



INSTILLING ACCOUNTABILITY, RESPONSIBILITY, RESPECT

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Lunch and Recess

I. Purpose

C.S. Lewis Academy intends to provide a safe environment for students attending school throughout the day.

The Director of C.S. Lewis Academy shall be responsible for supervision of students during the school day. The Director shall designate a teacher or teachers, an aide or aides, or authorized volunteers to supervise students during recess and lunch periods as reasonable and necessary to provide adequate supervision for such students.

Teachers and aides will be given a schedule of lunch and recess assigned responsibilities. Teachers and aides may trade days with approval. The front office must be informed of traded days.

The Director will be responsible to assure that school personnel inspect and maintain playground equipment in a reasonably safe condition. The Director shall make routine playground inspections of equipment and take measures reasonably necessary to replace or remove unreasonably dangerous equipment or condition.

At the beginning of each school year the director or designee shall instruct students on proper use of playground equipment, play on playground and lunch room rules.

There shall be written playground/ lunch room rules made available for students, teachers, staff and parents.

II. Students' Playground rules

1. Students are to use slides from top to bottom, not bottom to top.
2. No pushing, no kicking or shoving other students, no fighting
3. No rolling down the hill
4. No playing in weeds above the hill
5. No snowball throwing
6. Equipment use is only for the purpose of the equipment, such as jump ropes are only for jumping not tying them to the slides or bars
7. Line up when bell rings
8. No breaking in line
9. Students need to put playground equipment back on the rack before leaving
10. No jumping off the upper level of playground equipment.

If students are found violating the playground rules after two warnings their privilege of recess will be adjusted.

III. Supervisors' Responsibilities for Recess

1. Walk around and through the play area you are supervising, keeping a clear view of the students. Do not remain in one location
2. Immediately stop students when use of equipment or behavior is not appropriate
3. Remind the students of proper use and safety precautions while using playground equipment.
4. Make sure equipment is fit or safe for the weather conditions
5. Do not put yourself in a position where your attention is distracted for any length of time.
6. Report damaged equipment, litter, etc. on the playground

IV. Inside Recess

Sometimes it becomes necessary for the call of inside recess. The temperature outside is below 20 degrees, high winds, extreme rain, heavy snowfall or other safety weather related issues occur. An announcement will be made when weather conditions become an issue.

When Air Quality is a concern administration will direct accordingly.

Exceeds 90 all students stay inside.

1. Homeroom teachers are responsible for inside recess.
2. Activities for students should be scheduled for inside recess
3. Those who have been assigned lunch duty at this time will be responsible to be with students during the time students are eating lunch.

V. Students' Lunch Room Rules

1. After eating lunch raise hand to throw trays away.
2. Remain seated until lunch duty personnel gives permission to line up.
3. No throwing food or taking food off of another student's tray.
4. No throwing balls in gym during lunch time.
5. No Sharing food
6. Walk do not run in the lunchroom or building
7. Assignment to wipe off table by student

Students who violate lunch room rules will be given a warning, after two warnings their privilege of eating in the lunchroom will be adjusted.

IV. Lunch Room Responsibilities

1. Lunchroom should be monitored at all times.
2. Walk around the lunch tables making sure students are obeying lunch room rules.
3. Watch for student to raise hand to throw away trays and trash.
4. Instruct students to line up in rows waiting for teacher in a timely manner
5. Make sure tables are wiped down.
6. Teachers be on time for students to be taken back to class.

V. If there is an injury if minor, send student to the office

VI. Serious injury:

1. Remain on the scene.
2. Send a runner to the office for help and a 911 call
3. Provide first aid if necessary
4. Do not move student, until determined safe to do so.
5. Make sure that parent/guardian is contacted.
6. Complete a written accident report.

Approved: August 4, 2015