

**Mansfield Elementary School**  
**50 Port Murray Road, New Jersey 07865**

*Mr. Edward S. Kemp, Jr.*

*(908) 689-3212*  
*September 7, 2010*

Dear Parents/Guardians:

Lunch time should be a pleasant experience for all students. It's an opportunity for children to relax and to talk with their friends in a safe and orderly climate. However, when a student's behavior disrupts the environment, safety, and welfare of others, he/she may receive a cafeteria discipline slip.

Please review and discuss the cafeteria rules with your child. After reading the rules and consequences, you and your child are asked to sign, detach, and return the slip to your child's teacher.

**Cafeteria Rules**

1. Speak politely to your neighbors and use "inside voices."
2. When the signal is given for "quiet time" or you hear the microphone, stop talking and listen for directions.
3. Remain seated during lunch, and raise your hand if you need assistance.
4. Stay in your own personal space (Keep your hands and feet to yourself.).
5. Show respect to the cafeteria staff and your tablemates.
6. Do not throw food or other objects.
7. Keep your area clean, and remember to throw out any garbage.

**If a child has difficulty with self control, the following actions may be taken:**

1. A warning or reminder may be given.
2. The child may be asked to sit at the time-out table and/or to forfeit recess time.
3. The child may be sent to the office.

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**(Please sign, detach, and return to your teacher by September 17, 2010)**

I understand the cafeteria rules and agree to follow them.

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Student's Signature

Date

Teacher

I have reviewed the cafeteria rules with my child.

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Parent/Guardian's Signature

Date