

Procedural Manual

for

Kelly Edwards Elementary School

“Order is never observed; It is disorder that attracts attention because it is awkward and intrusive.”

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1 Halls

1. Walk on the right side in the 4th block from the wall.
2. Hands behind backs or in pockets.
3. Voices completely silent. (0)
4. Walk at a slow and steady pace. **DO NOT RUN.**
5. If walking with a group, stay single file, keeping directly behind the person in front of you.

When entering and exiting the double doors to go to classrooms, remember to enter and exit through the right side of the door.

2 Car Rider Arrival

1. Exit the car at the end of the 2nd, 3rd or 4th wings.
2. Walk directly to the following places on the 4th block on the right side of the hallway:
PreKindergarten/Kindergarten-Kindergarten hallway
1st Grade- Gym: enter the door closest to 1st grade wing
2nd Grade-Media Center
3rd Grade-Gym: enter the door closest to 2nd grade wing
4th Grade-Cafeteria
5th Grade-5th Grade Hallway
3. Once in the designated area, be seated on the bottom row or the next row if 5 students are on the bottom row. Sit in the next seat available (not skipping spaces or rows) in the area labeled with your homeroom teacher's name. (5 students per row)
4. Remain seated. Use your quiet voice until your assigned teacher motions for you to line up to go to class. **Keep your hands and feet to yourself.**
5. Line up in the order in which you are seated.

3

Bus Rider Arrival

1. Exit the bus and enter the foyer.
2. Walk directly to the designated area in a straight line on 4th block on the right side of the hallway.

PreKindergarten/Kindergarten-Kindergarten hallway

1st Grade- Gym: enter the door closest to 1st grade wing

2nd Grade-Media Center

3rd Grade-Gym: enter the door closest to 2nd grade wing

4th Grade-Cafeteria

5th Grade-5th Grade Hallway

3. Once in the designated area, be seated on the bottom row unless 5 scholars are already sitting. Sit in the next seat available (not skipping spaces or rows) in the area labeled with your homeroom teacher's name.
4. Remain seated quietly and still until your assigned teacher motions for you to line up to go to class. **Keep your hands and feet to yourself.**
5. Line up in the order in which you are seated.

4

Walker Arrival

1. Enter the school through the front by walking on the sidewalk.
2. Walk on 4th block on right side of hallway as you enter the hallway.
3. Once in the designated area, be seated on the bottom row unless 5 scholars are already sitting. Sit in the next seat available (not skipping spaces or rows) in the area labeled with your homeroom teacher's name.
4. Remain seated quietly and still until your assigned teacher motions for you to line up to go to class. **Keep your hands and feet to yourself.**
5. Line up in the order in which you are seated, following the student at the end appointed by the teacher.

5

Breakfast

1. Breakfast will be delivered to classes Grades K-2.
2. Grades 3-5, send two students to the cafeteria at your grade level assigned time.
3. Students enter the cafeteria through the doors closest to the playground.
4. Wait in line until the cafeteria person calls for you to get the breakfast tubs.
5. Carry the breakfast tub by the handles leaving through the door closest to the playground.
6. Follow the hallway procedures as you go back to your class.

6

Pledge/Announcements

7:45 am

1. Announcer will greet students.
2. Follow directions of the Pledge Leader to:
 - ✓ “Stand”-Each student should stand and freeze in a straight posture with hands by his/her side facing the American Flag.
 - ✓ “Salute”-Each student should look at the flag and place right hand over heart.
 - ✓ “Pledge”-Each student should recite the “Pledge of Allegiance” with pride and reverence.
3. Students will remain standing for “A Moment of Silence”. Students will show respect of others and will be completely silent using this time for personal reflection. **Bow your head. Place hands behind back.**
4. Students will remain standing and recite our ABC School Rules.

A-Act Safely

B-Be Responsible

C-Care for Self, Others, and Environment

5. Students will remain silent (no voices or movement) for announcements.
6. Class routine will begin only with direction from the teacher.

7 Wings

1. If coming from the hallway, walk on the right side from the wall.
If going in the hallway, walk on the right of the walkway.
2. Keep away from the edge of walkway and the poles on the wings.
3. Hands behind back or in pockets.
4. Voices completely silently.
5. Walk at a slow and steady pace. **DO NOT RUN.**
6. If walking with a group, stay single file, keeping directly behind the person in front of you.
7. When using outside walkway, stay on the right side.

8 Transitions/Staff Requests

1. Follow hallway and wing procedures.
2. Go directly to the area you are assigned to go. **Do not be in an unassigned area at anytime.**
3. **Stay on task.** Do not allow anything or anyone to delay you from getting to where you need to be.
4. **Return immediately** to the classroom after completing the task the you are sent to do.
5. Students must have a hallway pass.
6. K-2 scholars must travel with a buddy.
7. Scholars are not allowed to walk on outer wing (near car line) without a teacher.

9 Restroom

1. Follow hallway, wing, and transition procedures.
2. The following restrooms are used at all times:
 - ✓ Kindergarten-classroom
 - ✓ 1st grade-classroom

- ✓ 2nd grade-2nd grade wing
 - ✓ 3rd grade-2nd grade wing (Tobin/Cunningham -activity wing)
 - ✓ 4th grade-activity wing
 - ✓ 5th grade-5th grade hallway
 - ✓ SpEd-5th grade hallway
 - ✓ Music-activity wing
 - ✓ Media Center-5th grade hallway
 - ✓ Art-5th grade hallway
 - ✓ Physical Education-in the restrooms in the gymnasium
3. Once a scholar has used the restroom, that scholar will get to the end of the line unless he/she is the lineleader.

10 Specials/Activities

1. Follow hallway and wing procedures.
2. Gym: (a) enter the gym through the door closest to the lunchroom, (b) walk on the line on the right side of the gym, (c) follow the line at end of the court and be seated on the line as directed by the coach, (d) exit from door closest to the office.
3. Library: (a) enter through the right side of the double doors, (b) be seated as directed by the teacher (c) when picked up by the teacher, students line up a distance from the bulletin board wall, (d) exit through the right side of the double doors.
4. Computer: (a) line up to the right of the door a distance from the brick wall, (b) enter as directed by the teacher, (c) line up at the door on the right side as directed, (d) exit the room.
5. Special Education/Speech/PBIS: Go directly to assigned room, and return directly to classroom when the teacher releases you to do so.

11 Cafeteria

1. Lunch cards are passed out in the classroom prior to entering the cafeteria.
2. Enter through the door closest to the playground.
3. Students bringing lunch sit in first available seat at the table appointed by the teacher.
4. Only 5 scholars in food line at a time.
5. Get everything you need. You are not allowed to return to the food line.
6. Give your lunch card to Cafeteria staff once you are at the cashier's desk.

7. Walk to next open seat with your class at the table selected by your teacher. Do not skip or save seats.
8. Talk only with soft inside voices. Do not allow talking to keep you from finishing your lunch on time.
9. Stand all at once as directed by your teacher.
10. Pick up all trash from your area. You will not be permitted to leave your table until your space is clean.
11. Walk towards back wall, go to the far left to the wall.
12. Wait for the student in front of you to empty tray before approaching the garbage can.
13. Walk towards back wall between 3rd and 4th row of tables.
14. Teacher will tell you when to go to the 1st table.
15. The leader of the line should stop at the end of the 1st table and wait on the teacher.
16. Do not block the doorway as another class maybe entering.

12 Recess

1. Walk in line until reaching the playground side of the "blacktop".
2. Do not go near the wooded area.
3. Only students **seated and swinging** in a swing should be near the swing set.
4. No footballs or soccer balls, of any kind.
5. Line up with the teacher as soon as the whistle is blown.

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Afterschool Detention

1. Afterschool Detention begins at 3 pm.
2. Walk directly to the Afterschool Detention room (In School Suspension room)
3. Afterschool Detention dismissal will be at 3:45 pm. Students should be walked up to the office at that time. Parents must be in the front office by 3:45 pm.

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Tardy

1. Be seated in class and ready to learn by 7:50 am.
2. If arriving after 7:50 am, stop by the office with a parent or guardian for an admittance slip.
3. Go directly to the classroom following hallway, wing and transition procedures.

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Visitors

1. Always show respect and manners.
2. When you see a visitor in the classroom, lunchroom, hallway, etc. remember to stay on task and continue to follow all rules and procedures.
3. Do not get out of line to hug on a visitor. You are allowed to wave.
4. If you see a person that is not a teacher and is not wearing a visitor badge, please let the adult nearest to you know.

16

Riding the Bus

1. Enter the bus.
2. Quietly go to your assigned seat and remain seated on the bus at all times.
3. Use your whisper voice to talk to your neighbors.
4. Do not reach over, around, or behind your seat.
5. No food of any kind is allowed to be open on the bus. If you have a snack pack, snack packs will be taken up by the driver and given to you at immediately before you get off the bus.

6. Only stand once the bus has stopped at your designated stop and exit the bus.
7. Quickly move away from the bus so the driver can see you are away from the bus so s/he can pull away from the bus stop.
8. Remember, all bus rules that are in the Code of Conduct apply.

17

Assembly/Program

1. Sit in the designated place where your teacher's name is.
2. Sit 5 to a row.
3. Do not skip or save seats.
4. Enter and exit quietly.
5. Keep your hands and feet to yourself.
6. Show respect to performers:
 - ✓ Clap at appropriate times.
 - ✓ Be silent during the performance.
 - ✓ Keep eyes on performers.
 - ✓ Do not yell out, whistle, or make barking noises before, during, or after a performance.

18

Nurse

1. The nurse's hours are 7:30-3:30. She will notify the staff of her lunch break.
2. Report to the nurse's office only with permission and a hall pass.
3. Knock three (3) times on the door on the 5th grade hallway and have a seat on the bench outside the door. Follow the rules posted on her door.
4. Wait patiently until the nurse comes to get you from the bench.
5. Return directly to where you came from as soon as you are dismissed from the nurse.

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Water Fountain

1. Walk to the water fountain in a single file line on 4th block on the right side after activity and recess.
2. Teacher or assigned student will count to "5" as each student drinks water.
3. Return to the line as directed by the teacher.

20

Drills

1. When a drill is announced or an alarm sounds, freeze bodies and voices, and wait for your teacher's instructions.
2. As the teacher directs, move to assigned area.
3. Follow hallway, wing and transition procedures.

21

Dismissal

1. Follow hallway, wing, and transition procedures.
2. Dismissal will be called in the following order:
 - ✓ 1st: Car riders, walkers, After School Program Students, and kindergarteners.
 - ✓ 2nd: Buses will be called in the order they arrive.
 - ✓ 3rd: After School Detention Students
3. Kindergarten and 1st grade car riders will exit down 1st grade wing. 2nd and 3rd grader will exit down 2nd grade wing.

4th and 5th graders will exit down 3rd grade wing.

4. Classroom teachers will be standing in their doorways of classroom to ensure that all procedures are being followed properly as students leave to go to car line, afterschool programs, or to the hallway to leave the school.
5. When dismissed, at least two teachers from each grade level will monitor students as they go to busses. These teachers will keep their grade level students in line and flowing smoothly into the bus lines walking down the main hallway. One teacher will be on car line duty. Grade levels will create their own schedule for this duty.