Noon Duty Personnel Handbook

Oak Grove School District

Prepared by Human Resources Department

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Welcome to Oak Grove School District



In your capacity as a Noon Duty staff member, you have an important responsibility for the safety and welfare of our students. This handbook has been prepared to assist you in carrying out your duties. Please read it carefully and keep it available for ready reference. Any questions you might have should be discussed with your principal.

Thank you for your contributions to student success in the Oak Grove School District. Best wishes for a successful year.

Sincerely,

Dr. Ivan Chaidez, Superintendent

Mission Statement

“To Ensure Every Child’s Potential is Achieved”

Our CORE VALUES

Student Learning	We value a safe, nurturing, child-centered environment in which student learning is the major focus.
Positive Interdependence	We value a cooperative environment of mutual support, teamwork, shared responsibility, and success.
Quality Performance	We value commitment to creativity, innovation, initiative, continuous growth, and a strong work ethic.
Inclusivity	We value equity in an inclusive environment in which all people feel appreciated and respected; and have access to the same opportunities regardless of race, age, culture, ability, ethnicity or nationality, gender identity and expression, sexual orientation, religious affiliation and socioeconomic status.
Integrity	We value ethical and honest interactions.
Respect	We value and respect the individual differences and diversity of our students, employees, and community.

General Responsibilities

The primary responsibility of Noon Duty personnel is to maintain a safe and orderly environment for students during the lunch recess period. Noon Duty personnel are expected to **assist and encourage students to**:

- Observe all school safety rules
- Participate in safe, welcoming, and inclusive recreational play activities
- Observe all game rules
- Learn to play with others in a social group setting
- Observe fundamental courtesy while in the cafeteria and other eating areas
- Leave their immediate eating area neat and clean

Required Materials to Have On Duty

Noon Duty personnel should have the following materials on hand while on supervision duty:

- [ ] A bright vest or other visual indicator for students to find help easily while on the playground/yard
- [ ] A whistle
- [ ] A clipboard with office passes, PBIS slips, and other necessary school-level slips/forms for students
- [ ] A walkie-talkie
- [ ] Relevant keys for your supervision area

Optional items may include: a sunhat, band-aids, and sunblock. Note that sunblock is for self-use and should not be put on students.

Attire: Closed-Toe Shoes, sunhat, clothing to protect from sun or wind is highly recommended.

Student Discipline

Oak Grove School District practices **Positive Behavior Intervention and Supports (PBIS)**. The goal of PBIS is to help **create a positive, caring atmosphere where all children and adults feel respected and valued members of our school community**.

Additionally, each school has developed behavior management policies that are unique to that school and that meet the needs of the community. Principals will provide specific instructions regarding playground rules and performance expectations. In addition, principals will provide guidance and direction on how to handle discipline challenges and issues.

Noon Duty personnel are expected to have a thorough understanding of the school's policies and procedures for student discipline. Although site policies may vary somewhat, the following are common to all schools:

- Use of **force when disciplining a student is strictly prohibited.**
- All responses to student discipline must be enforced **equitably and consistently.**
- Follow through is critical. Students must be given **clear and consistent expectations, and safety issues should be addressed immediately.**
- **Directives should be given in a clear, firm fashion with a professional and respectful voice.**
- Schools have a process for documenting student behavior incidents. **Follow the school's process for reporting.**

For the safety of everyone, discipline policies are in place to keep our students safe. Respect for one another is a two-way street. **The manner in which one speaks to a student can have a calming effect, or it can cause a problem to escalate. Respectful and professional interactions with students are expected at all times.**

Techniques and Principles of Effective Yard Supervision

Students are energetic, active people. Physical activity enables students to work off energy after the intensity of classroom activities. Observation and the use of strategies and principles listed below will help to ensure a safe and predictable environment for all students.

- Be concerned for the **safety and welfare of ALL students.**
- Know procedures for all safety drills while at lunch.
- Be safety conscious without being overly protective.
- Be aware of the total playground/yard and **where potential blind spots can be**.
- **Circulate regularly around your assigned area**. Keep an active eye for any areas where students are gathering beyond an adult's line of sight.
- Patrol and check restroom areas frequently; always give a warning if you need to enter a restroom.
- Report broken equipment and/or safety concerns to the office or custodian immediately; close off the area until repairs or clean up are completed.
- Do not allow random running and chasing
- **Don't visit with other adults or use your phone when on active supervision duty. Give undivided attention to the students**
- **Continue supervising students until the teacher is present to transition responsibility. If a pattern of late pick-up occurs by the teacher, notify your Principal.**
- Get to know the students.
- Endeavor to get the students into organized activities.
- Become familiar with the proper use of all playground/yard equipment: *Who may use it? How many may use it at one time?* etc.
- Become familiar with the rules of the games such as four square, soccer, basketball, etc.
- Know areas that could be hazardous on the playground/yard and watch them carefully.
- **Do not give students access to areas where there is no adult supervision (ie. into classrooms to get personal belongings, etc).**
- See that play/activity stops when the bell rings.
- Check the playground for equipment and articles left behind.
- Use the whistle sparingly.
- If you are a parent of a child at the school where you are a Noon Duty, ensure that you support all students equally. No preferences should be given for your personal children.

Working with Parents, Visitors, or Other Adults

- Requests from parents or other adults to take students off school grounds should be referred to the office. **A student must never be allowed to leave the school campus without proper check-out procedures**.
- All inquiries from police, investigators, or other officials are to be referred to the Principal
- Noon Duty personnel are to **refrain from discussing students and their behavior with unrelated staff, neighbors, or other parents**. Confidentiality is critical and must be observed at all times. **Educational records are extremely confidential.** These include, but are not limited to, the following:
    - Student discipline information
    - Student performance in class
    - Notes from a teacher regarding a student
    - A conversation overheard about a student
    - Photos of a student, including posting on social media or commenting on a student or a situation on social media
    - Information located in our information system (ie, Infinite Campus, SEIS, etc.)
- As employees of the Oak Grove School District, Noon Duty personnel represent the District both off duty and on duty.
- **If you see adults who do not have a badge or visitor sticker, direct them to the Office to check in. Instruct and direct any strangers on the playground to check in through the office**, or if appropriate, to leave the premises.

Accident Reporting Policies & Procedures

Student safety is the primary requirement for play facilities and activities. Noon Duty personnel should make daily inspections of the playground/yard equipment and surrounding play areas. **Report all hazards to the Principal immediately. Close off area if an immediate hazard exists**

Noon Duty personnel must be extremely alert to situations that may result in accidents or injury to students using the playground/yard facilities and consider the following issues:

- [ ] Are the facilities free from hazards?
- [ ] Are groups of students spaced so that interference between them is avoided?
- [ ] Do students demonstrate a sense of responsibility for the safety of others?

In the event of an accident, the primary consideration must be for the welfare and safety of the injured. Noon Duty personnel are expected to be thoroughly familiar with the procedures for handling accidents. Noon Duty personnel are responsible for completing written reports for all serious injuries. **Accidents and injuries should be reported to the Health Clerk, who will assist with completion of the reports**.

Accident Reporting Requirements

The following accidents **should be reported to the Principal**:

- Dog or other animal bites or lacerations
- Injuries to the face, particularly the eyes, mouth, and teeth
- Head injuries, with or without periods of unconsciousness or loss of memory (all head injuries should be sent to the office)
- Injury to bones (any possible fracture)
- Puncture wounds from pencils, glass, spikes, etc.
- Severe abrasions when skin is scraped off, making infection possible
- Possible injuries to internal organs from falls, blows, etc.
- Possible injuries from swallowing foreign bodies or liquids

Employee injuries, even those seemingly trivial, must also be reported to the Principal as soon as possible. All authorized employees of the District are **eligible for medical care if injured while on duty under the Workers' Compensation program**. Failure or delay in reporting an accident or injury could result in loss of benefits. Required forms are available on the district website at ogsd.net. They can also be accessed using this link: 🌐 Informed K12: Digital Forms for K12 Education Employees can also inquire about Workers' Compensation forms with the school front office staff and/or Principals.

Risk of Negligence and Employment Policies

Noon Duty personnel are protected by liability insurance through the District. However, **negligence in duty as defined below may jeopardize such protection**. Negligence may be charged if:

- An accident occurs when the Noon Duty **personnel are absent from the area** which he/she is assigned.
- An accident or assault occurs when the **Noon Duty personnel give students access to an unsupervised area.**
- Employees **fail to notify the Principal or his/her designee** as soon as possible after a serious injury. The Principal or their designee is responsible for notifying the student's emergency contact(s).
- Employee fails to act in accordance with the procedures outlined above or with the school procedures as outlined by the Principal.
- Employee engages in **unsafe or illegal activity** while on duty or on campus.

Mandated Reporter	**<u>You are a mandated reporter</u>**. The Child Abuse and Neglect Reporting Act requires all Noon Duty personnel to report any of the following acts involving anyone under the age of 18: **physical abuse, sexual abuse, emotional abuse and/or neglect.** As a mandated reporter, you must only have reasonable suspicion that a child has been mistreated.
Beginning and Ending your Shift	Noon Duty personnel are required to **sign in with the school secretary each day upon arrival and check out with the office secretary before leaving**. Work hours vary from school to school and are determined by the Principal. Students need to be supervised at all times, so it is vital that Noon Duty personnel arrive on time. If one finds they are going to be tardy, even for a few minutes, the school should be notified. Noon Duty personnel **should not arrive more than 15 minutes before their shift begins and should leave within 15 minutes of the end of their shift**. This minimizes traffic in the office. If you are volunteering, please make approved arrangements.
Absences	In case of illness or emergency, Noon Duty personnel are required to **contact the school secretary as far in advance as possible to allow adequate time to find a substitute.**
Dress Standards	OGSD Board Policy 4219.22 states that appropriate dress and grooming by district employees contribute to a productive learning environment and models positive behavior. During school hours and at school activities, employees shall maintain **professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students**
Employment Requirements	All Noon Duty personnel are employes of the Oak Grove School District and are **subject to the following employment policies and procedures**: • Department of Justice (DOJ) Fingerprint Clearance • TB Test Results, Clear Chest X-Ray or TB Risk Assessment - to be renewed every 4 years • Completion of all Mandatory Training Requirements via Keenan SafeSchools. Each Noon Duty personnel will receive

	an email from Keenan with their login information, a link to start the trainings and a list of the specific trainings they are required to complete. Must be renewed at the beginning of each school year.
Professional Standards	Each employee is expected to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws and exercise good judgment when interacting with student and other members of the school community. Board Policy 4119.21 details inappropriate conduct that should be reported to the site administrator so that the District can investigate.
Separation from Employment	*Noon Duty staff who resign, retire, or end employment must provide written notice to their site administrator and Human Resources as soon as possible.* *At the end of each school year, employees must confirm their intent to return for the following year by completing any required District forms or processes by the stated deadline. Employees who do not respond may be removed from active employment lists.*

School Specific Information

Your school site principal will meet regularly with the noon duty team throughout the school year. This is your opportunity to receive site-related information and ask school -specific questions.

Follow up with your school principals to receive information on

- [ ] Playground/Yard Rules
- [ ] Rainy Day Procedures
- [ ] Lunch Schedules
- [ ] School Map
- [ ] Check-in and Check-Out Procedures