

**St. Agnes-Sacred Heart School**

**Lunch Volunteer**

**Handbook**

**Revised 6/07 mmg**

Dear Parents,

The administration and faculty of St. Agnes-Sacred Heart School welcomes and appreciates your desire to offer your support to the school as a parent volunteer. Your participation will involve direct supervision of children. ***Supervision is an ongoing activity that requires our full and undivided attention to children at all times.***

For the safety of our students and the good order of the school, we ask that during your time of service you actively support the rules and regulations as set for in St. Agnes-Sacred Heart School Handbook. We also ask that you assist us in protecting the reputation of each person by refraining from discussing events involving students, teachers, and administrators in public.

### **REQUIREMENTS:**

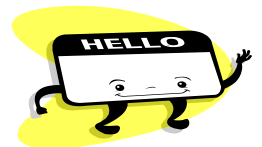
- 1. Volunteer Information Form**
- 2. Current Criminal Record Check**
- 3. Pennsylvania Child Abuse History Clearance**
- 4. FBI Criminal Record Check** (persons out of state or who have moved into Pennsylvania within the last two years)
- 5. Certificate of Attendance from Protecting God's Children Awareness Session**
- 6. Signed Acknowledgment Form-Standards of Ministerial Behavior and Boundaries**
- 7. Volunteer Identification Badge**

### **Sign-In:**

A volunteer sign-in log is located at the main entrance of each building. Volunteers must sign-in upon their arrival.

### **Identification Badge:**

Volunteers who have submitted the required background checks and paperwork will be issued an identification badge from the Principal. ID badges must be worn by all school volunteers while they are in the building or on school grounds during the hours that the school building is open and children are present (7:00 a.m. to 6:15 p.m.) Adults having direct contact with students who do not have an identification badge are to be escorted to the main office.



## **Lunch Period:**

First Lunch 12:15-12:40 p.m.

Second Lunch 12:40- 1:05 p.m.

First Inside Duty - Grades Pre-K, KA, 1, 2, and 5, 6 cafeteria

First Outside Duty- Grades KB, 3, 4, and 7, 8 yard

Second Inside Duty – Grades KB, 3, 4, and 7, 8 cafeteria

Second Outside Duty – Grades Pre-K, KA, 1, 2, and 5, 6 yard

## **Milk:**

Lunch volunteers are asked to prepare the “milk” containers for each classroom. A key to the milk refrigerator can be obtained from the school secretary. Lists with the names of students who have pre-paid for a drink at lunch and the number of white, chocolate, ice-tea, or lemonades for each class can be found in the container.

In the Primary Building the drink containers are placed on the end of the table for each grade.

In the Middle School Building the containers are placed on the lunch counter in the cafeteria.

Unclaimed drinks are to be returned to the refrigerator. Drinks that are five days past the sell by date are to be emptied into the sink and the cartons discarded in the trash containers. Milk containers are to be wiped clean at the end of the lunch period each day. Refrigerators are to be locked and keys returned to the main office at the end of the lunch period.

**\*Only students who have pre-paid and are on the drink list may receive a beverage.**



**(White milk, chocolate milk, lemonade or ice tea)**

## **Cafeteria Procedures:**

- Students upon entering the cafeteria are to pick up their drinks and go directly to the tables assigned to their grade.
- The teacher on duty will lead the students in the prayer “Grace Before Meals”
- Students are to remain seated while they are in the cafeteria.
- Students may not leave the cafeteria without the permission of the teacher on duty.
- Students are to travel with a “Buddy” at all times.
- Volunteers are to circulate among the students and provide assistance as needed being mindful of the need to reinforce appropriate table manners from time to time.
- We encourage students to finish their drinks and food items. Students are required to take uneaten food items home.
- The teacher on duty will lead the students in praying “Grace After Meals.
- The teacher on duty will provide direction regarding trash disposal and procedures for line up. Volunteers are asked to support the teacher on duty by observing the rules of the lunch room and the directions provided by the teacher.
- Dismissal from the cafeteria is in a single line and in silence. We ask this of the students to ensure that they hear and respond to the directions of the teacher on duty and to reinforce good manners.
- *Primary Building Volunteers are asked to clean lunch tables using the disinfectant spray bottles and paper towels provided in the kitchenette.*
- *Middle School Students are assigned turns by their homeroom teacher for cleaning lunch room tables. Disinfectant spray bottles and paper towels are provided.*
- *Middle School Students are required to stack their chairs in sets of five in front of the serving counter at the end of second lunch. Four students on a rotating voluntary basis sweep the cafeteria floor at the end of lunch each day.*

## **Yard Duty Procedures:**

Volunteer Lunch parents are to remain vigilant in their supervision of students in the school yard. Students are expected to treat parents, teachers, and fellow students with respect at all times. Play activities are to be inclusive, non-violent and respectful in speech and in action.

Students may never enter the building without obtaining permission from the teacher on duty or a volunteer parent. The “buddy” system is to be used by students at all times. Students are to report to the adult who gave permission when they re-enter the school yard.

Teachers and Volunteers who observe strangers loitering on foot or in vehicles on or around school grounds are to inform the main office immediately. Students may never leave the supervised play area without the explicit permission of the teacher or volunteer lunch parent. The teacher on duty will have the use of a two way hand radio to contact the main office in an emergency.

## **Play Areas:**

### **Primary Building**

Students in grades 1 -4 use the designated parking lot areas directly behind the church.

Pre-K and Kindergarten students use the upper play area closest to the lower back door entrance to the school building. These areas are marked with orange safety cones. Vehicles are never permitted in these areas during school hours.



### **Middle School Building**

Students in grades 5-8 use the designated parking lot area between the seventh grade classroom and the cafeteria. Cars are never permitted to enter this section of the parking lot area. Weather permitting and provided there is adequate adult supervision, the teacher on duty may direct the students to the field behind the gymnasium.

Students at both buildings have access to balls, jump ropes, hula hoops and chalk provided by the Home and School Association.

## Physical Injuries



The teacher on duty is to be informed of injuries to students while on the playground. Students who are seriously injured during outside play are to be escorted to the main office for immediate medical attention. The teacher on duty will have a portable mini pack with band aides for minor scrapes and cuts.

***Any injury to the face or head must be reported immediately to the main office so that we may contact the child's parents.***

## Student Behavior

Students who attend St. Agnes-Sacred Heart School are expected to be respectful and courteous to all adults and their peers at all times. Students who are having difficulty behaving in a Christ-like manner may be placed in a time out during the recess period and the behavior is to be reported to the teacher on duty. Behavior that provokes verbal or physical fighting and the harming another child must be reported to the Principal.



## Dismissal Procedures:

At the end of outside recess, the teacher on duty will ring the hand bell. Students are to end all play and come immediately to their lines in silence. The teacher on duty will direct the students into the building.



At 1:05 p.m. all teachers are to meet their classes and return them to class.

**Thank you for your time and service  
to St. Agnes-Sacred Heart School**

**St. Agnes-Sacred Heart School  
Lunch Parent Handbook**

**Date** \_\_\_\_\_

**I** \_\_\_\_\_  
NAME

**have read the Lunch Volunteer Handbook. I will support the policies and procedures as stated in this handbook. I will actively promote the safe supervision of our students during my time of service to St. Agnes-Sacred Heart School. I will model a Christ-Like demeanor with those I meet and I will respect the confidentiality of students, teachers, and administration.**

