

## Expectations of Teachers, Students and Monitors

### Expectations of Monitors:

Monitors will:

1. Arrive on time for your scheduled cafeteria time.
2. Upon arrival, select a clipboard and secure an apron located at the coat rack in the lunchroom. Clipboards are lettered A through D and will give you specific instructions as to which tables you will be monitoring and additional duties.
3. If not already done, fill apron pockets with napkins, straws, silverware sets, and condiment packets. These can all be located in the lunch line.
4. Monitor your "bank" which is comprised of a row (or 2) of tables.
5. Respond to raised hands and any horseplay that may arise during the lunch time.
6. Record the names of any student, who in your judgment, acts inappropriately on the EXIT SLIP located on the EXIT SLIP clipboard. This can be found by the coat rack.
7. Record the names of any student who you have concern about (i.e. not eating his/her lunch, seems to be a loner, etc.) on the EXIT SLIP
8. Prepare students for clean up and dismissal at times listed on the Time Table located on each Job clipboard. Please remind students to pick up ALL trash on or under the tables.
9. Direct any questions or comments on the blue slips found in the office. Kindly place a completed slip in Lisa Beideman's mailbox.
10. **SUBSTITUTES:** If you cannot make your assigned day/time, please call your **room parent** as soon as you are aware of the conflict. They need enough lead time to find a substitute for you. If a sub is not found, then your teacher will have to serve as the monitor and will not be able to work cooperatively with their team that day.

### Expectations of Teachers:

Teachers will:

1. Assign two table washers/floor sweepers on a weekly basis to perform cafeteria cleanup;
2. Pick up students for recess promptly at the assigned time by the hallway near the gym.
3. Until the system is firmly established, the staff will enter the cafeteria to assist with lining up students for recess. This will require showing up about 5 minutes before the end of lunch to get the kids lined up in time.
4. Review the expectations of students with their class on a regular basis.
5. Pick up the daily Exit slip and take appropriate action on any noted students.

## **Expectations of Students;**

Students will:

1. Understand that they are to follow the rules of the cafeteria and the instruction of the adults supervising the cafeteria. Any students who misbehave will be reported to their classroom teacher via an Exit slip.
2. Be courteous in line, being certain not to push or shove other students.
3. Go through the serving line only one time and pick up all needed items as they go through the line. If items are forgotten, they are to raise their hand and wait for an adult to assist.
4. Seat only 4 students per bench.
5. Eat food provided by the cafeteria or brought from home (no food sharing).
6. Stay seated during the entire lunch period, unless given permission to leave the table.
7. Talk softly to those at their own table; when the noise level is too loud, students should respond to the "lights out" signal by not talking. When the Yacker Tracker is in place, students will self monitor their talking by the color of the light. Upon reaching red, the lunch will become a silent lunch.
8. Practice good table manners; throwing food is unacceptable.
9. Empty their trays and clean up their sitting area (on the table and on the floor under where they are sitting) when instructed to do so (this varies by grade level).
10. Remain in their seats until dismissed.
11. Use the bathroom BEFORE going to lunch. Use of the bathroom is limited to emergencies and students are to use the bathrooms in the lobby right outside of the cafeteria. If bathroom use is necessary, students must receive permission from the monitor and go with a buddy.
12. Not save seats.
13. Bring non-carbonated beverages in cans, plastic, or cardboard containers (no soda!).
14. Stay at tables after clean-up until table is dismissed by a monitor.
15. Line up next to stage or windows (depending on assigned tables) and wait quietly for the recess teacher to take them to recess.

If the Expectations of the Students are not upheld, the monitors may record the child's name on the "Exit slip" which will be passed onto the Recess teacher.