

Recess Procedures West Jordan

Recess is a responsibility of both the teachers, and the teaching assistants (TA's). The following guidelines must be followed by all staff members to ensure the safety of our students and the fidelity of our recess rules and regulations.

Morning: TA's are responsible for monitoring students during morning recess.

Lunch: TA's are responsible for monitoring students during lunch recess.

Afternoon: Teachers are responsible for monitoring students during afternoon recess.

Rules: Outdoor recess rules are created and evaluated by the TA, administration and/or supervising teacher. If the weather is questionable, an administrator will make an announcement. Recess will be held outside based upon the call of the administration. Administration is defined as Principal, Assistant Principal, Administrative Assistant, and Head Secretary in that order. Administration will check weather.com and search for 84088 (West Jordan) in the search box. The administration will take the students out if the temperatures are extreme. TAs will oversee the students who choose to stay inside.

Air Quality: If it is a red air quality day, it will be announced and students will not be allowed outside for recess.

Outdoor recess rules: include, but are not limited to: Follow school rules, no climbing on snow hills, no sliding on ice, no playing with snow, stay off hoops, no laying in the monkey bars, no tackling-fighting-fake fighting, stay off back field (that is for MS P.E.), no dangerous games, stay off soccer goals, slide down the right side of the slide-climb up the left (stand on the ground, in front of the slide to identify), no staying on top of rock wall, kickball, tag and soccer on the fields, no wall ball and when using the restroom students must check-in with a TA/supervising teacher, no student loitering in the school halls, or between double doors. If you don't have a coat, you still go out (k-4: borrow from the lost and found. 5-6: go out without a coat and bring one next time). Have students stay off of trees, and no going behind the garbage bin. If a ball goes over the fence, please tell office and they will take care of it.

Schedule for recess:

9:15-9:30 1st Grade

9:30-9:45 2nd Grade

9:45-10:00 6th Grade

10:00-10:15 3rd Grade

10:15-10:30 5th Grade

10:30-10:45 4th Grade

Recess times are set for each grade to enjoy some time outside. Please do not send students outside during another grades recess. Elementary PE must stay out of the way of recess by using the backfield or as close to that area as possible. If a teacher from another grade chooses to take students out during another grades recess, that teacher must take their students to the backfield away from the grade that is using the playground.

If the middle school is using the back field for PE, the elementary class will need to choose another time or use the indoor gym.

DO NOT SEND STUDENTS OUT TO RECESS EARLY.

Lunch and Outdoor Lunch Recess

BE ON TIME FOR LUNCH. As we have a tight lunch schedule, you must watch the time and come on time – not early and not late. If you are early, the preceding grade is not done. If you are late, we get behind in the lunch schedule.

(Although we don't have outdoor recess on these days, **TEACHERS** are free to take their own students outside for a walk (no more than 5 min.).

If an indoor recess is called, Elementary PE is canceled so that elementary grades can take a 15 minute recess. There must be one teacher with the Aide at each indoor recess. If elementary PE is canceled, the campus administration will work with grade level teachers to reschedule PE time that week when feasible. TA's will develop a bank of games for students to play during indoor recess.

Indoor recess procedures:

1. On days that we call indoor recess because of low temperatures, but then call an outdoor later when it warms up, PE is cancelled until the temperature warms up and the admin will give the classes that missed PE another time that day or during the week to make-up their PE time. As always, there is no guarantees for a time that will work with your schedule, but we will work our best to get you a time that you can use if it works for you.
2. On days that it will be indoor recess all day (that will be called in the morning before 9 am), PE will be cancelled and grades 1-5 will follow the following recess schedule to use the cafeteria for morning recesses:

9:00-9:15 3rd grade
 9:15-9:30 2nd grade
 9:30-9:45 1st grade
 9:45-10:00 4th grade
 10:00-10:15 5th grade
 10:15-10:30 6th grade (please have some students help Enith put tables out for lunch)

3. There needs to be at least one teacher in the cafeteria with your TA to help supervise the indoor recess.
4. Please start to line your kids up a few minutes early, so the students are lined up and ready to leave about a minute early since the times are stacked right on each other. Please be patient and considerate as we all adjust to the new procedure.
5. When there is an all day indoor recess on Friday, PE is cancelled, but there is no change in a recess schedule, since all grades have a time slot before lunch.
6. Although we don't have outdoor recess on these days, **TEACHERS** are free to take their own students outside for a walk (no more than 5 min.).

Pickup & Drop off: TA's are not responsible for bringing students back to class. Teachers must meet TA's outside for pick up. **Teachers must be on time as TAs often cover for other grades and the next group of kids are coming outside.**

Grade	Morning (Drop Off-Pick Up)	Lunch (Drop-Off-Pick Up)
1	Recess doors-End of hall	Recess doors-End of hall
2	Recess doors-Janitor doors	Recess doors-Janitor doors
3	Recess doors-Janitor doors	Lunch-Recess doors
4	Recess doors-Recess doors	Lunch-Janitor doors
5	End of hall-End of hall	Lunch-End of hall
6	End of hall-End of hall	End of hall-Lunch

*5th & 6th grade must have 3 teachers present for drop off and pick up. Upon entering, 1 teacher and the bottom of the stairs, 1 teacher on the stair landing, and 1 teacher at the top of the stairs to keep students quiet as they enter and exit the building.

Accommodations

In order to ensure consistency, teachers should communicate with their grade level TA and the Specialists about any special accommodations or discipline action steps with a student. TAs and Specialists should ask teachers if there are any students in their class that require accommodations or discipline action steps.

Student Opt Out

Students whose parents do not want them out in the cold, will provide a doctor's note to the teacher, who will bring it to the office to be placed in the student's file.