

## Junior High Cafeteria Guidelines

1. Be respectful and courteous to everyone; follow the directions of staff.  
You are expected to treat your classmates, the cafeteria employees, the supervising teacher(s), and Ms. Ball with respect at all times. This means saying please and thank you.
2. Please place your book bags in the designated area.  
Book bags should be placed upright on the shelving provided. Your bags must be placed in this area to ensure a safe exit in the case of a fire alarm or emergency drill. You may get work or a book from your bag if needed. You are not to bring your bag outside with you. Come back into the cafeteria a few minutes before the bell rings to get your belongings. (at the 5 minute warning bell)
3. Lunch tables: Tables will be numbered. There are either 4 or 8 students permitted at a table only. Square tables are allowed 4 students and rectangle tables are allowed 8 students.
4. Use good table manners.  
Do not play with or throw food or bottles; talk at a reasonable level; avoid foul language.
5. Clean up after you eat.  
You are responsible for the table you are sitting at. This includes cleaning up the garbage even if it is not yours. If someone at your table consistently does not pick up their own garbage, inform the supervisor. The Environmental Club has provided two recycling containers. Place your plastic and paper items in the appropriate container. If you wish to go outside, clean your table and ask permission of the supervisor before leaving .
6. Go to your locker and/or Bathroom before lunch. It is okay to be a minute or two late to the lunchroom if you are using the bathroom or at your locker.
7. If a teacher needs to see you during lunch, obtain a pass before going to the cafeteria.
8. Bathroom Passes: 1 person at a time, use the bathrooms near the art/guidance wing  
You must sign out and in and carry provided bathroom pass at all times.
9. Library Passes: 10 to the Senior High Library, 15-25 to Junior High Library/ Nest  
- depending on the period  
You must sign out and take provided library/Nest pass. When arriving at library/Nest, you must sign in and give pass to library/nest staff.