

Cafeteria (Lunch) Duty & Gym or Field (Recess) Guidelines

Teachers: Please use discretion, if the other side has less supervisor and need more help, please check with Ms. sumaya to move to the other side. This schedule is not set in stone. Thank you. Always refer to the shared [Lunch Duty Schedule](#) for the latest updated one.

- **1st Lunch: 11:10 to 11:55 - Homeroom teachers (or period 6 teachers depending on the arrangements between homeroom and elective teachers) are expected to be in the gym to pick up the students before 11:49 am. To assist in the dismissal process.**
- **2nd Lunch: 12:00-12:45**
- **The lunch times are divided into 2 shifts for each lunch period, girls are in the cafeteria the first half of lunch for 20 minutes as the boys spend their recess time in the gym or on the field based on teacher's on duties decision.**
- **When the teacher on duty blows a whistle to signal for switch time all students are supposed to line up and after cleaning their spot for the switch.**
- **Staff on duty must not be using the cellphone for texting, using social media or browsing.**
- **Students deserve our full attention.**

Lunch	To monitor students during the lunch hours	<ul style="list-style-type: none"> - Be on time or 5 minutes prior to assist - Monitor students behavior in the cafeteria - Assure that no students will leave the cafeteria until lunch dismissal time - Assure that students are following rules and staying in the line - Students safety - Provide students with Ice Bags when needed -Take rounds in the cafeteria - Assure that students are cleaning their tables after eating. 	1st Lunch 2nd Lunch
Recess (gym time)	To monitor students during recess	<ul style="list-style-type: none"> - Be on time or 5 minutes prior to assist - Monitor all students behavior - Assure that students do not leave the gym - Look out for student safety - Take rounds in the gym - Provide ice bags if needed 	1st Lunch 2nd Lunch

		<ul style="list-style-type: none"> - Discipline students when needed - Help students to have fun in groups - Remind students to wash hands before ordering food and eating. 	
<p>Recess (Field) (staff on duty in the gym will decide if the recess time is to be spend on the field.</p>	To monitor students during recess	<ul style="list-style-type: none"> - Be on time or 5 minutes prior to assist - Monitor all students behavior - Assure that students do not leave the field -Students in grades 1 and 2 are not allowed to go on Monkey bars - Look out for student safety - Take rounds in the field - Provide ice bags if needed - Discipline students when needed - Help students to have fun in groups - Remind students to wash hands before ordering food and eating. 	1st Lunch 2nd Lunch