

# Recess Procedures

## (Inside)

Tidy workspace

Stay seated with hands neatly folded on desk

Wait to be dismissed

Line up at door until instructed to enter gym

Use kind words and actions to others

Ask permission before leaving the gym

When whistle blows gather equipment quickly and line up

# How to Use Equipment

## Balls

Volley Balls – hit with hands only

Basket Balls – hit with hands only

Soccer Balls – hit with feet or hands

Playground Balls – hit with hands or feet

Soft squishy balls – hit with hands or feet

No balls are to be thrown at anybody to hit them

## Jump Ropes

Jump ropes – jumping

Not swinging around head

Not used as horse reigns

Not used to tie others up

## Nets

Nets – for soccer or hockey

Volley Ball Net – to hit a ball over

Not as a place to hide or sit

Not something to climb on

Not something to hang from

# Cones

Cones – to mark borders and boundaries

Not as megaphones  
Not to sit on

# Bins

Bins – to store equipment

Not to sit in or on

# Recess Procedures

## (Outside)

Tidy workspace

Stay seated with hands neatly folded on desk

Wait to be dismissed

Collect shoes and coat

Line up at door until instructed to exit school

Use kind words and actions to others

Stay where supervisors can see you

Stay out of the trees

Ask permission before leaving

When whistle blows gather equipment quickly and line up (1 minute)

# How to Use Equipment

## Slide

Slide – for sliding down

Not for climbing up  
Not for jumping on or off

## Monkey Bars

Monkey bars – to swing from and cross over to the other side

Not to sit on top of

## Swings

Swing – for swinging on

Not for spinning or twisting on  
Do not shorten length of chains by twisting up seat or throwing over bar

## Rocks

Rocks – Must be kept on the ground

Not for throwing

**Bench – For adults only (unless invited)**