

## Updates

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**From:** Kristy Batis <Kristy\_Batis@fcasd.edu>  
**Sent:** Friday, January 06, 2017 6:13 PM  
**To:**  
**Subject:** Updates

Hello O'Hara Families,

Happy Friday! We wanted to take a moment and review with you some new lunch/recess policies and procedures that were implemented this week. As with any new implementation, this is a work in progress, and additional minor modifications may need to be made in the future.

### GOALS of the Policies/Procedures

1. Ensure a continued focus on student safety.
  - a. For example, we do not want students/staff slipping on coats laying on the floor in the cafeteria.
  - b. For example, in the event of a building emergency, we need to know where our students are and ensure they are accounted for. If we don't know who we sent to the restroom or nurse, there will be a delay in accounting for them. We are striving to eliminate those types of delays.
2. Create a more student-friendly environment in the cafeteria and on the playground.
3. Decrease the amount of time students are waiting in the lunch line.
4. Increase overall amount of time to eat and socialize in the cafeteria.
5. Decrease the volume in the cafeteria to allow students to hear conversations with friends and announcements from adults.
6. Decrease the amount of time students are waiting in line before getting to recess.
7. Increase the amount of time students have to play and socialize at recess.

### Notable Changes

1. Teachers are escorting students to the cafeteria, ensuring that their coats are up off the ground, and that students are safely seated.
2. Teachers and monitors have been asked to ensure that students are hanging up their coats. *Nothing has changed to the options the students have (on hooks, in cubbies, sitting on a coat, wearing a coat), what has changed is that we are emphasizing and requiring that they be **up off the ground** to ensure students/staff do not slip.*
3. Teachers are escorting students to their tables and ensuring they are seated safely to stop students from running across the cafeteria to get in line first. Monitors are calling tables as soon as a class is seated safely. Monitors are not waiting for an entire grade level to sit.
4. We are requiring that monitors keep a clipboard and record the names of students who go to a different location during lunch or recess (bathroom, nurse, office, guidance, etc.) and cross the students' name off the clipboard when they return. This will ensure that in the event of an emergency we can quickly account for the whereabouts of all students. Naturally, common sense will prevail and monitors/students have been told that

if there is a bathroom/medical emergency they should go to the restroom/nurse immediately and a monitor will check on them.

5. Monitors are calling students by teacher to discard trash.

6. The 5th grade students still have the option to earn a "Choose Your Own Seat" day on any given day, but it has now become a privilege to be earned. We were so impressed that they have earned this privilege each day this week. Congratulations to them!

7. Students have been instructed to tell recess monitors if there is an issue they need assistance with. If the monitor does not help them, the students have been instructed to ask the monitors to come in to Mrs. Batis or Mr. Edwards to seek additional assistance.

8. Teachers are meeting monitors/students at the glass doors after outdoor recess to pick up students and escort them to class.

We are dedicated to ensuring your students' safety and providing a positive lunch and recess experience for our students. Please do not hesitate to set up a meeting with us if you have any questions or would like to discuss anything further with us.

In addition, we encourage you to RSVP for our second or third Principal Coffee Hours at the end of this month. Please click on this link if you are interested: <https://goo.gl/forms/5ftJjxrbVixkiuT82>

Hope to see you soon!

Sincerely,  
Kristy Batis & Steve Edwards

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