

Ipalook Lunch Procedures:

Lunch Duty Aide will (teachers will go over with students)

- At the beginning of lunch, set a digital timer. Students will enter the cafeteria and be seated in their line order. When the timer reaches the last 5 minutes, orally remind students of the remaining time. A second reminder will be told at the last 2 minutes before dumping.
- **IMPORTANT** (Please teach students): inform and remind students as they come in, and throughout lunch, that whale tickets will be given to the 2 lunch tables with the best lunchroom behavioral expectations throughout lunch.
- With 1 minute remaining, tell students, "It is now time to dump." Students will be expected to walk to the nearest trash can, put the tray deep inside the trash can, and hit hard **twice**. Remind students no overhead swinging and to keep their tray horizontal. When trays are being stacked, stack like a puzzle in one of the two stacks (on each side), so they can fit securely.
- Staff will tell students they are looking for quiet and ready tables. The whole table needs to sit calmly at a Voice Level 0, and trays are dumped (if the table is dry and students are disruptive, you can have students put their heads down). Staff will have 2 whale tickets looking for the two most outstanding tables throughout lunch. Whale tickets can be found in the Microphone case on the stage.
- As teachers are arriving, call whale ticket winner classes to line up first. Then call remaining classes, pausing for 30 seconds in between all classes. If a teacher is not present, students are to line up in their usual space. **ALL** teachers are responsible for **all** students that are lining up; please make sure that you are on time so that your peers are only responsible for their students.
- Teachers are expected to stand in the same spot every time they pick up their students. Teachers will remind students of their hallway behavior expectations before exiting the gym.

Important notes:

Safety and keeping track of students is our top priority.

1. **Bathroom breaks:** Case-by-case one student at a time. Lunch staff remind students of the expectations as needed before heading out of the cafeteria. *Walking feet, washing hands, straight to the bathroom and back.
 - a. Students will be informed by teachers to go before lunch. Students will also be reminded by teachers and recess aides to go during recess in the specific recess bathrooms.
2. **Drinks:** Water bottles should have water only. Milk should be left at the table during recess and lunch, and not be removed from the cafeteria if it is opened.
3. **Nurse:** If the nurse is there, the aide will allow students to go as needed, preferable one at a time and will be supervised on a case-by-case basis, depending on the severity of each situation.