

# REGULATION – GREENWICH TOWNSHIP SCHOOL DISTRICT

OPERATIONS  
R 8530/page 1 of 4  
Cafeteria Rules-Elementary Grades

## R 8530 CAFETERIA RULES-ELEMENTARY GRADES

The proper conduct of pupils during lunch period is important for the maintenance of orderly school operations. Teaching staff members who supervise the cafeteria shall follow these district rules to ensure the smooth functioning of this activity.

### A. Preparation for Lunch

1. Teachers must inform the cafeteria of any special lunch orders and the names of those children so ordering.
2. Teachers should take their pupils to the lavatory before entering the cafeteria.
3. Pupils who will be playing outside after lunch should be prepared to go outdoors.
4. Pupils should not carry school papers or books or play things into the cafeteria.

### B. Entering the Cafeteria

1. Teachers shall bring their pupils to the cafeteria punctually.
2. Teachers shall escort their pupils to the assigned table and ascertain that all pupils are seated. Table assignments cannot be changed without the approval of the cafeteria aides or a teacher.
3. Pupils must remain seated until their assigned aide or teacher instructs them to obtain lunch or excuses them individually.
4. Pupils carrying school things or play things must surrender them to the designated aide at the entry.

### C. Obtaining Lunch

1. Pupils shall proceed to the serving counter by the designated aisle in their proper turn and in an orderly manner.



# REGULATION - GREENWICH TOWNSHIP SCHOOL DISTRICT

OPERATIONS  
R 8530/page 2 of 4  
Cafeteria Rules-Elementary Grades

2. Upon receiving lunch each pupil shall return directly to the assigned table by the designated route.

## D. Eating Lunch

1. Lunch table discussions among pupils will be conducted in conversational tones.
2. Pupils may not play with food, food containers, or utensils during lunch.
3. Pupils may not change places during lunch.
4. Pupils may not leave the lunchroom individually without permission.

## E. Cleaning Up

1. Pupils are to bring up their trays and properly dispose of refuse at the designated time.
2. It will be the responsibility of the teacher, aide, and pupils at each table to clean up the area both on and beneath the assigned table.
3. After disposing of refuse, pupils shall proceed in an orderly manner to their assigned area to await dismissal.

## F. Dismissal

1. Pupils will be dismissed for recess one table at a time. There should be a continuous flow of pupils leaving the cafeteria without the necessity for waiting inordinately long periods of time.
2. No pupil may leave the cafeteria without a teacher escort except those permitted to use the lavatory by the aide. Only one pupil at a time may be so excused.
3. Upon leaving the cafeteria under the direction of a teacher, pupils should continue to remain walking in line to their designated recess area.



# REGULATION - GREENWICH TOWNSHIP SCHOOL DISTRICT

OPERATIONS  
R 8530/page 3 of 4  
Cafeteria Rules-Elementary Grades

## G. Discipline

1. Good behavior is expected of all pupils during the lunch period. Poor behavior should be penalized.
2. Disruptive or disrespectful pupils should, initially, be moved to a different table.
3. If changing tables does not result in more orderly conduct, the aide may isolate the pupil within the cafeteria setting, and report the discipline problem to the classroom teacher at dismissal time.
4. If the problem reoccurs, the teacher should contact the pupil's parent(s) or legal guardian(s). Further reoccurrence should be referred to the office of the Principal.
5. The Principal may prohibit a chronically disruptive pupil from eating lunch in the school cafeteria.

## H. Payment Procedures

1. Charging Procedures: (Will be handled by Cafeteria personnel.)

Charging lunch on a regular basis is not permitted.

Lunch charges are for emergency cases only. If a student forgets to bring a lunch or forgets to bring their money to buy lunch, a charge is permitted. This charge is to be paid the next day.

An alternate "Type A" lunch will be given to students charging a lunch every time she/he charges.

The alternate "Type A" lunch is a menu option.

2. Five-Day/Monthly Lunch Tickets:

They will be used for: free lunches, reduces lunches, and lunches purchased on a weekly/monthly basis. Students will still be able to purchase lunch on a daily basis. The Five-Day/or Monthly Ticket is an additional option.



# REGULATION – GREENWICH TOWNSHIP SCHOOL DISTRICT

OPERATIONS

R 8530/page 4 of 4

Cafeteria Rules-Elementary Grades

Extra Portions will be offered to all pupils who have a lunch ticket or their money. They will have to order in the morning and present their money to the cashier, even if they have purchased a Five-Day Lunch Ticket.

### 3. Five-Day/or Monthly Lunch Ticket Sales:

Grades K-8: Five-Day/or Monthly lunch tickets will be purchased on Fridays or the last day prior to a holiday if there is no school on Friday. Students are to place their money and request form in a sealed envelope. This envelope will be given to the homeroom teacher and sent to the cafeteria by 9:00 a.m.

Teachers will be distributing the tickets to their students prior to lunch. The ticket will be retained by the cashier. It will be returned via an envelope placed in the teacher's mailbox in the P.M. Lost tickets will not be replaced.

Students will be responsible for their own ticket in Grades 4 and 5. Lost tickets will not be replaced. The ticket will be retained by the cashier. It will be returned via an envelope placed in the teacher's mailbox.

- Credit Procedures: Lunches remaining on the ticket due to absences, emergency closing, not purchasing a lunch, etc., may be used in future weeks. No money will be refunded unless unusual circumstances prevail. This shall be determined by the administration.

Issued: 14 March 2005

