

INFORMATION FOR CAFETERIA/PLAYGROUND SUPERVISORS

Your job in our school district is an important one. Consistently enforcing school playground and cafeteria rules helps to ensure the safety and well-being of our students. When you are on duty, remember the following basic rules and check with your principal for specific school rules.

- Students are to keep their hands, feet and other objects to themselves at all times. Students walk to and from, into and out of, classrooms in quiet lines escorted by a teacher or other staff member.
- **No gum is allowed at any time.** Anytime you see a student chewing gum ask him/her to throw it away. School employees are not to chew gum while on duty.
- Students should address adults as “Mr.,” “Mrs.,” “Miss,” or “Ms.” and their last names.
- Toys are not allowed at school. If a student has a toy or other object brought from home, take it away and tell him that he may have it back at the end of the day. Be sure to give the item to the student’s teacher or the office.

Do not stand and talk to one or two students or to other people doing yard duty. Keep your eyes and ears open, checking on all students in your area. Circulate, looking for “hot spots”. Students are to get drinks or go to the restroom before the bell rings, not after. Remember that restrooms are where a lot of problems develop – always keep an eye on the restrooms.

Do not ignore students’ problems. Small incidents can develop into big problems if not resolved quickly. Never have accessible objects like thumbtacks, straight pins, rubber bands, etc. They can only cause trouble for someone.

When supervising students at the bus area, be sure they are in the bus lines on time. Do not allow students to return to their class or visit with you as they could miss their bus.

When you discipline a child, it is more effective if you take the child aside and speak to him/her quietly and authoritatively. In other words, do not yell or shout reprimands or orders.

When you see any students breaking the rules, remind him/her and enforce school rules. If a student must go to the office send him/her alone (not with escorts) and with a note explaining why the child was sent to the office.

Reinforce good behavior with commendations and praise.

Confidentiality regarding our parents and students is required both by the law and by our own professional ethics. It is possible to create a real problem for yourself and for the school if you forget or ignore this. Negative talk about students may relieve your frustrations but it compromises morale and confidentiality. We need to keep the following in mind as we deal with students and their parents:

- Do not discuss a student with anyone except appropriate personnel (principal, vice principal, counselor, etc.).
- Do not talk about a student’s family or home life. Keep what you know to yourself, unless it is of the nature that should be reported to authorities.
- Do not talk about a student’s physical characteristics, problems, family, character, etc. It can be demeaning and is unnecessary.
- Do not discuss your personnel life with students. Remember: they “tell all,” too.

Always remember that you are a role model. It is important that you act and dress professionally. Profanity and slang are improper language to use at school. Oversized, loose clothing, baseball hats worn backwards and

distracting jewelry are inappropriate for school. Other types of inappropriate clothing include short shorts, ragged jeans, and any “revealing” garments. If you have any doubt about the proper attire for your assignment you should check with your principal.

CONTINGENCY PLANS

IN CASE OF EMERGENCY DO NOT PANIC. Remember you are responsible for the safety and welfare of our students and they are depending on you. If you overreact, students will become harder to control. **REMAIN CALM** and follow the school emergency plan.

RAINY DAY SCHEDULE

Check with the school office upon arrival for schedule.

FIRE DRILL

Check with your assigned school for fire drill procedures.

FIRST AID

Do not attempt to diagnose or treat a student. If a child is injured send to the office for help. Never move an injured child.