

## APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 2, 2017.** Please include this application form with electronic entry.

### PROGRAM INFORMATION

**County:** County of Henrico

**Program Title:** The "One Lunch" Menu: Improved Learning, Collaboration, and Community

**Program Category:** Regional Collaboration

### CONTACT INFORMATION

**Name:** Holly Zinn

**Title:** Management Specialist

**Department:** County Manager's Office

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### SIGNATURE OF COUNTY ADMINISTRATOR OR CHIEF ADMINISTRATIVE OFFICER

**Name:** John Vithoukias

**Title:** County Manager

**Signature:** 

## **1. Program Overview**

The One Lunch program allows all students to have access to a 65-minute multipurpose lunch period. During lunch students may eat, get remediation help, attend club meetings, complete makeup work, or participate in intramural sports. Teachers have an opportunity for inter/intradepartment common planning. This model is different than the traditional lunch period common in most comprehensive school settings; the change has altered the culture of the school by allowing more time for students to gather and collaborate in an environment resembling a workplace or college campus. This program enhances 21<sup>st</sup>-century skills in a variety of ways. The program enhances students' skills in the areas of responsibility, time management, collaboration, communication, grouping, soft skills, and more. One Lunch better prepares students for life beyond high school. It also increases relationship-building amongst the faculty, staff and students.

## **2. Problem/Challenge/Situation Faced by Locality**

Deep Run High School was seeing a growing need for remediation plans that would support students who cannot come before or stay after school. Stakeholders wanted to provide all students an opportunity to receive group or individual help from their classroom teachers, rather than a subject-area school tutor who was available before or after school. The committee decided that having all teachers available for remediation would not only provide that opportunity but also increase the likelihood for students and teachers to develop positive relationships outside of designed class time.

County- and school-based staff surveys indicated a need for common planning for faculty members. School and division leaders developed a schedule that would allow an inter/intradepartment common planning during the lunch period. This allows faculty members to

collaborate and develop stronger lesson plans, some of which are crosscurricular. Once remediation and common-planning needs were addressed, other benefits of One Lunch began to emerge.

### **3. How Program Fulfilled Awards Criteria**

The One Lunch initiative is an example of innovative thinking to address a problem – one that had benefits far beyond the initial goals. The idea is not unique to Henrico County and could be replicated by other localities' school systems.

### **4. How Program Was Carried Out**

A committee was formed in September 2014, to address the problems and needs described above. That fall and in early 2015, the committee began to explore the One Lunch model and learn more about the benefits and types of programs that could be addressed using this approach. The committee interviewed administrators, teachers, and custodial and cafeteria staff from other schools that have adopted a similar model to learn more about the benefits and unintended consequences. At the start of the second semester, school administrators held a faculty meeting to update everyone on the work of the committee. Teachers were assigned to smaller groups and were asked to participate in conversations about the proposed plan. Each group produced a document about benefits, concerns, and areas where more information was needed. This information was shared with the committee.

During early 2015, some members of the committee and custodial and cafeteria staff visited another school that had implemented a similar program. During their school visit, the team was able to walk around to different classrooms and ask questions of school staff members. The team reported back to the greater committee about other points of interest and potential benefits of

implementing the program based on its observations. A recommendation was made to the school principal to convene a planning committee to carry out the implementation of the One Lunch program beginning with the 2015-16 school year.

The planning committee convened during spring 2015, and included a teacher from each department, administrators, and counselors. Custodial and cafeteria staff members also participated, on an as-needed basis, to ensure all stakeholders were represented during the planning stages.

Evening parent and student meetings were scheduled for March, April, and May 2015, where information was shared about the One Lunch program. Parents were able to ask questions and receive answers from administrators. Information collected at this meeting was shared with the planning committee for additional consideration. During these meetings, the planning committee reviewed ideas for programs submitted by teachers during the winter faculty meeting. Ideas that grew from this committee included developing a club meeting schedule, allowing students to participate in intramural sports, and creation of a test center, where students could take makeup tests and quizzes after an absence from school. The test center was turned into a school-based job for students with significant disabilities working on developing functional life skills. Students are able to practice workplace-readiness skills such as collating, filing and alphabetizing. Students collect test materials each morning from teachers and return completed tests to teacher mailboxes at the end the day. To ensure testing accommodations are provided to students with IEPs or 504 plans, the testing center is proctored by one general teacher and one exceptional education teacher.

Club sponsors worked with the school activities director to develop a schoolwide One Lunch

calendar. Students and teachers can access this calendar and see the variety of daily activities, including club meetings, their times and locations. Allowing clubs to meet during the school day allowed more students to join and participate in club activities and build leadership skills. Students with disabilities were also able to join school clubs and participate with the help of an instructional assistant, or at times, the speech language pathologist.

A new club called Best Buddies fundamentally changed the way general education and special education students interacted as peers. General education students eat lunch for half of the period and then participate in age-appropriate activities with peers who have significant disabilities. Students play board games, Wii games, or talk about the weekend or upcoming school events. This time has been extremely beneficial for both groups of students. This club has helped the school embrace an inclusive attitude towards students with disabilities.

The planning committee also developed school safety plans for how to respond to a potential issue during One Lunch. These plans were explained to students through a series of mini videos during fall 2015. Practice safety drills (fire and "signal blue hide and lock") were executed during the first month of school to ensure that all students knew how to respond during an emergency and so staff members could practice our student accountability procedures. Some drills were even unannounced to the faculty and students in order to ensure safety plans could be executed without preparing students in advance of a drill. (See safety plan in the "Supplemental Materials" section.) That summer, in preparation of the start of the 2015-16 school year, administrators worked on developing a school schedule for office hours for remediation, common planning, and lunch supervision duties. Each department teacher has two days of office hours, one common planning day, one day for lunch supervision and an additional personal day. This schedule was made public and distributed to students so they could develop a schedule to see teachers on an as needed

basis or routinely. This schedule was shared with the faculty in an August meeting during teacher week. Every teacher is also required to post office hours on their classroom door, website, and class syllabus. Departments are also able to use one common planning meeting time a month for a department meeting to share content and school-based information. School counselors would also be available with office hours daily for the 65-minute lunch. (See implementation timeline for additional information, as well as the Office Hours as part of the supplemental materials.)

Additionally, administrators and committee members secured the necessary materials over the summer to ensure the program would run successfully from a safety and custodial perspective. Tables, trash cans, and umbrellas were purchased to ensure additional seating as well as easy access to trash receptacles for cleanup were readily available.

The One Lunch program began on September 8, 2015. All students were through lunch lines within 20 minutes. Several members of the Henrico County Public Schools' (HCPS) Division Leadership team joined Deep Run students for lunch on opening day to see the first day of implementation. Everyone remarked at how well the planning paid off for ensuring a successful start to the program.

School administration inquired about the procedures for beginning a lunch intramural sports program for students. After help from HCPS' Central Office and Henrico County's Risk Management Division within the Human Resources Department, intramural liability forms were distributed in the back-to-school folders at the start of the 2016-17 school year.

## 5. Financing and Staffing

The costs of implementing the program were limited to the upfront costs of increased seating and trash disposal. Deep Run High School enrolls 1,673 students. With all students having lunch at one time, additional seating was a concern. Students were able to eat anywhere in the building. Administrators purchased additional tables and chairs for an upstairs lounge and courtyard. Umbrellas were also purchased for the courtyard to provide shade. Additionally, trash cans were purchased and placed throughout the school so that students would have access to a nearby trash receptacle, no matter where they were eating. Students placed lunch trays on top of the trash cans in the appropriate slot. The functional exceptional education students made collecting and returning the trays to the cafeteria another school-based job. The school's JROTC Air Force unit made benches for hallways as their end-of-year service project for 2015-16. The school's advanced woodworking class has continued building benches around the school during the 2016-2017 school year.

Deep Run also received a \$6,000 grant from the Henrico Education Foundation toward the purchase of required materials to successfully implement the One Lunch program.

2015-16 cost breakdown:

JROTC bench: \$440

Umbrellas: \$644

Chairs: \$3,455

Steel trash cans: \$4,066

Tables: \$7,790

**Total cost: \$16,399**

2016-17 cost breakdown:

**Total cost: \$0**

## **6. Program Results**

As a result of the school's remediation efforts, it has seen increases in SAT scores among African American and Hispanic/Other subgroups. These subgroups were greatly under-represented during before- and after-school remediation sessions. With adoption of the One Lunch remediation program, attendance rates for African American and Hispanic/Other subgroups increased throughout the course of the year. Peer tutoring groups (Mu Alpha Theta and National Honor Society) reported more peer tutoring during One Lunch than in previous years.

### **Spring SAT Scores for African American Students**

<b>Subject area</b>	<b>2015</b>	<b>2016</b>	<b>+/-</b>
Critical reading	500	519	+19
Critical math	486	510	+24
Critical writing	491	508	+17

### **Spring SAT Scores for Hispanic/Other Students**

<b>Subject area</b>	<b>2015</b>	<b>2016</b>	<b>+/-</b>
Critical reading	571	607	+36
Critical math	546	583	+37
Critical writing	520	559	+36



After implementing the One Lunch program, the school also saw a gain in the number of students scoring a 3, 4 or 5 on AP exams. AP teachers were able to offer additional remediation and tutoring sessions during One Lunch before the AP exam as an extension of class time. AP teachers also held test review and test correction sessions during lunch.

**AP pass rates (3, 4 or 5)**

	<b>2015</b>	<b>2016</b>	<b>+/-</b>
AP pass rates	68 percent	71.6 percent	+3.6%

The establishment of this program has built a new culture for Deep Run High School. It has been a tremendous success for the school faculty, staff, students, teachers, and parents. As some students do not have to stay after school for remediation and/or tutoring, parents are pleased with the amount of time they are able to spend with their children after school hours. Parents have stated that they are also able to see their child's stress level decrease. Employers are equally grateful, as students are able to increase their work hours at their places of employment. The One Lunch program provides a team approach similar to workplaces the students will encounter later. Not only has this program been rewarding academically and behaviorally for the students, it has been beneficial to the larger community. Other schools and school divisions are expressing interest in establishing a model similar to Deep Run's One Lunch program.

**7. Brief Summary**

The committee was posed with the challenge of addressing a growing need for remediation plans that would support students who cannot come before or stay after school. Stakeholders wanted to provide all students an opportunity to receive group or individual remediation from their classroom teachers, rather than a subject-area school tutor who was available before or after school. The committee decided that having all teachers available for remediation would also

increase the likelihood for students and teachers to develop positive relationships outside of designed class time.

The One Lunch program allows all students to have access to a 65-minute multipurpose lunch period. During lunch students may eat, get remediation help, attend club meetings, complete makeup work, or participate in intramural sports. Teachers have an opportunity for inter/intradepartment common planning. This model is different than the traditional lunch period common in most comprehensive school settings; the change has altered the culture of the school by allowing more time for students to gather and collaborate in an environment resembling a workplace or college campus. This program enhances 21st-century skills in a variety of ways. The program enhances students' skills in the areas of responsibility, time management, collaboration, communication, grouping, soft skills, and more. One Lunch better prepares students for life beyond high school. It also increases relationship-building amongst the faculty, staff, and students.

Providing students lunch and opportunities for remediation are two required components of public schools. However, it takes a creative school willing to take on the initiative and risks associated with allowing 1,673 students to eat at one time. The multipurpose approach to lunch addresses the social, emotional, and academic needs of the students.

## Henrico County Public Schools Program Evaluation ONE Lunch

**TITLE:** ONE Lunch Model

**PROGRAM/PROJECT MANAGER:** Leonard Pritchard, Principal and Michael Fennessey, Assistant Principal

**IMPLEMENTATION DATE:** 2015-16 School Year

**DESCRIPTION OF THE PROGRAM:** ONE lunch period for all students, teachers, and staff members. Students are allowed to eat in certain areas of the school, including classrooms, hallways, and resource areas. Teachers use the lunch period to work informally, one-on one with students, and students can use the extended period to study. O.N.E. stands for Opportunities Never End.

**PROGRAM GOALS:** 1. The purpose of ONE Lunch is to give students the opportunity to receive additional academic support, confer with teachers, complete work and take advantage of enrichment opportunities. 2. To give time to teachers to collaborate with one another.

Resources	Activities	Implementation Indicators (Year 1)	Outcomes (Year 2)
<i>In order to accomplish the set of activities, the following resources are needed:</i>	<i>In order to address the problem/need, the following activities will be accomplished:</i>	<i>Once accomplished, the activities will produce the following evidence of implementation or service delivery:</i>	<i>If the activities are implemented with fidelity, the following results/changes are expected in 1-5 years:</i>
<p>Human: Entire Faculty</p> <p>Materials: Benches and 15-20 trash cans to be placed around the school for students to sit and throw their trash out.</p> <p>Financial: Financial needs to be determined. We will work with Paula Roop to write a grant to offset any costs.</p>	<ul style="list-style-type: none"> <li>• Visits to schools in our area that have already implemented a one lunch program.</li> <li>• Create a committee of teachers and other staff members to look into what Deep Run would like this to look like.</li> <li>• Schedule of Department Day for PLC meetings.</li> <li>• Communicate information to parents at school and community events.</li> </ul>	<ul style="list-style-type: none"> <li>• # of enrichment opportunities</li> <li>• # of hours that teacher are able to collaborate with one another</li> <li>• Decrease the # of tardies and absences during the school year.</li> <li>• Students missing classroom instruction for remediation.</li> <li>• Increase student participation in the comprehensive school setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement gains with students with disabilities in benchmark testing through increased opportunities for remediation.</li> </ul>

### *Deep Run Lunch Timeline/Responsibilities*

#	Task Resp	Resp	Detail	Concerns/Comments	Due Date	Comp Date
1.	Bell Schedule	Mike	<ul style="list-style-type: none"> <li>▪ 45 minutes</li> <li>▪ one block period after lunch</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Can Adv. Be 20 minutes long?</li> </ul>	8/10	
2.	Campus Area Access	Logistics	<ul style="list-style-type: none"> <li>▪ Students are not allowed outside, except for the courtyard area</li> <li>▪ All areas where food is permitted will be open to all students, regardless of grade level.</li> <li>▪ Students may NOT eat in the gym, theatre, stairwells, and library (unless for a special event).</li> <li>▪ Eating in classrooms will be decided by each teacher</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>		
3.	Communication to Faculty	Mike	<ul style="list-style-type: none"> <li>▪ Send email to faculty with update where things stand – what we know, what we are working on, what will happen through out the year</li> <li>▪ Questions? Send them to me</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	3/15	
4.	Communication to Community	Lenny	<ul style="list-style-type: none"> <li>▪ Email</li> <li>▪ Parent coffee</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	May 2015	
5.	Communication to students/teachers	All admin	<ul style="list-style-type: none"> <li>▪ What to expect</li> <li>▪ How will I know what is available                             <ul style="list-style-type: none"> <li>○ See generic document</li> <li>○ See Calendar scheduling</li> </ul> </li> <li>▪ What are the rules – where to eat, etc. (see rules doc)</li> <li>▪ Methods</li> <li>▪ published on posters</li> <li>▪ students will be enlisted to help present info in a creative way</li> </ul>	<ul style="list-style-type: none"> <li>▪ Faculty meetings</li> <li>▪ Open meetings</li> <li>▪ School newspaper</li> <li>▪ Principal's leadership council</li> <li>▪ Morning announcements</li> </ul>	Aug  Summ er letters  handbk	

### *Deep Run Lunch Timeline/Responsibilities*

#	Task Resp	Resp	Detail	Concerns/Comments	Due Date	Comp Date
6.	Publication of generic lunch events	Mike	Create a table of possible activities, give to students day 1, and send in newsletter	▪	Aug Summer letters handbk	
7.	Custodian Clean Up	Josh	20 45-gallon trash cans and 25 tall trash cans have been ordered	<ul style="list-style-type: none"> <li>▪ Abused areas will be closed for use for a length of time</li> <li>▪ Service clubs may be asked to help with clean up</li> </ul>	8/1	
8.	Duties	Katie	<ul style="list-style-type: none"> <li>▪ Locations</li> <li>▪ Hallways, exits, stairwells - #?</li> <li>▪ Lunchroom - #?</li> <li>▪ Building perimeter</li> <li>▪ Tutoring centers - #?</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>▪ Radios are needed for anyone out of sight of someone with a walkie-talkie</li> </ul>	<ul style="list-style-type: none"> <li>▪ Teachers with first period daily duties should not have a lunch duty</li> <li>▪ See map for number needed</li> <li>▪ Cannot have a duty on the same day as dept. day for PLCs</li> <li>▪ Keep consistent day during year so teachers can plan other meetings/help sessions</li> <li>▪ Not for entire week because still need to help students</li> </ul>	8/20	
9.	Rules	Katie	<p>Write the rules for students and teachers (duties) and the consequences</p> <ul style="list-style-type: none"> <li>▪ Restricted Areas</li> <li>▪ Headphones allowed (executive decision)</li> <li>▪ Noise awareness</li> <li>▪ Clean up</li> <li>▪ Consequences for non-compliance</li> </ul>	▪	Aug	

***Deep Run Lunch Timeline/Responsibilities***

#	Task Resp	Resp	Detail	Concerns/Comments	Due Date	Comp Date
10.	Benches	Josh	<ul style="list-style-type: none"> <li>▪ Make the benches</li> <li>▪ Need # and location for fire marshal approval</li> <li>▪ Natural wood with polyurethane</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	8/22	
11.	Flow to Cafeteria first week	Mike/Lenny	Plan to decrease chaos <ul style="list-style-type: none"> <li>▪ 3<sup>rd</sup>/4<sup>th</sup> period teachers announce for freshmen to leave 5 minutes early</li> <li>▪ Mr. Pritchard announcement</li> <li>▪ Reminder of chaos if all rush to line the first 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>		
12.	Food Services		<ul style="list-style-type: none"> <li>▪ Vending machines still available</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ An additional line will be added in the open?</li> <li>▪ Possible microwaves available on each floor</li> </ul>		
13.	Schedule of Department Day for PLC meetings	Logistics	<ul style="list-style-type: none"> <li>▪ 45 minute working lunch to meet with PLC groups</li> <li>▪ Dept determines locations</li> </ul> <p>           Mon – Math                      Careers            Tues – Science                      Arts            Wed - Social Studies      Wld. Lng.            Thurs – English                      P.E.            Fri - Special Ed         </p>	<ul style="list-style-type: none"> <li>▪ No conflict with duties</li> <li>▪ Spec Ed on Fridays to allow invites to PLC meetings</li> </ul>	6/30	
14.	Schedule of Activities – first 2 weeks	All admin With Clyde	<ul style="list-style-type: none"> <li>▪ Step Team</li> <li>▪ Club fair in gym or down main hallways</li> <li>▪ Drum Line</li> <li>▪ Band/Orchestra performance</li> <li>▪ SOL prep info</li> <li>▪ Intramural Introduction</li> <li>▪ Spirit days on Fridays to make things for first pep rally (class sponsors – cheering sponsors)</li> <li>▪ Inspirational movies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Once definite – schedule with ????? and post</li> </ul>	8/30	

***Deep Run Lunch Timeline/Responsibilities***

#	Task Resp	Resp	Detail	Concerns/Comments	Due Date	Comp Date
15.	Calendar of Activities	Josh and Hope	<ul style="list-style-type: none"> <li>▪ Document online that shows how to do this</li> <li>▪ When, who, and where to post the schedule</li> <li>▪ Post on calendar board in commons hall, in each teacher's room, near bus exits</li> <li>▪ Send in October newsletter</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dept dates and duties must be set before teachers can schedule tutoring, club meetings, etc.</li> </ul>	8/30	
16.	Scheduling Activities	Mike/Clyde	<ul style="list-style-type: none"> <li>▪ Communicate - Teachers need to schedule club meetings around PLC day and duty schedule</li> </ul>			
17.	Name of lunch hour		<ul style="list-style-type: none"> <li>▪ During first 2 weeks, students will submit suggestions for contest</li> <li>▪ Where and How? 1<sup>st</sup> period</li> <li>▪ The committee will narrow it down to 3 choices and then let students vote during lunch</li> </ul>	<ul style="list-style-type: none"> <li>▪ Suggestions already given</li> <li>▪ Empower Hour</li> <li>▪ Midway</li> <li>▪ LunchEd</li> <li>▪ LunchOp</li> <li>▪ Half Time</li> <li>▪ Detour</li> <li>▪ Commercial Break</li> </ul>		
18.	Tutoring – System	Dept Chairs/Test ing Coordinato r	<ul style="list-style-type: none"> <li>▪ Pyramid of Intervention</li> <li>▪ Dept chairs – determine plan of action within each department ?</li> <li>▪ Need sign in procedures for accountability – online spreadsheet per tutoring room – individual sign-ins per individual teachers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Can't leave up plan to individual teacher, but department</li> <li>▪ School wide – pyramid of intervention plan</li> </ul>		
19.	Tutoring - Peer		<ul style="list-style-type: none"> <li>▪ Talk to NHS, Beta, ???, Mu Alpha Theta about tutoring</li> <li>▪ Need specific location(s) to post on table of lunch events</li> <li>▪ Need sign in procedures – time in, time out</li> </ul>	<ul style="list-style-type: none"> <li>▪ Must always have peers available/reliable/accountable to tutor all subjects</li> <li>▪ A teacher must be in the room as a duty?</li> <li>▪ If requiring students to come, must be at least ½ hour</li> </ul>		

*Deep Run Lunch Timeline/Responsibilities*

#	Task Resp	Resp	Detail	Concerns/Comments	Due Date	Comp Date
20.	Tutoring – Teachers					
21.	Teacher uses	Depts	<p>Create workable plan to use the time allotted (at least ½ hour each lunch hour)</p> <ul style="list-style-type: none"> <li>▪ PLC meetings</li> <li>▪ PLC tasks</li> <li>▪ Help sessions</li> <li>▪ Make up work</li> <li>▪ Parent communication</li> <li>▪ Detentions</li> <li>▪ Department lunch</li> </ul> <p>Teachers post available times at classroom door(s)</p>	<ul style="list-style-type: none"> <li>▪ Teachers still want unencumbered lunch time</li> <li>▪</li> </ul>		
22.			<ul style="list-style-type: none"> <li>▪</li> </ul>			



ONE Lunch  
Office Hours/Lunch Duty

	Monday	Tuesday	Wednesday	Thursday	Friday
	English (A)	Math (A)	English (B)	Math (B)	Special Education
	PE/Health (A)	Fine Arts (A)	PE/Health (B)	Fine Arts (B)	
	History (B)	Science (B)	History (A)	Science (A)	
	CTE/CIT (B)	World Language (B)	CTE/CIT (A)	World Language (A)	
			Special Education		
<b>Common Planning</b>	<b>Science/World Language</b>	<b>History</b>	<b>Math</b>	<b>English/CTE/CIT/PE</b>	

	Monday	Tuesday	Wednesday	Thursday	Friday
	Math (14)	English (14)	Science (14) World Language (8)	History (14)	CTE (8) Fine Arts (4) PE/Health (5)
	<b>A (12:07-12:29)</b>	<b>A (12:15 -12:48)</b>	<b>A (12:15 -12:48)</b>	<b>A (12:15 -12:48)</b>	<b>A (12:15 -12:48)</b>

Walker Up	Vonda M	Debi C.	Terry M.	Kevin E.	Ruth M.
Upstairs Lounge	Margie M.	Sue A.	Tracy C.	Cat L.	Jackie H.
Walker Down	Nicole K.	Kathryn C.	Emily C.	Megan D.	Kathleen K.
Walker Down	Rachel L.	Carley D.	Sarah C.	Dan D.	Karen W.
Commons 1	Mac M.	Ashley K.	Grant O.	Brett R.	Chuck W.
Commons 2	Kareem T.	Joe H.	Charlott F.	Phillip B.	Justin H.
Lunch Detention (Room 242)	NONE	Christian N	Josh S.	David K.	NONE
Test Room (Room 202)	NONE	Julie S.	Jean W.	Courtney H.	Josh A.
Test Room (Room 202)	NONE	Jon B.	Jen K.	Bonnye G.	Sara Moore
Library	Andy S.		Allison K.		Chris N.

	<b>B(12:29 -12:50)</b>	<b>B (12:48-1:20)</b>	<b>B (12:48-1:20)</b>	<b>B (12:48-1:20)</b>	<b>B (12:48-1:20)</b>
Walker Up	Jeanne M.	Julie C.	Amy E.	Pattie S.	Patrick S.
Upstairs Lounge	Michele L.	Carolyn R.	Carie E.	Jessica S.	Mark G.
Walker Down	Joseph P.	Beth B.	Amy M.	Ashley S.	Jen T.
Walker Down	Alicia C.	Sheryl G.	Nelson P.	Nicole A.	Pattie R.
Commons 1	Phillip P.	Sara O.	Brent L.	Clay H.	Karen G.
Commons 2	Ben G.	Amanda D.	Matt W.	Austin C.	James M.
Lunch Detention (Room 242)	NONE	Christian N.	Josh S.	David K.	NONE
Test Room (Room 202)	NONE	Emma A.	Robby H.	Julia E.	Mike G.
Test Room (Room 202)	NONE	Sara Moore	Kim R.	Morgan B.	Carey M.
Library	Kristen E.				Lynne N.
Floater					

### ONE Lunch Duty Explanations:

Walk Up: Teacher will walk upstairs from 201 to 242 and will check the stairwells when passing them to make sure that no students are hanging out and sitting on the stairs.

Upstairs Lounge: Supervise Upstairs Lounge to make sure that students are behaving. Walk up and down that hall so students see that an adult is present.

Walk Down: Teachers will walk the hall downstairs while checking bottom of each stairwell to make sure that no students are hanging out and sitting on the stairs.

Commons 1: Teacher will monitor students in Commons 1. They will be responsible to get the megaphone from the teacher dining room when there is a Signal Blue Hide and Lock.

Commons 2: Teacher will monitor students in Commons 2. They will be responsible to get the megaphone from Commons 2 administrator when there is a Signal Blue Hide and Lock.

Lunch Detention (Room 204): Teachers and administrators will monitor kids in room 204 that have received lunch detention. There will be a list provided to take attendance. Please see Lunch Detention Rules and make sure that the students follow them.

Test Room (Room 202): Administer tests/quizzes that will be provided in room 202. If that student's test/quiz is not in the folder, please let that student know that he/she needs to talk to their teacher.

Floater: Please stop by Commons 1 to see where help is needed.

## **One Lunch Safety Procedures**

### **Signal Blue Hide and Lock during lunch**

Should a Signal Blue Hide and lock occur during lunch, the following procedures will be in effect in addition to standard Signal Blue Hide and Lock procedures:

**Commons I area:** Students will move to the auditorium or to the band, chorus and strings rooms. Teachers on duty will need to usher students to the closest available area and supervise students until the Signal Blue Hide and Lock ends.

Teachers and administration on duty have keys to access all areas.

**Commons II area:** Students will move to the gym and then move to the locker rooms. Teachers on duty will need to usher students and supervise students until the Signal Blue Hide and Lock ends.

Teachers and administration on duty have keys to access all areas.

**Lunch serving lines:** Students in the line need to exit to the commons that is closer to where they are located.

**Courtyard:** Students will make their way to the auditorium, locker rooms or music hallway rooms.

**Lounge Area:** Students will make their way to the closest room.

**Lobby area:** Students in this area will evacuate to the counseling.

**All hallway areas:** Teachers will accept any student from the hall into their room immediately.

### **Fire Drill during Lunch**

Should a fire drill occur during lunch, students need to exit the building at the closest exit and make their way to their last block classes rally point. This would be 3<sup>rd</sup> or 4<sup>th</sup> block.

## **Deep Run Lunch Rules and Regulations**

The purpose of Lunch is to give students the opportunity to receive academic support, confer with teachers, complete work and take advantage of enrichment opportunities.

### **Rules during lunch**

- With the exception of the courtyard area, students are to remain inside.
- Areas in which food is permitted are open to all students, regardless of grade level.
- Students may NOT eat in the gym, theater, stairwells, or library (unless a special event is held).
- Students are not permitted in the gym or theatre unless supervised by a faculty member. Loitering is not permitted in the stairwells.
- Delivery of food to individual students from outside vendors of food items is prohibited.
- Each teacher decides on the eating policy to be observed in their classroom.
- Students are expected to clean up their trash.
- Cell phones are not allowed to be used in any location during school hours.

### **Lunch Detention Process**

- Report to assigned location.
- Sign in with the monitor.
- Students should bring a bag lunch and work for the entire detention.
- Talking and sleeping are not allowed.
- Electronic equipment cannot be used.
- Detention is over when the bell rings to end lunch.

### **Restricted Areas**

Students must have administrative permission to be in the following areas during school hours:

- Any parking lot
- Athletic Fields
- Any closed hall during lunch
- Faculty areas (including the mail room)
- Unsupervised outdoor areas

**Students in these areas during regular school hours will be subject to search and disciplinary action.**