

# **Parent Lunch Duty Guidelines**

**Thank you for helping with the school lunch program. We hope that these guidelines provide directions about what to do when you come to help.**

## **Before students come down (11:00-11:20)**

1. Arrive by 11:10 am. Sign-in downstairs. The volunteer notebook is at the end of the serving counter. If going outside, get a Visitor Badge from front office.
2. Begin washing tables if needed. Buckets and cleaner are against wall near lost & found rack.
3. Ask Mrs. Maola for assignment. She may ask you to serve food, help with the condiment table, milk, or do recess.

## **During Lunch - In Cafeteria**

At 11:40 Grades 6-8 finish eating and go out for recess. Their tables need to be cleaned for the next class. If anyone at the serving line is available, please help clean tables.

After the last class is served:

1. begin cleaning all tables
2. wipe down serving counter and condiment table.
3. help with recess if needed.

Once all tables are cleaned, lunch duty is complete  
in the cafeteria.

***Parents should expect students  
to follow these rules  
in the cafeteria:***

- stay seated unless disposing of trash or buying snacks
- be courteous and respectful
- throw out trash and clean-up area
- push in chairs
- walk at all times
- never throw food
- never take food out of the cafeteria
- never shout or scream

***Parents should expect students  
to follow these rules  
on the playground:***

- stay outdoors unless there is an emergency
- stay in assigned area and on school grounds
- display good sportsmanship and exercise self-control
- no aggressive ball throwing (i.e. no dodge ball)
- refrain from name-calling, fighting, etc.
- be courteous and obey playground monitors
- not sit on, climb on or throw balls against the Hunt Armory
- be respectful of school & Armory property
- stay out of trees, shrubs and grass
- stop playing at once when the first bell rings, form a line, and **walk quietly** into the building
- Grades 6-8 stop play with noon church bells and observe silence. Then they line up.

## **Outdoor Recess On the Playground**

Two parents will be assigned by Mrs. Maola to do recess duty along with the regular playground monitor.

1. Cones - place at both ends of the street; collect and store cones in bins when recess ends and all children are in the building
2. Patrol - by walking up & down the street. Please refrain from standing, chatting, and using cell phones. Position yourselves in separate locations. Be vigilant!
3. Report - to regular playground monitor any non-school adults on the street, injuries and repeated disrespectful/unacceptable behaviors
4. Intervene- enforce time-out when unacceptable student behavior persists

## **Indoor Recess (Bad Weather Days)**

Walk from room to room  
and monitor children in their classrooms.

***Students should be:***

- seated -some students in grades 1-3 may prefer to sit on the floor
- engaged in quiet activities
- in the room, not at lockers
- at restrooms only with permission from recess parent
- no food or drink is permitted in classrooms