

# H. E. Huntington Middle School

1700 Huntington Drive

San Marino, CA 91108

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*A National Blue Ribbon School*

**2010-2011**

## **STUDENT SNACK BREAK/LUNCH EXPECTATIONS**

The goals of the “clean campus” program are to promote responsible decision-making and a sense of ownership for the cleanliness and appearance of the campus. It is our belief that the students should be responsible for maintaining a clean campus during the school day. You are being asked to assist the school in explaining and promoting the goals of the program.

1. Promote and support campus cleanliness by putting your trash and debris in trash containers.
2. All food and drinks will be consumed in the students’ designated areas. No food or drinks are to be brought or consumed in classrooms, hallways, grass areas, or “black-top” play areas, at any time. During lunch, sixth graders will eat in the Cafeteria and seventh and eighth graders will eat in the Lunch Court. Sack lunches should have the student’s first and last names written on them.
3. During the lunch period, students should remain in their areas for the first 15 minutes OR until dismissed by the area supervisor.

Normally the snack break/lunch supervisor is the first person to work with the student when there is a problem. The following are some of the steps and procedures that a supervisor may use to ensure students follow the procedures:

1. Discuss the incident and counsel the student.
2. Assign “clean-up” duties to the student.
3. Notify and conference with the parent(s).
4. Refer the student to the administration.

If a student is referred to the administration, the principal or administrative representative will generally follow one or a combination of the following procedures:

1. Discuss the incident and counsel the student.
2. Assign “clean-up” duties to the student.
3. Reduce the student’s School Wide Citizenship grade.

The Huntington School staff takes pride in the school campus and would appreciate the students’ cooperation in maintaining a clean campus. Please discuss the lunch time/break time expectations and procedures with your student. With parents, students, and school personnel working together, we can maintain a clean and orderly campus.

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Please sign the **Master Signature Summary** acknowledging you have read and discussed the Snack Break/Lunch Expectations with your child and understand your child’s responsibilities in maintaining a clean campus.