

## **Guidelines for Parents**

Two parents are assigned for each lunch and recess period along with two St. Mary's staff personnel.

It is the responsibility of the parent to switch times or find a substitute. A substitute list is provided. A fee of \$20 is charged for parents who do not show.

Parents sign in at the office by 11:40am. Substitutes must sign their name and print the name of the assigned parent.

Parents and staff on duty should be spread out to supervise the entire playground.

Discipline issues should be reported to the St. Mary Staff person on duty.

4-6 grades students are outside at 11:45 and eat at 12:05. K-3 grade students are outside at 12:00 and eat at 12:20. Students may go back outside after they are done eating.

One staff person and one parent should come inside with the 4-6 grade students at 12:05 and switch with the remaining staff person and parents at 12:20.

The inside staff person and parent may begin washing tables as students finish lunch. All staff supervisors and parents should finish washing the tables. Parents are dismissed after the tables are washed. The staff supervisors will put the tables away.

When weather does not allow for outdoor recess, students will stay in their classrooms. Only quiet activities are allowed.

## **Playground Rules**

### **Equipment and Participation**

Children are expected to share playground equipment and shared participation is expected in activities. "You cannot play with us" is not acceptable. Students must pick up all equipment after each recess. It is the responsibility of the 4<sup>th</sup> grade to put cones up on the street and the parking lot.

### **Diamonds and Courts**

Children are expected to share the grounds. Older grades are given priority when there is a conflict.

### **Area**

Children may play on the playground, the street between the cones, grass area between the street and school, and west parking lot only in areas where there are no cars. The areas around the dumpster, near cars, and the steps are off limits. Football is only allowed on the blacktop when the playground is not available.

### **Leaving**

Students may not leave the school grounds. Students may only reenter the building once they are outside for emergencies. Students with appointments will wait in the office and not go outside for recess.

### **Emergencies**

Injured students should be escorted to the school office by another student or an adult for a serious injury. Minor injuries may be treated with the first aid kit.

### **Forbidden**

Rough play, tackling, pushing, contact sports including tackle football, foul language, disrespect toward adults and other students, and unvirtuous behavior.

**Discipline**

Significant discipline issues, such as fighting, swearing, or disrespect toward an adult, should be reported to the principal immediately following recess. Staff Supervisors and Parents may issue a verbal warning to students breaking other rules. If a student is warned twice during the same week for the same behavior, the principal shall be notified.

**Other Forbidden Behaviors**

Standing on the swings

Walking or running up the slides

Intentionally throwing or hitting hard balls against the backstop

Throwing snow or ice

Going outside the paved area without boots when there is snow

**Lunch Rules****Lunch Tables**

Students are to sit in their assigned grade area. Students with nut allergies may sit at the nut free table which will be clearly labeled. Students must have an adult look at their lunch before sitting at the nut free table.

**Entering**

Students must walk into the building. Hot lunch students may line up immediately to get in line. Cold lunch students may go directly to their bin, get their lunch and sit down. Hats may be left on. Coats may be left on or sat on.

**Leaving**

Students may go back outside after they eat. Their area, including the floor, must be clean before they leave. Students do not have to be dismissed to leave. Trash is to go on the trash cans. Cold lunch students must put their lunch containers in their designated classroom bin.

Students must wash their hands after lunch.

Students are not allowed to enter the school during lunch unless they have a teacher's note.

**Emergencies**

Injured students should be escorted to the school office by another student or an adult for a serious injury. Minor injuries may be treated with the first aid kit.

**Forbidden**

Rough play, foul language, disrespect toward adults and other students, and unvirtuous behavior detailed in our Virtue Based Discipline Policy.

**Discipline**

Significant discipline issues, such as fighting, swearing, or disrespect toward an adult, should be reported to the principal immediately following recess. Staff Supervisors and Parents may issue a verbal warning to students breaking other rules. If a student is warned twice during the same week for the same behavior, the principal shall be notified.