



2015-16 Recess and Lunch Procedures

RECESS:

Kindergarten, 1 st , 2 nd Grades	3 rd , 4 th , 5 th Grades
Will play on primary playground, small field that stops at the track, and the concrete area up to the large tree by door 15	Will play on intermediate playground, large field and blacktop
Will get playground materials from the primary bin only. All materials and the bin will be labeled and located near the trash can by the primary playground.	Will get playground materials from the intermediate bin only. All materials and the bin will be labeled and located near the building at door 15.

- ❖ Students will be released to their playground areas at the designated times, no earlier.
- ❖ Teachers should ensure that playground staff is present before leaving students for recess.
- ❖ Students may get balls and jump ropes from their designated bins only and are responsible for putting them back when they are finished playing.
- ❖ Students must ask an adult and get a pass to enter the building for water, bathroom or any other reason.
- ❖ If a student is sent to the office for an illness or injury playground staff will either escort the student or radio the office with details.
- ❖ 2 whistle blows indicate that it is time to clean up playground materials and line up for lunch.
- ❖ All playground materials (balls/jump ropes) must be placed back in bins before lining up and going inside for lunch.
- ❖ Students line up in one hot lunch line and one cold lunch line.
- ❖ When lined up students will use zero level voices (no talking) or will be directed to the end of the line.

LUNCH:

- ❖ When entering the building all students must walk.
- ❖ Hot lunch line will follow one adult down the stairs and walk to get lunches.
- ❖ Cold lunch line will follow the hot lunch line and will walk to get lunches.
- ❖ Students will stay in their line spots and not cut.
- ❖ Once lunches are retrieved students will sit in designated grade level spots.
- ❖ Students will sit in one spot at a table for the whole lunch period.
- ❖ Students must raise their hand and get permission from an adult to leave their lunch table for any reason.
- ❖ When finished eating students will clean the table and floor surrounding their spot and raise hand to clear their lunch.
- ❖ After cleaning lunch spots students will then be seated (in their same spot) and wait for their table to be dismissed at the end of the lunch period.
- ❖ Students will be given a 5 minute and 1 minute warning to finish eating.
- ❖ All food needs to be finished and cleaned up before tables can be dismissed to line up.
- ❖ Tables will be instructed to line up one by one.
- ❖ Students will walk to designated line-up spots at south side of lunchroom.
- ❖ Students will use zero level voices when lined up.
- ❖ Teachers will pick students up in lunchroom at designated time.