

Recess Supervisor Guidelines

All EAs on recess are expected to have:

- Radios, whistle
- First aid Kit
- Clipboard w/ Alerts, referral forms, a pen and Kelso's choice wheel.
- Laminated red card (to send with a child in case of emergency)

Students are expected to act in a safe way.

- Adults ensure safety of kids at all times
 - **Emergency signal : One long Whistle Blow.**
 - Line-up signal: Two short whistle blows.
- Blow Line up whistle no more than 1-2 mins before end of recess.
- Non Holt students or Adults not checked in at the office are not allowed on the playground.
- Students keep hands, feet and objects to themselves.
- Snacks are only allowed to be eaten at the red curb on hard play.
- Students must let adults know when leaving the playground. (use bathroom passes)
- Students and adults: Be aware of strangers and animals on the playground.
- Students are to report unsafe/sharp objects to adults. Adults only may pick up unsafe items.

Students must treat all people and property with respect: Students are expected to:

- Communicate appropriately and respectfully: no name calling, teasing, inappropriate language.
- Engage in fair play and good sportsmanship.
- Students are to use all school property with care.
- Students are to place equipment away when finished or at the end of recess.

EA Supervision Responsibilities

- Spread out, walk around and stay alert so that there is wide coverage of students. (No sitting or swinging)
- Be aware of large groups of students and closely monitor them (dispersing them if necessary)
- Correct student behavior when needed. **Reteach** lacking social skills or forgotten rules.
- Take opportunities to use disagreements as **teachable** moments. Encourage fair play, good sportsmanship and kindness.
- Radio principal/office for non-medical **emergency** (e.g. uncontrollable behavior)
- Radio office/health aid, for medical emergencies. (If student is down, **Do Not** move them)
 - All head contact incidents must be addressed by a health aide.
- If the weather is poor, move children to inside recess locations. Use the radio to let the office know.
- Playground boundaries:
 - Students must be within sight of EA's
 - Playgrounds (Hard and Soft)
 - Field far edge of track and end of black fence on soft play. (imaginary line between the two points)
 - Kinder and 1st grade may NOT play on the Kickball/baseball field.
- **End of the day, the last EA on soft play brings in the tetherball and balls to the equipment cart.**

Playground Guidelines

Always ask yourself, Is it **Safe**, is it **Respectful**, is it **Responsible**?

- **Whistle signals**- Two short whistles = time to line up. One long whistle = stop, look and listen for adult direction.
- **Play area boundaries**- Imaginary line runs from the far edge of the track to the end of the black fence on soft play. Trees and areas behind soft play are out of bounds. Red lined curb is the boundary line for hard play.
- Games are open to all students.
- Running and kicking of soccer balls is permitted on the field only (with adult supervision).
- The first three people in line are the “callers of the game”.
- Students arguing aggressively about calls will no longer be allowed to play the game and may receive a timeout.
- Older students must adjust to younger students' ability to play.
- Keep your hands, feet and body to yourself.
- Play by school rules- safe, respectful, responsible. This includes communication between all students and adults.
- Play fighting is not allowed- No martial arts moves or weapon play.
- Gymnastics are not allowed, but basic cartwheels or somersaults are allowed if done safely in the field and not in a crowded area.
- Tag or chasing games are not allowed.
- Balls must be thrown to, not at other players.
- Check-in with supervisors before leaving and returning to the playground. (Get a pass for Bathroom.)
- Hiding behind structures, trees or bushes is not allowed.
- Playing in or with storm drains is not allowed.
- Tree and/or fence climbing is not allowed.
- Standing on top of structures or benches is not allowed.
- Students must stay away from classrooms.
- Equipment is to be treated with care and put away at the end of each recess.
- Problems with any equipment (or the play structure) should be reported to the supervisor.
- Toys from home are not allowed at recess. No phones or Electronics.
- Snacks are only allowed to be eaten at the red curb on hard play.

Hard Play Rules

- **Snacks** are only allowed to be eaten at the red curb on hardplay.
- **Rubber Balls**
 - May be used for bouncing four square and wall ball.
 - May not be kicked on hard play surface
 - Designated kickball may be used on the kickball field.
- **Hula Hoops**
 - Hula hoops can be used around the waist, neck and arms only.
 - No standing on them.
 - Hula hoops may not be thrown in the air.
 - “Horsey” (doubling up hoops with multiple people) is not permitted.
 - May not be combined with other toys. (ie. jump ropes)
- **Jump Ropes**
 - For jumping only.
 - May not be used to tie other students up or to something.
- **Basketball**
 - Half court play only
 - No kicking of basketballs is permitted.
- **Soccer balls**
 - Soccer balls are to be used in the field (When adult is present)
- **Climbing**
 - No climbing on fences of the kickball field backstop.
 - Standing and jumping off of baseball storage containers is not allowed.
- **Wall Ball**
 - Replay disputed calls.
 - Winner keeps serving.
 - Players cannot be out on serve.
 - Ball must hit the ground before hitting the wall.
 - No fists- use open hands or arms only to hit the ball.
 - Ball may not be caught or held.
 - Boundary lines are out (of bounds), so ball must land inside of line
 - After the ball hits the wall, it can be played in the air or after it hits the ground.

- **Four Square**

- Server always starts from the 4th square.
- Players take positions in boxes 1-4
- To begin the game the ball is served by dropping it and serving it underhanded from the bounce to any other square. If the server hits the line, the server is out.
- The player receiving the ball must keep it in play by striking the ball after it has bounced once in the player's square. They may return the ball from the outside perimeter. The ball is sent to another square with an underhand hit.
- It is not illegal to hit or touch the ball after it has been hit, but before it has landed in a square. Once it has landed in a square, that player must hit it out of their square before it bounces in for a second time in their square.
- Play continues until one player fails to return a hit or commits a foul. When someone fouls out, all players advance to fill in the square made available by the player who is out. The first person in line enters box four to play.
- Fouls: To be called by the first three people waiting in line.
 - Failure to hit a ball that bounces into one's box.
 - Playing a ball that bounced into someone else's box.
 - Hitting the ball out of bounds or on a line
 - Hitting the ball in one's own box.
 - Holding, catching or carrying a return hit.

- **Gaga Ball Rules**

- All players start w/one hand touching the pit wall.
- Referee throws the ball into the center of the pit.
- Players chant "GA" and "GA" for the first two bounces, and "BALL" on the third bounce.
- Once the ball is in play, any player can hit the ball with an open or closed hand.
- If a ball touches a player on or below the knee (even if the player hits themselves) they are out and leave the pit.
- If a player is hit above the knee, play continues.
- No grabbing the wall to dodge the ball, which is an out.
- No holding the ball or double tapping, which is an out.
- No "turtling" into a ball to protect your legs.
- If you hit the ball out of the pit, you are out.
- Double touches are allowed for the final 3 players.
- If 3 people are left and no one is getting out, players may count from 10 to 0 and then a new game begins.
- If someone gets hurt, the game pauses.
- If your friends say you are out, you're out.
- The last player in the pit is the winner.

Cafeteria Guidelines

Students are expected to:

- **Follow basic Holt rules Safe, Respectful and Responsible.**
- Let adults know when leaving the cafeteria.
- Raise hand and ask before getting up.
- Carry a tray with both hands.
- Always walk in the cafeteria.
- Sit facing the table with legs tucked in underneath.
- Sit four to a bench.
- Talk only with table mates. Not across other tables.
- Use voice level 0 when an adult is on the microphone.
- Use a level 2 voice all other times.
- Pick-up wrappers and food items in their area and floor.

Students are NOT allowed to:

- Yell or scream.
- Stand or sit on tables.
- Play with or throw food.
- Share food.
- Save seats.