

Union Beach School District
Paraprofessional and Lunch Aide
Handbook

School Year

2019 – 2020

Lunch Aide Handbook

*****SIGNATURE PAGE*****

This is to certify that, as a staff member named below, I have received and read the Union Beach Board of Education's policy and regulations as stated in this School Handbook for the year 2019 - 2020.

Please sign and return to the Principal's Office as soon as possible.

Staff Member's Name (Please Print)

Position _____

Staff Member's Signature

Date _____

Lunch Aide Responsibilities

- Always have a headcount of the class you are responsible for (take a count before and after a transition)
- Have class lists for all classes you are responsible for
- Know the names of all of your students
- Make sure all items are removed from the lunch tables before leaving
- Make sure that all outside areas are supervised (no clustering and sitting on benches)
- Communicate with the teacher (food allergies and special health conditions)
- K to 5 students must sit with their homerooms
- Do not send students with food to the nurse
- If a student gets sick or hurt during lunch/recess you need to use your best judgement
- You must always be at the back of the line leaving the cafeteria and coming in from recess (always keep your eyes on your students)
- Make sure the exterior doors are completely shut
- Make sure the classroom doors are locked when leaving
- Don't point your finger in a child's face
- Make sure you have your walkie on you at all times (answer it promptly and make sure it is turned on)
- No hot beverages
- No cell phone use (social media, texting, email during work hours)
- Never turn your back on the students
- Never leave your class unattended
- Report any suspicious behavior to the front office

Fire Drill

- Evacuate the building immediately
- Take a count of your class
- Immediately report any missing students to an administrator
- Keep students quiet in a line

Lockdown (outside recess)

- Immediately take students to the predetermined location
- Make sure that all students are accounted for
- Keep students quiet
- NEVER re-enter the school building

Lockdown (indoor recess)

- Check hallway and bathrooms
- Make sure the door is locked and lights are off
- Have students quietly hide out of sight of the classroom door

Lockdown (APR)

- Close APR doors
- Escort all students to the stage
- Keeps students quiet

Code Blue

- Notify front office and yell code blue if you see an unresponsive person

If an issue arises you are to speak with Mrs. Koenig, she will communicate your concerns or issues with Mrs. Savicky.