

SWPBS Training **Examples & Forms Packet**

Middle Schools Examples

**Teaming Matrix
Expectation Grids
Lesson Plans &
Teaching Schedule**

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School _____

Name of Team: _____ Date: _____

Office Contact: _____ Phone # _____

Team's Mission/Purpose

Team Meeting Schedule:

Meeting Minutes are located in:

Team Member Roles and Back-Ups:

Team Member Name & Email	Role	Back-Up Team Member
1.	Facilitator	
2.	Data Analyst	
3.	Minute Taker	
4.	Timekeeper	
5.		
6.	Team Member	
7.	Team Member	

Team Norms:

Decision-making method (i.e. voting, everyone must agree, majority rules):

Signed By:

Sample Teaming Matrix

Initiative/ Committee	Purpose	Outcome	Target Group	Staff Involved	SIP
<i>Attendance Committee</i>	Increase attendance	Increase % of students attending daily	All students	Eric, Ellen, Marlee	Goal #2
<i>Character Education</i>	Improve character	Improve character	All students	Marlee, J.S., Ellen	Goal #3
<i>Safety Committee</i>	Improve safety	Predictable response to threat/crisis	Dangerous students	Has not met	Goal #3
<i>School Spirit Committee</i>	Enhance school spirit	Improve morale	All students	Has not met	
<i>Discipline Committee</i>	Improve behavior	Decrease office referrals	Bullies, antisocial students, repeat offenders	Ellen, Eric, Marlee, Otis	Goal #3
<i>DARE Committee</i>	Prevent drug use		High/at-risk drug users	Don	
<i>EBS Work Group</i>	Implement 3-tier model	Decrease office referrals, increase attendance, enhance academic engagement, improve grades	All students	Eric, Ellen, Marlee, Otis, Emma	Goal #2

Expectations
Grid
Middle
Schools

School-wide Behavioral Expectations

School _____




Year _____




	School Rules		
Setting			


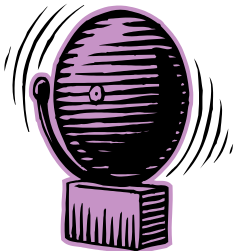
REYNOLDS MIDDLE SCHOOL

Student Expectations

Respect Others Manage Self Stay Safe

Common Area	Respect	Management	Safety
<p style="text-align: center;">Hallway</p> 	<ul style="list-style-type: none"> • Be aware of others • Close lockers gently-don't slam • Use polite language 	<ul style="list-style-type: none"> • Use quiet voices • Have a hall pass at all times • Move to class on time • Keep hands, feet and objects to self 	<ul style="list-style-type: none"> • Stay to the right in the hallway • Walk at all times • Open doors slowly
<p style="text-align: center;">Routines & Procedures</p>	•		
<p style="text-align: center;">Bathrooms</p> 	<ul style="list-style-type: none"> • Respect property • Respect privacy of others 	<ul style="list-style-type: none"> • Put things in proper place • Keep walls and stalls clean 	<ul style="list-style-type: none"> • Wash hands • Report problems to an adult
<p style="text-align: center;">Routines & Procedures</p>	•		
<p style="text-align: center;">Cafeteria</p> 	<ul style="list-style-type: none"> • Clean up your table • Use garbage and recycle cans 	<ul style="list-style-type: none"> • Use appropriate voice level and language • Keep all food and drink in the cafeteria • Wait in line patiently 	<ul style="list-style-type: none"> • Eat only your own food • Walk at all times • Sit appropriately at your table
<p style="text-align: center;">Routines & Procedures</p>	•		

Common Area	Respect	Management	Safety
<p>Playground/Recess</p> 	<ul style="list-style-type: none"> • Play fairly • Use appropriate language • Include others 	<ul style="list-style-type: none"> • Follow adult directions • Stay in appropriate areas 	<ul style="list-style-type: none"> • No lingering by the exits • Stay within the boundaries • Line up for leaving
<p>Routines & Procedures</p>	<ul style="list-style-type: none"> • 		
<p>Drop-Off/ Pick-up</p> 	<ul style="list-style-type: none"> • Follow adult directions • Keep hands, feet and objects to self 	<ul style="list-style-type: none"> • Go directly to your after-school destination 	<ul style="list-style-type: none"> • Use sidewalks and crosswalks • Stay behind white line
<p>Routines & Procedures</p>	<ul style="list-style-type: none"> • 		
<p>Assembly and Special Events</p> 	<ul style="list-style-type: none"> • Listen respectfully • Applaud at appropriate times 	<ul style="list-style-type: none"> • Sit quietly during presentation • Focus on presentation 	<ul style="list-style-type: none"> • Stay seated in assigned areas • Wait for dismissal
<p>Routines & Procedures</p>	<ul style="list-style-type: none"> • 		

Common Area	Respect	Management	Safety
<p data-bbox="228 176 383 212">Bus Area</p> 	<ul data-bbox="521 180 808 474" style="list-style-type: none"> • Follow adult directions • Use appropriate language and topics • Use a quiet voice 	<ul data-bbox="902 180 1211 432" style="list-style-type: none"> • Remember to keep food and drink in your bag • Either use garbage cans or take it with you 	<ul data-bbox="1261 180 1549 558" style="list-style-type: none"> • Keep hands, feet and objects to self • Ask permission to open and close windows • Stay seated and keep aisles clear
<p data-bbox="220 590 391 663">Routines & Procedures</p>	<ul data-bbox="521 590 537 621" style="list-style-type: none"> • 		
<p data-bbox="167 688 448 724">Emergency Drills</p> 	<ul data-bbox="521 690 834 858" style="list-style-type: none"> • Stay quiet and listen • Help others when appropriate 	<ul data-bbox="902 690 1206 942" style="list-style-type: none"> • Listen for and follow directions • Stand/sit quietly • Remain in line until you return to class 	<ul data-bbox="1261 690 1549 900" style="list-style-type: none"> • Follow adult directions • Line up quickly • Walk safely and quietly
<p data-bbox="220 995 391 1068">Routines & Procedures</p>	<ul data-bbox="521 995 537 1026" style="list-style-type: none"> • 		

Behavioral Expectations & Routines Matrix

Manuel Peña Jr. Elementary

LOCATION	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
ALL COMMON AREAS	<ul style="list-style-type: none"> • Walk facing forward and stay to the right • Keep hands, feet and objects to self • Stay on the sidewalk 	<ul style="list-style-type: none"> • Use kind words & actions • Use appropriate voice level • Listen and follow teacher's directions 	<ul style="list-style-type: none"> • Use a hall pass • Pick up any trash you find along the way • Follow adult directions • Be in dress code
	Routines:		
CAFETERIA	<ul style="list-style-type: none"> • Walk calmly and quietly • Keep hands, feet and objects to self • Keep both hands on tray 	<ul style="list-style-type: none"> • Use quiet voices • Stand in line • Wait your turn • Pick up all your trash when you leave 	<ul style="list-style-type: none"> • Know your lunch number • Be ready to make your choice • Eat food in the cafeteria only
	Routines:		
PLAYGROUND/ RECESS	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Play approved games only 	<ul style="list-style-type: none"> • Include everyone • Talk out problems • Share and use equipment properly • Follow adult directions • Pick up any trash you see 	<ul style="list-style-type: none"> • Stop playing when the bell rings and line up • Stay in assigned area • Play by school game rules • Be in uniform
	Routines:		

East Student Expectations

The Matrix

BE SAFE * BE RESPONSIBLE * BE RESPECTFUL

	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
ALL AREAS	<ul style="list-style-type: none"> ◆ Get adult help when needed ◆ Report unidentified visitors ◆ Keep hands, feet, and objects to self ◆ Move safely ◆ Use materials and equipment appropriately 	<ul style="list-style-type: none"> ◆ Follow directions ◆ Be prepared and on time ◆ Use problem solving skills ◆ Have appropriate pass 	<ul style="list-style-type: none"> ◆ Use kind words and actions ◆ Respect others' space and property ◆ Use appropriate voice level ◆ Clean up after yourself
Morning Arrival	<ul style="list-style-type: none"> ◆ Enter building upon arrival <p>Cafeteria: Use utensils appropriately Gym: Be seated, stay seated To Class: Move calmly</p>	<ul style="list-style-type: none"> ◆ Walk directly to scheduled destination <p>Cafeteria: Clean up after yourself Gym: Read or whisper with a friend To Class: Report to classroom teacher</p>	<ul style="list-style-type: none"> ◆ Greet others with a smile ☺ <p>Cafeteria: Use good manners Gym: Use quiet voices To Class: Be aware of others</p>
Office Area	<ul style="list-style-type: none"> ◆ Check in with office staff immediately 	<ul style="list-style-type: none"> ◆ Have office pass visible ◆ Wait quietly for your turn 	<ul style="list-style-type: none"> ◆ Politely state your purpose ◆ Use please and thank you
Hallway	<ul style="list-style-type: none"> ◆ Walk to the right of the hall ◆ Walk in an orderly manner ◆ Hold door open for others 	<ul style="list-style-type: none"> ◆ Move calmly and quietly ◆ Walk directly to your destination ◆ Have hall pass visible 	<ul style="list-style-type: none"> ◆ Honor others' personal space ◆ Admire displays with eyes only
Restroom	<ul style="list-style-type: none"> ◆ Wash hands ◆ Keep water and soap in sink 	<ul style="list-style-type: none"> ◆ Throw paper towels into trash can ◆ Turn off water 	<ul style="list-style-type: none"> ◆ Respect privacy ◆ Always flush ◆ Use restroom quickly and quietly
Outside Recess	<ul style="list-style-type: none"> ◆ Report unidentified visitors ◆ Report injuries or concerns ◆ Play only approved recess games ◆ Stay within playground boundaries ◆ When vehicles arrive, move to safe area away from the vehicle 	<ul style="list-style-type: none"> ◆ Follow school game rules ◆ Put equipment away ◆ Use a pass to enter the building ◆ First Whistle: put equipment away, line up, face forward and stand quietly 	<ul style="list-style-type: none"> ◆ All games are open ◆ Share and take turns ◆ Demonstrate good sportsmanship ◆ Be courteous of other activities
Inside Recess	<ul style="list-style-type: none"> ◆ Report injuries or concerns ◆ Play only approved recess games ◆ Stay in the gym 	<ul style="list-style-type: none"> ◆ First whistle, stop play and listen for directions ◆ Second whistle, face forward and stand quietly. 	<ul style="list-style-type: none"> ◆ Demonstrate good sportsmanship ◆ All games are open ◆ Be courteous of other activities

	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
Lunch	<ul style="list-style-type: none"> ◆ Always walk; move calmly and quietly ◆ Exit cafeteria in an orderly manner ◆ Leave cafeteria area only with staff permission 	<ul style="list-style-type: none"> ◆ Clean up area when finished ◆ Stack tray neatly ◆ Wait until everyone is served to empty your tray ◆ Save one seat for a friend, allowing anyone else to sit next to you 	<ul style="list-style-type: none"> ◆ Use good manners and kind words ◆ Use restaurant voices ◆ Stop talking when directions are given
Lunch Line	<ul style="list-style-type: none"> ◆ Walk in single file to lunch line ◆ Leave space open at doorways ◆ Enter the carpeted gym through the door that is closest to the cafeteria 	<ul style="list-style-type: none"> ◆ Stand calmly in line ◆ Save conversation for the cafeteria ◆ Have lunch card ready ◆ Keep lunch unbent and saliva free 	<ul style="list-style-type: none"> ◆ Admire displays with eyes only ◆ Honor others' personal space ◆ Leave room for others to pass
Library	<ul style="list-style-type: none"> ◆ Move calmly and quietly ◆ Push chair in when leaving table 	<ul style="list-style-type: none"> ◆ Return books when they are due ◆ Treat books carefully ◆ Use library time appropriately ◆ Use shelf markers 	<ul style="list-style-type: none"> ◆ Use a library voice ◆ Replace books carefully ◆ Wait patiently to check out books or use the computer
Assemblies and Special Events	<ul style="list-style-type: none"> ◆ Keep hands, feet, and objects to self ◆ Be seated, stay seated ◆ Wait for arrival / dismissal signs 	<ul style="list-style-type: none"> ◆ Enter and exit calmly and quietly ◆ Sit in designated areas 	<ul style="list-style-type: none"> ◆ Listen and pay attention to presenter(s) ◆ Applaud appropriately ◆ Stay for entire assembly ◆ Be aware of others viewing needs
Dismissal (exits, bike rack, parking lot, etc.)	<ul style="list-style-type: none"> ◆ Be aware of traffic ◆ Walk to the right in the hall ◆ Walk bikes on school grounds ◆ Use bike lanes; wear helmets ◆ Use sidewalks and crosswalks 	<ul style="list-style-type: none"> ◆ Go directly to after school destination ◆ Wait in front walkway for rides home ◆ Wait under bus port, by the wall, for siblings 	<ul style="list-style-type: none"> ◆ Leave school promptly ◆ Use only kind words ◆ Wait calmly for your ride
Afternoon Bus Line	<ul style="list-style-type: none"> ◆ Move calmly and quietly ◆ Keep hands, feet, and objects to yourself ◆ Walk directly to your bus line ◆ Leave designated area only with staff permission 	<ul style="list-style-type: none"> ◆ Be seated, stay seated ◆ Raise your hand for permission to leave gym and bus line ◆ Walk directly to the end of the bus line 	<ul style="list-style-type: none"> ◆ Hats may be worn in the bus line ◆ Wait calmly ◆ Use good manners ◆ Read or complete homework

This matrix provides some of the many examples of being Safe, Responsible, and Respectful.

Figure 8

Middle School Rules and Behavioral Expectations for Common Areas Matrix

Common Area	Be Safe	Be Responsible	Be Respectful
Cafeteria	<ul style="list-style-type: none"> • Walk at all times. • Eat only your own food. 	<ul style="list-style-type: none"> • Wait in line patiently. • All food and drink stays in cafeteria. • Place recyclables in proper containers. 	<ul style="list-style-type: none"> • Use good manners. • Clean up your area.
Gym	<ul style="list-style-type: none"> • Sit properly in bleachers/chairs. • Use equipment properly. • No food, drink, or gum. 	<ul style="list-style-type: none"> • Show good sportsmanship. • Return equipment to designated area. 	<ul style="list-style-type: none"> • Be a team player, encourage others. • Use home court.
Assemblies/ Special Events	<ul style="list-style-type: none"> • Sit quietly during presentation. • Wait for dismissal instructions. 	<ul style="list-style-type: none"> • Focus on presentation. 	<ul style="list-style-type: none"> • Listen responsibly. • Applaud appropriately.
Media Center	<ul style="list-style-type: none"> • Keep hands and feet to self. • Use chairs and tables appropriately. 	<ul style="list-style-type: none"> • Return materials to proper places on time. • Use Internet appropriately, print only what's needed. • No food, drink, or gum. 	<ul style="list-style-type: none"> • Use kind words and actions. • Respect property—yours and others'.
Hallways	<ul style="list-style-type: none"> • Walk at all times. • Keep hands and feet to self. • Move to class on time. 	<ul style="list-style-type: none"> • No food, drink, or gum. • Use drinking fountains appropriately. 	<ul style="list-style-type: none"> • Use kind words and actions. • Respect property—yours and others'.
Office/SRC	<ul style="list-style-type: none"> • Keep hands and feet to self. • Use chairs and tables appropriately. 	<ul style="list-style-type: none"> • State your purpose politely. • Obtain permission to use phone. • No food, drink, or gum. 	<ul style="list-style-type: none"> • Use kind words and actions. • Keep hands and feet to yourself.
Bathrooms	<ul style="list-style-type: none"> • Keep water in sink. • Wash hands. • Put towels in garbage. 	<ul style="list-style-type: none"> • Flush toilets. • Inform adults of vandalism. 	<ul style="list-style-type: none"> • Give people privacy. • Respect property—yours and others'.
Bicycles/Walkers	<ul style="list-style-type: none"> • Walk and ride bikes safely. • Wear helmets. • Secure bicycles. • No loitering. 	<ul style="list-style-type: none"> • Touch others' property only with permission. • Pick up litter. 	<ul style="list-style-type: none"> • Use kind words and actions. • Respect property—yours and others'.
Bus Area	<ul style="list-style-type: none"> • Do not block front doors. • Stay behind yellow line. 	<ul style="list-style-type: none"> • Wait in line patiently. • No gum. • Pick up litter. 	<ul style="list-style-type: none"> • Use kind words and actions. • Keep hands and feet to yourself.

Classroom Behavioral Expectations & Routines

Teacher _____ Date _____

School _____

School Rules	Safe	Kind	Responsible	Be a Learner
Expected Student Behavior				
Classroom Routines Defined				
Entering the Classroom				
Starting the Day				
Attention Signal				
Working Independently				
Working in Groups				
Asking for Help				
Transition Procedures/ Lining up				
Hall Pass System				
Obtaining Materials/ Supplies				
Completing & Returning Homework				

Example**Map School-wide Rules & Expectations to Classroom Routines**

School Rule	Be Safe	Be Respectful	Be Responsible
Expected Student Behaviors	Walk facing forward Keep hands, feet & objects to self Get adult help for accidents & spills Use all equipment & materials appropriately	Use kind words & actions Wait for your turn Clean up after self Follow adult directions Be silent with lights are turned off	Follow school rules Remind others to follow school rules Take proper care of all personal belongings & school equipment Be honest Follow game rules
Classroom Routines			
Starting the day	<ul style="list-style-type: none"> • put personal belongings in designated areas • turn in homework • put instructional materials in desks • sharpen pencils & gather necessary material for class • be seated & ready to start class by 8:30 		
Entering the classroom	<ul style="list-style-type: none"> • enter the room quietly • use a conversational or 'inside voice' • keep hands, feet, objects to self • walk • move directly to desk or assigned area • sit quietly & be ready for class 		
Working independently	<ul style="list-style-type: none"> • select area to work • have materials ready • work without talking • raise hand to ask for help • keep working or wait quietly for assistance when the teacher is helping someone else • move quietly around the room when necessary • put materials away when finished • begin next activity when finished 		
Asking for help	<ul style="list-style-type: none"> • always try by yourself first • use the classroom signal for getting assistance • keep working if you can or wait quietly • remember the teacher has other students that may also need help 		
Taking care of personal needs	<ul style="list-style-type: none"> • follow the class signal for letting the teacher know you have a private concern • let the teacher know if you need immediate help or if you can wait a while • try to speak to the teacher privately & quietly if you do not want other students involved 		
Completing & returning homework	<ul style="list-style-type: none"> • collect your work to take home • complete work, get parent signature when needed • bring work back to school • return work to homework basket 		

Lesson Plan Examples

EXPECTATIONS AND PROCEDURES LESSON PLAN

Setting: Cafeteria/Lunch

EXPECTATIONS

RESPECTFUL	RESPONSIBLE	SAFE
<ul style="list-style-type: none"> • Good manners at all times 	<ul style="list-style-type: none"> • Wait in line patiently • Eat your food only • Clean up your area • Share food appropriately 	<ul style="list-style-type: none"> • Stay off the stage

REASON THE EXPECTATIONS ARE IMPORTANT:

To make lunch a socially enjoyable time for all students. Keeps cafeteria looking nice for all students. Keeps floor clean and safe for PE classes. Prevents spread of disease.

TEACHING EXAMPLES AND NON-EXAMPLES

<p>Example: Stands patient in line, hands to self, quietly conversing.</p> <p>You and your friend are finished eating and getting ready to go. Somebody starts to leave without picking up his or her milk carton. You remind them to get it as you check to make sure your garbage is cleared.</p> <p>Recognize the effort of the cafeteria staff by thanking them or saying hello.</p> <p>Use utensils properly at the salad bar.</p> <p>You sit with a friend to eat and agree together to trade a banana for cookies.</p>	<p>Non-Example: Push each other, take cuts and yell at other students while standing in a semi-group line.</p> <p>You and your friends walk off and leave spilled juice and used napkins on the table.</p> <p>Kids walk through the lunch line and get food put on their plates without saying thank you or even acknowledging the presence of the cooks.</p> <p>Do not put spoons back in proper containers; food slopped from one container to another.</p> <p>Someone comes up behind you and grabs a cookie off your plate without your permission. They start eating it and walk away.</p>
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STUDENT ACTIVITIES AND FOLLOW-UP

1. Review recyclables on try and procedure for recycling.
2. Model expectations during a classroom snack time.
3. Have custodian in classroom as guest speaker.
4. Model and practice dismissal procedure during lunches.

BE RESPONSIBLE IN THE CAFETERIA

Use examples listed on the school rules and Behavioral expectations page for "Being Responsible."

Step 1: Introduce Rule

- A. Outline focus of the lesson. "Today we are going to learn about being responsible."
- B. Check for student understanding. "What are we going to learn about?"
- C. Define being responsible.
Being responsible means to be dependable and trustworthy at all times.

Step 2: Demonstrate Rule

- A. Model (or provide a story of) positive examples of being responsible and negative examples of not being responsible, using another adult or a student. Have students label the situation as responsible or not responsible.
- B. Ask 2-3 students to give an **example of a situation** in which they know how to be responsible.
- C. Role plays: Some examples to use:
 - You are really in a hurry to get out to recess. You want to get through the line as soon as possible. After you are seated you realize that you need silverware and milk. What was the responsible thing to do? (Get utensils, milk and condiments when 1st going through the line.)
 - You don't want to finish all of your lunch right now. You decide to take your pizza back to the classroom for later. What is the responsible thing to do? (All food stays in the cafeteria.)
 - Another example.
 - Another example.

Step 3: Provide Monitoring and Feedback

- A. Discuss role-play.
 - Ask students to **indicate or show** how they could be responsible.
 - **Encourage** and support appropriate discussion/responses. Minimize attention for inappropriate responses.
- B. Use real situations as examples during class discussions.
 - **Just before** students transition to another activity outside the classroom, ask them to tell you how they can be responsible – (**pre-correction**).
 - When you see student(s) being responsible, provide **specific praise** to the student(s).
 - When you see a student(s) who is not being respectful, stop him/her, **state the rule and redirect**, ask the student(s) to state or demonstrate the expected behavior, watch the student(s), and give immediate feedback.

(Type Setting Here)

Step 1: Review School Wide Rules

- Safe:** Be free from harm of any kind (physical or emotional).
- Respectful:** Be polite and cooperative with others.
- Responsible:** Be dependable and trustworthy at all times.

Step 2: Teach Expectations for Specific Setting

Safe	Respectful	Responsible

Step 3: Tell Why Rules are Important

- Safe:** (Type rationale here)
- Respectful:** (Type rationale here)
- Responsible:** (Type rationale here)

Step 4: Demonstrate Rules

*Provide more examples than non-examples

<u>Rule</u>	<u>Example</u>	<u>Non-Example</u>
Be Safe		
Be Respectful		
Be Responsible		

Step 5: Provide Opportunities to Practice

- Class/Partner Discussion
- Role Playing
- Brainstorm/List Examples or Ways to Follow Rules
- Draw/Write Examples and Non-Examples
- Read A Book That Demonstrates Rule or Behavior
- Perform Skits
- Students Teach Other Students About Rules

Figure 12

Expected Behavior Lesson Plan (sample)

The Topic/Rule: Be respectful

What do we expect the student to do?

1. Speak respectfully to adults and peers.
2. Use respectful words to resolve conflicts.
3. Keep hands and feet to self in common areas.

How will we teach the expected behavior?

Tell why following the rule is important: It is important to be respectful to your peers and adults in the school. Using words or actions to harass, tease, or bully another person is inappropriate and can hurt others physically or emotionally. Negative interactions in the school interfere with learning and can cause problems at school and in the community.

List examples and nonexamples of the expected behaviors (at least three each):

Ask students to identify examples and nonexamples of each part of the rule. Ask them to identify both and tell why it is a good or bad example of expected behavior. These are examples you might use:

- A positive example: Joe bumped into Mary in the hallway and her books fell to the ground. She was upset because she would be late to class and started to call him names. Joe recognized that he was not paying attention and decided to apologize and help Mary pick up her books. His teacher gave him a positive referral, and Mary thanked him for resolving the problem with respect.
- A nonexample: Joe bumped into Mary in the hallway and her books fell to the ground. She was upset because she would be late to class and called Joe a "jerk." Joe got angry and told Mary she was ugly and stupid. He walked away, and Mary was late for class. Mary was mad and began to spread untrue rumors about Joe to her friends.

Teachers should prompt students to (a) identify the problem, (b) think of one or more respectful solutions to the problem, (c) choose one of the solutions, (d) carry it out, and (e) evaluate the solution.

Provide opportunities to practice and build fluency:

1. Set aside a few minutes at the beginning of each period to practice the rule.
2. As the teacher models, have individual students demonstrate examples and nonexamples of following the rule (role play).
3. Tell students about the consequences for following and not following the rules.

Follow-Up Ideas

1. Play a trivia game asking students questions about lunch expectations and rules.
2. Make a poster that uses the cafeteria expectations or rules in a creative way.
3. Give examples of good things to do in the cafeteria.
4. ask students what they remember about the station.
5. Have students make up question to ask to other students.
6. Go to the cafeteria and practice.

Stations for Line Behavior, Hallways, Come and Go

Ask the students what the 3 school rules are. (Safety, Respect, Responsibility) Refer to these rules as you describe and demonstrate hallway and line behavior.

I. Station 1 - Homeroom

A. Discuss lining up

1. There will be one line leader and two door holders
 - a. The first door holder goes to the end of the line when finished holding the door.
 - b. The door holders take turns being first when the line starts out.
2. The class will walk in a straight line
3. Students will stay close without touching.
4. Students will not save places and cutting will not be allowed. If a student leaves the line for any reason, he/she must go to the end of the line.

B. Discuss walking in a line in the hall.

1. Stay to the right
2. Stay with the group (keep up)
3. The inner circle or loop has the right of way.
4. Stop at the intersection where the hallway meets the inner circle. Look and listen before proceeding.
5. If you are going outside, stop and look. Students and classes moving in the outer ring have the right of way.
6. Voices are at level 1 or 2 in the inside halls.

C. Time for Practice! Line students up and proceed to the G-H hallway and out the door. Stop at the intersections, walk on the right and follow traffic rules.

II. Station 2 - On the ring outside GH Door

A. Rules on the outside ring

1. Walking only
2. Walk bikes, carry roller blades
3. Stay to the right
4. Voice level is 2/3

B. Standing outside classroom door

1. Voice level is a 2/3
2. Keep backpacks on
3. Keep property as well as hands and feet to yourself.

III. Station 3 - Covered walkway leading to the gym/cafeteria

A. Doors

1. Doors are marked for going in and coming out.
2. Walk through doors

B. Walking Route

1. Use the covered walkway which takes you around and away from the office and staff room
2. Stay off planters for safety reasons.
3. Bike area is off limits. You may not even go and sit on your own bike during school hours.
4. Bikes must be walked on school grounds from 8 a.m. to 3 p.m.

C. Parking Lots

1. Parking lots are for adults only. Please do not walk through parking lots unless you're with an adult.

D. Crosswalks

1. There are two crosswalks. Point these out.

IV. Station 4 - Sidewalk by bus/ Staff Parking Lot/ Sidewalk

A. Stay on the sidewalks and off of the grass

B. Show bus line-up area

C. Walk students around the staff parking lot so that they can see the sidewalk.

D. Students and teacher return to room.

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