

NUTRITION COMMON AREA POLICY

For Sierra High School

Fillmore, California

OVERVIEW

Nutrition will be a positive experience for students and staff. This will be accomplished by all parties adhering to policies and procedures.

GOAL

The campus/quad and cafeteria/computer lab areas at Sierra High School will be orderly, safe, clean, and respectful for students, staff, and visitors.

Nutrition Period

- The nutrition period shall occur between third and fourth periods in the school day.
- The nutrition period shall begin at 10:44 a.m. and end at 11:09 a.m. Monday through Thursday.
- The nutrition period shall begin at 10:50 a.m. and end at 11:15 a.m. on Fridays.

Student Release Procedure

- During nutrition, classes are released on a rotational basis. On Mondays, Mr. Lomeli's class shall be released first. Mr. Lomeli, Room 2 and the teacher in charge of nutrition for the day, is responsible for the release of the other classes. After his class is released and in line he will release Room 1, Ms. Morten's class. Thereafter, Mr. Lomeli will release Room 6, Mr. Chavez' class. Lastly, Mr. Lomeli will release Room 5, Mr. Karayan's class. All teachers will follow the same release process. On Tuesdays, Ms. Morten (Room 1) will assume responsibility for the release of classes. Mr. Chavez (Room 6) will release classes on Wednesdays. Mr. Karayan (Room 5) will release classes on Thursdays.
- On Friday's, teachers will assume lunch line responsibility based upon a written rotational basis schedule. Any changes in the schedule shall be agreed on by teachers and administration prior to the day's nutrition period.

Teacher's Line Responsibilities

- The teacher-in-charge of the nutrition line shall assume responsibility for maintaining the line in an orderly fashion.
- This includes monitoring student behaviors, including but not limited to students progressing in a single-file line in a calm, orderly fashion, ensure the safe ingress and egress to the computer lab/cafeteria, and supporting student-staff.
- Teacher-in-charge shall remain with the nutrition line until all students have been processed and have exited the computer lab/cafeteria.
- Teacher-in-charge shall communicate with office staff to inquire if any lunches are required for students in the office.
- Teacher-in-charge will enforce student privileges to pass to the front of the line are adhered to. Student privileges may include but are not limited to perfect attendance, academic excellence, Student of the Month, Student of the Week, or any incentive deemed by Administration.

Expectations for Student Behavior

- Upon release by the teacher-in-charge students shall progress to nutrition in a calm, orderly fashion. Orderly means walking, no cutting and no saving places in line. Students will enter the nutrition line with their respective classes, unless an unforeseen circumstance makes it impossible for a student to go with their respective class.
- Students shall make their food selections quickly.
- Students shall speak clearly and respectfully to nutrition staff, teachers, and other students.
- Students shall only re-enter the nutrition line with staff permission.
- Students shall sit only in a designated area. The designated areas include all picnic tables, concrete borders of flower beds in and around the campus/quad, shaded area outside of Ms. Morten's classroom, and in classrooms on days when weather requires students to be protected from the elements.
- Students shall not enter nor stand in the Habitat area.
- Students are expected to use appropriate table manners. Table manners include, but are not limited to, speaking and behaving respectfully to each

other and staff. The use of profanity has been a repeated misbehavior in the past. It is the goal of Sierra High School to educate our students to be professional and act accordingly.

- On certain days ASB will provide music during nutrition. Therefore, students are not allowed to utilize speakers to play their own music. The purpose for this school rule is to prevent music laced with profanity to be streamed in an educational environment. Students may listen to their own music using earphones.
- Students are expected to clean-up after themselves. This includes clean up the area where they have eaten (tables and ground). Students shall throw away all trash in the provided garbage cans.
- Students are expected to use the restrooms five minutes prior to the end of nutrition.
- The sound of the bell at 11:09 a.m. on Monday through Thursday and 11:15 on Fridays signifies the end of nutrition. Students are expected to immediately move towards their fourth period class. Students who fail to comply with this policy shall be marked tardy.

Supervision Responsibilities

For each nutrition period there should be four teachers, campus security, and one administrator supervising. Depending on availability, supervision shall include Student Resource Officer Rubalcava.

Teachers

- As stated above, one teacher shall act as the teacher-in-charge and assume responsibility for managing release of students and the nutrition line.
- All teachers shall supervise a specific area of the campus/quad.
- Generally, each teacher is responsible for the proximate area in and around their respective classroom. Teachers should only open their classrooms for student eating when the weather or other acts of God dictate the circumstances. Examples of weather contingencies include extreme cold (below 40 degrees) or extreme heat above 95 degrees, or during a heat advisory per the National Weather Service, a severe Santa Ana wind event and/or rain. It shall be the school's policy to only open three of the four classrooms during nutrition. The purpose is to allow sufficient staff or at least three teachers to supervise classrooms, with the fourth teacher serving

to roam and/or cover any of the opened classrooms on an as needed basis. The opening of the classrooms will require a consensus among staff or by Administration, meaning, when rooms are opened all teachers shall be in agreement to do so.

- It is understood that teachers must utilize the nutritional period for school business or address their personal needs. School business includes but is not limited to, maintaining Associated Student Body meetings, enter office to communicate with office staff, and/or communicate with parents. When teachers must address their personal needs they shall communicate with another teacher to inform them they are temporarily leaving their post.

Encouragement Procedures

In the spirit of PBIS, positive interactions with students are encouraged.

Encouragement techniques include:

- Initiate friendly interactions with students by saying hello, calling students by their name, initiate conversations regarding academic and personal issues.
- Give positive feedback and positive non-verbal feedback (such as thumbs-up sign and head nods) to individual students or groups of students when they are behaving responsibly.
- Make comments about students' responsible behavior to their teachers and/or administrator.
- Recognize students whose behavior is exemplary; offer incentives to students to maintain model behavior.

Consequences for Undesirable Behavior

When a student misbehaves, calmly and consistently implement the mildest, most logical consequence that might be appropriate. To be modified and used at the administrator's or teacher's discretion, suggestions for remedying misbehavior include:

- Break in line, send the student to the end of the line.
- Level 1 - Verbal reminder and documentation of the misbehavior.
- Level 2 - Advise student of misbehavior. Parent contact and notice of misbehavior. Documentation of Level 2 misbehavior.
- Level 3 - Advise student of misbehavior. A parent conference will be scheduled. The Level 3 misbehavior will be documented. For physically

dangerous behavior, illegal behavior, or for overt insubordination, immediate referral to the office.

Training Responsibilities

- **Staff Training:** At the beginning of each school year or on a more frequent basis, the staff will review the policy and invite regular substitutes to attend. This review shall occur with full staff participation.
- **Student Training:** Students will be taught the policy at the beginning of each quarter in tutorial or first period. New students will be taught the policy by guidance counselors and/or administrators.
- **Policy Review:** This policy will be reviewed and modified as deemed necessary by Sierra High School staff and input from students.

Revised September 10, 2016 by William Chavez; revised by Staff and Principal August 13, 2018.