

Lunch and Recess Guidelines for Volunteers

Grades 3 – 8

I. Volunteer Duties

Grades 5 – 6	Lunch 10:57-11:25	Recess 11:25-11:37
Grades 7 – 8	Lunch 11:40 – 12:05	Recess 12:05-12:20
Grade 3	Lunch 12:05-12:35	Recess 11:35-12:05
Grade 4	Lunch 12:05-12:35	Recess 12:35-1:05

Thank you for your willingness to volunteer for recess and lunch duty. Please plan to arrive 5 minutes before the start of lunch/recess. Upon arrival at school, please sign in and pick up a volunteer badge in the office.

II. Injuries and Illnesses

Please inform the teacher on duty if a student is sick or injured. If an injury occurs on the playground, determine whether the child needs to be accompanied to the nurse's office. Any diabetic child who says he/she feels "low" and students with Asthma or bee stings must be brought to the nurse's office for immediate attention. In these situations, an adult is needed to walk with the child to the clinic. Do not carry students to the nurse. Notify the office and the nurse will come to the student.

During lunch, if a child complains of a head or stomach ache, have the child use the restroom, get a drink of water and try to eat his/her lunch. Once the child returns to their classroom, their teacher can further assess the situation. If a child is vomiting or looking ill, please walk the child to the nurse's office. Whenever a child needs to go to the nurse's office, please notify the teacher who is on duty at that time.

III. Behavior and Resolving Issues

Rules for proper playground and lunchroom behavior can be found in the Family Handbook. The rules state:

1. At the sound of the bell, students are to stop whatever they are doing, then walk quietly to their line.

2. No child is permitted to leave the school playground area without the permission of an adult on duty.
3. When a whistle blows everyone must stop immediately.
4. No playing with hard balls is allowed at any time.
5. Wrestling and rough play on the blacktop or field are dangerous. Any type of game that involves tackling is prohibited.
6. Children must play in areas assigned to them.
7. All teachers and parents on duty are to be obeyed promptly and respectfully. Every teacher has jurisdiction over every pupil of the school, and every pupil owes respect and obedience to each member of the faculty, all school personnel and parents.
8. Fighting is not permitted.
9. No student is permitted at anytime to be alone on the school grounds.

If a child is not behaving in an appropriate manner, please gently remind the student of the proper behavior. If after repeated reminders, the behavior does not improve, notify the teacher in charge. If arguing occurs among students, try to diffuse the situation by listening to each child's side of the story without interruption. It is best to show empathy for the student and again remind them of proper behavior. Grades 3 and older have peer mediators to assist in these situations as well.

At lunch and recess, only the teacher on duty can give a student permission to go back into the school building.

IV. Lunch Room

Students are to sit in their grade/class area and are expected to be polite and respectful toward all adults and peers. Students must ask permission to use the restroom or to get a drink of water. In Grades 3-6, students must ask permission to get out of their seats to purchase extras or to go to the snack bar. The teacher on duty dismisses the students. All students are expected to pick up the papers around their eating area and to push in the chairs.

V. Weather Conditions

The school office will make the decision if recess is inside or outside. This decision will be based on temperature, wind chill, ice, snow, puddles, etc.

In order to provide a safe environment for our students, it is important that there are enough volunteers for each recess and lunch period. If you are unable to volunteer on your assigned day, please try to find a substitute or trade with another volunteer. Please wipe off a wet slide and playground equipment prior to students using it.

We value and appreciate your volunteer time!