

# SJM LUNCH MONITOR GUIDE



*Thank you for your time and dedication to our school. Here is a helpful guide to assist you on being a lunch monitor.*

## Procedure

11:30	Check-in in the front office
11:35-12:00	Clean tables a. Check to see if tables are clean, if needed please wipe down with water and towels b. Cleaning supplies may be found in the electrical closet- ask Linda for assistance
12:00	Wait under shelter to be assigned an area a. See Mrs. Hernandez, 2 <sup>nd</sup> grade Teacher Aide or Mrs. Balsis
12:00- 12:10	Shelter area (If watching 2 <sup>nd</sup> and 3 <sup>rd</sup> , they eat till 12:15)
12:10- 12:35	Stay in designated area that is assigned to you
12:35	Make sure students stop play in your area, hold any equipment, and walk to their designated lines (some students get lunch bags and then get into their lines)
12:35- 12:40	Make sure students are in their line and holding the equipment until teacher arrives
12:40	Sign out in the front office

## Areas

### Shelter

Make sure students are:

- Sitting down and eating
- Stay at designated grade table at all times
- Not screaming or yelling
- If students have computers, make sure they are off
- Students are allowed to get up to use restroom or throw away food
- At 12:10 PM, students may raise hand so you can check their area to make sure it is clean
  - o If it is clean, you may dismiss them to go and play

### Area 1

Make sure students are:

- ❖ Sitting down at 7th and 8th grade table only
- ❖ Are not sharing computers
- ❖ Are not getting up and coming back and forth from blacktop
- ❖ Are not running around area
- ❖ Are only coming in area to use restroom
- ❖ Not messing around in restroom
- ❖ Not too many students are going into restroom
- ❖ Are not going into the other buildings without permission

### Area 2 and 3

Make sure students are:

- ❖ Not eating on black top
- ❖ Are using equipment properly
- ❖ They are playing safe and fair
- ❖ They are not playing with cones

### Area 4

Make sure students are:

- ❖ Make sure gates are closed
- ❖ Staying away from fence and trash cans
- ❖ Playing safe and fair
- ❖ Are using equipment properly
- ❖ Are not by parked cars
- ❖ Make sure gates are closed to parking lot

### Area 5

Make sure students are:

- ❖ Sitting on the grass or on tables eating food until 12:15
- ❖ Put lunch pails on the brown fountain when done
- ❖ Playing fair and safe on fields

### Area 6

Make sure students are:

- ❖ Sitting on the grass or on tables eating food until 12:15
- ❖ Put lunch pails on the brown fountain when done
- ❖ Playing fair and safe on fields

