

PLAYGROUND, CAFETERIA, HALLWAY, AND KID CORRAL SUPERVISION GUIDELINES

EAs have an effect on all students every time you talk to them, so make it a positive, problem-solving experience. Effective behavior discipline begins with positive student relationships. Students know when staff are supportive and fair leaders.

Please keep bandaids and hand sanitizer in your bright yellow vest pockets for supervision duties. You must wear your bright yellow vest when doing recess and hallway duties so that students can identify quickly the supervising adults. Keep radios on channel 1 and turned up loud enough to hear while outside at recess.

OVERALL RESPONSIBILITIES OF AN EDUCATIONAL ASSISTANT

- Your top priority is to provide a safe environment for everyone on the playground, hallways, and in the cafeteria.
- Continually monitor every student by using your full attention while on duty. When staff is supervising groups of students, do NOT visit or chat with other staff members UNLESS it is to confer about a situation. No cell phones should be out during supervision time. If you have an emergency and need to make a phone call while outside, please have another staff member cover your spot, or call for Mrs. Boothby, Mr. Sanchez, Mrs. Burton, or Mrs. O and one of them will come cover you.
- **BE ALERT! KEEP ALL STUDENTS IN YOUR LINE OF SIGHT.** Keep students in front of you at all times, don't hesitate to whistle them to come closer to you if needed.
- Ensure that adequate physical distance is provided between each person supervising. EAs should be spread out and stay in their designated spot to ensure supervision is covered in all areas (playground, basketball court, 4-square, track, soccer field)
- Students must walk on the right side in a single file line when in hallways or coming in or out of the building to recess or to the cafeteria.

POSITIVE DISCIPLINE PROCEDURES:

1. Talk to the student in the least embarrassing manner - remind them of the rules. Have them repeat the rule back to you and demonstrate (if appropriate) the action as well. Example: "Please demonstrate to me how to properly get off the swing 3 times, that way I know you are safe and respectful".
2. Use enforceable statements to empower the student (examples below). This can be an emotional time for the student - be empathetic, yet firm
3. Have the student sit by themselves for a time to clear their mind and calm their emotions
4. Suggest ideas to the student if they need help to fix their problem
5. If a student cannot fix their problem after the above steps, it is time to refer them to their teacher to write an "incident report" (for elementary students) or an EA can write a detention slip (for secondary students).

Examples of Enforceable statements:

“You can choose to play with others respectfully, or you can choose not to play this activity”.

“If you choose to not be.....(respectful, kind, safe) while you play, then you choose not to participate in recess and instead are deciding to give back to the school through community service.”

“If you continue to push this boundary I have set for you, then you choose to sit out for the rest of the recess.”

“If you cannot decide how to fix your problem, here are some ideas that have worked well for other students....”

DO NOT OVERPUNISH for a low-level transgression. Use positive enforceable statements and age-appropriate consequences during behavior modification. The student can sit down at a table or against the wall to give themselves time to relax and approach the situation with a calmer head and ready to solve the problem. Typical time on the wall is 5-10 minutes for K-5th graders.

Whole group consequences are not effective - make sure you are addressing individual students to fix their problems.

ITEMS THAT EAs SHOULD DEAL WITH WITHOUT OFFICE ASSISTANCE:

- Minor cuts - can be fixed with bandaids you have in your vest pocket
- Bloody noses that stop within a couple of minutes
- Sore stomachs without throw up involved
- Student redirection that does not count towards an office referral
- Low-level discipline (as described above)

WHEN TO SEND STUDENTS TO MRS. SAUCEDA IN THE LIBRARY:

- Bloody noses that do not stop after five minutes
- A student throws up or feels like they are going to throw up
- A student that the cut is large enough that a normal bandaid cannot cover-up
- A student who has bumped their head, whether or not they have a visible bruise or goose-egg.

IF A STUDENT HAS SERIOUSLY INJURED THEMSELVES and you do not feel they should be moved, please radio for Ms. Siddoway or Mr. Hampton to come to the location and assess the student.

WHEN TO GET HELP WITH A STUDENT FROM THE OFFICE ADMINISTRATIVE TEAM:

It is best practice to use an office referral as the last line of dealing with low-level problems. If a student has a pattern of breaking the same rule that you have already tried to deal with at a

low-level, it is appropriate to ask a member of the Admin team to assist. Here is a list of times to radio the office for immediate help:

- Continued inappropriate or unsafe use of playground equipment, throwing rocks, etc.
- Continued inappropriate or unsafe use of the cafeteria, repeatedly throwing food or not cleaning up after themselves
- Damage to school property, including stealing
- Continued PDA issues - kissing, hand-holding, etc.
- Profanity

SITUATIONS TO RADIO FOR ADMIN INTERVENTION IMMEDIATELY: direct pass to go to the office. The items below need to be sent to the office directly and quickly.

- ANY acts of harassment, bullying, intimidation
- ANY hitting, kicking, biting (even play fighting if they connect with anyone)
- ANY overt defiance including direct or willful disobedience
- ALL threats
- ALL weapons, drugs, tobacco, alcohol, or even JOKING about any of these things

RESTROOMS:

- Restrooms located in the long hallway as the Tech Lab and Library is for High School students ONLY
- Restrooms located across from the front office is for Middle School students ONLY
- Restrooms located across from Kindergarten/SPED classroom are for K-2nd grade students ONLY
- Restrooms located across from 3rd grade, close to elementary music room are for 3rd - 5th-grade students ONLY

CAFETERIA SUPERVISION:

All EA's are responsible for washing tables, emptying trash cans, assisting students with lunches (opening containers, etc, ensuring students follow cafeteria rules, leading quiet lines through hallways - your index finger over lips in a "shh" position without noise. If a particular student does not adhere to the warning, then they can be asked to go to the back of the line or starting point to demonstrate he/she can walk down the hallway quietly.

CAFETERIA RULES for ELEMENTARY LUNCHES:

- Students stay seated when eating lunches
- Raise hand to get a drink, use the restroom, or throw trash away
- Clean tables will be dismissed first
- Elementary students - no trading food
- NO STUDENTS may "save" seats as this can feel as unkind behavior
- No throwing food or defacing property (including another student's lunch). If a student does this, they have just volunteered to spend their recess time cleaning in the cafeteria.

It is very common for elementary students to "forget" their cold lunch box in their classroom. We do not have extra staff to supervise students going into their classrooms to get lunches nor are

all the teachers in there. All elementary teachers will allow students to eat in their classroom after recess time, so please simply say "I am so sorry you forgot your lunch in your classroom, you will have to wait and eat in the classroom after recess". This is the love and logic way to help a student learn personal responsibility.

CAFETERIA/HALLWAY RULES FOR SECONDARY LUNCHES:

- Throw away their own lunch trash before leaving the cafeteria. If they "forget", you may radio outside or hallway EA who is on duty to send the student back to finish cleaning up after themselves.
- No throwing food or defacing property (including another student's lunch). If a student does this, they have just volunteered to spend their recess time cleaning in the cafeteria.
- No cursing, no unkind behavior towards other students
- No touching during COVID; outside of COVID no PDA other than a 3-second side hug is allowed.

KID CORRAL:

- Keep students in the kid corral until their name is called
- No running around or chasing - distracts kids from hearing their names
- Remind students to be listening for their last names to be called
- Same supervision guidelines as outside recess