keep reminding yourself not to take it personally.
- Think before you respond.
- Staying calm says you are in charge.
- Maintain your authority and control by not engaging in an argument with students.
- By staying calm you gain the respect of students.
- Use your words wisely. Remember, once you say them, you can't take them back.

“Every kid is one caring adult away from being a success story.”

Guidelines for Recreation Staff



Acknowledgements

Contributions by the following: Ruth Ashley, Ann Culton, Nicole Howton-Chiles, Damon Jespersen, Kenneth Kato, Susan Leaming, Sam Platis, Robin Samana, and David Zaid.

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Board of Education

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Guidelines for Recreation Staff Signature Page

I have received and acknowledge that I have read and understand the contents of the Guidelines for Recreation Staff as listed below:

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- Examples of Equipment Safety Rules
- Emergency Procedures
- Building Relations
- Positive Practices
- Messaging

Signature of Employee

Date

Signature of Recreation Leader/Site Administrator

Date

School Site