

# **STAFF RESOURCE GUIDE**



**2019 – 2020**

LEE'S SUMMIT R-7 SCHOOL DISTRICT

Dear SummitRise TEAM,

Welcome to the Lee's Summit R-7 School District to all new and returning SummitRise TEAM members! We are glad you have chosen our District for your employment. You have joined a very special TEAM that takes pride in serving our families and students. Our TEAM is comprised of many different classified staff: para professional, resource aides, school secretaries, health services, focus facilitators, before and after school services and others as deemed necessary by Human Resources and Building Administration. Our TEAM is under the supervision of the Building Principal and Before and After School Services (BASS).

Our TEAM is the "front line" in SummitRise -- it is YOU who have the opportunity to meet our participants every day. Our children are a reflection of all your efforts, and it is the pride you take in what you do that starts each Wednesday to be a great day!

The safety and care of children is our primary concern and, for that reason, there is a lot of information you will be expected to absorb. Be patient. Much like the pieces of a puzzle, the whole picture will be made clear. You will find this information to be a handy reference beyond the orientation process.

We encourage you to ask questions and provide input. You will receive important updates and reminders via email regarding SummitRise. Your Site Coordinator is available to talk most anytime. We look forward to your contributions to SummitRise!

Sincerely,

*Dawn Butler,*

Before & After School Services Director

## SummitRise Hours

Elementary Schools	Regular School Hours	Wed. School Hours	SummitRise Start Time
Cedar Creek, Greenwood, Hawthorn Hill, Highland Park, Lee's Summit, Meadow Lane, Prairie View, Richardson and Trailridge	8:20 am-3:20 pm	9:20 am-3:20 pm	7:50 am
Hazel Grove, Longview Farm, Mason, Pleasant Lea, Summit Pointe, Sunset Valley, Underwood, Woodland and Westview	9:00 am-4:00 pm	10:00 am-4:00 pm	8:30 am

### **General Schedule**

- Student arrival will be monitored by staff at designated door—no parent sign-in required.
- Student will check in with designated staff—attendance sheet is provided.
- Student will proceed to designated area—student needing assistance will be escorted.
- Selection of activities for will be announced—students choose accordingly.
  - Homework
  - Gym/Exercise and Fitness
  - Board Games
  - Quiet area
  - Math Skills/Games
  - Outside
  - Reading
  - Breakfast
  - Activities will vary according to enrollment/staff
- Students will be dismissed to classrooms or parent pick up at designated time.

### **Attendance / Absences / Tardiness**

Safety of students is our number one goal. Safety of students requires adult supervision. Your attendance is important and you are an integral component of safety. Be on time and ready to begin work as scheduled. Tardiness can result in a lack of safety for students. Excessive tardiness is not acceptable.

It is expected that in addition to the procedure communicated by your payroll manager for all absence requests that you also follow the following procedure for BASS.

Communicate in writing on the designated BASS absence notification form, in an email or approved method from your Site Coordinator. This would be in addition to any procedure communicated by the building principal. The Site Coordinator will not notify the building principal/department admin of your absence and the building principal/department admin is not responsible for notifying BASS of absence requests.

In the occurrence that you cannot work your assigned time due to an emergency or unexpected illness, it is imperative that you notify your Site Coordinator as soon as you know of the unscheduled absence. The Site Coordinator phone list is provided. Notifying the Site Coordinator in the evening up through 10:00 p.m. is acceptable. If the illness/emergency occurs in the morning, calling as soon after 5:30 a.m. is acceptable and expected.

Phone messages can be left on cell and site phone but it is expected that all effort was made to contact the Site Coordinator and message is last resort. Text messaging can be utilized so long as a confirmation text from the Site Coordinator is received in return.

Again, safety is priority and attendance is expected and is a part of LSR7 designated Support Staff and BASS Staff job duties. District Board Policy references on attendance can be found in GDPDA, GDPD, and GDPD-AP.

## **Supervision of Children**

### Proximity / Organization of Staff Coverage

All staff members should be positioned so that most or all of the children can be seen. Staff members should move around to interact with and monitor the needs of the children. Children should never be left unsupervised either indoors or outdoors unless they are going to the restroom, drinking fountain, or transitioning to other areas.

### Supervision of Higher Risk Activities and Transporting Children

- Gym or Outdoor Activity
  - ✓ Staff members will position themselves around the gym or play area outside so as to provide adequate supervision. Staff should be moving around and not sitting.
  - ✓ Staff will utilize walkie talkies to communicate with all other staff members.
  - ✓ Staff members are encouraged to play with the children but still maintain supervision for all children in their care.
  - ✓ Orange vests and fanny packs may be worn while on the playground. (as directed by the Site Coordinator)
  - ✓ Patrons should be asked to leave the playground area during BASS program hours.

## **Personnel Policies**

As an employee of the Lee's Summit R-7 School District, you are required to familiarize yourself with and adhere to the Board Policies and Procedures as well as be familiar with the Early Education Center, Elementary and Middle School Handbooks. You can find Board policy on the district website at <http://www.lsr7.org/school-board/board-policies/>. The Early Education Center, Elementary and Middle School Handbooks can be found on each school's website.

The Lee's Summit R-7 District is committed to follow a policy of nondiscrimination in all of its programs and activities. The District will endeavor to ensure an environment for our students, employees and patrons free of discrimination, including an environment free of racial, religious, sexual, or other unlawful harassment. This policy prohibits harassment in any form, including verbal and physical harassment, unwelcome comments, jokes or statements of a discriminatory nature, and unwelcome advances. Students and employees can find complaint procedures in Board Policy. (Prohibition against illegal discrimination and harassment File: AC)

## **District Cell Phone Usage/Expectations**

**General** - Upon the approval of the supervisor, district employees may be authorized to use district issued cell phones in order to enhance employee communications and improve the operational efficiency of the district. As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damages, loss or theft. The district may terminate the use of district issued cell phones for any or all employees at any time.

Employees are expected to use the cell phones for conducting district business.

## **Area Expectations**

### **Cafeteria/Commons Area**

- ☀ Staff should be prepared with a walkie talkie prior to children's arrival.
- ☀ Staff should be involved with the children and not each other.
- ☀ Staff should spread out.
- ☀ Walking feet in the cafeteria (staff or children).
- ☀ All staff help set up and tear down.

### **Connect2Learn**

- ☀ Students are to use their Chromebooks in the designated area in the café/homeroom or as used during the school day for special projects or assignments.
- ☀ Staff should be walking around and monitoring students as they use their Chromebooks.
- ☀ Children may go to the BASS website, Just for Kids page for approved websites. They may also access their classroom websites, Google Apps for Education, or work on assignments given in class on their Google accounts. Other websites may be approved by your individual Site Coordinator.
  - <http://bass.lsr7.org> Just for Kids
- ☀ Children should NOT print copies, unless doing homework.

### **Gym**

- ☀ Staff should be prepared with a walkie talkie prior to children's arrival.
- ☀ Children should have a designated place to sit upon first entering the gym as a group (eg. On the circle, along the wall, on the line.) – review game rules and instructions.
- ☀ If more than one staff in gym, must be on opposite ends for optimum supervision.
- ☀ Make sure everything is put away as originally found.
- ☀ Children never allowed in gym teacher's closet
- ☀ No food or gum in gym.
- ☀ Bean bags on the ground – not in the air – when playing any game involving bean bags.
- ☀ When bowling, place gym mats behind bowling pins – roll the ball, don't bounce – to keep pins contained and the ball from hitting the wall.
- ☀ Scooters – bottoms or knees; never stand.
- ☀ Jump ropes – if spinning, must be on ground.

- ☀ NO climbing on the rope in the gym. This activity is extremely high-risk and not one that can be monitored properly.
- ☀ No climbing on bars.
- ☀ Only foam balls ("gator-skin" balls) should be used for high-contact games (i.e. dodgeball)
- ☀ Other balls may be used for specifically designated games (i.e. Basketball w/a basketball; soccer w/a soccer ball, etc.)

### **Playground**

- ☀ Staff should be prepared with a walkie talkie prior to children's arrival.
- ☀ Staff should put on orange vest, as directed by the Site Coordinator, and hip pack of first aid supplies before children arrive.
- ☀ Do a visual inspection of the playground and the surrounding area.
- ☀ Staff will continually scan and walk around (no sitting).
- ☀ Staff will not stand by each other for prolonged periods of time (more than a couple minutes).
- ☀ Staff will keep conversations with each other to a minimum
- ☀ If only one staff member outside, make sure you can see all the children.
- ☀ Children are to play only on age-appropriate outdoor play equipment. Check with the Site Coordinator, if in doubt.
- ☀ Children are to go down the slide, never up.
- ☀ Appropriate balls should be used with appropriate games outside. (eg. A soccer ball may be used when playing soccer; Footballs may be used when playing catch or flag football; Basketballs may be used when playing basketball or HORSE.)
- ☀ Staff must consistently scan the perimeter of the playground area – "Stranger Danger."
- ☀ Patrons and/or other unauthorized individuals must leave the playground while in use by BASS. Notify the Site Coordinator if individuals refuse to comply with request.
- ☀ Fobs should NOT be hung on the exterior door for easy access to the building. Student helper or, if available, the 2<sup>nd</sup> staff on the playground can be utilized to open the door as needed.

### **Walkie Talkie**

- ☀ If a child is transitioning to another area, the appropriate conversation over the walkie talkies is, person 1 - "John is coming to the gym." Person 2 - "John made it to the gym."
- ☀ Staff are the only ones to use the walkie talkies. Children are NOT to use walkie talkies.
- ☀ Only appropriate language on walkie-talkies, never anything of a confidential/personal nature (such as using a child's last name / talking with staff about what happened over the weekend, etc).
- ☀ Upon completion of scheduled work time, turn off walkie talkie and place in the designated area. This is to be determined by the Site Coordinator. Follow Site Coordinator instructions regarding storage and charging of walkies.
- ☀ Walkie Talkie boxes will be stored at the BASS Administrative Office to be used when sending off for repair/replacement.

## **Curriculum**

### **Facilitating an Activity/Game – “The 5 E’s”**

- I. Be Engaging: to occupy the attention of efforts of a person or persons: He engaged her in conversation
  - a. Use enthusiasm – students will want to like it if you do
  - b. Provide visual of completed project (optional)
  - c. Use step-by-step instructions
  - d. Use big kids to assist younger kids
  
- II. Be Enticing: to attract or draw towards oneself by exciting hope or desire; tempt; allure
  - a. Lead with your example
  - b. Provide a reason for doing the project
    - i. Make it for school décor
    - ii. Make it for military personnel
    - iii. Send a special message to a friend through the project
  
- III. Be Encouraging: to inspire confidence
  - a. “If I can do it anyone can”
  - b. “I’ll help you if you get stuck”
  - c. “What about the project seems difficult (or boring)?”
  
- IV. Be Efficient: performing a task in the best possible manner with the least waste of time and materials
  - a. Location
  - b. Materials – ready before activity begins
  - c. Group Size
  - d. Time allotted for completion & clean up
  
- V. Be Evaluators: to determine the worth, significance of a task by careful appraisal and study
  - a. What went well?
  - b. What could I have done better?

	All Settings	Bus	Hallway	Gym	Bathroom	Chromebooks	Outside	Field Trip	Cafeteria
<b>Be Safe</b>	Keep hands & feet to self Be where you belong	Remain seated Face forward Quiet voice at stops	Walk Banisters are for hands	Meet at designated location upon entering gym Follow gym rules	Walk Wash hands with soap & water	Use equipment properly Carry CB securely with both hands when moving	Use equipment appropriately Stay in approved areas	Stay with designated group and leader Listen to adults in charge	Use materials and supplies properly Maintain personal space
<b>Be Respectful</b>	Use kind words Follow directions	Keep the bus clean	Walk quietly	Use good sportsmanship	Give others privacy	Quiet voices Be aware of personal space "bubble" when working together	Use appropriate language	Follow in group giving appropriate space to others Be a good citizen	Share materials and supplies that are limited Maintain personal space Be a good listener
<b>Be Responsible</b>	Use materials appropriately Keep school neat & clean	Take all your belongings	Walk straight to area of choice	Use equipment properly	Follow bathroom procedures Place paper towels in trash can	Store CB safely in backpack and basket Shut down CB as directed Play on BASS "Just for Kids" or teacher's classroom websites	Pick up equipment used Tell an adult if equipment is damaged	Take care of belongings and lunch Wear appropriate clothing and footwear for trip Use sunscreen & bug spray when necessary	Put things away after use Clean up after yourself
<b>Be Relational</b>	Be kind to others Be a problem solver when there is a disagreement	Sit by a friend or someone new	Use a quiet voice in the hallway when walking with a friend Say hello when passing	Show support and be a team player	Help a neighbor when the toilet paper is out Say hello	Help a friend find "Just for Kids" Play a game together	Be kind during games and when playing on equipment	Have fun with friends and staff	Use words to communicate with others