

Lunch Duty Guidelines

Thanks for taking time out of your busy schedules to assist in the lunch-time supervision of our students. In order to keep this hour orderly and safe, please observe the following guidelines:

Pre-lunch duties

Please arrive no later than 11:25 to prepare for the lunch hour. Inside the parent box (or drawer below) are name tags and a sign-out clipboard. Be sure to put on a volunteer name tag. Decide among yourselves where each of you will be stationed. Lay out plastic table cloths from the storage closet for the students to eat on. While the students are eating, a minimum of two parents should be inside the P.E. room to monitor the students, one parent should be at the bottom of the stairs to monitor the doors and bathrooms, and a minimum of 2 parents should be stationed outside for the recess group.

Lunchtime/Recess location

Students in K-5 to eat in the P.E. room from 11:30 am until Noon and go outside for recess from Noon until 12:30 pm. Older students have recess from 11:30 am until Noon and eat in the P.E. room from Noon until 12:30 pm. Encourage younger students to clean up their mess before the older kids coming in to eat. Once the lunch hour has started, absolutely no students should be in the halls or classrooms unless leaving with a parent or with special permission from a teacher to work on a project in a classroom. Please release the students only after they have cleaned up after themselves (all trash and food in its proper place and lunchboxes stored). The recess bin in the storage area should be placed outside for when the students are dismissed for recess. P.E. equipment is off limits to students during recess. Two parents will go outside with the students. Grade level groups will rotate cleaning duties throughout the school year. There will be schedule on the clipboard for volunteer sign in. The vacuum is located in the closet to the right of the women's restroom. A parent should retrieve any play equipment that goes into the street. If there are not enough parent volunteers all students must either be inside during recess. Students must only be on the west side of the building on the blacktop. They may not be on the north, east, or south side of the Amadeo Hall. Please do not let the students climb trees or pick the leaves off the trees or bushes. This has been a problem in the past. Have the students clean up play equipment and return them to the bin at 12:25. Students may be dismissed at 12:30.

Student sign-out sheet

A student must have permission from a teacher to work on any projects during the lunch hour. They must sign out with a parent volunteer on the clipboard writing their name, teacher's name, and the classroom where they will be working. Students leaving the premises during lunch with a parent or other adult should be signed out in the office.

Incident Book

Please write up any issues that come up during lunch that Miki might need to know about. Examples are bullying or fighting, injuries, illness and any discipline problems. If a parent calls Miki, she will have a record of the situation. You may also need to make her aware of situations either during lunch or immediately following lunch. You will have to use your best judgment as to when this is necessary.

Final responsibilities

The play equipment and games should be replaced in the storage area. Please put away parent volunteer items in the parent box, and make sure everything is cleaned up. After students have gone to class you are free to leave. Thanks for your commitment and time to help make L.E.A.P. a success for all students.