

SDCCS Recess Policies and Procedures 2008-09

If you have any questions regarding this document or Recess in general, please contact the Recess Director (Bekki Colley) at 619-549-5496 or recess@sdccs.org.

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Recess Director: (619) 549-5496

I. SCHEDULES

A. Staff Hours

- Mon-Wed & Fri: 11:00am-2:00 (The first 30 minutes are to get equipment ready etc.)
- Weekly Staff Meeting: Friday 1:45-2pm.

B. Recess Schedule

11:30-12:10: 2nd-5th Grade Lunch and Recess (11:30-11:45 kids must stay seated in Lunch Arbor)

12:30-1:00 Middle School Lunch Break

1:15-1:45 K-1st Grade Recess

C. 2nd-5th Grade Play Structure Rotation

Monday: Red Play Structure: 2nd Grade
Blue Play Structure: 3rd Grade

Tuesday: Red Play Structure: 4th Grade
Blue Play Structure: 5th Grade

Wednesday: Red Play Structure: 3rd Grade
Blue Play Structure: 2nd Grade

Friday: Red Play Structure: 5th Grade
Blue Play Structure: 4th Grade

II. CONSEQUENCES/DISAPLINE POLICY

- Recess practices a positive approach to discipline. The environment is designed to be child-centered and adult-child interactions are stated in a positive rather than a negative way.
- The staff will attempt to work with the child to resolve problems.

- Specific rules that children are to follow are outlined below in the section III Student Rules.
- SDCCS Referral Forms are used to document inappropriate behavior and to facilitate sending students to the Office.
- If a behavior problem should occur which cannot be handled by redirection or talking in a positive manner to a child, a “time-out” or redirection method may be employed to temporarily remove the child from the area of concern. After a cooling off period the child is free to rejoin the activities in progress.
- It is the intent of the program to provide a safe environment for all children enrolled. If a child cannot adhere to program rules and thereby threatens the safety of himself/herself, a staff person or other children, a staff member has the authority to contact the Recess Director or the Principal and have this child removed from recess. Immediate suspension will occur if a child physically attacks another child or a staff person or is deemed to be out of control.
- Any corporal punishment (such as spanking, striking, jerking, shaking) or any other humiliating or frightening experiences (leaving him/her alone, shaming in front of other children) are strictly prohibited. In addition, discipline will never be associated with rest, isolation for illness, or toileting. Food will never be withheld as a consequence.

III. STUDENT RULES

General Rules for Students

1. Always listen to all Recess staff
2. Always ask to use the bathroom or if you need to leave the room/area for any reason, and get permission to do so.
3. No physical violence [hands-off; includes hitting, pushing, spitting, kicking or throwing dirt/sand]; also no physical contact (piggy-back rides, horse, picking each other up, etc.)
4. No hurtful or negative language (name calling, cussing etc.); also no disrespect of others (i.e. gossiping)
5. No excluding other students from games
6. Keep shoes on at all times outside and inside
7. No game card trading (yugioh, pokemon, etc.)
8. Always clean up after yourself.
9. If a student shares with one person, they must share with everyone. Sharing must be done in a hygienic manner.
10. No energy drinks
11. No gum
12. No glass bottles
13. Do not use personal cell phones
14. No Gameboys, PSP's, etc.

Rules for Lunch

1. Always sit while eating or drinking
2. No playing or fooling around
3. No one will be excused from the Lunch Arbor until the whole table is clean. Always get permission from EDP Staff before leaving your table.

Rules for Playground

1. Play safe at all times
2. Stay within playground boundaries or specific areas identified by Recess staff.
3. Always get permission to use the bathroom or leave the area.
4. Recess staff will use a whistle to get a student's attention. Pay attention to any whistle you hear.
5. No playing with sticks or rocks; no picking up anything found on the ground. If there is a questionable item found, please tell Recess Staff.
6. No electronic equipment (iPods, CD players, etc.) on playground
7. No food on playground
8. No touching basketball nets or rim; Short basketball hoop is only for Elementary students
9. No climbing up the slides
10. One at a time on the slides; no "piling up" at the bottom
11. Only go down slides on bottom with feet first.
12. Do not push toys down the slide (especially hard toys like cars, action figures etc.)
13. No talking to strangers that you might see outside the fence; other children included
14. No petting any animals
15. Do not go too close in front or behind swings
16. 5 minutes per student per swing when there is a line
17. No jumping off swings
18. No standing, twisting or doubling-up while swinging
19. Listen to all Recess staff as there may be new rules from time to time

Rules for Lining Up

1. Listen for recess signals and be ready to do the following actions
 - End Signal
 - Stop
 - Silence
 - Sit
 - Line-Up Signal
 - Walk
 - Regular line up spot
2. Line should be straight [single file or with partner depending on staff choice]
3. No yelling or screaming
4. No playing or fooling around
5. No running

IV. PROCEDURES FOR STAFF

Medical Emergency Procedure

Minor Situation:

- ask student questions and calm him/her down
- use first aid kit (contained in emergency bag) as necessary
- document entire situation on accident report form
- notify teachers upon pick-up

Moderate Situation:

- ask students questions and calm him/her down
- send two students to alert buddy adult if nearby or call another staff member for assistance
- use first aid kit as necessary
- notify SDCCS Office or Recess Director (who will call the student's parents)
- document entire situation on accident report form

Major/Emergency Situation (life-threatening situation):

- ask questions and try to calm him/her down
- send all students to buddy adult or call another adult for assistance
- call ambulance (with specific location and directions)
- notify SDCCS Office or Recess Director
- document entire situation on accident report form

Inappropriate Comments (i.e. racial, sexual etc)

- Determine if student understands what he/she has said
- Explain why comment was inappropriate
- Set consequence if such language is used again
- Repetitive behavior: Notify Recess Director and student's teacher. Write a referral if necessary.

Lunch Procedure

- 2 staff members will monitor the tables
- 2 staff members will monitor the line of students waiting to get lunch
- 1 staff member will be inside the cafeteria distributing lunch with the help of an office staff member
- After 11:45, tables that are clean can be dismissed to go to the playground as long as at least 2 staff members are ready to monitor students on the playground

Playground Procedure

- Staff should be spread out and not bunched up together. There should be one staff member in each of the Recess Zones.
- The 2 staff members with the radios should be on opposite sides of the playground
- Use whistle to get attention of students
- Only 6 students to a team when playing soccer or other organized sport
- No football

V. STAFF EXPECTATIONS**RULES FOR STAFF****General Rules**

1. Arrive at work on time and be prepared for any activities that day. If you will be late, contact the Recess Director as soon as you know you will be late and confirm coverage of your group. If you will be more than 30 minutes late it is your responsibility to find a substitute to cover your position.
2. No holding or using drugs, tobacco or alcohol during working hours.
3. No discussion of sex, drugs or other inappropriate matters when working, on school grounds or around any students.
4. Respect other staff, students and parents. Physical violence, threatening behavior or inappropriate physical contact with other staff or students is unacceptable. When discussing student's behavior with the student or other staff members, be sensitive to your surroundings and to the way that you are communicating.
5. Talking on cell phones for any personal phone calls is not acceptable unless you are on a break and away from students. Personal calls should never be made or taken in the near groups of students or parents.
6. Dress appropriately. This includes wearing warm clothes as needed, shoes that do not hinder your abilities to supervise children, and no tube tops, short skirts/shorts or other clothes that would be unprofessional.
7. Be a role model for the students in your language, behavior and attitude. Maintain the appropriate level of authority with students: they should not be treated as peers but are to be treated with respect at all times. Cursing and hurtful language such as ethnic slurs, homophobic remarks, etc is inappropriate. Terms such as "gay" and "retarded" can be very hurtful and are inappropriate.
8. When assigned positions are given at the playground these positions are to be adhered to at all times. If you need a break, you must find someone to cover your position.
9. If you have a concern about anything related to Recess it needs to be voiced or written. For our program to improve we need to address our concerns in an appropriate way.
10. If a major situation occurs (i.e. a student gets severely hurt, a parent is extremely upset, a child's behavior is out of line) you must inform the Recess Director either via writing or verbally within 24 hours.
11. Get approval from the Recess Director for parent communications (i.e. emails, offers for babysitting, forms to track student behavior).
12. Consistency in enforcing student rules is very important. Each staff member is responsible for enforcing EDP rules whether they agree with them or not. If you have a concern about a particular rule, please feel free to discuss it with the Director.

Rules for Supervising Children:

1. Students are not to be left unattended at any time. It is NOT acceptable to have an older child supervise other children. If you are in need of a break or need to get something from the office, call the Recess Director. It is acceptable to send students to the bathroom, but this should be kept to a minimum.
2. Be aware of the students in your area at all times. Be actively involved in supervising the students you are in charge of.
3. Never physically reprimand a child.
4. Stay consistent with the rules governing the students and apply them to all children.
5. No students are permitted in the Recess office alone, including older students.

Coverage of Shifts/Substitutes:

1. You are responsible for covering all of your shifts. If you are aware of an absence in advance, you must schedule a substitute, fill out the appropriate paperwork, and the Recess Director must approve the absence. Appropriate paperwork includes the Substitute Request Form.
2. If the appropriate paperwork is not signed and the shift is not covered, it will be an infraction on behalf of the employee. If the form is signed by all parties and the shift is not covered, it will be an infraction on behalf of the substitute.
3. If you are sick or have an emergency, you must call the Recess Director as soon as possible and a substitute must be arranged. In emergencies, the Recess Director may assist in finding a substitute, but it is ultimately your responsibility to cover your shifts.
4. If you are absent, it is your responsibility to update yourself with any information you missed by asking the Recess Director and reading any meeting notes available.
5. If you are absent for more than 3 days in a row, you must bring in a doctor's note, unless you have prior approval from the Recess Director for these absences.

Administrative Duties:

1. Document everything: even minor injuries must be recorded; use the injury log form for this. Behavior problems are to be documented and referred to the principal as appropriate.
2. Attend and participate at all meetings. If you cannot attend, you must give at least one day's notice.
3. Recess staff will be presented with information pertaining to the use of specific forms. All staff are required to familiarize themselves with these forms and use them when applicable. You will be held accountable for filling out this paperwork.
4. All staff are required to attend goal-setting meetings when they are scheduled.
5. Respond to notes/notices on the whiteboard or in your mailbox within 24 hours unless you are absent.
6. If you are assigned a task, it must be completed by the due date unless approved by the Recess Supervisor.
7. Check the white board and your mailbox every day prior to beginning work.

SDCCS employees are on an "at will" basis terminable by either party at any time, with or without cause, and for any reason whatsoever. You are requested to give SDCCS at least two weeks notice before terminating your employment. SDCCS may elect to give you two weeks prior notice or an equivalent amount of pay in lieu of the two weeks prior notice.

VI. CONTACT INFORMATION:

San Diego Cooperative Charter School Office: (858) 496-1613

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