

RECESS HANDBOOK

Shoemaker Elementary School
26 Regina Road
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January 23, 2014

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School Philosophy of Recess:

Our overall school philosophy at Shoemaker Elementary School is **S.W.I.M** which stands for **S**afety First, **W**ork Together, **I**nclude Everyone, and **M**ake Good Choices. The purpose of recess is to fulfill our outcomes of increasing the number of students engaged in organized activities, decrease the number of visits to the nurse's office, allow students to gain knowledge of at least 10 games by the end of the academic school year, and reduce bullying incidents by increasing positive peer relationships and sportsman-like behavior. All students are given the choice of playing one of the available core games, group games, or walking on the Yak Trak. Reading books, playing with toys from home, or sitting on the play yard are not allowed during recess time. Classroom teachers are not allowed to take recess away from students due to behavioral or homework issues because of the belief that all students need fresh air and exercise. As a replacement for having students sit on the wall as punishment, we have a three step system in place. The first step is to give a friendly, verbal reminder of the expectations. The next step is to have the student stand with the teacher to observe the appropriate behaviors. If these steps do not prove effective, the student will then be asked to walk the Yak Trak and choose a different game to participate in that day.

Recess Schedule:

Grades 4-5	11:20-11:35
Grades 2-3	12:00-12:15
Grade 1	12:30-12:45
Kindergarten	1:00-1:15

Recess Staffing:

Within the Recess Team, there is an assigned recess leader for each grade level. The role of the Recess Team members is to facilitate successful implementation of the PlayWorks program. Classroom teachers and paraprofessionals as well as additional support, where needed, staff recess. Before recess begins, designated staff, assigned by the principal, is responsible for setting up equipment in the schoolyard. Each classroom teacher is responsible for transitioning and supervising students to the schoolyard to ensure safe play. During recess, staff is responsible for communicating with the students what their choices are that day. Staff is then responsible for supervising and engaging students throughout the recess block. After recess, staff is responsible for transitioning and supervising students back into the school.

Transitions Out to Recess:

Each classroom is responsible for transitioning their students to the schoolyard. The first thing students do when on the schoolyard is take a lap around the Yak Trak as a warm-up. When appropriate, students will place their lunch boxes in a crate which is then brought to the cafeteria by the assigned recess helpers.

Equipment:

The equipment is stored in a large container in the stairwell closest to the front lobby of the school. Recess leaders from grades 4 and 5, along with a staff member, bring equipment out the school yard and set it up. Kindergarten recess leaders pick up and put away equipment at the end of recess. All balls are placed in bags at the end of each recess period. Recess team communicated with school principal about when new equipment is needed or desired.

Core Games:

Core games made available each day are Switch, Foursquare, Wall Ball, Hopscotch, Jump Ropes, and Hula Hoops. There is a map in the front lobby that shows us where games and activities are located each day. The map is a good visual resource that allows students and staff with core games. Equipment is set up and cleaned up by specified recess leaders. It is the responsibility of the classroom teachers to ensure that the rules of each game are enforced. As the year progresses, teachers may use a gradual release to give more responsibility to student leaders. Both classroom teachers and P.E. teachers teach students how to play the core games. The grade level recess leader models the initial facilitation of the core games.

Large Group Games (Game of the Week):

Each grade level determines their large group game for the week. Each large group game will be a familiar game that has already been taught by the classroom teacher and P.E. teacher. The physical map will show where the large group game will be located. The recess helpers are responsible for setting up the equipment for each core game. Recess Staff are responsible for facilitating and monitoring games and activities.

Rules and Consequences:

Recess rules are posted throughout the building, including the cafeteria, lobby, hallways, and classrooms. Our rules revolve around our recess philosophy, **S.W.I.M**, which stands for **S**afety First, **W**ork Together, **I**nclude Everyone, and **M**ake Good Choices. As a replacement for having students sit on the wall as punishment, we have a three step system in place. The first step is to give a friendly, verbal reminder of the expectations. The next step is to have the student stand with the teacher to observe the appropriate behaviors. If these steps do not prove effective, the student will then be asked to walk the Yak Trak and choose a different game to participate in that day. Classroom teachers directly communicate rules and consequences to the students. Each staff member is made aware of the three step system and applies it accordingly.

Special Circumstances:

If a student has to use the bathroom, gets hurt, or is involved in a serious behavior incident, they are sent or escorted inside.

Transitions into school:

When the first whistle is blown, all students freeze. When the second whistle is blown, all students line up. Teachers are responsible for determining where their class is to line up at the end of recess. Recess Team member gives direction on how to transition into their line. Principal determines what staff is to take the students inside once recess is done.

Recess Bulletin Board:

Recess bulletin board is located in the front lobby near the main office and its purpose is to keep everyone in the building up to date on the games and word of the day. Recess rules are also found on the board. Principal's designee is responsible for keeping the recess board up to date.

Youth Leaders:

Youth leaders are chosen by classroom teachers. Responsibilities vary based on grade level of students. Youth leaders come out early and leave late in order to fulfill their duties. Students are made aware by their classroom teachers of their responsibilities.

Indoor Recess:

The school principal determines if recess will be indoors that day. The decision is based on weather conditions and an announcement is made accordingly. Classroom teachers determine where indoor recess will take place and what games will be available. The staff for indoor and outdoor recess remains the same. The rules for indoor recess remain the same: **S.W.I.M** which stands for **S**afety First, **W**ork Together, **I**nclude Everyone, and **M**ake Good Choices.