

# CORONA-NORCO UNIFIED SCHOOL DISTRICT

## Noon Supervisor Handbook



gg63347229 www.gograph.com



corona-norco  
unified school district

## **Message from Human Resources**

We welcome you to our school district staff as a Noon Supervisor. You have important responsibilities to carry out in order to meet the goals and objectives of this worthwhile program.

The Monitoring and supervising of students during lunch, nutrition breaks or other non-instructional times is an integral and vital part of the regular school day and makes a positive contribution to the physical, mental, moral and social development of our students.

This handbook has been prepared to help you in carrying out your many responsibilities. From time to time, changes will be made and new information will be given to you. Any questions you may have should be discussed with your principal.

# CORONA NORCO UNIFIED SCHOOL DISTRICT

## CLASS TITLE: NOON SUPERVISOR

### BASIC FUNCTION:

Under the direction of administration, performs a variety of assignments monitoring and supervising the safety and well-being of students in cafeteria, lunch areas, restrooms, playgrounds and school hallways or grounds during lunch, nutrition breaks or other non-instructional times.

### ESSENTIAL DUTIES:

- Ensures health, safety, and welfare while maintaining effective control in lunch lines, eating areas, restroom areas, playground activities, etc.
- Observes and ensures school rules and regulations are followed by students and parents/visitors
- Intervenes and resolves minor conflict with students while monitoring and supervising
- Prevents, reports and corrects improper and unsafe behavior and unauthorized activities
- Maintains communication with site administration, teachers and support staff regarding student behaviors
- Reports unusual events and/or safety hazards to site administration
- Observes and promotes the use of safety rules at the site
- Reports details of all incidents to site administration in verbal and written form
- Assists with cleaning up nutrition areas and other areas on campus
- Assists with minor first aid as directed
- Prepares paperwork, as necessary
- Participates in meetings and trainings, as required

### OTHER DUTIES:

Perform related duties as assigned.

### KNOWLEDGE/ABILITIES:

Behaviors of children and adolescents  
Appropriate safety precautions and procedures  
Basic school safety rules  
Appropriate communication skills  
Conflict resolution techniques  
Appropriate discipline guidelines and procedures  
Basic first aid  
Following district, state and federal rules, policies, regulations and laws  
Understand and follow oral and written instruction  
Give clear, concise direction concerning behavior and rules  
Work without supervision  
Establish and maintain effective working relationship  
Understand and communicate in written form and verbally  
Resolve minor playground disputes  
Work in team environment  
Work well with children and adults  
Work a flexible schedule  
Operate a two-way radio

## **Job Description (Cont.)**

### **EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent education is preferred. Experience working with children is desired

### **LICENSES AND OTHER REQUIREMENTS:**

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

### **PHYSICAL AND MENTAL DEMANDS/HAZARDS:**

Climbing stairs and ramps

Walking or standing for extended period of time

Use of hands, wrists and arms

Bending at waist to assist students

Reaching overhead, above the shoulders and horizontally

Hearing and speaking to exchange information

Running

Seeing to monitor student activities and behavior

Outdoor work environment

## **Dress & Safety**

Noon duty supervisors need to wear comfortable clothing, which is appropriate to a school environment. Always wear close-toed shoes that are comfortable and safe on all playground surfaces. Required vests, if applicable, must be worn during supervision hours.

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 not endanger the health or safety of employees or students.

## **Probationary Period & Evaluations**

Noon Duty Supervisors will serve a 9 month probationary period. During the probationary period the employee shall receive a written evaluation after the first sixty (60) days and another at the last twenty-two (22) days of employment.

After permanency, the employee shall receive a written evaluation at least once every other year. Evaluation is an on-going process and evaluations may be made at any time.

The above process does not need to be implemented if the evaluator recommends dismissal of a non-permanent probationary employee.

## **Paid Holidays**

Per Education Code 45203, all probationary or permanent employees shall be entitled to the following paid holidays provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday:

Independence Day	July 4
Labor Day	The first Monday in September
Veteran's Day	November 11
Thanksgiving Day	The Thursday proclaimed by the President in November
Christmas Day	December 25
New Year's Day	January 1
Lincoln's Day	February 12
Washington's Day	The third Monday in February
Memorial Day	The last Monday in May

The scheduled holidays shall be as they appear on the school calendar in conformance with the District's instructional year.

Regular employees of the district who are not normally assigned to duty during the school holidays of December 25 and January 1 shall be paid for those two holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

When a holiday listed in this section falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed. When a holiday listed in this section falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed.

## **Sick Leave**

Per Education Code 45191, every classified employee employed five days a week by a school district shall be entitled to 12 days leave of absence for illness or injury and such additional days, in addition thereto, as the governing board may allow for illness or injury, exclusive of all days he/she is not required to render service to the district, with full pay for a fiscal year of service.

A classified employee, employed five days a week, who is employed for less than a full fiscal year is entitled to that proportion of 12 days leave of absence for illness or injury as the number of months he/she is employed bears to 12 and the proportionate amount, consistent with this formula, of such additional days, in addition thereto, authorized by the governing board for classified employees employed five days a week for a full fiscal year of service. (Example: an employee working 10 months a year earns 10 days of sick leave per fiscal year).

When an employee is employed for less than a full fiscal year of service the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.

Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day. Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time during the year. However, a new employee of a district shall not be eligible to take more than six days, or the proportionate amount to which he may be entitled under this section, until the first day of the calendar month after completion of six months of active service with the district.

If an employee does not take the full amount of leave allowed in any year under this section the amount not taken shall be accumulated from year to year.

Proof of illness may be required by the district in which the absence is three (3) consecutive days or more. However, the district upon probable causes, reserves the right to have the employee furnish proper proof of absences when called upon to do so. At District expense, the district may require a statement from a physician of its choice verifying the employee's ability to perform the essential functions entailed in the assignment.



## **Extended Sick Leave**

Per Education Code 45196, every classified employee's extended sick leave period is automatically implemented when you exceed your yearly allocation of sick leave. During this leave, you receive half pay, after exhaustion of all available sick leave for up to five (5) months in any school year, provided a doctor's note is on file with the Personnel Department. The five (5) month "window" period shall begin once your yearly accrual of sick leave is exhausted.

## **Personal Necessity Leave**

Per Education Code 45207, a probationary or permanent employee may use a maximum of seven (7) days of earned absence for illness or injury leave pursuant to Education Code 45191.

Personal necessity shall include any of the following:

(1) Death of a member of his or her immediate family when additional leave is required beyond that provided in Section 45194.

(2) Accident, involving his or her person or property, or the person or property of a member of his or her immediate family.

(3) Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

Payment of such absence shall be made only upon completion of a Corona Norco Unified School District Leave Request form stating that the absence was due to a situation designated as a personal necessity referenced above. The District may deny the request if the leave was not a personal necessity as outlined above. If an employee exceeds their allotment, pay will be docked.

## **Bereavement Leave**

Per Education Code 45194, a leave of absence with pay and without deductions from accumulated sick leave, not to exceed three (3) days, or five (5) days if out-of-state travel is required, is granted to employees on account of the death of any member of his/her immediate family.

Immediate family means: mother, father, grandmother, grandfather, or a grandchild of the employee or the spouse of the employee, spouse, son, son in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.

Payment of such absence shall be made only upon completion of a Corona Norco Unified School District Leave Request form stating that the absence was due to a situation designated as a bereavement referenced above. The District may deny the request if the leave does not meet the “immediate family” definition as outlined above.

## **Jury Duty**

Per Education Code 44037, an employee shall be entitled to leave without loss of pay for any time that is required to perform jury duty. The District will pay the employee his/her regular rate of pay. In order to be paid for Jury Duty the employee must submit validation for all time served for jury service and complete a Corona Norco Unified School District Leave Request form.

## **Industrial Injury or Illness Leave**

Employees are covered by Worker's Compensation Insurance for any injury or illness arising out of, and in the course of, their employment. Employees are responsible for reporting an industrial injury or illness to the immediate supervisor or manager. Employees will be granted paid leave for absences determined to be caused by industrial injury or illness. Eligibility for industrial injury or illness leave will continue for only such period as the unit member qualifies as temporarily disabled under workers' compensation laws.

- Total allowable leave shall be sixty (60) working days during which the schools are required to be in session or when the unit members would otherwise have been performing work for the District.
- In order to be eligible for industrial injury or illness leave an employee must have served continuously for twelve (12) months. For the purpose of this section, twelve (12) months' service means that the unit member was employed by the District on or before three hundred sixty-five (365) calendar days prior to the first day of absence.
- Leave will begin on the first day of absence after the date of injury.
- Industrial injury/illness leave must be authorized in writing by a doctor.
- During the first sixty (60) working days of industrial injury/illness leave, the injured employee will be paid their full salary.
- Industrial injury/illness leave shall be reduced by one (1) day for each day of authorized absence.
- When an industrial injury/illness leave overlaps into the next fiscal year, the employee will be entitled to only the amount of unused leave due such employee for the same illness or injury. When entitlement to industrial injury leave has been exhausted, all sick leave benefits accrued as an employee may commence.
- Following the expiration of the sixty (60)-day Industrial Leave, regular sick leave and vacation leave may be used. If the employee continues to receive workers' compensation benefits while on sick leave, such employee will receive that portion of accumulated sick leave which, added to the temporary disability benefit, will equal the employee's regular salary.
- When all industrial leave and sick leave benefits have been exhausted, and if the employee is not medically able to assume the duties of their position, the employee shall be placed on a re-employment list for 39 months. An employee who has been placed on a re-employment list, who has been medically released for return to duty and who fails to accept an appropriate assignment, will be terminated.

## **Industrial Injury or Illness Leave (cont.)**

- An employee shall be deemed to have recovered from an industrial injury/illness and thereby able to return to work with reasonable accommodations at such time as the attending physician verifies there has been a recovery. The District, at its own expense, may request the opinion of another physician. In the event there is a disagreement between these two (2) physicians, the District, at its own expense, may request the opinion of a third physician whose opinion will prevail.
- During periods of injury or illness, any employee receiving benefits as a result of this section, shall remain within the State of California. Approval for travel outside the state must be obtained from the District. Failure to obtain such approval may result in a loss of benefits as provided in this section.

## **Industrial Injury or Illness Leave (cont.)**

### **Modified Work Program**

When an employee with an industrial accident or injury is determined by the responsible physician to be able to return to work with restrictions, the following shall occur:

- A conference will be held to include the employee, the employee's supervisor and a representative of the Risk Management Office to determine if the employee can return to their regular job within the restrictions.
- If it is determined that the employee cannot perform their regular assignment, consideration will be given to a modified position within the restrictions at the regular worksite, which the employee could fill on a temporary basis.
- Should no appropriate assignment be available at the employee's regular worksite, a temporary assignment within the restrictions will be identified elsewhere in the District for the employee. The employee shall be entitled to twenty-four (24) hours' notice prior to beginning an assignment. A different assignment on the following workday would only require notification prior to the end of the current workday.
- Refusal of an assignment within the physician's restrictions will stop leave eligibility, if the assignment is the same number of hours as the employee's normal assigned hours.
- The employee shall be paid the same rate of pay as though the employee was working the employee's normal assignment

## **Vacation**

Per Education Code 45197, every public school employer shall grant to regular classified employees an annual vacation at the regular rate of pay earned at the time the vacation is commenced. Such vacation shall be as determined by the public school employer, but not less than five-sixths of a day for each month in which the employee is in a paid status for more than one-half the working days in the month, provided the employee is regularly employed five days per week, seven to eight hours a day.

For all employees regularly employed for fewer than 35 hours a week, regardless of the number of hours or days worked per week, the vacation credit shall be computed at the rate of 0.03846 for each hour the employee is in paid status, not including overtime.

Vacation earned may, with the approval of your supervisor, be taken at any time during the school year. If the employee is not permitted to take his/her full annual vacation, the amount not taken shall accumulate for use in the next year.

Earned vacation shall not become a vested right until completion of the initial six months of employment.

If an employee is terminated and had been granted vacation which was not yet earned at the time of termination of his services, the employer shall deduct from the employee's final pay check the full amount of salary which was paid for such unearned days of vacation taken.

Upon separation from service, the employee shall be entitled to lump-sum compensation for all earned and unused vacation, except that employees who have not completed six months of employment in regular status shall not be entitled to such compensation.



## **Dismissal/Suspension/Disciplinary Action**

The District may impose discipline or dismissal on permanent classified employees when the work performance or behavior of the employee is such that prior verbal and/or written warnings have failed to result in remediation of the unsatisfactory performance or behavior. Causes (BP 4230): In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for personnel action against a permanent classified employee:

1. Falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records.
2. Incompetency.
3. Inefficiency.
4. Neglect of duty.
5. Insubordination.
6. Dishonesty.
7. Drinking alcoholic beverages while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her. (cf. 4020 - Drug and Alcohol-Free Workplace)
8. Possessing or being under the influence of a controlled substance at work or away from work, or furnishing a controlled substance to a minor.
9. Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction for this purpose.
10. Absence without leave.
11. Immoral conduct.
12. Discourteous treatment of the public, students, or other employees.
13. Improper political activity.
14. Willful disobedience.
15. Misuse of district property.

## **Dismissal/Suspension/Disciplinary Action (cont.)**

16. Violation of district, Board or departmental rule, policy, or procedure.
17. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position.
18. Refusal to take and subscribe any oath or affirmation which is required by law in connection with his/her employment.
19. A physical or mental disability which precludes the employee from the proper performance of his/her duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating the retirement of employees.
20. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a district employee.
21. Unlawful retaliation against any other district officer or employee or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on the job or directly related thereto.
22. Any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment.

Except as defined in item #19 above, no personnel action shall be taken for any cause which arose before the employee became permanent, nor for any cause which arose more than two years before the date of the filing of the notice of cause unless this cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee would have disclosed the facts to the district.

## **Noon Supervisor Responsibilities**

### **BREAKFAST/LUNCH SUPERVISION:**

Noon duty supervisors assigned to meal duties are responsible for the children in the eating area. This includes:

- Line children up in the food line and properly seat children according to the individual school meal plan. • Release of children to return trays to proper area.
- Dismissal of children from the eating area to classrooms after their immediate area has been cleaned. The site administrator will provide you with specific instructions regarding seating, dismissal, talking and other rules concerning breakfast/lunch responsibilities. The individual site administrator will explain breakfast/lunch hour responsibilities during inclement weather.

### **PLAYGROUND SUPERVISION:**

Playground supervision will necessitate establishing techniques which will provide playground control. Following is a list of points to remember:

- Be concerned for the safety and welfare of all children.
- Be safety conscious without being “over-protective.”
- Know and follow the established procedures in case of accidents or injuries.
- Become familiar with playground hazards and monitor them carefully.
- Use the “perimeter” system; i.e. circulate around the area assigned to you.
- Use the whistle sparingly.
- Do not “visit” with other aides while on company time.
- Report any unsafe equipment to the office.
- Do not place yourself in the position of arguing with the children.
- Check the restroom periodically. Children should not be playing in or around them.

### **RAINY DAYS:**

On days when there is inclement weather, e.g. rain, extreme heat or cold, high winds, etc., the noon hour procedure may not follow the regular schedule. Refer to the site administrator for your school’s schedule.

## **Noon Supervisor Responsibilities (cont.)**

### **DISCIPLINE GUIDELINES AND PROCEDURES:**

Two things should be remembered about discipline: be consistent and follow through. Consistent discipline gives the children a sense of security. Enforcement one day and permissiveness the next day gives the child a feeling of not knowing what is expected.

Follow through—it is not enough that the child knows the rules of safety; the noon duty supervisor must enforce the importance of having the rules obeyed. A rule that is not enforced is worse than no rule at all. Repetition will be necessary for most children.

**UNDER NO CIRCUMSTANCES** are children disciplined through physical measures. That does not mean that a student who is a persistent rule violator cannot be isolated for a period of time until he or she learns to follow the rules. Report all such cases to the site administrator or designee and follow instructions given to you.

**UNDER NO CIRCUMSTANCES** should a noon duty supervisor ever discuss a child's behavior with a neighbor or another parent.

Do not delegate supervision to pupils or appoint "assistants." Noon duty supervisors are responsible for the assigned area and may not turn over their responsibility to children.

Children are expected to treat you with the same respect as other members of the staff.

### **REPORTING PROBLEMS:**

Noon Duty supervisors on the playground should train themselves to be aware of their surroundings at all times. They must be alert to potential dangerous situations that may cause accidents or endanger students. Any hazard causing problems should be reported immediately to the site administration, e.g., broken glass . . . etc. Any potential problem should always be reported, preferably in writing, as the supervisor checks out of the building. All sites have forms to report problems. It is most effective to report some incidents to the classroom teacher by leaving a note in the teacher's mailbox as you check out. Give the child's full name and enough detail so the teacher can understand the problem. You may also contact the teacher before going off duty.

### **MINOR ACCIDENTS:**

Carry first-aid supplies for students that have cuts or scrapes. If the seriousness of an injury is in doubt, always send the student to the Health Office.

### **SERIOUS ACCIDENTS:**

In case of a serious accident, remain with the injured student and send for help. **NEVER, NEVER MOVE AN INJURED STUDENT.** Keep crowds away, cover the student with a coat or a sweater; and if there is bleeding, apply pressure. Students with head, back, or possible broken bone injuries should not be moved until the student has been evaluated by the school nurse or health assistant. Notify the school office immediately of possible serious injury, and wait with the student for someone to arrive.

## **Noon Supervisor Responsibilities (cont.)**

### **PUPIL ACCIDENT REPORTS:**

Accident reports must be written on all injuries immediately, or within the first twenty-four hours following the accident. You will be requested to complete the “witness” information portion of the report. The information must be completed at the end of the duty period. Check in with the health clerk, or the front office, regarding the accident report prior to leaving your shift at the end of the day. Any accidents/injuries involving students or the general public should be directed to the site administrator or school office. Noon duty supervisors must be respectful of the rights and privacy of children. They are not to discuss children’s issues with other parents or members of the community.

### **EMPLOYEE ACCIDENT REPORTS:**

All employees are covered by the district’s Worker’s Compensation Program. An employee who is injured while on duty must complete an accident report, whether or not the injury appears serious enough to warrant medical attention. If no report is made and the employee injury should later become more troublesome and need attention, the employee will not be entitled to receive Worker’s Compensation benefits.

### **ABSENCE/TARDINESS:**

In case of a sudden illness or emergency that will necessitate a substitute, the noon duty supervisor must enter the absence in the Aesop automated system to call out for a substitute if needed. You should always notify the school office manager to ensure adequate time to obtain a substitute noon duty supervisor in your absence. It is very important that all noon duty supervisors be on time and at their designated areas ready to begin supervising students.

### **REPORTING ABSENCES/TARDINESS AND RETURN TO WORK:**

It is the employee’s responsibility to enter the absence in the AESOP system 90 minutes prior to your designated start time. You should always notify the school Secretary to ensure adequate time to obtain a substitute Noon Supervisor in your absence. It is very important that all Noon Supervisors be on time and at their designated areas ready to begin supervising students.

### **CONDUCTING PERSONAL BUSINESS:**

Unauthorized absences or engaging in personal business during working hours is unacceptable. This includes use of a personal cellular phone. Cellular phones and Bluetooth devices 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 of disciplinary action including suspension, demotion or dismissal.

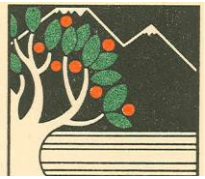
## **Positive Practice and Correcting Behavior**

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 student by name

Never try to get between students that are fighting. 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.



**CORONA-NORCO UNIFIED SCHOOL DISTRICT  
HUMANRESOURCES**

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**Noon Supervisor Policy and Procedures  
Handbook Acknowledgement**

I have received and acknowledge that I have read and understand the content of this Noon Supervisor Policy and Procedures Handbook as listed below:

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
School Name