

- Please sign in at the front office reception area. You will be given a visitors sticker.
- Please be on time.
- Younger siblings are not permitted due to COVID.
- Please do not bring in a special lunch for your child on the days you have duty.
- Students in Pre-K to Grade 1 cannot be sent to the bathroom alone, please be sure that they are escorted by an adult. Please be aware of who is using the bathroom

- **Students should remain seated and quiet** until their grade is called for dismissal from the cafeteria.

- Please make sure there is a trash can near your assigned grade. Students will be told when to dispose of their trash.
- Be sure that all chairs are pushed in and trash is off the floor before leaving the area.
- **Monitors will use the spray bottles on the table to clean the tables when the students line up to go outside. A teacher will lead the students outside and the monitor will follow after tables are clean.**

Outdoor Recess

- **Please refrain from using your phone** to text or make calls during duty.
- **No photos** of any child may be taken during outdoor recess.
- Please be aware of all surroundings during outdoor recess.
- Anyone who needs to use the bathroom must be escorted inside.
- If the nurse is needed for an injury, if the child can walk, escort them to the nurse's office, if the child is unable, send for the nurse.
- When the bell rings, have the students line up quietly.

Indoor Lunch and Recess

- Lunch is in the cafeteria and recess is in the rooms with the homeroom teacher.

- **Students will come down to the cafeteria when the announcement is made that the lower floor students have returned to their homerooms.**

Reporting Problems

- Mrs. Brunetti - Both Lunches
- Mrs. Cunningham, Mrs. Martinez, Mrs. Youngers and Mrs. Castor- Lunch 1
- Mrs. Stark -Lunch 2
- Please do not ignore bad behavior. If you see something you should address it first with the student. If it happens again during the same lunch period, you must report it to the faculty at lunch.

Health Emergencies

- Notify lunch personnel.
- Call for the school nurse.
- Do not move if unconscious or not moving.

Fire Drills

- In the event of a fire drill, follow the directions of the lunch personnel. Students exit out the closest doors to their tables. Take the emergency plans with you and the teachers will locate you to take over.
- Keep the kids calm and quiet.
- The students take nothing with them. All belongings are left where they are.

Lock Down Procedures

- Students are moved to the center of the cafeteria floor.
- **Pull down all shades and shut all doors and lock.**
- Faculty will get the class lists in the emergency packs, take roll as best as you can and report any missing students to faculty on duty.
- **Keep students calm and quiet.**
- Wait for all clear to be given.

Evacuation Procedures, please follow fire drill procedures.