



# ALABAMA 4-H LEADING WITH CHARACTER



## Cafeteria Character

### Guidelines for *Alabama's* *Six Pillars of Character:*

#### **Trustworthiness, Respect, Responsibility, Fairness Caring and Citizenship**

The cafeteria is an important part of your school, and all the school's rules apply. You can make your time in the cafeteria a lot more pleasant and safe by doing what you are supposed to do.

#### **TRUSTWORTHINESS and RESPONSIBILITY**

- Follow all the cafeteria rules, school rules and the instructions from the cafeteria workers.
- Be safety conscious. Look out for wet floors and other hazards.
- Do the right thing and encourage others to do the same.
- Tell the complete and accurate truth when asked about cafeteria related incidents.
- Let your actions bring honor to you, other students, school and family.
- Sit in assigned seats, clean tables, return food trays, place trash in appropriate containers and put chairs under tables when leaving cafeteria. Take pride!
- Go to the cafeteria when you are supposed to be there. Do not go elsewhere on the way to the cafeteria.

#### **RESPECT**

- Be courteous and polite to workers, other students and teachers. Treat people with dignity and honor.
- Show respect through your words and actions. Say, "please" when asking for something. Say "Thank you," "Excuse me" or "I'm sorry" when appropriate. Address adults as "Mr., Ms., or Mrs."
- Cooperate with cafeteria workers and teachers; encourage others to be cooperative.
- Use good table manners; be orderly and speak quietly.
- Keep your hands to yourself.
- Take care of the cafeteria. Don't damage chairs, tables, food trays or utensils. Keep the cafeteria clean.
- Solve disagreements and respond to insults without violence.
- Don't talk ugly, use profane language or be crude or abusive.
- Discourage bullies from picking on smaller or weaker kids.
- If you or someone near you accidentally spills or drops food or utensils, help clean it up quietly and without calling attention to the person or the problem.



Molly Gregg and Chuck Hill, 4-H Specialists  
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## **FAIRNESS and CARING**

- Be kind to cafeteria workers, students and teachers.
- Be fair and just. Go to the rear of the line, when getting in line. Do not cut in line. Don't shove.
- Help those who need assistance.
- Don't gossip, spread rumors, use put-downs, insults or ridicule in jest or to hurt someone.
- Understand that servers are instructed to give measured servings. Accept what you are given with no negative remarks.

## **CITIZENSHIP**

Here are some samples *Cafeteria Rules*. Those at your school may be a little different. Your school rules take priority.

### **Entering the Lunchroom**

- Enter quietly through the designated entrance.
- Place books and other items only in designated area.
- Go to the rear of the serving line, no cutting in line.

### **Waiting In Line**

- Form a single line.
- Wait in a quiet and orderly manner, no cutting in line or horse playing.
- Talk quietly, if allowed, only to those near you.

### **Washing Hands**

- Wash your hands thoroughly with soap and water.
- Refuse to play in or with the water.
- Dry your hands and place the paper towels in a trash container.

### **Being Served/Serving Yourself**

- Move through the line quietly and orderly.
- Be courteous and appreciative to cafeteria workers.
- Thank cafeteria workers for serving you.

### **Paying for Meal**

- Be courteous and show appreciation to teachers on duty.
- Have student ID#, meal ticket or money ready.
- Verify correct change.

### **Eating**

- Remain seated and eat in the time allowed.
- Talk quietly, if allowed
- Use good table manners and encourage others to do so.
- Keep the area around you clean.

### **Returning Trays**

- Clean the area where you were eating and put chairs under the table.
- Go to the end of the line when returning trays and discarding trash.
- Place trash, plates and utensils in proper place.



### **Leaving Cafeteria**

- Leave food and drinks in the cafeteria.
- Pick up your books and other items on the way out of cafeteria without disturbing others.
- Leave in a quiet, orderly manner so that you do not disturb others in the cafeteria or classrooms as you pass down a hall.
- Go to your next class or designated break area without disturbing others.

This was adapted from material developed by Louisiana 4-H. CHARACTER COUNTS! and the Six Pillars of Character are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.

