



Lunchroom Handbook 2024-2025

Breakfast 7:50-8:00 am

Lunch Schedule

GRADE

<u>4</u>	<u>Eat 12:00-12:30</u>
<u>5</u>	<u>Eat 11:45-12:15</u>
<u>6</u>	<u>Eat 11:25-11:55</u>
<u>7</u>	<u>Eat 10:54-11:24</u>
<u>8</u>	<u>Eat 10:54-11:24</u>

Adjustments will be made as needed.

Morning/Breakfast Lunchroom Procedures

- All school rules are in effect in the lunchroom at all times.
- Hats are to be removed as students enter the cafeteria.
- Fourth and fifth grade students are seated at the south end of the cafeteria near the kitchen.
- Sixth, seventh and eighth graders are to sit at the north end of the cafeteria. Students from these grade levels who are eating breakfast should sit together at the south end of the cafeteria separate from fourth and fifth graders.
- As much as possible, students should be seated in the cafeteria until the signal from a supervisor to dismiss.
- Fourth and fifth graders are dismissed at 7:50 a.m. One supervisor should stand at the exit just before dismissal to signal students to line up.
- Sixth graders are dismissed at 7:55 a.m.
- Seventh and eighth graders are dismissed at 7:55 a.m. by any of the doors at the north end of the cafeteria.
- When students are finished eating, they must clean-up before leaving their area.
- No Pop/Soda/coffee/energy drinks in Cafeteria in the a.m.
- The kitchen closes at 8:00. No student will be served breakfast after that without special permission from the office.
- Discipline reports will be filed when necessary.

Lunchroom supervisors need to be familiar with behavior expectations in the lunchroom/playground as outlined on the following pages. Supervisors should always be in a position to observe student behavior. Supervisors should strategically place themselves around the cafeteria and **move** throughout the cafeteria. As much as possible, misbehavior should be handled by the supervisor. If behavior is extreme and/or frequent, a discipline report should be filled out so that the behavior is documented and parents and teachers are made aware. Misbehavior in the lunchroom/playground will be dealt with as outlined in the FIS Student/Parent Handbook.

Responding to students in a calm, business-like way is very effective. Engaging in yelling and sarcasm almost always escalates the situation.

Lunchroom/Playground Supervisor/Ticket Taker Schedule

Breakfast-Nutrition Department staff

Lunch-Nutrition Department staff

Lunchtime Lunchroom/Recreation Procedures

- Students will be escorted by a supervisor to the cafeteria from the outside playground area to the northeast cafeteria door by way of door #2.
- Students should enter the cafeteria quietly, proceed through the southwest entrance and get into two lunch lines in an orderly manner.
- They are allowed to choose where to sit in the lunchroom unless this privilege is taken away from the individual or the whole group because of inappropriate behavior.

- Students must get permission from the lunchroom supervisor and sign out on a clipboard (available at the back table) in order to leave the lunchroom for any reason. Students will be signed out to a destination and must sign in before other students are allowed to leave. The lavatory across from the cafeteria by the Industrial Tech room should be used by students during lunch/recreation time.
- Students will be dismissed from the lunchroom by tables. Students must be settled and their table area cleaned up before they will be allowed to go. Students should exit the cafeteria through either of the west doors.
- Students need to be quiet as they pass through the hallways to their lockers or afternoon classes.
- There will be a few individual carrels available in the cafeteria which can be assigned to students who need a timeout.

Any changes in these procedures should be discussed by supervisors and a recommendation made to the principal or designated administrator regarding the change. **If changes in lunchroom rules and/or procedures are required, a public announcement needs to be made to the student population before the change takes place.** It is of utmost importance that all lunchroom supervisors are actively involved in the supervision of the lunchroom and playground. Positive student discipline requires consistency from day to day so it is important that we all stick to agreed upon rules and procedures.

Student Lunchroom Behavior Expectations

Eating lunch each day is a right for each student at FIS. Being in the cafeteria and choosing who to eat with is a privilege. Going out for recess is also a privilege. Students who do not make good decisions in the cafeteria may have to eat somewhere else, or may not be allowed to sit where they want in the cafeteria. At times, all students in a grade level may be assigned seats in the cafeteria or lose playground privileges because of general misbehavior. Lunchroom supervisors will make that decision. The morning before a grade level is assigned seats, an announcement must be made regarding this decision.

Lunchroom Rules

- Walk to lunch and in the lunchroom.
- Stay in order in the lunch line. Switching lunch lines requires going to the end of the line.
- Talk quietly. Use an inside-voice.
- Proper table etiquette should be followed.

- Food may be given away but not taken.
- No pop in the lunchroom.
- Lunchroom supervisors will be treated with respect. Insubordination, name calling, etc. will not be allowed.
- All students must report to the lunchroom after recess and may leave only with permission. Students should not be in hallways or classrooms during their lunch time.
- Food must stay in the cafeteria unless permission is given.
- Choose your words carefully. Profanity is an inappropriate choice.

Recreation Area Behavior Expectations

1. Respect yourself.

Play safely-no wild games. Report any injuries or accidents to a playground supervisor immediately.

Stay within the boundaries of the playground.

2. Respect others.

Share equipment.

Follow directions from adults promptly.

Set rules before the game begins, and agree on how to deal with people who break the rules.

Choose your words carefully. Profanity is not appropriate.

Pushing, shoving, or wild play to, from or on the playground is not allowed.

Tackle football, king of the hill, or snowball throwing are not allowed.

Move quietly to the cafeteria for lunch.

3. Respect property.

Take care of equipment.

Report broken or damaged equipment immediately.

Food or beverages are not to be taken to the recreation area.

Misconduct or violation of the above rules may result in the student losing his/her playground privileges or other consequences determined to be appropriate. Misconduct on the playground will be dealt with as outlined in the FIS Student/Parent Handbook. Students are expected to show respect to the playground supervisors at all times. All disrespect directed toward the playground supervisors will be dealt with appropriately.

Consequences *will be determined by lunchroom staff, depending on the severity and frequency of offenses.* Violation of the above rules or misconduct may result in a variety of consequences including but not limited to: going last in line, given an assigned seat, removed to a carrel, restricted lunch or recess, removed to the office, assigned clean up, and/or detention. Depending upon the seriousness of the infraction, a student may also be suspended by the principal or other administrative designee from school for misconduct in the lunchroom. Students are expected to show respect to the cooks and supervisors at all times. Behavior

Expectations and consequences outlined in the Student/Parent Handbook will be enforced during student lunch/recess periods.

Restricted Lunch Procedures/Rules

Report to Restricted Lunch Room and sit where directed.

Bring study materials or a book to read and begin work.

Upon direction students who want lunch should go through the lunch line.

Students bring trays back to their assigned seats in the restricted lunchroom to eat.

When finished eating, students will return tray and return to work on study materials or read.

There is no visiting in the restricted lunchroom, in the halls, or in the lunchroom when assigned to restricted lunch.

Not following these rules could result in further days of restricted lunch or detention/suspension.