

Common Area Procedures

Common Area: Cafeteria

Goal: The Rich Pond Elementary lunch line and lunch areas are safe, are clean, and are a pleasant space where people are responsible and respectful.

Looks Like	Sounds Like
<ol style="list-style-type: none">1. Follow all adult directions.2. Keep hands, feet, and objects to self.3. Talk only to the cafeteria staff while in line.4. Get everything needed the first time through the line.5. Maintain a personal space that is clean and neat.6. When waiting for the cashier, wait quietly in own space.7. Respond in a positive way.8. Remain seated and do not throw away trash until dismissed by homeroom teacher.9. Use appropriate table manners (no playing with food).10. Once seated, raise hand for assistance.11. Touch food on own tray (absolutely no sharing NOT EVEN wrapped items)	<ol style="list-style-type: none">1. Respond respectfully to adult direction the first time they are given.2. Remain quiet when passing classes in session.3. Voice level “1” when on the tiled area in the serving line.4. Use courtesy words (“please” and “thank you”).

Voice Levels

Level 2 = while at tables

Level 1 = while waiting to go through the serving line

Level 0 = when directed by teacher or staff

Supervision Responsibilities:

1. Teachers will need to teach cafeteria procedures and allow time for students to practice and learn the procedures. These procedures need to be taught after any extended break such as fall and spring breaks.
2. Cafeteria supervisors will allow students to go through the lunch line one time. Students will not be allowed to go back to buy ice cream, get condiments, or anything from the milk machine. Students wishing to purchase milk from the milk machine must do so immediately after paying the cashier.
3. Teachers will walk their students to the serving line door.
4. Cafeteria supervisors will wear aprons with all supplies needed for students (forks, napkins, NOT CONDIMENTS)
5. When time allows, cafeteria staff will oversee clean-up/tray dumping at the lunch tables. Students will remain at their table until dismissed by their teacher.
6. Teachers will select “tray takers” for each week. (1-2 students)
7. Teachers and cafeteria supervisors will encourage correct traffic flow.
- 7.a When teachers pick up students they will scan the area for trash and have students pick up if necessary
8. School custodians will clean up spills, keep floors free of debris, and provide trash receptacles for classes as they are dismissing.
9. Students are not to leave the cafeteria. Teachers will provide a restroom break immediately before or immediately after lunch.
10. Cafeteria staff will use visual reminders “0” or “1” to indicate voice level change.

**** Teachers need to be on time to pick up and drop off students

Encouragement Procedures:

1. Teachers and cafeteria staff will verbally compliment students for correctly following our cafeteria procedures.
2. Any cafeteria staff or faculty may give out the necessary amounts of Good Dog tickets.