



Playground  
Supervision  
Procedures

# PLAYGROUND SUPERVISION

## Rules and Expectations:

**Supervisor:** Their classroom teacher has taught students these rules. 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.

### Students will be responsible for own behavior and follow school rules

1. Students will not chew gum and candy on playground.
2. Students will leave radios, CD players, and other expensive toys at home. With approval, sporting goods such as softballs or nerf balls may be brought to school, but the school is not responsible for any damages or stolen items.
3. Students will immediately go to the bus or designated area after school.

### Students will respect others and self

1. Show respect for others and follow instructions given by staff.
2. Students will take turns on equipment (count to 25 on swings if necessary).
3. Students will settle differences peacefully (Stop/Think/Plan).
4. Student should stay away from the window side of the black top area so that the classes in session will not be disrupted.
5. **When a conflict or a problem occurs, the supervisor will ask students to give at least three alternative strategies first.**

### Students will be ready to work and learn

1. Students are to stop what they are doing when the bell rings and should line up, single file, on the yellow lines and enter the building quickly in an orderly manner. Keep to the right side when walking in the hallways.
2. **Students should stop at the restroom first before going out to recess.**

### Students will act safely

1. Students will play safely on the playground. Keep hands and feet to themselves. **Running or tagging is not permitted on the equipment or bark area.**
2. Sit on swings, swinging back and forth, and not sideways. Only one person at a time.
3. Slide one at a time in a seated position. Traffic flow should be one direction - going up from the steps and going down from the top of the slide.

4. **Flag football, 500, catch, soccer, and kickball can only be played on the field, not on the blacktop area. The only ball game allowed on the blacktop is basketball and four square. Students must wear boots during wintertime in order to go to the field for ball games.**
5. Students will play on designated playground areas.
6. There is no tag of any kind on the playground.
7. Students will stay out of ditches, off snow hills, and away from puddles, mud and any dangerous areas.
8. Students will leave rocks, bark, sticks, and other dangerous objects alone.
9. Students will quickly line up at close of recess in their designated spots. During winter, all students are encouraged to wear boots. Students without boots are restricted to the blacktop area. Students should change to dry shoes after recess. Snowball throwing is not allowed.
10. Students should wear a jacket/coat, sweatshirt or long-sleeved shirt when the temperature **is below 50 degrees**. Check with the office for temperature updates. The number is posted by the phone. The secretary will keep the staff informed regarding noon recess. Decisions will be based on the weather conditions.

#### Students will use proper language

#### Students will respect school property

- Students will show pride in their school by keeping the building and grounds free of litter.
- Students will use the school playground equipment appropriately.

## **Teaching Responsibilities**

During the first week of each new school year, each classroom teacher will conduct lessons on playground behavior. These lessons will consist of discussions of the rules, expectations and assessment. **Teachers should actually take all students on a tour of the playground to discuss off-limits areas and safe equipment use.** The physical education teacher will review and teach proper use of playground equipment to all students the first week of school.

**All teachers should plan to teach the expectations in an authentic and self-directed environment:**

- Use group processes and quality tools
- Have students document and display the discussion results
- Have a plan for students to self monitor individual and group behaviors automatically and routinely
- Check for understanding with your students on a regular basis.
- Notify parents about your expectations and procedures. Ask for parent commitment as a partner.
- Conduct on going assessment throughout the entire year. Review the expectations when needed.

If problems begin to recur (indicated on the playground supervision chart), teachers will resume conducting short lessons on playground rules and conduct. Students should be asked to reflect and contribute ideas for improvement. Parents may be involved in the process when appropriate.

Student teachers and volunteers should become familiar with playground rules, expectations, consequences and reinforcers if they are involved in playground supervision. The responsible teachers should make sure that they are properly trained. All staff members are expected to review the handbook at least twice a year, once with the principal in the beginning of the year, once on your own at another time to ensure consistency. Playground duties should be specified in the sub folders.

In our school, a “special recess” program is available to promote positive socialization and team work among children. Children can volunteer to be in the program on a rotational basis. Staff members may also refer students who need additional assistance.

**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. The classroom teachers should monitor hallway behavior until the hallway is cleared.**

## Reinforcement Procedures

1. Friendly interactions from all playground supervisors.
2. School-wide compliments over the video announcement after especially good recesses.
3. Visits to particular classrooms from the playground supervisor and/or the principal to compliment a class in front of the teacher.

## Consequences for Misbehavior

### I Guidelines

1. Implement calmly
2. Keep it short
3. Use as mild a consequence as possible. Ask students to provide at least three alternative strategies for each problem they report.
4. Avoid over-reliance on the classroom teacher as a consequence. Classroom teachers will take action only when the problem may lead to more conflicts or when a student may have a chronic behavior problem.
5. Avoid over-reliance on office referral. Only use for severe infractions such as:
  - a. Physically dangerous acts
  - b. Illegal acts
  - c. Overt defiance

### II. Possible Consequences include:

1. Verbal reminder (usually the first warning)
2. Redirection-have the child do it the right way or student self reflect on alternative strategies (usually the second warning)
3. Stay where you are (can be used at the second warning)
4. "Stay with me" (Can be used at the second warning)
5. Referral to classroom teacher (rule review/use reflective tools)
6. Referral to office. Only use for severe infractions. Office referral must be completed and sent with the student to the office.
7. If a large group of children consistently break safety rules, the supervisor should notify the teachers and the principal. A grade level or school wide rule review may be needed. The principal may use the broadcast system to review the rules while the equipment is temporarily banned. The teachers will conduct class meetings, physically go outside and have children demonstrate correct actions.

## Supervision Responsibilities of Staff

1. During the first week of each new school year, there should be more adults supervising the playground. All available staff can share this responsibility.
2. For subsequent weeks, we will follow the regular duty schedule.
3. 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 two supervisors in two different areas so that all areas are covered.**

4. Interact positively with students by saying “Hi” and interacting personally with many different students.
5. When a student violates a rule, try a verbal reminder first. Use a respectful but firm voice.
6. For subsequent infractions, implement as mild a consequence as reasonably fits the infraction.
7. Supervisors will apply the conflict resolution procedure to settle a difference.
8. Supervisors will record names of students who violate the playground rules.
9. Do communicate with the classroom teachers if you sense a problem may need their attention. When a child is physically hurt, make sure first aid is provided by you or by the office. **The office will call the parents if the situation may cause a parent concern.**
10. Only use office referral for illegal, physically dangerous, or severe insubordinate behavior.
11. **CRISIS PROCEDURES: SEND A RESPONSIBLE STUDENT TO THE OFFICE OR USE WALKIE-TALKIE WHEN A SITUATION IS SO SEVERE THAT YOU NEED ADDITIONAL ASSISTANCE.**
12. Report to duty on time with whistle, first aid fanny pack, and walkie-talkie for emergencies.
13. Two classroom teachers should supervise your grade level recess. You should develop a schedule with your grade level.
14. All grade level teachers need to be responsible for making sure their students have gone outside.
15. Students who are in for illnesses should go to the office.
16. Students should not be sent to the office to finish work or for minor classroom behavior problems. The grade level team should decide how to handle this internally. For instance, student could stay in classroom of teacher not on duty during recess time to complete work.
17. If a student is injured or has a severe behavior problem on the playground the teacher with the walkie-talkie should call the office to get assistance.
18. Grade level teams should discuss how to allow duty teachers to have a bathroom break.

## Conclusion

School staff members will periodically review playground issues, policies and problems:

- A. Conduct playground review at least twice a year.
- B. Conduct staff meetings to discuss on-going problems or concerns.

### Supervisor’s checklist - Make certain that:

- \_\_\_ you know the rules and expectations for student behavior.
- \_\_\_ students have been taught these 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 principal have thoroughly discussed how to respond to crisis situations on the playground.

# Attachment

## **Playground Safety/Good Sportsmanship Rules**

### **General Rules for All Games**

- Use appropriate language at all times
- Have good sportsmanship
  - turn taking
  - support teammates
  - cheer and encourage all players
  - play fairly (no cheating/lying)
  - stay away from 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**

#### **Soccer**

In order to play safely, all players must:

- Kick only with feet, except for goalie
- No hanging on or around the goals
- Stay away from muddy field
- Wait until the next break to join in (no barging into a started game)
- Don't kick out of bounds or too high on purpose.

Practice general rules at all times

#### **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

Practice general rules at all times.

#### **Football Games**

In order to play safely, all players must:

- Ask the team for permission to join at appropriate time (Do not barge in)
- Tackling is not allowed at any time
- Spread out, but within the boundaries
- Only 'catch' and '500' are allowed in playground football games for students in grades K-2. Students in grades 3-5 can play 'catch', '500', and 'Catch It And You Are Down'.  
There should be no body contact or running with the ball.

Practice general rules at all times.

# Playground Safety/Good Sportsmanship Quiz

## True/False

- \_\_\_ When forming playground sports teams, we should always look for players with good sports skills so we can win the games.
- \_\_\_ Betting on a game or a sports team makes the game more exciting, so we should allow betting on the playground.
- \_\_\_ We should cheer for all players, not just our own friends.
- \_\_\_ Bragging about my friends sports ability and putting down the opposite team will cheer our team up, so we should all do so when we play on the playground.

## Multiple choice, choose the best answer for each question.

- \_\_\_A. Good sportsmanship means:
1. take turns
  2. cheer for all players, not just own team
  3. no bragging or put downs
  4. all of above
- \_\_\_B. Which one of the following is considered “equal teams”?
1. equal number of players on each team, ability does not matter
  2. each team has some good players, the number does not matter
  3. only equal number of players and each team has some good players
- \_\_\_C. Which one of the following violates the Prairie View Soccer rule?
1. stay away from hanging around the goals
  2. kick the ball with feet
  3. joining my friend’s team whenever I want to even though the game has started
  4. cheer