

St. Edward the Confessor School

Lunch Duty Guidelines

Kindergarten-Fourth Grade

1. Kindergarten through Grade 4 will eat in the cafeteria from 11:43- until 12:07 p.m. Students may only get out of their seats to throw away their trash and to go to the bathroom with permission.
2. Students will remain in their seats until the teacher on duty calls the children to line up. The Homeroom teacher will assign seats, and that list will be with the Cafeteria supervisor.
3. Students are responsible for cleaning up their tables.

Fifth-Eighth Grade

1. Students in Grades 5-8 will have recess from 11:43 to 12:07 pm and then eat their lunch from 12:08p.m. until 12:33 p.m.
2. Students will remain in their seats until the teacher on duty calls the children to line up. The Homeroom teacher will assign seats, and that list will be with the Cafeteria supervisor.
3. Students are responsible for cleaning up their tables.

RECESS STAFFING AND RESPONSIBILITIES

Children must be supervised at all times throughout lunch and recess period at SEC by adults who have completed the Diocese of Rockville Center's Child Protection Policy Certification. Since the safety of our children is the main goal, we strongly advise everyone to keep attention focused on the children during the entire recess period.

Playground Supervisors may assign volunteers a particular zone to supervise on the playground. This area may or may not be in the vicinity of your child. Please stay in the designated area during recess to ensure that all areas are being monitored.

Please refer all major issues to the Playground Supervisors on duty. In the Cafeteria two teachers are on duty daily and outside three teachers are on Duty. **AT NO TIME SHOULD A PARENT DISCIPLINE A CHILD.** If an issue arises, the teacher on duty should be made aware of the situation. An incident report will be filled out and submitted to the office.

GENERAL BEHAVIOR (Students)

1. Students using foul language are sent to the office.
2. Food or drinks may not be consumed on the playground/blacktop.
3. Picking up or carrying of another person is not permitted.

General Behavior (Parent Volunteers)

1. All Volunteers must be VIRTUS trained.
2. Volunteers must be actively participating in the supervision of ALL Children while volunteering.
3. Lunch duty volunteers are to intervene and facilitate in a Christian manner. If a child does not respond appropriately, please ask for assistance. A child may be escorted to Mr. Albrecht's office to sit out the remainder of the recess. Report any issues to that child's teacher after recess.
4. The Schedule for which grade is assigned to what area at recess is posted in the office and in the cafeteria. This schedule should be followed.
5. Volunteers should not take any issue into their own hands. This includes disciplining a child, forcing a child to eat, etc.
6. Please refrain from texting or phone use during lunch duty (unless in an emergency). The children require your full attention at all times.
7. Please understand you are asked to assist. All children and all classes, not just your specific child or class. We may ask you as a volunteer to help assist in any class. Your child should be prepared for this and so should you.
8. Please don't take it upon yourself during lunch duty to contact a parent of a child who for some reason may need assistance of some sort (for example, if the child did not eat or if the child lost/dropped their lunch or if the child asks to go to the nurse). It is the responsibility of the teacher on duty, school faculty and/or school office to handle these matters in the way they deem necessary.
9. if you are assigned a day and are unable to come, please attempt to make arrangements with another parent in your child's class and notify the office.

10. RESTROOM AND NURSE VISITS

1. In case of an injury, the student will report to a Playground Supervisor or to the school office.
2. Except in an emergency, students must ask permission of the Playground Supervisor to re-enter the building during lunch.
3. If you witness an injury you must fill out an accident report.

Statement

Parents will be asked not to return for lunch duty if rules can't be followed. First, we will discuss with you the infraction (problem). If the rules are broken for a second time, you will be asked not to return to lunch duty.

_____ Parent's Signature _____ Date