Children need the freedom and time to play. Play is not a luxury. Play is a necessity. ~ Kay Redfield Jamison

Play is our brain’s favorite way of learning. ~ Diane Ackerman

Play is the only way the highest intelligence of humankind can unfold. ~ Joseph Chilton Pearce

A child loves his play, not because it’s easy, but because it’s hard. ~ Benjamin Spock

Revised: 6/18/15

Play energizes us and enlivens us. It eases our burdens. It renews our natural sense of optimism and opens up to new possibilities. ~ Stuart Brown, MD

Play gives children a chance to practice what they are learning. ~ Fred Rogers
Recess is a learning time when students engage in physical activity and build their social and behavioral skills. It is also an opportunity for students to participate in creative or dramatic play. Recess is an opportunity for independent practice of the skills in the domains listed above. As in the classroom, some students will require more encouragement and/or assistance to be successful. **Recess supervision is a significant responsibility.** Effective supervision ensures safety, but also looks for every opportunity to build relationships and facilitate learning with intentionality and responsiveness.

### Recess Times & Locations 2015-2016

<table>
<thead>
<tr>
<th>Grade &amp; Times</th>
<th>Regular Lunch Recess</th>
<th>Black Top Only Lunch Recess</th>
<th>Black Top Only: No North Playground Lunch Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECSE: 9:20-10:00</td>
<td>West Playground</td>
<td>West Playground</td>
<td>West Playground</td>
</tr>
<tr>
<td>Half Day PS: 9:15-10:00 Wrap Around: 9:10-9:50</td>
<td>West Playground</td>
<td>West Playground</td>
<td>West Playground</td>
</tr>
<tr>
<td>K: 11:40-12:00</td>
<td>West Playground</td>
<td>West Playground</td>
<td>West Playground</td>
</tr>
<tr>
<td>2nd Grade: 12:00-12:20</td>
<td>East Playground</td>
<td>East Playground</td>
<td>East Playground</td>
</tr>
<tr>
<td>1st Grade: 12:15-12:35</td>
<td>North Playground</td>
<td>North Playground</td>
<td>East Playground</td>
</tr>
<tr>
<td>4th Grade: 12:30-12:30</td>
<td>East Playground</td>
<td>East Playground</td>
<td>East Playground</td>
</tr>
<tr>
<td>3rd Grade: 12:45-1:05</td>
<td>East Playground</td>
<td>East Playground</td>
<td>East Playground</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade &amp; Times</th>
<th>Regular Teacher Supervised Recess</th>
<th>Black Top Only Teacher Supervised Recess</th>
<th>Black Top Only: No North Playground Teacher Supervised Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECSE: 2:15-2:45</td>
<td>West Playground</td>
<td>West Playground</td>
<td>West Playground</td>
</tr>
<tr>
<td>Half Day PS: 2:15-3:00 Wrap Around: 3:30-close</td>
<td>West Playground</td>
<td>West Playground</td>
<td>West Playground</td>
</tr>
<tr>
<td>K: 3:10-3:25</td>
<td>West Playground</td>
<td>West Playground</td>
<td>West Playground</td>
</tr>
<tr>
<td>2nd Grade: 2:00-2:15</td>
<td>North Playground</td>
<td>North Playground</td>
<td>East Playground</td>
</tr>
<tr>
<td>1st Grade: 10:45-11:00</td>
<td>North Playground</td>
<td>North Playground</td>
<td>East Playground</td>
</tr>
<tr>
<td>4th Grade: 2:45-3:00</td>
<td>East Playground</td>
<td>East Playground</td>
<td>East Playground</td>
</tr>
<tr>
<td>3rd Grade: 2:20-2:35</td>
<td>East Playground</td>
<td>East Playground</td>
<td>East Playground</td>
</tr>
</tbody>
</table>

On indoor recess days, the gym will be utilized for lunch recess if announced prior to 11:30 AM. All grade levels will need to blow the whistle 5 minutes prior to the regular end time to make room for the next grade level or PE class. **Classroom teachers will meet students in the classroom / pod area to accompany students back to class.** When indoor recess is announced after 11:30AM, recess will occur in the grade level classrooms.
PLAYGROUND SUPERVISION

Rules and Expectations:

Classroom teachers have taught these rules to the students. Be sure you understand these rules and are prepared to be consistent in providing students with positive feedback on correct behavior and corrective feedback when a rule is broken. It is expected for all recess supervisors to teach and review the playground expectations at least three times a year. **There should be no exceptions or revisions of the rules without authorization of the principal.**

At the beginning of recess, one supervisor will open the shed and assist with getting equipment out. One supervisor will hold onto the lock and the key the entire recess. Once equipment is out, the supervisor will shut the playground shed door. At the end of each recess, students will put items back in the storage shed and a recess supervisor will lock it up. Students will be responsible for getting their equipment out and putting it away when finished with the item.

Outdoor Recess:

<table>
<thead>
<tr>
<th>Be Responsible</th>
<th>Be Respectful</th>
<th>Be Safe</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Play approved games</td>
<td>• Quickly Line up</td>
<td>• Dress appropriately for the weather</td>
</tr>
<tr>
<td>• Put equipment away</td>
<td>• Listen and follow directions</td>
<td>• Play with equipment appropriately</td>
</tr>
<tr>
<td></td>
<td>• Include everyone</td>
<td>• Stay within playground boundaries</td>
</tr>
</tbody>
</table>

Indoor Recess:

<table>
<thead>
<tr>
<th>Be Responsible</th>
<th>Be Respectful</th>
<th>Be Safe</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Play approved games</td>
<td>• Line up in designated spot</td>
<td>• Walk in, sit, and wait for instructions</td>
</tr>
<tr>
<td>• Put equipment away</td>
<td>• Listen and follow directions</td>
<td>• Be aware of others</td>
</tr>
<tr>
<td></td>
<td>• Include everyone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Voice Level 0-3</td>
<td></td>
</tr>
</tbody>
</table>

I. **Students will be responsible for their own behavior and follow school rules**

   1. Students will not chew gum, candy, or other foods on the playground.
   2. Students will leave expensive toys at home. With approval, sporting goods such as playground balls may be brought to school, but the school is not responsible for any damages or stolen items. School rules apply even with students’ personal equipment when at school.
   3. After school, students will immediately go to the bus or designated area. Students will not stop at the playground on the way to the bus.
II. Students will respect others and self
   1. Students will show respect for others and follow instructions given by staff.
   2. Students will take turns on equipment.
   3. When a conflict or a problem occurs, the supervisor should encourage students to use positive problem solving skills and make good choices (i.e. Ask to Stop, Report, Walk Away, Ignore).

III. Students will be ready to work and learn
   1. When the bell rings, students should stop what they are doing, line up, then enter the building quickly and orderly. Keep to the right side when walking in the hallways.
   2. Students should use the restroom before or after recess as instructed by their teacher. Restroom breaks during recess should be very infrequent.

IV. Students will act safely
   1. Football, soccer, kickball and baseball can only be played on the field, not on the blacktop area. The only ball games allowed on the blacktop are basketball and 4 square. Students must wear boots during wintertime in order to go to the field for ball games.
   2. Students will play on designated playground areas.
   3. Students will stay out of ditches, puddles, and muddy or any areas blocked off by cones.
   4. Students will leave rocks, bark, and sticks alone.
   5. Students will quickly line up at the close of recess.
   6. Students should wear a jacket/coat when the temperature is below 50 degrees. The office will check the temperature. They will make an announcement if recess will take place indoors. Indoor recess will take place if the wind chill is 10 degrees or below as recommended by our school nurses.
   7. During winter/snow season, students should
      • Wear snow boots and proper snow clothing in order to play in the snow. Without proper winter gear, students will stay on the blacktop.
      • Stay away from the equipment when it is wet or covered with snow.
      • Wipe snow off boots/shoes before entering the building.

Teaching Responsibilities

During the first week of each new school year, each classroom teacher will conduct lessons on playground expectations. These lessons will consist of discussions of the rules and expectations. Teachers should actually take all students on a tour of the playground to discuss off-limits areas and safe equipment use. The PE teacher will conduct equipment orientations. After the orientations are conducted he/she will complete and file a log in the office.

When a problem begins to recur, teachers should conduct review lessons on playground rules.

Student teachers should become familiar with playground rules, expectations, consequences and reinforcers if they are involved in playground supervision. The cooperating teachers should make sure that they are properly trained. Playground duties and playground rules/expectations should be included in the sub folders.

All classroom teachers are expected to meet their class at the door at the conclusion of the recess period. This should be done throughout the entire year.
Playground Boundaries

Please make sure the students in your class understand these limits before the first recess. If necessary, take your students on a walking tour of the playground. (See map)

EAST PLAYGROUND

- Students should play on the blacktop area and equipment area.
- Students may play on the grassy area north of the equipment/blacktop using the evergreens as the boundary line when that area is not muddy.
- Students should stay away from the courtyard and the ditch on the east boundary.

WEST PLAYGROUND

- Students should play on the blacktop area and equipment area.
- Students may play on the grassy area around the building and on the grassy areas west of the equipment when those areas are not muddy.
- Students should not go over the hill.
- Stay within the North and South boundary lines.
Systematic Recess Supervision

1. Each of the supervisors is expected to roam about the designated playground zone and avoid standing in one place. Be visible and circulate. Encourage students who want to hang on to you to get involved with other students. **Strategically place the supervisors in different areas so that all areas are covered.**
2. Interact positively with students by saying "Hi" and interacting personally with many different students.
3. Provide positive reinforcement to students who are following the playground expectations.
4. When a student violates an expectation, try a verbal reminder first. Use a respectful but firm voice.
5. For subsequent infractions, implement as mild a consequence as reasonably fits the infraction including reviewing and re-teaching the expectations.
6. When a child is physically hurt, make sure first aid is provided by you or by the office. Let the classroom teacher know what occurred. **The office will call the parents if the situation may cause a parent concern. Always send a child to the nurse immediately if they have been hit, bumped, or injured in the head. This applies even if the child reports that they are fine.**
7. Only use office referral for illegal, physically dangerous, or severe insubordinate behavior. When in need of additional assistance, use a cell phone or send a responsible student to the office when a situation warrants additional assistance.
8. Report to duty on time with a whistle, a first aid fanny pack, and a walkie talkie/school cell phone.
Correcting Inappropriate Student Behavior

Guidelines for Correcting Inappropriate Student Behavior
1. Immediate
2. Contingent on the behavior and specific to the behavior
3. Non-argumentative, non-critical
4. Consistent

Process for responding to problems applying the 2-minute procedure
When responding to problem behaviors:
- Focus on the behavior, not the student
- Concentrate on the problem
- Resolve it privately when possible

When speaking with students:
- Be respectful
- Speak in a calm voice
- Use simple, direct language

<table>
<thead>
<tr>
<th>Problem Occurs:</th>
<th>When student complies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define problem and give a direction, a correction and/or a predetermined consequence.</td>
<td>Acknowledge student’s cooperation (thanks, praise, or reward)</td>
</tr>
<tr>
<td>When student is non-compliant:</td>
<td>a. Redirect and give the student choices for compliance</td>
</tr>
<tr>
<td>When student complies:</td>
<td>Acknowledge student’s cooperation (thanks, praise, or reward)</td>
</tr>
<tr>
<td>When student continues to be non-compliant.</td>
<td>Provide a possible consequence.</td>
</tr>
</tbody>
</table>

Possible Consequences include:

1. Verbal reminder
2. Redirection-have the child do it the right way or self-reflect on alternative strategies
3. Break from activity/game
4. "Stay with me"
5. Referral to classroom teacher (rule review/use reflective tools for goal setting or restitution)
6. Referral to office. Only use for severe infractions.
7. If a large group of children consistently break safety rules, the supervisor should notify the teachers. A grade level or school wide rule review may be needed. The teachers will conduct class meetings and go outside to have children demonstrate correct actions.
Playground Equipment Expectations

**Swings**
1. Seated position only
2. Face equipment (E), face building (W), face field (N)
3. Count to 20 (count when feet come closest to you)
4. Stop with feet, stand up, walk away

**Bouncy**
1. Four at a time (plus one in the middle- Alligator in the middle)
2. Stay off poles
3. Take turns (Count to 20 jumps)

**Slides**
1. Seated position only
2. Going down only from top of slide
3. One at a time

**Monkey Bars**
1. 2-4 graders only
2. One direction only
3. One at a time
4. One bar at a time
5. Use hands only

**Tornado Rings**
1. 2-4 graders only
2. One direction only
3. One at a time
4. One ring at a time

**Gliders**
1. Go out and come back is one turn
2. One at a time
3. If you drop, your turn is over

**Tunnels**
1. Crawl through without stopping
2. Avoid climbing on top of tunnels

**Wood Chips/Rocks**
1. Walking only
2. Wood chips remain on ground

**Balance Beam (West playground)**
1. One at a time
2. One direction only
3. If you fall, your turn is over

**Spider Web (West playground)**
1. Two at a time
2. Once you get to the top, climb back down

**Licorice Ladder (East Playground)**
1. One at a time
2. Climb on inside of ladder only
3. Climb up only

**General Rules for All Games**
- Use appropriate language at all times
- Have good sportsmanship
  - take turns
  - support teammates
  - cheer and encourage all players
  - play fairly (no cheating/lying)
  - no bragging or putdowns
- Build equal teams
  - equal number of players
  - pick fair teams (physical ability and game skills)
  - allow everyone to join
  - build teams with own grade only
- Play in a peaceful and safe manner. Stay away from violence such as pushing, kicking, pulling, throwing, etc.
- Betting and gambling on a game is not allowed.

**Specific Game Rules**

**Basketball**
Rules are broken if any player does the following:
  - fouling
  - pushing
  - traveling
  - double dribbling
  - ball hogging
  - running out of yellow line boundary on purpose

**Football**
In order to play safely, all players must:
  - ask the team for permission to join at appropriate time (do not barge in)
  - spread out within the boundaries
  - There should be no body contact or running with the ball.

**Football Rules**
  - Choose fair, balanced teams of no more than 10 students. (Choose captains for the week on Monday)
• Players must play man coverage with no pass rusher (Extra man plays zone)
• Pass defense should not include grabbing, pushing, tackling, or blocking
• Teams must go for it on 4th down (no punting, field goals, or kick-offs)
• Once the ball is caught or an incomplete pass, the play is over
• K students can play catch.
• 1-2 students can play catch or 500.
• 3-4 students can play catch, 500, or ‘Catch It and You Are Down’.
• Touch or tackle football is not allowed.
• To play 500, one person decides the value of the ball (100, 250, etc.,) and throws it. The student who catches it gets the points. First person to 500 gets to be the next thrower.
• Use Sportsmanship

Four Square
• Serve must start at box A
• Serve must be underhand
• Person is out if they fail to hit the ball back, ball hits their own box, catching or hitting the ball out of bounds (lines around the box)
• If there is a disagreement between players, the next player in line determines the outcome.

Kickball
In order to play safely, all players must:
• put together fair teams (split good players)
• line up boy/girl when they are on the kicking team
• not bunt
• know each team gets three outs
• know the base runner is out when the following happens: ball is caught, hit by the ball, or forced out
• not go in front of the pitcher
• know each pitcher will pitch the entire inning (pitchers will alternate boy/girl)
• know the team in the field must furnish their own catcher
• kick his/her own ball
• stop the game immediately when the bell rings

Knock-Out Rules
1. There is only 1 “out” per person per game.
2. You cannot enter a game that has already started.
3. All games should be played starting at the free throw line.

Lightning Knock-Out Rules
1. You cannot enter a game that has already started.
2. All games should be played starting at the free throw line.
3. When the person that got you out, gets out, you are back in.

Shovels
• Plastic snow shovels may be used during outdoor recess.
• Students may use the shovels to clear away melting snow.
• Shovels should stay on the ground and not be above the waist.
• Students should take turns using the shovels.
• Have them form a line if they would like to have a turn, give each student 2-3 minutes and rotate. When recess is over the shovels should be returned to the application room.

Sleds
• Sleds will be located in the Pre/K application room in the 3/4 application room or playground sheds.
• There must be at least one supervisor present on the hill at all times.
• Start line will be at the top of the hill
• Child sleds down the hill on their bottom facing forward
• School sleds are the only sleds that can be used (none from home).
• Students must be wearing snow pants, boots, etc. to sled.

Soccer
In order to play safely, all players must:
• kick only with feet, except for goalie
• not hang on or around the goals
• stay away from muddy field
• wait until the next break to join in (no barging into a started game)
• not kick out of bounds or too high on purpose

Soccer Rules
1. Two captains will alternate boy, girl and pick the teams for the day. Only the people there for the picking will play that day. If you are not there for the picks, play something else that day.
2. There will be boundaries. The trees on each side of the goals will be the boundaries. If the ball goes out of bounds, there will be a throw-in where it went out of bounds.
3. Only 1 goalie. Also only one person in the goal area.
4. If you are not playing, please stay off and away from the field.
5. Stay in your position (No hogging the ball).
6. No using your hands.
7. Once you are on a team, you stay on that team.

Tag
In order to play safely, all players must:
• tag another person gently and only with hands
• not push, kick, pull (arm or clothing), trip or tackle
• accept it in a nice way when they are tagged
• Play tag on grassy areas only

School Cell Phones
To ensure communication with the office during supervision duties, supervisors need to take the school cell phone with them when going outside. The cell phone should be held in a hand and kept on the outdoor ring/vibe setting. The phone should be immediately returned to its charger upon re-entry into the building.

Red Bandana Drill
In case of an emergency that requires students and staff to exit the playground quickly, this procedure will be implemented.
1. Office staff will use the cell phones to alert the recess supervisors of the need to implement the red bandana procedure. The office staff will identify the location the supervisors should take the students to i.e. Prairie Creek Intermediate School (main/South gym), inside transportation building, or return into Prairie Ridge. **NOTE:** We will not take students inside these buildings during a drill. Supervisors should walk with students toward that building so the students are familiar with where they would go.

2. Upon receiving the call from the office the recess supervisor will blow their whistle while waving the red bandana over their head.

3. All students will go to the recess supervisor waving the bandana. Other staff on the playground will immediately go to the recess supervisor who is waving the bandana and find out where to move the children. All adults will help collect students and quickly move them to the identified safe place.

**Teaching responsibilities:**

- All classroom teachers will review the above procedures and teach them to students. Please be sure students all know what a “red bandana” looks like. All staff will have one in their fanny pack.
- All classroom teachers will review the procedures as necessary throughout the year.

**Teaching and Reviewing Expectations**

____ By the end of the first week of school, each classroom teacher and recess supervisors have taught and reviewed the playground expectations with all students. Classroom teachers and supervisors will review playground safety and procedures at least three times a school year.

____ During the first week of school, the classroom teacher and recess supervisors are responsible for orienting all students about how to use the **playground equipment.** Classroom teachers and supervisors will review playground equipment at least three times a school year.

**Supervisor's checklist - Make certain that:**

____ you know the rules and expectations for student behavior.

____ students have been taught these playground and equipment rules and expectations by the classroom teachers.

____ you have your materials ready for the beginning of each recess.

____ you know how you will circulate throughout all parts of the playground.

____ you interact positively with students and get to know their names.

____ you are prepared to implement consequences other than office referral.

____ you know how to respond to tattling.

____ you know how to implement a conflict resolution strategy.

____ students have been taught the conflict resolution strategy by the classroom teachers.

____ you and the building facilitator have thoroughly discussed how to respond to crisis situations on the playground.

____ you know the Olweus Bullying-Prevention Rules and understand the difference between horseplay, conflict, and bullying behavior.