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Recreation Leaders and Recreation Aides Policy and Procedure Handbook

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Recreation Leaders and Recreation Aides
Policy and Procedure Handbook

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Job Description

The responsibilities of a Recreation Leader/Aide are primarily supervisory in nature. However, each Recreation Leader/Aide should recognize the opportunities for promoting good public relations and should 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.

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.

Recreation Leaders/Aides District 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 an adult role model for students. Children 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.

Work Assignments

As a new employee, once you are cleared to work by Personnel Commission, you may contact the school to report for an orientation by the recreation leader and/or site administrator.

Attendance

Daily 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

It is the employee's responsibility to notify his/her Recreation Leader or site Secretary of any absence. Absences should be reported in a timely manner and no later than the day before the absence, stating the reason. If the absence cannot be anticipated, the employee should notify the site Secretary before the start of the school day.

When a Recreation Aide is out ill for more than 3 days, a doctor's note must be submitted to the site Secretary.

Conducting Personal Business

Unauthorized absences or engaging in personal business during working hours is not tolerated. This includes use of a personal cell phone. Cell phones and Bluetooth's must remain off while working. They may be used during breaks and lunch. These, as well as other unacceptable personal behaviors such as arguing or committing acts of physical violence, gambling, horseplay and practical jokes, stealing or taking any kind of District property are causes for disciplinary action including suspension, demotion or dismissal.

Professional Attire for Recreation Leaders/Aides

The following requirements relating to identification of Recreation Leaders and Recreation Aides, while on duty in the Long Beach Unified School District, are in effect at the beginning of employment. The purpose of these requirements is:

- To permit employees to be properly identified while on duty.
- To insure that employees present an appropriate and professional appearance.

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. School logo shirts may be worn on school spirit day.
- ❖ 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 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.
- ❖ Tight-fitting, revealing and/or oversized clothing are not appropriate. Hemlines and slits on dresses, skirts and shorts are not to be shorter than mid-thigh. Clothing should be clean and unwrinkled when an employee reports for duty.

Employees who do not comply with the clothing and identification requirements may be subject to disciplinary action.

Expectations of Playground Recreation Leaders/Aides

Performance evaluation reports are mandated by the Personnel Commission Rules and Regulations 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 children.
9. Maintains "safe and civil" school guidelines.

Duties of Recreation Leaders

1. Lead and give general direction to Recreation Aides.
2. Work with site Office Supervisor regarding allotted hours, QW Allotted Summary and on-line attendance/sign-in sheets.
3. Report unsafe conditions.
4. Confer in a positive manner with the school Principal/Assistant Principal and staff regarding pertinent information.
5. Monitor and support the dress code for your Recreation staff.
6. Promote safety, leadership and good sportsmanship with your staff and students.
7. Report to the Administrator all playground accidents and complete the district's "accident" form.

Duties of Recreation Aides

1. Support the safety and supervision of students.
2. Communicate playground rules and expectations to all of the students.
3. Monitor and circulate within your designated area.
4. Establish positive relationships with students and staff.
5. Assist cafeteria supervisor after lunch; wash down tables.
6. Report to the Recreation Leader and/or Administrator any accidents and record those accidents, using the "accident" form.

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

CAFETERIA DINING ROOM

- Children raise their hands to be excused from the cafeteria, after completing their meal.
- Sharing of food is not permitted.
- Children should not be getting up to sit with friends.
- Whistles are not used in the cafeteria.
- Encourage children to use good manners and to eat ALL of their lunch.
- Wash down the tables after the children eat.

CAFETERIA LINE

- Children are to walk to and from the cafeteria.
- Those waiting in line are expected to do so in an orderly manner and to remain in their places. "No frontsies" permitted.
- Children should keep their hands and feet to themselves.
- If a child disrupts their class line, he/she may be sent to the end of the line.
- No child can be totally excluded from the line.

LUNCH BENCHES

- Sharing food is not permitted.
- Do not allow children to throw food or step on empty milk cartons.
- Children should raise their hand to be dismissed.
- All trash must be picked up before a child is dismissed.
- Keep the lunch area clean.
- Encourage and praise good manners.
- Encourage children to eat at least half their lunch.

PLAYGROUND

- Circulate and monitor within your designated area.
- Enforce safety rules of the playground.

RESTROOMS

- Check restrooms regularly.

(During inclement weather, assigned supervision may be extended to the school auditorium and/or classrooms.)

General Safety and Playground Rules

1. Running, pushing and chasing are not allowed on the playground unless as a part of a supervised game.
2. All games should be approved and played in appropriate areas.
3. Children should always stand outside danger areas such as basketball courts and kickball or baseball diamonds unless in a group activity.
4. All playground activities must be supervised.

5. Restrooms should be constantly monitored.
6. Climbing is not permitted on tables, fences, buildings, trees or installations.
7. Do not allow the throwing of sticks, stones, surface protection material or other objects.
8. Do not allow bullying in the form of verbal or physical abuse.
9. Do not allow bicycle riding or the use of skateboards, roller skates, roller blades or anything on wheels on the playground.
10. Keep animals off the school grounds.

Playground Checklist for Recreation Leaders/Aides

- ✓ I am always on time for my supervision responsibility. *(Arrive at the playground before the students. You have better control of any situation if you are present and on duty before the children arrive. You should be the first person they see.)*
- ✓ I do not allow other adults to interrupt my time either when I am on my way to my assignment or while I am supervising.
- ✓ I do not allow children on the playground equipment wearing clothing with attached strings. Jackets with cords can be strangulation hazards.
- ✓ I only allow children to use playground equipment the right way.
- ✓ During an emergency, I do not leave the area I am supervising 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 supervise.
- ✓ 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.
- ✓ During after school supervision, 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 on the playground.
- ✓ I keep my eyes open for 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.*)

Legal negligence might be charged if a child is seriously injured during playground hours where there was inadequate supervision.

RECREATION LEADERS/AIDES SHOULD NOT PUT A STUDENT IN THEIR PERSONAL VEHICLE OR BE ALONE WITH A STUDENT.

UNDER NO CIRCUMSTANCES IS A CHILD 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 CHILD'S BEHAVIOR WITH A NEIGHBOR OR ANOTHER PARENT.

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.
- No hanging by the knees or perform "death drops" or other stunts where the hands are not in contact with the bar.

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.
- May not stand, walk or climb on the top of the apparatus.
- May not play on the surface under the structure.
- Both hands should be in contact with the climber at all times.
- May not interfere with other users while they are using the equipment.

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.
- Do not hang by the knees, stand on the top or jump from the climber.
- Do not interfere with other users who are sliding down the poles.
- Do not play on the surface under the climber.

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.
- No chicken fighting.
- No standing on top of bars, no hanging by the knees, no interfering with other people using the equipment.
- Use both hands when using bars.

Ball Shed 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 child gets hurt during your supervision, stay with the child 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 child they will be fine. Have them stay still until help is on the way. Don't move an injured child.
- ALL head injuries must be reported to the office.
- Recreation Leaders should have an emergency kit in the ball shed 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 Leader or Aide is injured while on duty, he/she should report to the Principal or site Secretary as soon as possible.

Student Behavior Support

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 is a chronic playground abuser, 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's important the referral states the facts in a neutral and objective way.

Responding to Misbehaviors

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.

Positive Practice and Correcting Behavior

Positive practice is when you have the student go back and do something over again. It is especially effective when you see children running. Have them go back and walk.

Positive practice includes:

- 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.
- Praise and greet more often than you correct misbehavior.

- Thank students for following the rules.
- Intentionally meet students in a welcoming and positive manner as they enter the playground. Be positive, smile, and call students by name.

In the case of two children 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 children calmly, but firmly, clearly stating the rule relating to respectful treatment of others. Use a disciplinary referral if necessary.

Here are some traps you should try to avoid:

The following are common expressions that tend to put up a brick wall and can be humiliating and force students to either withdraw or retaliate, limiting your chance of connecting with the student.

- Sarcastic language like, "Well, aren't you special?"
- Name calling like, "Quit acting like a baby."
- Rhetorical questions like, "How many times have I told you about this?"
- Impossible demands like, "Change your attitude, young man."

Student Time Outs

A time out is when you have a student go to a designated area on the playground for several minutes. ***(Sitting a student on the red line is NOT recommended.)***

- The timeout should be brief and appropriate.
- Be concise by simply stating the rule or expectation and have the student go to the time out area.
- Having the student walk with you while he/she calms down is a great "time out" strategy.



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Recreation Leaders and Recreation Aides Policy and Procedure Handbook Acknowledgement

I have received and acknowledge that I have read and understand the contents of the Recreation Leaders and Recreation Aides Policy and Procedure Handbook as listed below:

- Job Description
- Code of Ethics
- Interpersonal Relations
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Signature of Employee

Date

Signature of Recreation Leader/Administrator

Date

School