

Lunch Procedures for Parents (K-8)

Thank you for coming. We appreciate it!

1. Pick up nametag and lunch/recess rules badge from parent room.
2. Get sticker for volunteering in office and place on nametag.
3. Report to classroom and check in with the teacher and/or administrator.
4. Enforce the following lunch rules:
 - o **Students must remain in their seats while eating.**
 - o **Level 2 Voice Level**
 - o **Students ask permission to get out of their seat to throw away garbage.**
 - o **Students ask permission to leave the room. Only one student may leave at a time.**
 - o **Students must eat in their homerooms.**
 - o **Special treats may only be passed out to grade level and to office. Student may ask one friend to help them pass out treat. They may not go into other teachers' rooms outside their grade level.**
 - o **Refer to teacher procedures for what students do when they finish their lunch.**
5. Encourage the students to use the bathroom.
6. Give a 3 minute warning prior to recess time so students can finish their lunch and start cleaning up.
7. Have students push in chairs and throw away garbage.
8. Line up in quiet lines. Level 0 and no running.
9. Don't hesitate to ask the dean/principal for assistance.
10. Thank you!



Recess Procedures for Parents

1. Volunteers should spread out covering the blacktop, field and playground.
2. Reference rules on playground.
3. Actively monitor the playground. If discipline problems arise, refer to Mrs. Ray, recess coordinator.
4. Intervene if you see a student not acting appropriately or being unsafe.
5. Two adults need to be on the playground at all times. If you have to leave, please tell a dean or Mrs. Ray.
6. Please stay for entire recess.
7. When whistle blows, guide students into lines.
8. Return badge to parent room.

Thank you! We appreciate all your help.

