**CAFETERIA Guidelines for Success**

GOAL: The breakfast/lunch line and area will be a safe and clean environment where people interact with courtesy and respect.

RESPONSIBLE CAFETERIA BEHAVIOR

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| Be Present | Be Safe | Be Kind |
| Look/listen for signalsUse the correct signal if you need to use the bathroom, a utensil or have a question (posted)Voice level 1 or 2  | Use soft voices Say:* Please
* Thank you
* Excuse me
 | Eat your own food Have a calm body while waiting in line and eatingWait to be excuse Stay seated until you are dismissedClean up after yourself |
| COMING TO LUNCH AND LUNCH LINE |
| 1. Students will walk in a single file line to the entrance of the cafeteria.
2. A noon duty supervisor will monitor the transition from playground to cafeteria
3. Students line up and wait to be invited into the cafeteria.
4. Voice level 0 or 1
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| LUNCH AREA PROCEDURES |
| 1. Walk up to the lunch serving area to get their lunch.
2. Select a fruit and vegetable from the salad bar with the proper utensils.
3. Place tray on the table.
4. Students may sit by friends but all students will be seated with their respective class.
5. Students will stay in their seats and raise their hands to get help.
6. Students will eat quietly and use good manners and language.
7. Voice level 0- 2
8. Everyone will treat others with respect.
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| DISMISSAL |
| 1. Students will clean up their own areas.
2. Students will walk up to place their trays into the garbage bins.
3. Students will wait to be dismissed and walk quietly to the dismissal line to the amphitheater.
4. teachers will meet their classes on time after each lunch period by the amphitheater.
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| CONSEQUENCES FOR INFRACTIONS |
| 1. Gentle Reminder
2. Positive practice - have students try it again
3. Verbal warning
4. Misbehavior in line -
	1. have students go to the end of the line
5. Misbehavior at the table -
	1. have students move to time-out table
6. Cafeteria beautification
	1. Wiping down tables and seats
	2. Picking up trash
	3. Sweeping
7. Excessive noise from any given classroom
	1. Report to class teacher
8. Use office referrals only for
	1. Physically dangerous behavior
	2. Illegal behavior
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| c. | Overt insubordination |
| ENCOURAGEMENT PROCEDURES |
| Staff will consistently encourage responsible behavior through positive interactions |
| 1. Initiate positive attention and friendly interactions
2. Provide verbal praise for following lunchroom rules and expectation 3. Provide verbal praise for meeting one or more of the schools five goals
3. Give a recess mystery box ticket for exemplary behavior.
4. Students will have an opportunity to enter the mystery raffle every 6 weeks
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| SUPERVISION RESPONSIBILITIES |
| 1. There will be two supervisors for the cafeteria.
2. The principal and vice-principal will assist with cafeteria supervision if necessary
3. All supervisors will circulate through the cafeteria, interacting with students in a friendly manner.
4. If a student violates a rule, supervisions will use a firm, respectful voice to tell the student what s/he should be doing.
5. For repeat infractions, supervisor will implement a mild consequence such a positive practice or time-out.
6. If a student refuses to follow directions, or argues, calmly tell the students that s/he may choose to follow the directions or be referred to the office for insubordination.
7. If a student refuses to go to the office, make no attempt to physically move him/her. Call office on walkie talkie.
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| TEACHING RESPONSIBILITIES |
| 1. At the beginning of the school year, and after long vacations, classroom teachers will teach the rules and expectations as outlined.
2. During the first week of the school year, teachers are encouraged to eat with their classes at least twice to reinforce appropriate behavior.
3. The principal will review lunch rules and expectations with student teachers and new assistants.
4. Each teacher will place a copy of the lunch area rules and expectations in his/her sub folder.
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