

Redwood Shores Elementary

Lunch time volunteer agreements, guidelines, & protocol

Lunch time volunteering is a fun opportunity to contribute to Redwood Shores Elementary School. We are thrilled and grateful that you are here. Please read below for lunch time volunteering information and the agreement form. All volunteers are expected to read the form below. By signing the agreement form, it means you have read the following information and agree to abide by our volunteer expectations.

Logistics

Schedule:

12:15- 12:35	K-2nd grade → lunch @ tables	3rd-5th → recess on playground, courts & field
12:35- 1:00	3rd-5th grade → lunch @ tables	K-2nd → recess on playground, courts & field

Volunteer sign in:

<i>Before volunteering →</i> • Read BRSSD volunteer information • Sign up for volunteer slot on ParentSquare ahead of time	<i>Upon arriving on your volunteer date →</i> • Sign in at the volunteer table • Check your volunteer post assignment
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Staff and Volunteer posts

Lunch line: Ms. Marichell	Lunch tables: Ms. Herrera (+ 1 Legarza T/Th)	Recess area: 2 Footsteps staff (+ 1 Legarza T/Th)	Room 6: Ms. Doss (unless emergency)
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Note: any other additional adults at lunch are there to support specific students or classes. There are usually around 6-8 paraprofessionals at lunch.

The following are posts for volunteers to supplement the supervision above:



Volunteer posts:

1. Lunch line/ follow K-2	2. Back tables/ follow K-2	3. Playground structure
4. Basketball court	5. 4 square/ playground	6. Field/back tables

**post #1 & #2 start at designated post and move with the K-2 group*

Student expectations

Student expectations @ Lunch tables:

Be respectful:

- Make room for classmates
- Listen to directions of all adults
- Use kind language

Be responsible:

- Stay in your seat. Ask for permission to go to restroom or shared table
- Put trash/compost/recycling in appropriate bins when table is dismissed
- Use food for eating, not playing

Be safe:

- Keep hands to self
- Walk at all times

If students are not meeting expectations, Volunteers should:

1. Give students a reminder of the expectation.

Tip: give reminder in neutral tone and remind student of expectation they are not following

Ex: The expectation is that we stay in our seats. Please go back to your seat. This keeps our lunch area safe

2. If student needs multiple reminders, please inform RSES staff. Staff will implement consequences as necessary.
3. Report any students who needed reminders to front office

Student expectations @ recess area

Be respectful:

- Take turns at games or using courts/fields
- Listen to directions of all adults
- Use kind language

Be responsible:

- Make sure everyone knows the rules of the game before playing, follow rules of the game
- Tell an adult if anyone is being unsafe

Be safe:

- Keep hands to self
- Running only permitted on blacktop & field

Additional specific lunch rules:

- 1. Monkey bars:** one student at a time, only going in 1 direction
- 2. Football:** two hand touch only, no tackling
- 3. Playground:** use of spinner not permitted
- 4. Lunch tables:** stay in seat until dismissed or if ask permission

Consequences for not meeting expectations can include: reminder of the expectations, guardian conference, loss of privileges. Consequences are assigned by staff

Transition procedure at 12:35

Lunch tables → recess (K-2nd grade)

1. Ms. Herrera dismisses class at a time to throw trash away & line up
2. Students line up behind their cart
3. Ms. Herrera dismisses class 1 at a time
4. Students must walk & stay behind lunch cart

Volunteer support: walk a class to flag pole, where they drop off cart.

Recess → lunch tables (3rd-5th grade)

1. Footsteps blows whistle once - all students freeze & become silent
2. Footsteps blows whistle twice - students put away sport equipment
3. Footsteps blows whistle 3 times- all students line up on blacktop
4. Footsteps dismiss class 1 at a time to lunch

Volunteer support: help enforce whistle rules

RSES Volunteer agreements 25-26

RSES Student name & grade: _____

Relationship to student: _____

Please read the volunteer code of conduct and expectations below. A signed copy of this agreement is necessary before your first volunteer date after October 9, 2024. A copy of this form is available for you in the main office at any time at your request.

Code of Conduct during volunteering:

1. **DEPENDABILITY:** Be responsible for your scheduled times and notify the school if you are not able to meet your commitment. Attend to your assigned supervision location
2. **RESPECT:** Respect the rules of the school and the school staff.
3. **CONFIDENTIALITY:** Only discuss matters concerning students with the designated school staff.
4. **IMPARTIALITY:** Remain neutral in any student issues or school situations
5. **APPEARANCE:** Dress appropriately, including being prepared for sun and a variety of weather, plus wearing clothing free of clothing that has images of violence, profanity, or sexually explicit content. Wear clothing that is comfortable to walk around and clothes that cover undergarments.

Volunteer expectations:

1. Enforce the student expectations above, including giving students praise for following expectations and giving warnings/reminders to students not following expectations
2. Report to your assigned supervision location. Inform the front office if there was a mutually agreed upon switch in your supervision spot
3. Help keep our lunch area clean by reminding students to pick up after themselves and pick up loose pieces of trash
4. Actively supervise your station, which includes constantly circulating your spot and avoiding 1:1 conversations with other adults

By signing below, you agree to the Redwood Shores Volunteer policy, code of conduct and agreements. If the agreements above are not followed, your participation as a volunteer may be suspended or revoked.

Volunteer name (print) : _____

Sign name: _____

Indicate below if you have a volunteer post preference. Your preference may be taken in consideration but cannot be guaranteed to be honored: