

# SCHOOL-BASED DECISION MAKING

## Policy Format

**School: Hite Elementary School**

**Subject of the Policy: Outside Guidelines for Teachers & Substitutes**

### Policy Statement:

1. Students should be able to be observed at all times. Do not allow students to spread out to all areas of the grounds. Staff should supervise all areas that are being utilized.
2. Students should be able to hear you give a verbal request or signal.
3. Substitutes should go outside with another class.
4. Never prop school building doors open. Classroom teachers have outside door keys.
5. Appropriate length of time outside is 20 – 30 minutes.
6. All classes should be in the building and in their classrooms by 3:30 p.m.
7. All teachers should carry their emergency go-bags and radio to the playground.

### Playground Guidelines:

1. Teachers should coordinate times to avoid overcrowding and potential for injury. There should not be more than 3 classes on the playground equipment area at one time. Avoid having primary and intermediate students on the playground at the same time.
2. Do not allow students to play right outside the classroom windows or any outside building wall.
3. Do not allow students to climb up the slides or climb on the outside of the slide.
4. Monkey bars are to hang from – not to walk or crawl across.

Date of 1<sup>st</sup> Reading: 1-21-04

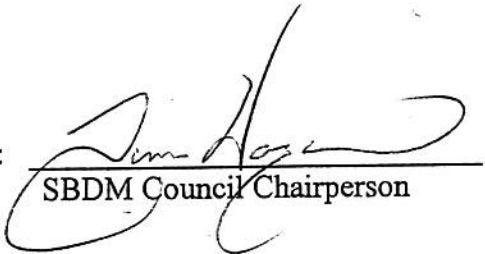
Date of 2<sup>nd</sup> Reading 2-18-04

Date Adopted: 2-18-04

Date Revised: 4-21-10

Date Revised: 11-20-13

Signature:

  
SBDM Council Chairperson