

OLGC Lunchroom Procedural Changes

September, 2010

--- Volunteer Guidelines ---

Thank you for volunteering to serve in the Lunchroom!

Your role is one of the most important volunteer roles in the school and we are so grateful for your service!

In the Lunchroom this year we are asking parent volunteers to take a more active role in encouraging an organized, respectful, comfortable atmosphere for students and those serving in paid and volunteer positions. Together we can improve the Lunchroom experience for the 150+ students who eat each period --- and for ourselves as well!

To this end, the following procedural changes have been implemented for the 2010-2011 school year:

1. For grades 1-6, trash collection will take place in **the last 5-10 minutes** of the lunch period only (*Kindergarten trash collection is handled by their parent volunteers/teacher aides*)
 - Trash cans should not be circulated or trash collected by hand until the end of each lunch
 - Students are to retain trash at their area until it is collected all at once (obviously spills and other occurrences may necessitate earlier disposal)
 - Waiting to collect trash allows for a more sanitary process of trash disposal *after* volunteers have attended to helping students open items, clean up spills, etc., during the first half of lunch
 - Designating a specific time for collection should help reduce the perceived anxiety exhibited by some students in not throwing away each scrap of paper as they produce it (e.g., a straw wrapper)
 - Limiting the wheeling of trash cans to the last few minutes helps reduce noise volume

The Lunchroom Supervisor will announce in the last 5-10 minutes that students should begin to finish up eating and that the trash cans will be brought around. With this announcement, trash collection should begin.

2. Lunchroom staff will use a "STOP" sign to secure students' attention; this is to be reinforced by volunteers who will **also** have access to a STOP sign
 - This method is being used as an alternative to the traditional bell ringing or whistle
 - When a Staff member raises their STOP sign, volunteers are asked to stop what they are doing and to raise a sign as well – this enables a uniform means of securing students' attention that is reinforced all over the Lunchroom; initial use of this method during the first weeks of school has proven it to be effective
3. Parent volunteers are empowered to encourage better behavior of and between students. Parents are to *actively* encourage the following behaviors of students (and demonstrate them as well):
 - Using good manners when asking for something, saying "please" and "thank you"
 - Throwing away all trash in their eating area (incl. larger items on floor); no throwing of items into cans
 - Being respectful to Lunchroom/Playground staff by *listening* when one of them is talking; parents should encourage this through use of the STOP signs *and* stopping what they are doing to focus attention on the Staff member and listen themselves
 - Taking large portions of uneaten sandwiches (half or more) home – this reinforces our Faith in not wasting the gifts God has given us and lets parents know a large portion of the meal was not eaten
 - When appropriate, donating items to the PB&J bin (e.g., bagged snacks)
4. Parent volunteers on the year-long schedule will receive a special nametag to be worn in the Lunchroom, designating their unique role to students and staff. These can be picked up from the Lunchroom Supervisor when checking in for a scheduled date, once available.
5. Parent volunteers are asked to wear appropriate, modest attire. Deep v-neck shirts or short shorts are not appropriate in the Lunchroom. Thank you for your cooperation.