

Lincoln Middle School 6th Grade Lunchroom Procedures

Dear Parents/Guardians and Students:

The 6th grade staff has decided to update some of the lunchroom procedures for the rest of the 2017-2018 for our students. These changes are necessary to insure that students are following the Knights' Way of being respectful, responsible and safe before, during, and after lunch. The following procedures go into effect **Tuesday February 13th, 2018**. If you have any questions, please contact the school.

New and Continuing Procedures:

1. There will be no locker stops at lunchtime. Any student with a cold lunch will put their lunch in the basket for their team at the beginning of the day. (Team Triumph- outside Mrs. Biegler's room, Team Excel- outside Ms. Klopstein's room) Baskets will be brought to the lunchroom by the teachers.
2. All students will walk to lunch with their Core 3 teacher. Team Excel will enter the lunchroom through the south door and Team Triumph will enter through the north door.
3. All students must have a grade level lanyard and ID visible as they enter the cafeteria. Those that have a red lanyard for the day will be called last to eat lunch.
4. All students must go directly to their assigned table when entering the lunchroom. Students are to stay seated in their assigned seat until they are called to get their lunch or they have permission to leave the table from one of the staff members in the lunchroom. Students will be given a colored sticker for the back of their ID that matches the table they are at. This will help to easily identify students that are not at the correct tables. If a student loses their sticker they are responsible for getting another one from one of their core teachers.
5. When their table is called for lunch, students will responsibly exit the north door and get into one of the two lunch lines behind the stanchions. As they are waiting in line, they need to keep their hands, feet, and objects to themselves. Also, their language and volume need be appropriate for a school setting.
6. Upon receiving their lunch and visiting the condiment bar, students will proceed directly to their assigned seat. They are not to leave their seat unless they have permission from a staff member. While eating, students must keep their hands, feet, and objects to themselves. They also need to make sure their language and volume is appropriate for a school setting.
7. If at any time during lunch a student needs to use the restroom, they are to raise their hand and wait for a lunchroom supervisor to come to their table. They will need to get a bathroom pass lanyard from the supervisor, use the restroom, return the pass to the supervisor, and go directly back to their assigned table.
8. The lights will be turned off with 2-3 minutes left in the lunch period to give students a warning that lunch is almost over. This is a time for them to wind down and prepare to return to academic learning. When the students' table is called to line up at the end of lunch, they need to be sure all garbage is cleaned up from the table and floor. They will line up in a single file

Lincoln Middle School 6th Grade Lunchroom Procedures

line until they are told to exit the cafeteria. As they enter the hallway, their voice needs to be silent as they walk back to class.

- **IF ANY OF THE ABOVE PROCEDURES ARE NOT BEING FOLLOWED, STUDENTS WILL BE ASSIGNED LUNCH DETENTION FOR THAT DAY AND/OR THE FOLLOWING DAY AS WELL.**

Lunch Detention:

1. Lunch detention will be held in Room 112. Lunch detention is a SILENT room and seats will be assigned by the lunch detention teacher.
2. Students who receive lunch detention during a lunch period, will walk straight to Room 112. Students who are notified they have lunch detention the following day will report directly to Room 112 on that day. They will not enter the lunchroom. The detention teacher will bring them to get their lunch towards the end of the lunch period.
3. Failure to come to lunch detention or failure to follow the procedure of being SILENT in lunch detention will result in further consequences, including after school community service, an ODR, and/or ISS.
4. If a student receives more than 2 lunch detentions, a parent/guardian will be notified. If a student receives more than 9 lunch detentions, a parent/guardian will be called in for a meeting with the dean of students.

Incentive:

- If the entire 6th grade goes 5 days in a row with no student receiving lunch detention, the next day at lunch students will get to sit in a seat of their choosing.

I have read and understand the 6th grade lunchroom procedures. I understand the consequences that will be given if the procedures are not followed.

Student Name

Student Signature

Parent Signature

Date