

# ST. DUNSTAN CATHOLIC SCHOOL

## LUNCHTIME YARD DUTY

### General Rules and Responsibilities

1. Thank you for your service to our school and in particular to our students. YARD DUTY SUPERVISION TIME: 12:00 PM – 1:00 PM. Please report to the school front office no later than 11:50 AM. Sign in at the School Office and put a red vest on. Generally, you will be assigned to the North or South yard, or to help supervise the hot lunch line in the Parish Center. The actual lunch period is from 12:00 PM to 12:40 PM. At the end of lunch, please help clean up the lunch area before leaving. This should be minimal, as students should have done so before being dismissed to play. In the South yard, on hot sunny days, you may be asked to help take the table awnings down after the students return to their classrooms.
2. NORTH YARD: 1st, 6th, 7th, and 8th grades  
SOUTH YARD: 2nd, 3rd, 4th, and 5th grades
3. All students in both yards must eat at tables or on the benches, not on the ground. NORTH YARD: Students may not sit on benches around the corner near the science room/girls' bathroom.
4. Dismissal in on an individual student basis. Students from Grades 1, 2, 3, 4, and 5 must raise their hand when they are done eating and have picked up their own garbage. For younger students, please have them show you their lunch bags or boxes. Any unfinished food should go home so parents may get an idea what is being eaten and what is not. Supervisor(s) will give students the "ok" to play.  
  
SOUTH YARD: Students are allowed at 15 minutes to eat.  
NORTH YARD: Students are allowed at 10 minutes to eat.
5. Please watch that garbage does not go in the recycle bins - only plastic bottles and aluminum cans do. Please encourage the students to recycle.
6. Balls will go over fences and on to the roof. Please encourage students to inform yard duty supervisors. Mr. Antonio Minaya will get the balls off the roof twice a week. He cannot go up there on an individual basis.

7. When the bell rings signaling the end of lunch, students are to freeze. At the whistle, students are to walk to their lines. Please remind students to pick up their lunch boxes and sweaters/sweatshirts before lining up. All shirts should be tucked in. No running to the bathroom as this should have been taken care of during play, not at the ringing of the bell.
8. There will be a first aid kit (red lunch box) on each yard. This box contains Band-Aids, gloves, and wipes. Yard duty supervisors should be able to take care of most mild injuries.

## **SPECIFIC SUPERVISION INSTRUCTIONS**

### **NORTH YARD (1st, 6th, 7th, 8th grades)**

- Walk around, don't stand in one place.
- Keep students out of the hallways.
- If students need assistance, they should come to see you and not go to the office.
- Students should remain visible on the yard. Students are not allowed to play in driveway along science room or at the bottom of the grass hill.
- Watch for rough play both on the blacktop and on the grass. If the grass is extremely wet or soggy (use your judgment), do not allow students to play there.
- 1st grade students play area is by the playground and small grass area. In order to use the restroom, they will have to pass through the yard. Please watch for potential accidents between the older students and the 1st grade students.
- When the whistle blows, please make sure each student returns basketballs to the container before lining up. Parent supervisors are not responsible for picking up the balls.

### **SOUTH YARD (2nd, 3rd, 4th, 5th grades)**

- Walk around in the area you are supervising. As much as possible, keep the students in front of you where you can observe all of them. Do not stand in one spot.

- The bathrooms for these students are inside the school down the hallway. Before using these bathrooms, students must ask for permission. Students should not run or talk as they move through the hallway to use the bathroom. This should be on a one-time trip. In the past, this has been a real problem for this yard and grade levels as students tend to not ask permission and go to the bathroom randomly. Please watch for this and make sure you are aware of where the students are, especially the younger ones.
- Students are not allowed to run down the hall toward the Parish Center. Students tend to play tag here. This is not allowed.
- If students need assistance, they should come to see you and not go to the school office. Please be attentive and try to keep students out of the building as much as possible.
- The following are areas where students are not allowed to play:
  - a. Church steps
  - b. Bike racks near rectory
  - c. Enclosed area by CCD office or steps leading to Parish Center
  - d. Plants and flower beds around the Church, Rectory, and Parish Center.
  - e. The stairs at the upper end of the yard. There is an opening in the fence.
  - f. No playing around cars by the Rectory.
  - g. No running around Rectory garage.
  - h. Dirt area or asphalt curb on the Magnolia Street side.
- Students tend to run down the driveway after a ball leading to Broadway. They need to get a lunch yard duty supervisor to assist them.
- Children on this yard are developing their play and social skills. Try to encourage children to solve their own problems and talk things out. You may facilitate. If communication does not seem to be working, speak to the staff supervisor on duty (Dr. Colville, Mrs. Pallari, Ms. Muller or any other staff person on duty in their absence).
- One parent supervisor will be assigned to monitor the school door entrance (leading to the bathrooms). Please make sure students do not run down the hall or talk on their way to the bathroom.

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## PARENT DO'S AND DON'TS

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1. Please do not bring siblings. Your full attention is required to supervise the students. School insurance will not cover children who do not attend the school while they are on campus.
2. You may greet *your* child upon arriving but please inform them that your MAIN responsibility is to supervise all the students and not your child only.
3. No pets.
4. No cell phone usage.
5. Walk around and help everyone. Spread out. Take a specific position so that the whole yard is under supervision.
6. You have the right to bench any student however think about your approach. Please report all serious infractions to Dr. Colville or Ms. Muller.
7. Please arrive on time. No later than 11:50 AM
8. Please be observant. If a student has a serious injury, you must complete an accident report Be sure to notify the front office as they will inform both the student's teacher and parents.
9. Please do NOT bring food, drinks or snacks to the yard UNLESS IT IS FOR YOUR OWN CONSUMPTION. In case your student forgets his/her lunch, parents may leave their child's lunch in the designated area outside the school office. All lunches must be delivered by 12:00 noon and should be labeled with your child's name and grade. Food, drinks and snacks are NOT to be shared with other children in case these children have food allergies.

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## PARENT ACKNOWLEDGMENT

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By signing below, I hereby acknowledge that I have read the Lunchtime Yard Duty General Rules and Responsibilities in its entirety and will abide by its policy and guidelines as set forth therein.

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PARENT SIGNATURE

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DATE