

C.I. JOHNSON ELEMENTARY SCHOOL

Cafeteria and Playground Supervisor Expectations

Effective November 12, 2019



Mission Statement

Johnson's purpose is to educate and empower all students to reach their full potential.

CORE BELIEFS

About our Students

- The majority of students can follow the R.O.A.R. behavior expectations with minimal reminders
- Students are more likely to follow the R.O.A.R. behavior expectations for adults with whom they have a positive relationship
- Students who do not follow the R.O.A.R. behavior expectations need a specific reminder of the expected behavior to redirect their actions
- Students need meal and recess time as a means of socializing and expending energy to then better focus in the classroom

About our Staff

- The cafeteria/recess staff at Johnson Elementary believe that all students deserve to be happy, healthy, and safe
- The cafeteria/recess staff understand that students must be taught specific behavior expectations that are easy to understand and remember (R.O.A.R.)
- The cafeteria/recess staff know that preventative measures are the best way to promote positive behaviors among students
- The cafeteria/recess staff play an important role in providing students with the opportunity to enjoy a healthy meal and activity



INTRODUCTION

The responsibilities of cafeteria/recess supervisors

QUALIFICATIONS:

1. Good interpersonal and intrapersonal skills.
2. Good oral communication skills.
3. Ability to work with a linguistically and culturally diverse public.

JOB DESCRIPTION/RESPONSIBILITIES:

1. Supervises students during lunch periods in serving lines and while eating.
2. Circulate among tables to provide assistance or to resolve minor issues.
3. Maintains a clean and safe lunch room environment.
4. Assist with set-up and clean-up before and after lunch.
5. Help maintain order in the lunchroom according to school and district policies.
6. Be consistent and show good follow through when assisting students with conflict resolution.
7. Report all student injuries, accidents, illnesses and behavior issues to the appropriate authority as soon as reasonably possible.
8. Supervises recess and implements playground safety rules and procedures.

Meal Counts

- Keep record of student meal counts at the "Stop, Show, and Go" line
- Submit weekly and monthly meal counts reports via the Preferred Meals online system

supervise:

1. to observe and direct the execution of an activity
2. to keep watch over someone in the interest of their and other's security

EXPECTATIONS

Hours

You must punch in and out on the time clock located in the staff lounge. Once you are "on the clock," you are responsible for monitoring duties as described in this guidebook.

Duties	Hours
Breakfast	7:45 - 8:45am (8:45 - 9:45am Tues.)
Lunch/ Recess	10:45am - 1:15pm

Communication

General messages will be posted on the white board in the conference room. It is your responsibility to check the white board each time you pick up or drop off your radio.

Please use the radios provided to reach the office or administration if you require immediate assistance.

Please place ODRs (with supporting behavior reports) in Dr. Dalrymple's mailbox in the office.

Schedule/Assignments

Building administration will determine the schedule and assignments for all cafeteria/recess supervisors to best meet the needs of students. All employees will have at least one, preferably two, recess assignments based on the number of students to be served. This aligns with the evaluation for the position. Requests for schedule/assignment changes should be brought to Dr. Dalrymple for consideration.

Meetings/training

Cafeteria and playground supervisors are expected to participate in monthly meetings with their administrator and the head secretary. Meetings will take place at 9:00am during the first week of each month. Check the white board in the conference room for the exact date.

Trainings may be arranged as needed. Cafeteria and playground supervisors are expected to participate in training and will be compensated at their hourly rate. Check the white board in the conference room for training days/times.

AREAS OF SERVICE

Cafeteria and recess monitors are responsible to guide student behavior in the following areas of the building and school property.

Outdoor Recess General Supervision Expectations

- Monitors will actively circulate in their assigned area
- Monitors will assist students in appropriate conflict resolution strategies
- Monitors will address student misbehavior by respectfully reminding them of the R.O.A.R. playground expectations
- Monitors will allow students access to the restrooms as needed (1-2 students at a time)
- Monitors will recognize positive behavior of students on the playground as a model for others
- Monitors **will not** use personal electronic devices (phone, tablet, etc.) while on duty
- Monitors **will not** stand together and engage in conversation

Front Sidewalk and Entryway



Monitors will oversee student behavior in the front sidewalk and entryway area upon arrival to school and when walking to the playground for recess. A monitor will lead students from Door 1 to the playground to prevent running.

Students are expected to walk on the sidewalk, avoiding the pillars and the grassy/mulched grounds.

Cafeteria



Monitors will oversee student behavior in the cafeteria (in the serving line and at tables) during breakfast and lunch service. Monitors will circulate among tables, assisting students and redirecting individual behaviors as needed. Monitors will record meal counts, ensuring all students participate fully in the "stop, show and go" process.

Students are expected to eat, clean up after themselves, and keep talking to a low level.

Hallways



Monitors will enforce the R.O.A.R. expectations for the hallways when welcoming students to the cafeteria for lunch, escorting students to indoor recess, and overseeing the indoor recess walking circuit.

Students will walk in the hallways, keep their hands to themselves, and use whisper voices to converse.

Playground Blacktop 1/2



Monitors will provide students with equipment to play appropriately and safely on the blacktop area of the playground (e.g. balls, chalk, jump ropes, etc.) and oversee students for safe engagement in sports and imaginative play.

Students will follow the rules of games and demonstrate good sportsmanship. Students will take turns and share.

Playground Structure



Monitors will oversee student behavior on and around the playground equipment during assigned recess duty.

Students are expected to play safely on the playground equipment as intended by the manufacturer (e.g. one at a time, down the slide feet first, etc.)

Note: Monitors should report any defects in the playground equipment to the office immediately.

AREAS OF SERVICE (CONT.)

Outdoor Playing Field



Monitors will provide students with a soccer ball to play appropriately and safely on the field area of the playground. Monitors will stand and circulate in close proximity to students on the field. **Two** monitors will be assigned to the field whenever possible.

Students will follow the rules of soccer, engaging in fair play and demonstrating good sportsmanship.

Cleats are not permitted.

Classrooms



During inclement weather, monitors will oversee students in assigned classrooms/hallways for indoor recess activities. Activities may include the following: board/card games, puzzles, crafts, yoga or dance (projected on SMART board), imaginative play, independent reading, resting, or walking a hallway circuit. **Electronic devices are not permitted during indoor recess.**

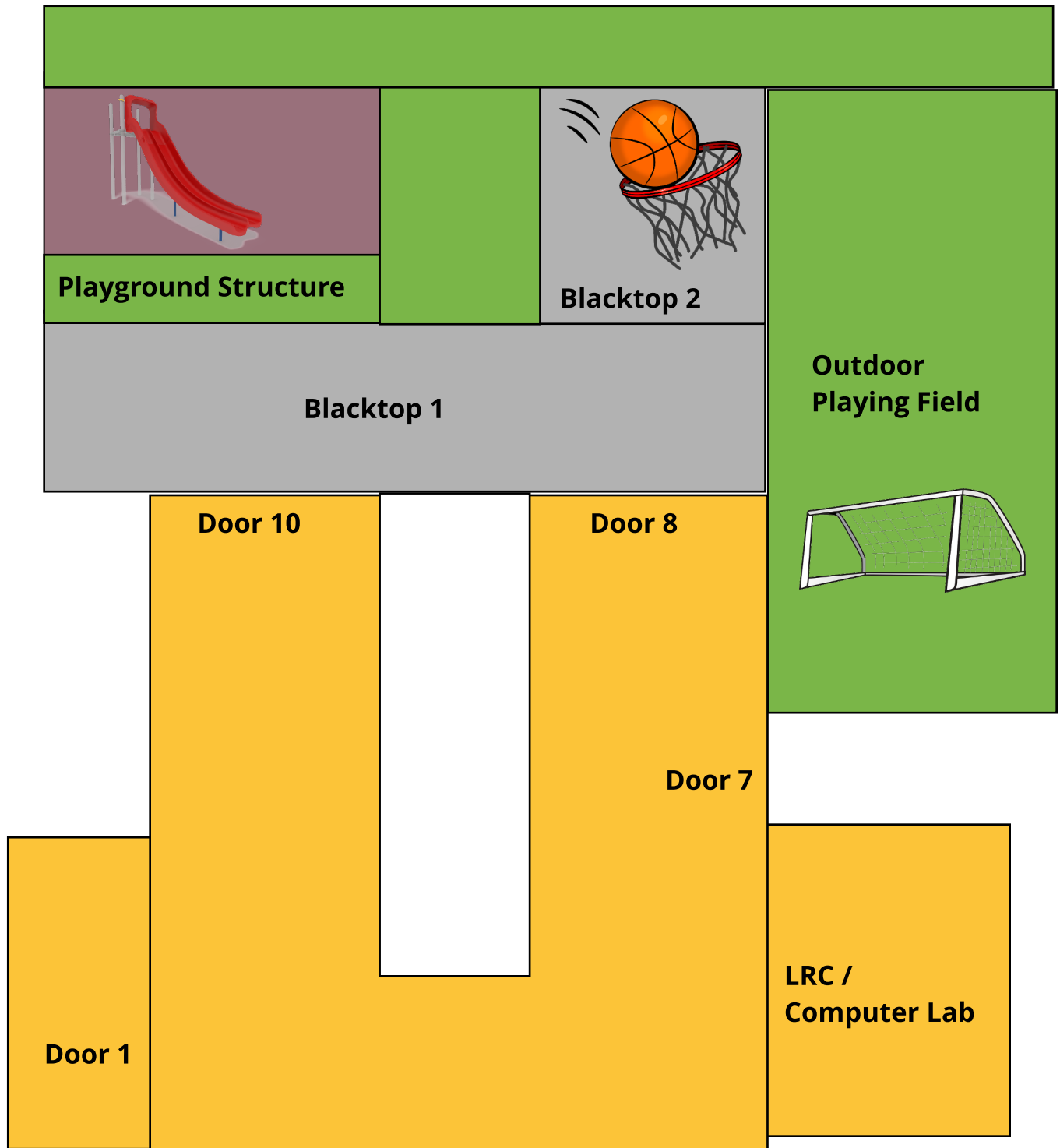
Students will engage in small group or individual activities during indoor recess. Students will respect the space, furniture and games/books in the classroom. Students will clean up and restore the classroom to the condition in which they found it at the end of recess time.

SCHEDULE/ASSIGNMENTS

Grade	Lunch	Recess
Kindergarten	11:00 - 11:20am	11:20-11:40am
1st / 2nd grade	11:25-11:45am	11:45am-12:05pm
3rd grade	12:00-12:20pm	12:20-12:40pm
4th / 5th grade	12:20-12:40pm	12:40-1:00pm

Service Area Assignments				
	Kinder (52)	1st & 2nd (140)	3rd (115)	4th & 5th (89)
Cafeteria	If your name is not listed below for recess duty, please report to the cafeteria for your supervision responsibilities.			
Playground Structure	R. Valdibia	R. Valdibia A. Minton	R. Valdibia	R. Valdibia
Playground Blacktop 1	L. Cortez	L. Cortez	L. Cortez	L. Cortez
Playground Blacktop 2	M. Moyet	A. Lopez	M. Moyet	A. Minton
Playing Field	M. Ruiz	H. Lopez LRC - TBD	A. Lopez H. Lopez	A. Lopez H. Lopez
Indoor Recess Assignments				
	Kinder	1st & 2nd	3rd	4th & 5th
A. Minton	Cafe	Walking	Cafe	Walking
H. Lopez	Calderon - 203	Olivas - 201	Perez - 402	Guevara - 409
A. Lopez	Cafe	Shanley - 208	Winters - 403	Cerda - 410
L. Cortez	Walking	Gonzalez - 205	Weintraub - 405	Peterson - 310
R. Valdibia	Walking	Barrios - 207	Ferguson - 407	Eckhardt - 309
M. Moyet	Rivera - 204		Julien - 406	
Y. Moore		Kennedy - 206	404 Yoga	
M. Ruiz	202 Yoga	Jorjorian - 200		
LRC - TBD		202 Yoga	Walking/404 Yoga	

AREAS OF SERVICE (CONT.)



Walking Circuits: Please use the following areas for walking circuits during indoor recess.

Kinder (52)	1st & 2nd (140)	3rd (115)	4th & 5th (89)
K-2 hallway	1-2 hallway	3-4 hallway	5th grade hallway

Common Behavioral Issues at Lunch and Recess



Supervisor Managed 1. verbal reminder of expectation 2. minor consequence (e.g. loss of preferred activity, required "walk it off")	Office Managed
Tattling, name calling, antagonizing others	Fighting or physical aggression with harmful intent
Disruptive or disrespectful behavior	Repeated disrespect to staff/adult/students
Inappropriate language or voice volume	Repeated inappropriate language
Not lining up properly or in a timely manner	Overt sexual behavior/harassment
Running on front sidewalk or in the hallway	Gang representation
Out of assigned area	Possession of weapon, drugs, alcohol or tobacco products
Misbehaving in washroom	Vandalizing school property
Exclusion of peers from games / not playing by the rules	Bullying behavior (ongoing intimidation, threats, etc.)
Other behaviors outlined in R.O.A.R. matrix	Repeated inappropriate lunchroom/recess behavior

STUDENT DISCIPLINE

Use these steps for students who are not following the R.O.A.R. behavior expectations

Possible consequences

- Student will be the last to exit the cafeteria for recess
- Student will be the last to choose indoor recess activity
- Student will spend __ minutes walking the circuit before being allowed to join recess
- Student will not be permitted to engage in preferred recess activity for the day (e.g. soccer, tether ball, etc.)

Note:

- **Student may not lose access to food choices or time to eat as a consequence.**
- **Student recess privileges may not be taken away.**
- **Students may not be forced to sit/stand on the wall as a consequence.**

The ultimate goal is to use preventative measures to manage student behavior. There may be times, however, when warnings and consequences are necessary.

Use the Behavior Report (p. 14) to document steps 1 and 2 below.

Step 1 - Verbal Reminder

1. Approach the student and use a calm, respectful voice
2. Provide a verbal reminder of the expectation with which the student's behavior does not align
3. Ask for confirmation of understanding from the student
4. Allow the student to return to activity (waiting in line, eating, playing a game, etc.)

Step 2 - Consequence

1. Approach the student and use a calm, respectful voice
2. Provide the student with another reminder of the expected behavior, specifically citing the R.O.A.R. matrix
3. Let the student know that, due to their choice to continue with the behavior, the consequence will be _____

Step 3 - Office Discipline Referral

If a student continues to engage in the misbehavior about which he/she has been reminded and given a minor consequence, please write an ODR to accompany the behavior report and submit to Dr. Dalrymple.

de-escalation:

Student emotions may become escalated when experiencing conflict in the cafeteria or at recess. It is your responsibility to de-escalate the student. **Do not engage in verbal escalation with the student.**



R
RESPECT

O
OWNERSHIP

A
ACCEPTANCE

R
RESPONSIBLE

Playground	Take turns Use kind words and actions	Line up when you are called Set a good example Use equipment appropriately	Play by the rules Invite others to play	Stay in designated area Report problems to an adult Walk to and from the building
Cafeteria	Respect other's space Use kind words and actions	Leave a clean table, chair and floor	Sit with feet under the table Use an indoor voice Raise your hand for help	Follow directions from adults Walk at all times Eat only your food

Behavior Report

Please attach this documentation to any referrals submitted for office discipline. Incomplete referrals will not be processed.

Student Name: <hr/> Grade: K 1 2 3 4 5 Teacher: _____	Date: <hr/>	Supervisor Name: <hr/>
---	---------------------------	--------------------------------------

Description of behavior:

Supervisor response to behavior:

- Verbal reminder of ROAR expectation (circle in the matrix above)
- Minor consequence (please describe)

WALKING CIRCUIT - DATE: _____

Kindergarten

Calderon	Rivera

1st and 2nd Grade

Gonzalez	Kennedy	Olivas

Barrios	Jorjorian	Shanley

3rd Grade

Perez	Winters	Ferguson	Julien	Weintraub

4th and 5th Grade

Cerda	Guevara	Eckhardt	Peterson

ACTIVITY ROOM - DATE: _____

Kindergarten

Calderon	Rivera

1st and 2nd Grade

Gonzalez	Kennedy	Olivas

Barrios	Jorjorian	Shanley

3rd Grade

Perez	Winters	Ferguson	Julien	Weintraub

4th and 5th Grade

Cerda	Guevara	Eckhardt	Peterson

Cosmic Kids Yoga

Go Noodle Indoor Recess

EVALUATION

All cafeteria / recess supervisors will be evaluated annually using the instrument below.

Aurora East School District #131
Performance Review – Breakfast/Noon-Hour Supervisors

Name: _____ School: _____

1. **Employee is on time daily.**
 Excellent Satisfactory Unsatisfactory
2. **Employee treats all students in a respectful, responsible and fair manner.**
 Excellent Satisfactory Unsatisfactory
3. **Employee maintains a neat appearance.**
 Excellent Satisfactory Unsatisfactory
4. **Employee keeps lunch areas clean.**
 Excellent Satisfactory Unsatisfactory
5. **Employee assists students as needed in the lunchroom.**
 Excellent Satisfactory Unsatisfactory
6. **Employee assists students in organized activities at recess.**
 Excellent Satisfactory Unsatisfactory
7. **Employee keeps students orderly when in line at the end of recess.**
 Excellent Satisfactory Unsatisfactory
8. **Employee reports any behavior concerns.**
 Excellent Satisfactory Unsatisfactory
9. **Employee exhibits positive working relationships with other adults.**
 Excellent Satisfactory Unsatisfactory

Additional Comments

Breakfast/Noon-Hour Supv. Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

08/29/2013