

Ed. Support Meeting
Tuesday, January 8, 2008

In attendance: Teresa, Adriane, Stormy (for Laura), Gail, Denyse, Debra, Pam, April

The following was discussed in this meeting:

*We have had some complaints from parents concerning the fact that during lunch, sometimes, some of the assistants on duty are using the microphone to address behavior problems across the entire cafeteria. Not all students are misbehaving and do not need to receive a warning concerning behavior.

Solutions to management of behavior in the cafeteria:

- 1) Develop and implement a positive system for managing behavior as part of our PBS program. (See below for details.)
- 2) TA's on duty will focus on their area of the cafeteria and be diligent in being aware of inappropriate behavior and correcting it before it escalates.
- 3) Each class will be seated so that one end of the table is left empty. Students who cannot control themselves will be moved to the empty end of the table by their TA so that they are separated from the rest of the class.
- 4) TA's will fill out a "Cardinal Café Behavior Referral" slip as needed on students who are misbehaving while at lunch. The slip will be given to the teacher, and the TA will keep a record of how many slips a student has received. When a student has had 3 slips given to the teacher, the TA will complete an "Office Discipline Referral" form and send it to Mrs. M, and the student will receive detention or another consequence.
(3 slips = Referral to office)
- 5) If a class is out of control, you can have them push their trays to the center of the table and put their heads down for approximately 30-45 seconds
- 6) Have Mrs. M speak to the class about their behavior

*Our cafeteria “Positive Behavior Plan” was developed during the meeting. The following is a description of how this plan will work:

- 1) When a teacher comes to pick up her class, the TA on duty for that area will give the teacher a Positive Behavior Buck (not sure exactly what it will be called) IF the class had good behavior in the cafeteria that day. If they did not have good behavior, they will not receive one. The teacher will post these on a wall in her classroom so that students can see how they are doing. When the class has received 10 of these bucks/certificates, the teacher will reward the whole class. Rewards can include, but are not limited to, a popcorn and movie party, extra recess time, free time in the classroom, ice cream or some other treat. It is up to the teacher to decide and provide the reward. TA’s are responsible for keeping a record of how many reward bucks/certificates they give to a class. After the class has reached 10 and had their reward, they will start over again.
- 2) Once a month the TA’s will have a big reward for classes that have the most number of “credits” given to them during that month. There will be 3 classes a month chosen – one class from each lunch “rotation.” We will further discuss what rewards will be given at a later date. Debra is in charge of the big rewards program.
- 3) Adriane is responsible for making copies of and handing out the charts that the TA’s in the cafeteria will use to keep track of which teachers/classes received the Positive Behavior Bucks/Credits.
- 4) Cindy is responsible for cutting out and distributing the Positive Behavior Bucks/Credits to the TA’s who have cafeteria duty. Cindy is also going to go on ITV Monday morning, Jan. 14th, to explain the new Cafeteria Positive Behavior Program.

*Everyone agreed that a chart needs to be posted in the cafeteria behind the tables where parents/visitors eat with students. This chart will list our “Expectations for Visitors to our Cafeteria.” We will develop and post this chart as soon as possible.