



Lunch and Recess Guidelines, Procedures and Schedules



Lunch Recess Supervisor Guidelines and Responsibilities

1. Teachers for grades K-3 must walk their students to the gym for lunch and stay with them until they have all received their lunch from the cafeteria.
2. In general, lunch is to be eaten on the benches outside the gym. Students may eat on the grass, or cement if they desire as long as the supervisor can see everyone and monitor releasing. If windy or cold, supervisors are in charge of setting up lunch tables in the gym.
3. Teachers should not send additional snacks/treats with students to lunch as it results in too many things for students to carry and results in students not eating their lunch.
4. Place garbage cans strategically outside or inside.
5. Do not excuse anyone before the 20 minute time limit.
6. Assist students with opening packages.
7. Check to make sure environment is clean before excusing tables or groups.
8. Assist in creating an appropriate and pleasant environment for eating lunch.
9. Always use positive reminders and encourage students to follow rules. Supervisors must assist with conflict management.

10. Assign appropriate consequences when students do not control their behavior. Consequences include:
 - A. Time out on the bench
 - B. Restriction from a specific activity
 - C. Shadow the supervisor
 - D. If a student continuously engages in a problem behavior, fill out a Recess Behavior Report and place it in the teacher's box.
 - E. If the offense is severe enough, consult the teacher at the end of recess.

11. The supervisor must be outside at all times during lunch and recess monitoring the children. Write down concerns to discuss with administration or individual teachers at the end of the period.

12. Supervisors oversee clean up and put all containers back in the PE shed as well as lock the shed.

13. Supervisors should refrain from texting or talking on their cell phones while on duty.

Student Rules of Conduct for Lunch Recess

1. Use your table manners and appropriate conversation as well as appropriate sound level.
2. Raise your hand if you need assistance and to be excused.
3. All trash for entire table needs to be picked up before excused.
4. Throw away all trash and put lunch pail away once excused.
5. No sitting on the tables.
6. No trading food.
7. Follow playground rules.





General Playground Rules

1. K-3 on the west side of the school, 4-8 on the east side of the school. Exceptions may be made by each teacher.
2. Students are not to climb fences or trees. They may retrieve a ball only with permission of the supervisor.
3. Use equipment appropriately. No student is allowed in the PE shed.
4. Students should include, not exclude.
5. Upper grades may not hold hands or show inappropriate affection toward each other.
6. Students should not be behind buildings, or out of view of the supervisor.
7. All equipment must be picked up and put away in the PE shed at the end of lunch recess. Teachers will have monitors check each day.



Rainy Day Schedule

In general, no balls in the gym unless used in a controlled, supervised group game. Too many flying balls can lead to injury. Supervisors can consult with teachers for appropriate activities. Instead of a movie, teachers may wish to provide games or puzzles.

Morning Recess In the Gym 9:45 - 10:00

K-3 Large or small group games in the gym

4-8 Return to home classroom for a break

Lunch Recess

K-3 11:50 - 12:30 Movie in classroom
(teachers will set up)

4-8 12:05 - 12:30 Large or small group games in the gym