

CAFETERIA PROCEDURES

Arrival Procedures

- Students enter cafeteria and either proceed to the hot lunch line or to their assigned table.
- Hot lunch lines are divided into left and right sides by class.
- **1st and 2nd Grade ONLY:** Please assist students in line with locating lunch cards and moving the line along quickly.

Dismissal Procedures:

- Students stay seated during clean up.
- 10 minutes before the end of the lunch period, monitors push trash bins up and down rows so that students may throw away trash.
- Assigned helpers clean floors and tables.
- Teachers arrive 2 min. before end of period to line students up for dismissal. **ALL STUDENTS SHOULD REMAIN SEATED UNTIL TEACHER DISMISSES THEM.**

Monitor Responsibilities

- Upon arrival, take an apron and stock up with utensils, napkins, condiments, etc. to assist children during lunch period
- Ensure that they are following cafeteria rules.
- If a student needs to use the restroom, dismiss them with a buddy to the restroom located outside the cafeteria.
- Respond to raised hands and any horseplay that may arise.
- If a behavior problem arises, please inform the teacher that arrives to dismiss the students.