



# ADMINISTRATIVE PROCEDURE

## GUIDELINES FOR ELEMENTARY PLAYGROUND AND INDOOR RECESS SUPERVISION

6130

Procedure No.

August 30, 1982

Date

- I. **PURPOSE:** To provide guidelines for indoor and outdoor recess and playground activities in all elementary schools.
- II. **BACKGROUND:** Elementary school principals and classrooms teachers have the obligation to provide the proper supervision of students during regularly scheduled recess and playground activities during the school day. This procedure sets forth the rules and regulations concerning such supervision.
- III. **PROCEDURES:**
  - A. Outdoor Recess and Playground Activities:
    1. General Guidelines for Elementary Recess:
      - a. Recess should be provided each day in every elementary student's schedule.
      - b. Recess should not be based on whether the student has or has not had physical education during a particular day.
      - c. Each School should be able to work out its own schedule as to when the recess time will be provided and for how long the recess time will be scheduled.
      - d. Recess should not exceed 15-30 minutes per day.
      - e. Recess must be supervised.
      - f. Weather permitting, the principal should schedule recess outside and designate the areas to be utilized.
      - g. A system of supervision must be established to cover any student not participating in recess.
      - h. Each school must make certain that substitute teachers are fully knowledgeable of recess policies and practices.
    2. Guidelines for Proper Supervision:
      - a. At the beginning of each school year and again after February 1<sup>st</sup> but in no event later than March 31<sup>st</sup> of each year, the principal of each elementary school shall review with his/her staff proper methods of supervision of



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playground activities, expectations for student behavior and, in conjunction with the physical education teacher, the proper use of equipment. At these meetings the principal shall review with his/her staff a list of all activities specifically prohibited on the playground including, but not limited to any tackle activities or games. Each teacher shall then be responsible for reviewing with his/her students expectations for proper playground behavior and use of equipment.

b. Principal's responsibilities:

- (1) The principal shall be responsible for developing a schedule for playground supervision using the following guidelines for each area to be supervised:
  - (a) The principal, being knowledgeable of the student and the playground area and configuration, is given discretion as to whether there shall be one teacher or regularly scheduled aide (exclusive of Head Start and O:MA aides) for every two classes, or one teacher or aide for every three classes on the playground; but in no event there be less than one teacher or aide for every three classes on the playground.
  - (b) In each major or distinct area of the playground the teacher/class ratio shall be maintained.
  - (c) Except in instances where the principal determines that there are no viable alternatives, a short-term substitute should not be allowed to supervise playground activities alone. In such event, where a short-term substitute is used, the principal shall fully brief the substitute on the procedures to be followed.
- (2) In addition to the twice yearly formalized instructions to staff on proper supervision,



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expectations for student behavior and use of equipment, the principal shall:

- (a) Prior to the school year and from time to time thereafter if deemed necessary, provide each classroom teacher with a written list of all activities specifically prohibited on the playground including, but not limited to any tackle activities or games.
- (b) Personally observe, at least several times a month, the manner of supervision for each recess period.

c. Teacher's responsibilities:

In addition to the twice-yearly formalized classroom instruction on behavior and use of equipment, the teacher shall:

- (1) Continuously monitor and supervise the students by walking around in the area to be supervised. When more than one teacher is on duty, each teacher should assume supervision of separate sections of the playground.
- (2) Prevent those activities specifically enumerated by the principal as being prohibited playground activities.
- (3) Stop any activities which, in the judgment of the teacher, can lead to an accident.

d. Accident procedure:

In the event that an accident occurs, such that the attention of the teachers on duty are absorbed by same, all playground activities must stop and the remaining students should be lined up while the student (s) involved in the accident is (are) attended to.

B. Indoor Recess:



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1. A minimum of one supervising teacher per two rooms.
2. Students should be assigned to their regular classroom and the classrooms involved should be juxtaposed.
3. Quiet games and activities are to be provided. Ball playing and other vigorous activities are not permitted.
4. Principals and staffs should develop a plan of appropriate activities to be conducted during indoor recess.

C. Special Note:

At the beginning of each year, the principal and the special education teacher of self-contained classes shall jointly develop recess and playground activity procedures involving the special education students.

- IV. **RELATED PROCEDURES:** None.
- V. **SUPERSEDURES AND CANCELLATIONS:** Recommended Guidelines for Recess at the Elementary Level.
- VI. **MAINTENANCE AND UPDATE OF PROCEDURES:** These procedures originate with the Office of the Assistant Superintendent for Administration and Personnel. Regular updating of procedures will be accomplished as changes are required.
- VII. **EFFECTIVE DATE:** August 30, 1982.

Approved by:  
Edward J. Feeney  
Superintendent of Schools