

Lunch Monitor Guidelines

Thanks so much for your assistance! **Please arrive by 12:50 PM.** Please check in with the Study Hall Monitor and sign the duty book. If you have questions regarding your responsibilities, the Study Hall Monitor will do her best to point you in the right direction!

General Information:

- We ask you to be on duty from 1:00 until 1:30, but please arrive at 12:50 PM in order to ensure a smooth transition.
- There are three lunch monitors scheduled.
- There are between 60 and 75 students who eat lunch at Cornerstone.
- One to two lunch monitors should remain inside, usually in the main auditorium, while the other monitor stays outside. If there are two monitors inside, one should keep an eye on the halls/bathrooms.
- Each monitor should remind kids at 1:25 and again at 1:28 to head to their class if they have one.
- Please remind each student to pick up his or her own trash (leaving trash behind burdens other people)
- There is to be no rough horseplay (many times this is a judgment call, but we ask you to err on the side of safety. Ask the students to save it until they get home!)
- No skateboards inside or out.
- No electronics or electronic musical instruments allowed per policies & guidelines.
- The Family Handbook is located in the file box with mail folders, if needed to look up the guidelines

Inside Monitors:

- Please be sure that students are eating in the auditorium and not in the classrooms or in the hallway. Students should not be in the hallways without a purpose.
- No balls inside. With cooler weather and an increased number of students eating inside, it is necessary to have this rule year round.

Outside Monitors:

- Students should stay on the south side (near the customary entrance) of the building. They should not walk on the parking lot or be on the side of the building near the playground.
- Footballs are allowed outside. Please encourage their use away from groups eating lunch.
- Cars will be coming and going. Please ask students to remain on the grass if they are having lunch. If students are leaving for the day, encourage them to go to their cars alone. Remind them to be careful when pulling out from the parking lot as there is much activity. It is not your responsibility to know who is allowed to come and go.
- Students should not be eating in their cars or on tailgates.
- Students must stay off the transformer.
- Students may not have radios or other electronic music outside (including car radios turned up to be heard by everyone on the grass).