

Burning Tree Elementary School Lunch Volunteer Guidelines

1. Please sign in and get a volunteer sticker when you arrive. Check in with one of the paraeducators when you arrive in the cafeteria to let them know you are there. Please refrain from using your cell phone when supervising the children.

2. These are the times and grade levels of our lunch periods.

11:40 - 12:10	Grades K and 2
12:25 - 12:55	Grades 1 and 3
12:55 - 1:25	Grades 4 and 5

3. These are our posted lunch room guidelines.

- A. Stay seated with your knees under the table.
- B. Use inside voice.
- C. Raise hand for adult help.
- D. Throwaway trash when your table number/letter is called.
- E. Check your table and floor for cleanliness.
- F. You will be dismissed when your table is ready.

4. Your role is to continually circulate throughout the lunch room assisting the children with opening containers, ketchup packets, and providing friendly reminders of our posted lunch room guidelines. If a child needs to use the bathroom in K-3, they are clipped with a clothes pin on their shirt. We allow only four children out of the room at a time. In grades 4 and 5, students need permission, but not a clothes pin. Again, we only allow four students out at a time.

5. ***Please do not discipline students.*** If there is a problem, please alert one of the paraeducators immediately.

6. As the tables are called to clean up, assist the students by reminding them to check under their tables for trash, recycle their milk bottles, get back to their seats, and ready for dismissal to recess or their classroom.

7. When the paraeducator needs the attention of all the students, she will tap on the microphone and raise her hand. All students are to raise their hands and become silent. Please raise your hand to remind nearby children to become quiet.

8. Please respect the confidentiality of students when you are volunteering at recess. If you have any concerns about students or student issues, please see Mrs. Erdrich or Mr. Tark.

Thank you for your willingness and commitment to volunteer and support Burning Tree students at lunch. You are appreciated