
Emmons School District 33

Paraprofessional Handbook 2024-2025



2024-2025

Paraprofessional Duties

Morning Supervision (all grade levels):

Paraprofessionals need to arrive and have a walkie talkie/whistle readily available when students begin entering the school. Paraprofessionals are to be at their assigned location by 8:10am and are expected to:

1. Circulate through their assigned location continuously
2. Avoid lengthy conversations with students/staff while supervising
3. Monitor behavior
4. Allow no physical game playing/activity in the hallways or classrooms
5. Communicate with the office if there is a need for the nurse or administration assistance
6. Keep the noise level to a minimum and monitor student interactions
7. Stay off personal devices at all times when on duty

Lunch/Recess Supervision (all grade levels):

1. Paraprofessionals will get a walkie from the office for communication purposes and will transport the ball bins out to the recess location.
2. Grades 3-5 line up in Commons; paraprofessionals assigned will walk the students to the playground.
3. Students will be responsible for taking their lunches and water bottles to and from lunch/recess.
4. Students will walk down the ramp (not steps) to get to the playground.
5. There will be no tackle sports allowed at any time.
6. All equipment will be used as intended (i.e.: no walking up a slide, no standing on the teeter-totter, etc.)
7. Students are not allowed:
 - a. to stand against the fence at any time in an attempt to flag cars to stop and retrieve balls for them.
 - b. to stand, sit, or jump off of cement balls along the playground.
 - c. to jump down into a window well to retrieve a ball or any item.
 - d. to hang or sit on the railing outside of the main entrance.
 - e. K-1 students may not be on the monkey bars due to the height of the bars. This will reduce injuries.
8. If a student is injured, they need to use the washroom, or an administrator assistance is needed, a para will notify the office and/or the nurse.
10. Whistles are to be used to get the attention of the students for behaviors and to prepare students to line up for dismissal.

*During the cold/snowy months students need the following gear to play in the playground or on the back field. This includes: a coat, snow pants, boots, hat/hood/earmuffs, and mittens/gloves. Students need to remain on the blacktop area if they do not have the appropriate dress.

Indoor Lunch Recess Supervision:

1. Paraprofessionals will get a walkie talkie from the office for communication purposes.
2. The paraprofessional will stay off personal devices at all times when on duty
3. The paraprofessionals will walk with the students to the assigned classrooms.
4. Students will bring their lunches and water bottles to the classroom.
5. Students will be allowed to talk with others, play board and/or organize classroom games (Heads-up-Seven-up, Charades, Hangman, etc...).

6. Paraprofessionals will hold the students responsible for leaving the classroom neat and clean.
7. Paraprofessionals will wait until classroom teachers (***Kdg-grades 5***) return before exiting the classroom.
8. Paraprofessionals should never leave the students unsupervised in the classroom. Use the walkie-talkie to call the office if assistance is needed at any time.
9. Middle School lunch/recess paraprofessionals will escort the students to the cafeteria or recess area (gym or classrooms) during lunch/recess transition.
10. Middle School students can exit the classrooms at the end of the lunch period ***when the bell rings or when the paraprofessional dismisses them.***

Outdoor Recess Rules/Supervision:

1. Rough play (shoving, pushing or fighting) is **never** allowed.
2. Classes will be responsible for their own equipment.
3. NO tackle sports at any time. Touch football that turns into “tackle” during the play will be discontinued.
4. No kicking of balls at the wall.
5. No kicking or throwing of any ground cover or snow.
6. Food, drink, or gum is not permitted on the playground.
7. Students may not be on the playground without supervision of a staff member during school hours.
8. When safety becomes an issue, students may be sent to the office or asked to sit out on the playground.
9. Supervisors will discontinue various types of play if the play creates conflicts.
10. Electronic items should be left in the classroom/lockers (ChromeBooks/IPads).
11. All students need to stay away from the fence.
12. No students may ever play around the bike rack or parked cars.
13. **K - 1st graders cannot use the monkey bars due to safety.**

Cafeteria

Student Expectations:

1. Students will enter the cafeteria with lunchboxes.
2. Students will get their milk and hot lunch then sit down at designated tables.
3. Students will be expected to use their pre-purchased milk cards or pay for milk taken.
4. Students will get their hot lunch card from the table, along with a tray and silverware packet, and proceed to the hot lunch counter for their lunch.
5. If a student does not have lunch, a hot lunch will be served to him/her after a phone call is made to a parent (from the office) asking permission. No paraprofessional will leave the MPR to complete this task with the student.
6. Students will use the bathroom in the Commons only after receiving permission from a paraprofessional.
7. Microwaves will be allowed to be used by the students for reheating foods for a maximum of 2 minutes. Any paraprofessional may help the students, if needed.
8. Students will put items for the microwave on a tray.
9. No running is allowed.
10. No throwing food/objects is allowed.
11. Students should remain seated during the lunch period.
12. Students are responsible for throwing their trash away and cleaning their eating area.

Paraprofessional Expectations-Paraprofessionals will:

1. circulate the cafeteria and supervise all students
2. stay off of their personal devices at all times when on duty
3. stay out of the servery and refrain from eating when supervising students
4. wear gloves when handling food
5. have the students clean their eating space prior to dismissal
6. have students line up for dismissal
7. provide students with a 2 minute warning and expect students to clean their area
8. have students place empty trays on the cart provided and empty remaining trash into garbage barrels provided
9. have students place lunchboxes in the appropriate class lunch bins on the far wall.
10. allow two students to carry the lunch bin back to the classroom before recess
11. dismiss the quiet and clean tables of students when ready
12. have a paraprofessional supervise the Commons area during dismissal and arrival to monitor student behavior

PM Dismissal Supervision:

1. Paraprofessionals will report to their assigned area a few minutes before student dismissal (approximately 3:15) unless assigned as the parking lot traffic controller.
2. Paraprofessionals will have a walkie talkie for communication purposes.
3. Paraprofessionals will pick up the change of dismissal list from the office.
4. One/two paraprofessionals will direct cars into two lines. They need to:
 - a. have reflective vests on and be sure they are visible to drivers
 - b. stay to the side of the moving cars at all times
 - c. be prepared for weather-have appropriate rain/cold weather clothing available
5. Paraprofessionals assigned to **parent pick up** will:
 - a. usher vehicles forward and help students enter cars
 - b. ask for drivers to move up and off to the side if his/her child is not ready
 - c. keep the line moving consistently
 - d. use the family sign in the car window to call for students
6. Paraprofessionals assigned to the **buses** will:
 - a. assure students get on the correct bus
 - b. supervise students until all buses have been loaded
 - c. wait for approval from the office to dismiss buses
7. After all students have been dismissed (am arrival and pm dismissal) be sure that all doors have been closed and secured.
8. At 3:30 or just prior to, escort the students to the office who have not yet been picked up.

School Hours:

Paraprofessionals are expected to be at Emmons from 8:10am until 3:30pm daily.

Paraprofessionals are expected to attend up to 2 training days prior to school starting. One day will be a teacher institute day. Paraprofessionals are highly encouraged to attend Monday morning PD time when they are invited to attend.

Dress Code:

Staff members are role models for our students and should dress accordingly. Jeans with holes or rips, cut-offs, and shorts are not permitted. Dressy leggings (not athletic leggings) are only permitted when paired with a shirt that reaches the bottom of the person's fingertips while standing straight up.

100 Day Dress/Ordinary School Day: Staff will dress professionally. If staff members decide to wear jeans instead of dress pants/skirt, then they will pair the jeans with a blouse or collared shirt and dress shoes or dressy sandals. Staff members wearing jeans are not permitted to wear casual footwear such as flip flops (anything between the toe), Birkenstocks, Crocs or sneakers.

Spirit Days: Jeans are allowed on regularly scheduled Spirit Days when worn with “Emmons Wear” on a school spirit day or a House shirt on House spirit days. The spirit shirts can be t-shirts or sweatshirts on those days. Any footwear is permitted within reason. If leggings are worn, the shirt or tutu must still follow the rule listed above.

Special Spirit weeks: For scheduled events such as ABC countdown or Red Ribbon Week, staff may participate fully in the special dress days as long as the legging/shirt length rule continues to be followed.

Exceptions: When a staff member is scheduled to meet with a parent or other special visitors, the staff member should dress appropriately. Staff should dress in business clothes such as slacks or skirts, blouses or collared shirts, and dress shoes. They should not wear jeans or casual footwear.

Time Sheets:

Paraprofessionals are expected to turn time sheets in to Joyce Loris, the Business Director, after the 15th of the month and the last day of every month. Paraprofessionals are paid on the 15th and 30th of every month unless it falls on a weekend or holiday. In that case, checks/direct deposit will occur prior.

Time Off Requests:

The personal leave/absence document is located on the district website and in the mailbox room. Personal leave needs to be approved by the administration.

Absences:

In the event of an unplanned absence, paraprofessionals are to notify the building secretary, Donna Tischan, as soon as possible and no later than 6:30am.

Evaluation:

Paraprofessionals are formally evaluated by Administration. Administration will communicate with supervising teachers to assist the Administration’s evaluation of the employee’s job performance. See Appendix for the evaluation instrument.

Special Education Expectations

Responsibilities in the classroom:

- Provide accommodations that are listed in a student’s IEP/504.
- Work with individual students and small groups of students to reinforce instruction with and without direct supervision.
- Follow specific instructional and behavioral responsibilities.
- Provide inclusion services as defined in the IEP.
- Read aloud or listen to students read.

- Assist teachers in collecting and charting data. (including behavioral)
- Perform clerical tasks (only when not able to engage with students).
- Carry out activities designed by the teacher.
- Supervise and assist students with transitions.
- Discuss the level of individual prompting with the classroom teacher in reference to each special education student in the classroom. (Prompting Hierarchy)

***Student's IEP/504 are confidential and should not be shared with anyone that doesn't directly work with that individual student.

Behavior Management Tips:

- Active listening (eye contact, summarize the student's thoughts back to them without judgment)
- Set clear limits
- Offer choices instead of giving orders
- Side-step Power struggles
- Planned ignoring
- Meet their physical and emotional needs
- Short physical breaks (ie. walk the school, get a drink)
- Mindfulness and breathing activities
- Catch them being good- praise
- Build Relationships (ask them about their interest and hobbies)
- Model prosocial skills and behaviors
- Alter volume and cadence of your voice
- Don't involve yourself in a situation that you are not involved in unless asked for support

Paraprofessional Roles and Responsibilities

Task	Teacher	Para
Planning	Plans weekly schedule, lessons, centers and activities	Implements plans as specified by the teacher
Classroom Organization	Room arrangements, seating charts, classroom design	Implement design, reorganize as needed, assist students in learning where items are located
Assessment	Adminsters and scores formal and informal tests, Read alouds	Proctors assessments and read alouds
Teaching	Teaches lessons for the entire class, small groups and individual students.	Reinforces and supervises practice of skills with individual and small groups. Does not teach new information.

Behavior Management	Observes behavior, develops class and individual behavior plans, behavior management systems, Records and interprets data	Observes behaviors, carries out behavior management plans, records data
Working with Parents	Communicates with parents at conference, email, phone calls	Provides teacher feedback on performance, usually communicates with teacher who then communicates with parents
IEP Goals	Develops IEPs, progress monitors IEP	Collects data for IEP decisions, provides feedback to teacher for the development of the IEP
Building a Classroom Environment	Shares lesson goals and objectives, organizes job duties, promotes a cohesive team environment	Shares ideas and concerns, provides positive role model