****

**Recess Planning Template**

This customizable *Recess Planning Template* is designed to help schools document the details of a school recess plan. A school recess plan identifies the strategies a school will use to organize and implement recess at a school. This plan should be a written document that can be shared with all school staff, students, and parents.

This *Recess Planning Template* includes the same information provided in the *Recess Planning in Schools: A Guide to Putting Strategies for Recess into Practice*. However, it allows schools to fill in their information and make it their own.

Schools can use this customizable *Recess Planning Template* to:

* Document the strategies they will use in their school recess plan.
* Fill in the sections that correspond to the strategies identified in *Strategies for Recess in Schools*, and the discussion questions from *Recess Planning in Schools: A Guide to Putting Strategies for Recess into Practice.*

Before using the *Recess Planning Template*, we suggest that school staff who are responsible for leading recess in schools gather and read the documents below to prepare for discussing and developing your school recess plan:

* School master schedule
* School district or school wellness policy
* State recess policy
* *Guide for Recess Policy*
* *Strategies for Recess in Schools*
* *Recess Planning in Schools: A Guide to Putting Strategies for Recess into Practice*

After reading the documents above, use the questions identified in *Recess Planning in Schools: A Guide to Putting Strategies for Recess into Practice* to guide discussions about how recess will be implemented in your school, and document your plan related to the listed strategies. Items in parentheses, such as *(name of school)*, identify a space where you can customize the information for your school. Any unused sections can be deleted.

**School Recess Plan**

Insert School Logo Here

**(Name of School)**

**School Recess Policies**

*(Name of School)* will use the following school recess policies during the *(20XX-20XX)* school year:

These policies are documented in the following ways *(indicate how and where the policies are documented)*:

These policies are shared with school staff, students, parents, and other stakeholders in the following ways *(indicate how policies are shared)*:

**Accountability Measures for School Recess Policies**

School recess policies for *(name of school)* are reviewed *(timeframe)* by *(name of person who conducts review)*.

The following process is used to monitor implementation of the school recess plan *(describe process)*:

The following table provides details about the policies in the school recess plan and how they are monitored (provide details in appropriate columns):

| School Recess Policy | Accountability Measure for Policy Implementation | Person Responsible for Monitoring Each Policy | How Policy Implementation Is Reported and Shared |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Vision, Goals, Objectives and Key Protocols for Recess**

(Name of school) believes that recess *(describe your school’s vision for recess)*:

The goals and objectives for recess are as follows *(identify goals and objectives for recess)*:

The following staffing structure is used for recess *(describe recess staffing)*:

The recess schedule for the *(20XX-20XX)* school year is as follows *(identify recess schedule)*:

The protocols for recess are as follows *(identify and describe your recess protocols)*:

* Transitions to and from recess:
* Use and storage of equipment:
* Movement between selected activities:
* Access to restrooms and drinking water:
* Other protocols *(list and describe)*:

**Spaces for Outdoor and Indoor Recess**

*(Name of school)* will use the spaces described below for recess.

Outdoor physical activity areas for recess *(list and describe outdoor areas)*:

Map of outdoor physical activity areas *(provide map)*:

Indoor physical activity areas for recess *(list and describe indoor areas)*:

Map of indoor physical activity areas *(provide map)*:

The following situations have been identified as requiring recess to be conducted indoors *(list and describe situations)*:

**Weather Guidelines for Recess**

Weather guidelines for when students and staff at *(name of school)* can go outside for recess during the school year will be developed by *(identify person or group)*.

Information about how to dress for the weather conditions will be provided to students in the following way *(describe process)*:

Weather guidelines will cover the following situations *(provide details for each situation)*:

* Heat-related conditions:
* Cold-related conditions:
* Extreme weather conditions:

Weather guidelines will be shared with school staff, students, parents, and other school stakeholders in the following way *(indicate how guidelines will be shared)*:

**Training for Recess**

At (name of school), recess will be supervised by *(identify person who will supervise recess)*.

Training will be conducted at the following times *(indicate when training will be provided)*:

The following topics will be covered in training for recess supervisors, staff, and volunteers *(list and describe topics)*:

*(Name of school)* will use the following emergency protocols during recess *(list and describe protocols)*:

Information about student medical conditions will be shared with recess staff in the following ways *(indicate how information will be shared)*:

Recess supervisors will use the following process to communicate during an emergency *(describe process)*:

**Behavior Management Strategies for Recess**

At *(name of school)*, rules, protocols and expectations for behavior during recess will be developed by (identify person or group):

*(Name of school)* will use the following rules, protocols, and expectations during recess *(list and describe rules, protocols, and expectations)*:

School staff will use the following behavior management strategies to ensure that rules, protocols, and expectations are followed during recess *(list and describe strategies)*:

School staff will communicate rules, protocols, and expectations for recess in the following ways *(indicate how information will be communicated)*:

School staff will apply the following consequences for inappropriate behavior or not following rules, protocols, and expectations during recess *(list and describe consequences)*:

**Conflict Resolution Strategies for Recess**

At *(name of school)*, students will be taught conflict resolution strategies by *(indicate who will teach students)*:

Students will be taught conflict resolution strategies in the following ways *(indicate when, where, and how strategies will be taught)*:

The following conflict resolution strategies will be used for recess *(list and describe the strategies)*:

**Safety Standards for Recess**

At (name of school), regular inspections of physical activity spaces, facilities, and playground structures (if applicable) are done by (identify person or group). This inspection is done (indicate whether inspection is done daily or weekly).

Inspections will examine the following areas identified on the recess map or diagram *(describe what the person or group is looking for)*:

Problems with physical activity spaces, facilities, and playground structures are reported to (identify person or group).

The following process is used to correct problems and ensure that safety standards are met *(indicate how problems are handled)*:

Safety standards are communicated to school staff, students and parents in the following ways *(indicate how information is shared)*:

**Physical Activity Equipment for Recess**

At (name of school), physical activity equipment for recess will be purchases by the school. It will be stored in the following ways *(identify location and any important details)*:

The following equipment will be available to students *(list or describe equipment)*:

Equipment can be used for the following types of activities *(list or describe activities)*:

Equipment is transported to recess areas in the following way *(describe process)*:

Equipment is returned to storage in the following way *(describe process)*:

**Playground or Physical Activity Markings for Recess**

At (name of school), the playground or physical activity area will include the following markings *(describe markings)*:

The following types of activities can be performed in areas with physical activity markings *(describe activities)*:

The following map or diagram shows the location of physical activity markings and the activities that can be performed in each area (provide map or diagram):

Physical activity markings will be updated or replaced as needed in the following ways *(indicate how markings will be updated)*:

**Physical Activity Zones for Recess**

At (name of school), physical activity zones will be created in the following areas (list and describe physical activity zones):

The following map or diagram shows each physical activity zone *(provide map or diagram; include directions if needed)*:

The following activities can be performed in each physical activity zone *(list and describe activities)*:

The following schedule will be used to rotate different activities and groups of students in the physical activity zones *(provide schedule with as much detail as needed)*:

**Planned Activities for Recess**

At (name of school), activities will be offered to students in the following ways *(indicate how activities are offered and how students can access them)*:

Students can participate in the following planned activities or activities from activity cards *(list and describe activities)*:

**Combination of Recess Strategies Used During Recess**

(Name of school) is using the following combination of physical activity strategies for recess *(select which strategies you are using)*:

* Variety of physical activity equipment.
* Markings on the playground or physical activity areas.
* Physical activity zones.
* Planned activities.
* Physical activity cards.

The variety of opportunities for physical activity is communicated to students *(describe how this information is shared with students)*:

**Roles and Responsibilities for Recess**

At (name of school), the following supervision structure is used for recess *(describe your supervision structure)*:

All recess staff, including physical activity facilitators, have specific roles and responsibilities. These roles and responsibilities are defined as follows *(list and describe each person’s roles and responsibilities)*:

**Student Leadership During Recess**

(Name of school) will implement a student leadership program for recess. This program will be organized and implemented as follows *(describe program)*:

Student recess leaders will be trained as follows *(describe training program)*:

The following topics will be covered in training *(list and describe topics)*:

This training will be conducted during *(indicate when training will occur)*:

**Parent and Community Engagement to Support Recess**

(Name of school) will work with parents and community volunteers to support recess in the following ways *(list and describe strategies you will use to engage parents and volunteers)*:

**Tracking Physical Activity During Recess**

(Name of school) will track student physical activity during recess in the following ways *(list information to be collected and describe collection methods)*:

Data collected will be used in the following ways *(describe how data will be used)*:

**Documenting the Impact of Recess**

(Name of school) will collect the following information about recess *(describe information you will collect and your collection methods)*:

Data collected will be used in the following ways to show how recess is affecting student achievement *(describe how data will be used)*:

**Additional Information:**