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. When dismissed by their teacher, 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 30 on swings if necessary).
3. Students will settle differences peacefully, conflict management & (ignore, ask to stop, walk away, report).
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 is not permitted on the equipment or bark area. Playing tag is not permitted in any area of the blacktop.
2. 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.
3. Students will play on designated playground areas.
4. Students will stay out of ditches, off snow hills, and away from puddles, mud and any dangerous areas.
5. Students will leave rocks, bark, sticks, and other dangerous objects alone.
6. 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.
7. 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.

All classroom teachers are expected to meet their class at the door or locker area 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 and without raising your voice.
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)
14. Referral to office. Only use for severe infractions. Office referral must be completed and sent with the student to the office.
15. 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 record names of students who violate the playground rules.
8. 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.**
9. Only use office referral for illegal, physically dangerous, or severe insubordinate behavior.
10. **CRISIS PROCEDURES: SEND A RESPONSIBLE STUDENT TO THE OFFICE OR USE WALKIE-TALKIE WHEN A SITUATION IS SO SEVERE THAT YOU NEED ADDITIONAL ASSISTANCE.**
11. Report to duty on time with whistle, first aid fanny pack, and walkie-talkie for emergencies.
12. Two classroom teachers should supervise your grade level recess. You should develop a schedule with your grade level.
13. All grade level teachers need to be responsible for making sure their students have gone outside.
14. Students who are in for illnesses should go to the office.
15. 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.
16. 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.
17. 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.
General Rules:

1. Keep hands and feet to self.
2. Students stay within view of adults on duty at all times.
3. Reenter building only with permission of adults on duty.
4. In snowy weather, boots must be worn if leaving blacktopped area
5. No snowballs.
6. No “play” fighting or karate.
7. Stay away from building/classroom doors.
8. No gum or candy.
9. Listen to and obey adults.
10. No swearing.
11. Woodchips to be left on the ground.
12. Touch football ONLY
13. Respect the right of others to use the equipment.

East Playground

Playground Large Equipment

Slides
- Slide down on bottom, feet first
- Can climb up little green slide (that is the only one)
- Use steps or the red equipment on north end to climb up to slides.
- One person at a time. Make sure person before you is off slide before sliding down.

Swings
- One person per swing
- No jumping off the swing
- Forward/backward swinging only
- Must be seated on the swing
- No twisting or swings

Teeter Totter that seats four
- Two 3rd – 4th graders can stand on platform and K-2nd graders sit on the platform.
- No students are to hold the back of the chairs to push up and down.

Funnel Ball Catchers
- No climbing in or on the ball catchers
- No hanging on funnel ball catcher

Line for Tire Swings, Swings and new Teeter Totter
- Line up in the boxes with shape or colors.
- Count to 30 (at a normal speed) to let those on the equipment know their turn is up.

Tire Swing
• Must sit
• K-2: 2-3 sitting and one pusher
• 3-4: 1-2 persons sitting and one pusher
• No hanging on the bars
• Do not push high in the air

Ladder Steps and Bridge
• Can go up and down
• No hanging
• No gliding down with legs over the edge
• Kindergarten can use
• Can go both directions

Monkey Bars
• Go toward the south (left to right when facing the fields for those who are directionally challenged)
• One at a time

Parallel Bars
• No standing on the bars
• 5 people maximum

Standing Teeter Totter
• 2 people; one on each side
• No hanging on the side

Yellow Posts
• No sitting on them

Playground Small Equipment
• Plastic bats and balls for 4th

Equipment in cart: Please make sure that balls and jump ropes are returned to the cart. The last group out to recess --- PLEASE BRING CART INSIDE!

West Playground
This playground is used for preschool classrooms and they must follow the preschool mandated guidelines.

Indoor Recess – General Rules
Please follow the yearly duty schedules.
1. Stay in your own room.
2. No running.
3. Moderate voices.
4. Follow established bathroom policy

Revised 8/25/2011