

Lunch and Recess Volunteers

2009-2010 Procedures

First Lunch Session Grades 1-4 (12:25-12:45)

1. **Please wash your hands and put on gloves** then begin taking trays to tables and distribute hot lunches. Then assist students with milk. **The volunteer must distribute the lunches.** If a child is absent their lunch goes back to the kitchen.
2. Ensure that students **remain seated**.
*They may only be out of their seats to discard trash or go to the restroom (one at a time).
3. At 12:43 the students clear their tables and pray. A table captain is assigned to wipe down each table.
4. One parent for grades 2 & 4 and one parent for grades 1 & 3 will lead the students out to the play area between the cars.
5. Students are not to run until they have reached the back parking lot inside the cones
6. Students are not to throw lunch boxes, but rather place them on the white lines.
7. At 1:05 please lead the students back to the school for afternoon lessons.

Second Lunch Session Grades 5-8 (12:45-1:05)

1. Volunteers for grades 5-8 should to the classroom at 12:24 to lead the children to the play area.
2. At 12:43 please go to the hall to begin lunch. The Teacher on Duty will lead the students from the playground to the hall. Students will enter the hall and go to their tables.
8. **Please wash your hands and put on gloves** and begin taking trays to tables and distribute hot lunches. Then assist students with milk. **The volunteer must distribute the lunches.** If a child is absent their lunch goes back to the kitchen.
3. The Teacher on Duty will lead the students in Prayer.
4. Remind the students to stay focused on eating and **remain seated**.
*They may only be out of their seats to discard trash or go to the restroom (one at a time)
5. At 1:03 the students clear their tables.
6. At 1:05 the bell rings and the homeroom teacher will pick up their students and return to their classrooms.

RECESS

- While on the play ground it is the volunteer's responsibility to vigilantly supervise the children and enforce the rules.
- Any injuries should be reported to the nurse or teacher on duty.
- Each teacher has a rainy day recess policy that you need to be familiar with.
- **If children are misbehaving, please escort them to the teacher on duty.**

**** Examples of unacceptable behavior that must be reported to the teacher on duty:**

1. **Using bad language**
2. **Calling names; meanness**
3. **Overly aggressive behavior**
4. **Disrespect of any kind**
5. **Excluding classmates**

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First Lunch Session Grades K (12:25-1:00)

1. **Please wash your hands and put on gloves** then begin taking trays to tables and distribute hot lunches. Then assist students with milk. **The volunteer must distribute the lunches.** If a child is absent their lunch goes back to the kitchen.
2. Ensure that students **remain seated.**
*They may only be out of their seats to discard trash or go to the restroom (one at a time).
3. At 12:43 the students clear their tables and pray. A table captain is assigned to wipe down each table.
4. Students are not to run until they have reached the back parking lot inside the cones
5. Students are not to throw lunch boxes, but rather place them on the white lines.
6. At 1:05 please lead the students back to the school for afternoon lessons.

RECESS

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- Any injuries should be reported to the nurse or teacher on duty.
- Each teacher has a rainy day recess policy that you need to be familiar with.
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- b. **Calling names; meanness**
- c. **Overly aggressive behavior**
- d. **Disrespect of any kind**
- e. **Excluding classmates**