

Schedule for Cafeteria Lesson

1. **Teachers** will bring their classes to recess and teach them to stand in lines. The line will be divided between those students eating hot lunch, and those eating cold lunch (may want to alternate which group goes first each day). Teachers should also read to students the lunch menu each day and remind the students to be thinking about what choices they will want for lunch. Teachers will wait with their teachers by the door until a cafeteria supervisor meets them, teachers will also accompany their class through the tour. Throughout the year, teachers will choose recycling helpers with jobs each week and turn it in to the cafeteria supervisors on the provided laminated sheet.

*During lunch throughout the year, if students forget their lunch, the cafeteria supervisor will walkie-talkie to the office and notify the teachers that their student is heading to their room to get their lunch

2. **Cafeteria supervisors** will meet the classes at the door and begin the lesson:
 - A. Introducing the cafeteria according to the school rules:
 - a. Be safe, responsible, & respectful in the cafeteria
 - b. Listen respectfully and quietly while adult's are talking
-any adult talking, maybe using a microphone
 - c. Introduce signal – "Lights off, voices off"
 - c. Show/tell which bathroom to use
 - d. Introduce passes; using clothes pins w/ passes
 - B. Teach the students appropriate behavior while standing in line
 - a. All grades will come through the hallway door, except 1st grade will arrive through the recess door
-1st grade will have their cold lunches in a basket under the table they will be sitting at
 - b. Quiet – normal, inside voices in lunch room & whisper voice in the hall
 - c. Only take your lunch card & pick up any you knock off the board (Respectful)
 - d. Get milk
 - e. Walk quietly in a straight line to the lunch line

C. Lunch line behavior

- a. Be ready with food choices and make choice quickly and quietly (Be responsible)
- b. Teach how to order food w/ "Please" and "Thank you" (Be respectful)
- c. Hold tray with two hands (Be responsible)
- d. Scan card
- e. Remember to get silverware, napkin, & condiments (Be responsible)
- f. How to place silverware on tray – don't carry (Be safe)
-staff will wear aprons w/ extra silverware & napkins for forgetful
- g. Walk to seat (Be safe)
- h. For cold lunches, students will line up by hot water, but adults will give hot water to students (Be safe)

D. Table behavior/ manners

- a. Seating chart for 1st, 2nd, 3rd grade – 4th & 5th by classroom
-alphabetically, arranged w/ teachers
- b. Maximum number of students = (4/ bench for K – 2nd; 3/ bench for 3rd – 5th)
- c. Take first seat you come to; no saving seats
- d. Stay where seated
- e. Raise your hand if you need anything or to leave your seat
- f. Normal talking voice
- g. Eat your own food; If you didn't bring it don't eat it; (Be safe)
- h. Talking buddies – students sitting next to you & directly across
- i. Show boundaries of personal space at table
- j. Check your space to make sure it's clean before you leave
- k. Use silverware appropriately; no bending (Be respectful)

E. Recycling/ Clearing tray

- a. Announce helpers w/ 5 minutes left in lunch
- b. Open up milk cartons
- c. Choose order of dismissal according to Quiet & Clean tables

F. Line up by grade level

- a. Show them where to line up
- b. Voice level – Whisper
- c. Keep hands and feet to self

3. **Teachers** return to cafeteria to pick up class

Schedule for Playground Lessons

Primary (K-2nd grade)

1. **Teachers will bring their classes to recess, on the way they will teach their students not to bring toys (including balls) to recess and how to walk appropriately to recess.** The teachers will wait with their classes by the door that the students will be using to come to recess until a recess supervisor comes over to begin the lesson; teachers will accompany their class through the tour and get their break during the recess time following the lesson.
2. **Recess supervisors will meet the classes at the doors and begin the lesson:**
 - A. **Introducing recess according to school rules:**
 - Be safe, responsible and respectful
 - B. **Teach the students where the walk zone ends and where they can begin running for recess (organize with the other supervisors who will go which ways during the tour; remember b-g below will be taught in different orders for different groups)**
 - a. **Start the recess boundaries tour (following the cones)**
 - b. **Teach no balls on the walls (respecting students in class)**
 - c. **No running on wood (safety issue)**
 - d. **Teach how to step off the structures without jumping (safety)**
 - e. **Teach how to use the slide appropriately (safety)**
 - f. **How to use the swings appropriately (safety)**
 - No countbacks? (respect)
 - g. **Leave nature outside – don't bring rocks, wood, grasshoppers, etc. in to school or put in pockets**
 - C. **How to line up appropriately**
 - hands and feet to self
 - appropriate voice level
3. **Students get to practice lessons at recess, teachers take break & meet students when recess is over**

Schedule for Playground Lessons

Intermediate (3rd – 5th grade)

1. **Teachers** will bring their classes to recess, on the way they will teach their students not to bring toys (including balls) to recess and how to walk appropriately to recess. The teachers will wait with their classes by the door that the students will be using to come to recess until a recess supervisor comes over to begin the lesson; teachers will accompany their class through the tour and get their break during the recess time following the lesson.
2. **Recess supervisor** will meet the classes at the doors and begin the lesson:
 - A. Introducing recess according to school rules:
 - Be safe, responsible and respectful
 - B. Teach the students where the walk zone ends and where they can begin running for recess (organize with the other supervisors who will go which ways during the tour; remember b-f below will be taught in different orders for different groups)
 - a. Start the recess boundaries tour (following the cones)
 - b. No balls on walls (respecting school building & students in class)
 - c. Using monkey bars appropriately (safety)
 - d. How to use the swings appropriately (safety)
 - No countbacks? (respect)
 - e. Walk while on structure/ No running on structure (safety)
 - f. Show students the tag area
 - C. How to line up appropriately
 - hands and feet to self
 - appropriate voice level
3. **Students get to practice lessons at recess, teachers take break & meet students when recess is over**