

# SALEM DRIVE SCHOOL VOLUNTEER GUIDELINES

I greatly appreciate the willingness of many parents to assist in the serving of lunches during the school year. Volunteering to serve lunches is a major commitment of time and I thank you in advance for your help. The following guidelines will ensure the safety of all children and the smooth running of the lunch program.

- 1) Please arrive promptly for the lunch period(s) during which you will help serve lunches.
- 2) Please report to the main office to sign in. You must also sign out at the completion of your visit.
- 3) Lunch volunteers are to remain in the cafeteria. Visits to your child's classroom and/or conferences with your child's teacher are not permitted. Those who have volunteered in kindergarten classrooms must return to the cafeteria. Please do not remain in the classroom to observe students as they eat as we have staff members assigned to do that.
- 4) Lunch volunteers are to remain behind the serving tables. No students are allowed behind the serving tables. This is a matter of safety, supervision, and liability.
- 5) No pre-ordered food, or drink, will be given to any student, except those on the lunch lists. In the unfortunate event that a child forgets his/her lunch on a given day, please check with one of our lunch aides to make sure the child gets an appropriate option. Our lunch aides know the various needs of our students and will communicate with our school nurse as needed.
- 6) Observed inappropriate student behavior should be reported to a supervising staff member. Lunch volunteers should not intervene in any way, even if the behavior involves their own child.
- 7) Please refrain from sitting or standing at the tables with your children. Lunch/recess is one of the few times during the school day during which children have an opportunity to socialize among themselves. Seating space in the lunchroom is also, sometimes, at a premium.
- 8) The assigned staff who supervise the lunch/recess, take their jobs very seriously. There are times when they must address students for inappropriate behavior. They must use their best judgment to ensure the safety of all students. The lunch/recess duty is one of their most difficult assignments. We respectfully request that our lunch volunteers allow our staff to perform their duties without interference. Should you question the manner in which a situation was handled, please arrange to discuss your concerns with me and refrain from getting directly involved in any situation.
- 9) Only supervising staff members may give students permission to leave the lunchroom.
- 10) Under no circumstances may younger siblings come with you while you are volunteering to serve lunch.

Thank you.  
Mr. Camean