

CCCS Yard Supervision Guidelines

- Mr. Mike has walkie talkies in his office that can be checked out by yard duties. Please return them to his office when done.
- Wear the bright orange vest and pouch your teacher has in their classroom while you are out doing yard duty.
- It is ***very, very*** important that while on yard duty you are continuously moving around. **We respectfully request that you not visit with other parent volunteers or use your cell phone at this time.**
- If there is an emergency, stay with the student and send another student to the nearest teacher's classroom to have that teacher call up to the office to have the principal or the school secretary come down. You can also ask another parent to come up to the office to bring help down or to escort a student down to the office.
- You are supervising the safety of ***ALL*** the students during recess and can address all issues of student behavior regardless of grade level. Make sure you notify the appropriate teacher regarding their student and what took place.
- Please become familiar with the bell schedule. Students will be signaled to line up in front of their classrooms at the end of the recess. The teacher will be in front of their classroom on the blacktop to make sure the students are lined up and ready to go in. Please usher in any stragglers.
- Please do not sit with or become engaged in an activity with individual children or parents, which may not allow you to supervise effectively.

Procedures in Case of Injury to a Student

- Minor Injuries: Skin abrasions with bleeding, cuts, bruises, head injuries-must send the student to the office. If the student cannot walk or you think it would not be safe for them to walk up to the office under their own power, stay with the student and send another parent or student to any teacher's classroom and have that teacher call up to the office for help on the yard. If you have a walkie talkie, use it to call for help. The principal or school secretary will come down.
- Illness: Sore throat, cough, and stomachaches please send the student up to the office with a health pass and let the teacher know at the end of the recess where the student is. The passes are in each of the teachers' rooms and in the yard duty pouches.

General Guidelines for Working with Students

- You are in charge of watching many students at one time in a large area to make sure that they do not endanger themselves or others.
- One of the most important things to keep in mind is to trust your instincts and use your good judgment. If you see a student doing something harmful or dangerous, STOP the activity. It is not possible to think of, and list, all the "OK to do" and "Not OK to do" activities for supervision. However, it is possible to have some general guidelines, which we provide below.

Please follow these guidelines when you see a problem:

- Remain calm; keep a pleasant and respectful manner with the students. Do not take their behavior personally.
- Keep your voice calm and firm. Do not yell or shout at the students.
- Listen first to what the student has to say.
- Give a simple explanation as to why it is unacceptable behavior, but please do not lecture the child.
- Give a warning before imposing a restriction.
- However, if it is an extreme behavior such as fighting, swearing, displaying completely disrespectful behavior toward an adult, no warning is needed. STOP the behavior and have the student come up to the office, or have a teacher call the office to have the principal come down to the yard.

Rule Infractions

- "Time out" may be used for a student to remember the rules by standing or sitting on the wall by the student's classroom. Refer to the teacher if there is a continuing problem.

Snack Shack Picnic Tables

- Picnic tables are for eating on. Students may not stand on the benches or the tables.
- Students should sit flat while eating and remain at the tables for **10 minutes** before they can play. Students need to ask to be excused by the yard duty. Before they leave they need to throw away all of their trash.
- There is no running, yelling or throwing of food at picnic tables.
- Help the younger students opening their lunch packages.

CCCS Playground Guidelines/Yard Supervisor Handbook

- Please be aware when other grades are coming out for lunch your class should be done eating and on the playground playing. If they are not please ask them to wrap it up. This will allow room for the other classes to sit and eat their lunch.
- Some teachers give their students permission to eat snack by the classroom. Check with your teacher on what their preference is. Kindergarteners and 1st graders are walked over to the picnic tables with their teacher.
- Food should be kept covered to reduce the meat bee attraction. Please do not leave food on the tables when the students are no longer eating there.
- When the children are done eating and have left the eating area, move out towards the black top so that you are better able to supervise the children.
- Students MAY NOT eat on the playground. They must be in a designated eating area.

Blacktop, Basketball Hoops and Restrooms

- Sidewalks are to be used only for going to and from areas. Students should not play or sit on the sidewalk in front of classrooms that are working in class.
- Games of tag need to be moved out onto the grass field. Tag is not to be played on the blacktop or play structure.
- The restroom and the area around Mr. Mike's door is not a play area. Monitor this area and move students out of this area if they are playing.
- Students may not run on the blacktop. The exception would be if they are playing a game of basketball or a PE game with adult supervision.

Field and Play Structures/Swings

Games allowed in the field area are: flag football (not tackle football), soccer, wiffle ball, (no tackling, no drop kicking, no hands).

- **TACKLING** is not allowed at any time.
- No **JUMPING** off of swings or play structure.
- **NO** playing tag in swing or play structure area.
- Students waiting for a swing must stand to the side and count 50 back and forth swings

Rainy Day Procedures

When covering classes, please check with the teacher to see if they have any specific rules that they would like enforced. If

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not, feel free to set firm guidelines for students. All students should follow the basic rules of:

- No running or horseplay in the classroom.
- Students may not sit on top of the desks or tables to eat or play games.
- No balls, jump rope etc. in the classroom
- Students can select a quiet game, read or visit quietly with each other during a rainy day recess.
- When eating in the classroom, students must be extra careful to avoid spills and dispose of all trash.

Black top Days Procedures

- A designated black top day means that students follow the regular day schedule and they are not allowed to be on the grass field.
- Sidewalks are not to be used as play areas at any time.
- Sidewalks are not sitting areas while classes are in session.