

Recess Rules and Responsibilities for Volunteers

1. Sign in and obtain a volunteer pass in the office.
2. Try to arrive about 5 minutes before duty.
3. Be sure someone on duty has obtained the first aid kit from cafeteria.
4. Teachers will bring students to the side exit door by the cafeteria.
5. NEVER go out to recess by yourself.
6. Students need to stop and look before crossing the intersection to go up the stairs.
7. Do not let students use equipment improperly (jumping from swings, climbing on slide, etc.)
8. If a child gets injured determine extent of injury. If it is urgent, don't panic and bring them to the office.
9. Do not let students go back to the school by themselves.
10. Make sure they are quiet before entering the building.

Lunch Room Rules and Responsibilities for Volunteers

1. Sign in and obtain a volunteer pass in the office.
2. Try to arrive about 5 minutes before duty.
3. Supervise students while in the cafeteria.
4. Assist students with opening food and assisting with microwaves if necessary.
5. If needed assist with distribution of hot food for those who have purchased.
6. Help with trash pickup and students cleaning up the tables.
7. Help hold students accountable for their areas.
8. Make sure they are quiet before they leave the cafeteria.

Additional Items

- When in doubt----ASK we are glad you are here and want to help
- Please dress modest and appropriate for duty

