

CARLISLE PUBLIC SCHOOLS

Parent Volunteers at Recess

Please know that we are very appreciative of the time and effort parents contribute as volunteers. Once parent volunteers sign in and obtain visitor badges in the main office, they should report to the staff playground supervisors to receive instructions on a designated location for supervision.

Please get to know students by interacting and conversing with them throughout the recess period. Circulate through the area assigned throughout the recess period. Monitor activities so that students include everyone and follow the rules appropriately. Group games at times can be challenging for students. If necessary, help students take turns and play fairly.

General Playground Rules

- * Children are to respect adults, peers, and school property.
- * Students may not exclude peers. In games/activities, all are welcome.
- * No food is allowed at recess except at the designated tables outside the dining room.
- * Preschool children of volunteers are to be under close parental supervision at all times.
- * Students should seek an adult if problems arise.
- * Parents will please refer any teasing/bullying behaviors or significant student disagreements to the staff on duty. Staff will refer students to the principal or school psychologist/guidance counselor as needed.
- * Students should be asked to pick up their trash and return all equipment to designated containers before leaving the plaza area.
- * Students may not play in the area marked "Quiet Zone" between the Wilkins and Robbins buildings .
- * Students may not play or congregate in front of the Corey Building, nor on the stairs or railing in front of the Corey Building.

Monitoring Specific Playground Areas

Castle (To be used by students in Grades 1 – 6, not 7-8, K or Pre-K)

During recess, the Castle Playground area needs at least two parent volunteers and assigned staff who rotate through the Castle. Please see the supervisor for more specific instructions to monitor inside the Castle.

Students are not to play deep into the wooded area beyond the swings but may play in the woods in close proximity to the Castle area.

Students should not venture near the road areas (School Street and Church Street).

Volunteers need to remind students not to build unsafe structures.

If the Castle is open, a volunteer should be standing in between the two areas.

Encourage students to take turns and share.

Students may not:

- * run /climb up the slide.
- * climb the walls of the structure.
- * bring playground toys such as balls or lunch to the Castle
throw rocks, sticks, or other items found on the ground.

Plaza

On the plaza, parent volunteers should help monitor games such as kickball, and four square. Four square and kickball are labeled in the middle of the plaza. Students may play wall ball and hopscotch, and play in the sandbox and rock areas. Students must not stray too far from the view of the adult monitor.

Fenced Table/Sandbox Area

Volunteers should help monitor the fenced in area containing the table and sandbox. Quiet games such as checkers, chess, and legos are available to play in this location.

Multicolored Playground Structure (For kindergarten use only)

Only kindergarten students are allowed on the multicolored playground structure and one adult must monitor this playground. Otherwise, it must remain closed.

Wilkins Wall and the Rock area

The Wilkins wall and the rock area have students playing wall ball or playing on the rocks. Students should not venture beyond the large rocks or climb the stone wall in front of the Robbins Building.

Football

Students in grades 3-8 may play football in the upper parking lot. Football also requires a monitor. It may be played until 11:50 a.m. on M/W/F. At that time, the kindergarten buses begin to arrive and students must be reminded to cease playing football and come back to the

plaza until the buses have left the parking lot, usually about 12:15 p.m. Students are not allowed to return to this area until they receive a signal from the playground supervisor.

Snow

In snowy weather, students who have appropriate attire such as snow pants, and snow boots may play in the snow. Due to safety concerns, students should not climb up snow banks near the glass windows along the Dining Room or any buildings, on any railings, or near either set of stairs leading to the parking lots.

Indoor Recess, Inclement Weather (Grades K-4 held in classrooms)

Parent Volunteers are assigned to a specific area / classroom to monitor.

During Indoor Recess, students can play with board games in the classroom, draw, and use any other approved items from the classroom.

Students must ask permission to leave the room to use the bathroom or get a drink of water. Please keep track of who has left the room and when they return by using a sign-out list on the white board. Students are not allowed to switch between classes during this time. They are to stay in their assigned room.

Indoor Recess, Inclement Weather (Grades 5-8 held in gym)

Parent Volunteers should follow the students to the gym.

During Indoor recess, please monitor students as they socialize and play games in the gym.

Students may play tag or kush ball in the gym. Due to the confined space and number of students in the gym during indoor recess, no football or basketball games are allowed.

Emergencies

If a child is choking, has an allergic reaction, or otherwise become ill, please contact staff present immediately.

If a whistle sounds with repeated stucatto blasts on the playground, please gather children immediately from your area, checking to make sure all children are accounted for and direct them to the plaza for further instructions from staff.

If there is a fire drill while in the cafeteria, please follow the lead of staff members and direct students outside. If at recess, again direct students to the plaza area where direction will be provided by staff.

Dining Room

Parent Volunteers in the Dining Room

Once parent volunteers sign in and obtain visitor badges in the main office, they should report to the staff dining room supervisors to receive instructions on a designated location for supervision.

Please get to know students by interacting and conversing with them throughout the lunch period.

- * Help distribute trays and silverware in the kindergarten and first grade lunch, as needed.
- * Ensure that students remain seated unless returning trays or using the bathroom.
- * Ask students to check in with you before and after visiting the bathroom.
- * Monitor students in line and help them to find others to sit with as needed.

If you see students moving from seat to seat or displaying inappropriate behavior in the dining room, remind them of proper lunchroom behavior.

If the problem with a student or table persists, seek out a staff member.

Once students are done eating,

- * remind them to bring up their trays
- * clean up their table area
- * and have them check around and under the table as well.

If a Parent Volunteer wants to wipe off a table, please use the bucket near the kitchen window where students drop off their trays. Cleaning supplies are provided in this location.

The cleaning supplies for the peanut free table may only be used for the peanut free table which will be cleaned by dining room supervisors.

General Dining Room Rules

Entering the dining room and obtaining lunch

- * Students stand in line at the doors, and wait for children from previous lunch periods to leave. Staff then direct students into the dining room at their assigned time.
- * Three lines –
 - Children with bag lunches enter and go directly to tables
 - One line is for children buying a hot lunch
 - The third line is for children buying the cold lunch
- * On Tuesday and Thursday, kindergarten students go into the dining room early to get settled with parent support.
- * Kindergarten parents monitor the three kindergarten tables at all times. These younger children often require assistance with trays, utensils, and opening milk cartons.
- * Lunch groups with former teachers or school psychologists have priority for the top of the line. These students will leave the dining room with teacher/counselor passes which they will show to staff.
- * There is no cutting in the lunch lines. Students who do so shall be directed to the end of the line.
- * Staff may send students to the other line if it becomes shorter.
- * Grade 3-4 students initially sit at assigned tables, at the administration's discretion during the first weeks of school. K-2 students will remain at assigned tables by class throughout the year.
- * Students remain in their seats unless given permission to go to the bathroom or empty their trays.
- * It is important for students to keep noise at a reasonable volume. Adults may remind students to use "inside voices", if necessary.
- * When lights go out, students are expected to stop talking and listen to announcements/directions.
- * Students must clean up the area under and around their table before dismissal. Adults should not dismiss children who have untidy table areas. Cleaning materials will be available for children to clean up spills.

- * Any disabled child shall be dismissed two minutes before rest of dining room with a buddy.
- * When dismissed, students are to push in chairs and proceed to recess or class.

Allergy sensitive tables

Designated "nut-free tables" are available for students with allergies and classmates with lunches containing NO nut products.

- * Students with bag lunches are not allowed to sit there.
- * These tables will be monitored and cleaned by designated dining room supervisors before and after every lunch using specific cleaning supplies.
- * Likewise, the chairs to be used at these tables have been clearly marked and will be cleaned before and after each of the four lunches.
- * All staff have a list of students and specific allergies. Feel free to consult them at any time.
- * Dining room supervisors will monitor students with allergies and have walkie-talkies available to contact the nurses and main office immediately in case of an emergency.

Lunch Dismissal

If students are returning to class:

K-4 teachers arrive to pick up students who are dismissed by class by the dining room staff supervisor. The teacher and class leave quietly.

Grades 5-8 students are dismissed by staff by table without teachers' accompaniment.

If students are being dismissed to recess:

Students line up at the exit when dismissed by dining room supervisor.

Consequences for Misbehavior:

For instances of disrespect to adults or peers, discourteous behavior, or refusal to clean up, please report to staff who will assign consequences.

At the staff's discretion, students may be moved to a specific supervised lunch table where they are monitored by a staff member and/or administrator.

Continuing poor behavior may warrant a longer stay at the supervised lunch table.

Students who continually refuse to clean up will be referred to the principal and assigned consequences, such as cleanup crew.

If incidents of bullying or exclusion are observed, please ask students to stop, assist the target student, and contact the staff. A staff member will report details of the incident to the principal who will determine appropriate consequences.

