

ROBERT DRUMMOND ELEMENTARY SCHOOL



Procedures for a

Drummond Procedures for a Safe and Orderly School

Teachers: Every student at Drummond must be taught each and every one of these procedures. Your job is not only to teach the procedures, but also to make sure that they are reviewed on a regular basis and that every student in your classroom knows the procedures.

Students: Every student at Drummond is expected to know the proper procedures for everyday life at Drummond. The procedures do not need to be memorized, but do need to be clearly understood by everyone and each student should be able to demonstrate a satisfactory knowledge of each of these procedures.

Rationale: Each of the Drummond Procedures is designed with the safety of our students, optimal learning environment and ease of school operations in mind.

Drummond Core Beliefs

1. I believe that students should be responsible for solving their own problems with adult guidance.
2. I believe that students should learn that breaking rules results in appropriate consequences and the loss of privileges.
3. I believe that preserving and/or enhancing a student's self-respect and dignity is crucial to a successful disciplinary action.
4. I believe that a student should always be left with some control. However, this control is on the adult's terms within limits.
5. I believe that the adult's emphasis should be placed on learning new behaviors instead of "paying" for past deeds.
6. I believe that discipline should be considered an opportunity for personal growth rather than a bad thing that should never happen.

Adopted March 3, 2004

Drummond School-wide Rules

1. Walk quietly in and near the school.
2. Keep hands, feet and objects to yourself.
3. Show respect to others.
4. Show respect to property.
5. Follow directions the first time they are given.

Before School Procedures

- ☐ All students should arrive between 8:40 and 8:55 a.m. unless participating in the Right at School Childcare Program.
- ☐ When exiting the busses or being dropped off at the parent drop-off on the side of the building, students should walk either
 - a.) To their classrooms or
 - b.) To the cafeteria for breakfast.

Breakfast Procedures

- ☐ Breakfast is served between 8:40 and 8:55.
- ☐ All grades will take their breakfast to their classroom and eat quietly at their desk.
- ☐ When finished, clean area and dispose of trash in the nearest trash can.
- ☐ If a student arrives late to school, they will be instructed to get their breakfast and take it directly to the classroom to eat.

Changing Classes Procedures

- ☐ Gather needed materials before leaving class.
- ☐ Walk, staying with your class, without talking, in a line to the classroom.
- ☐ Walk directly to class and wait without talking.
- ☐ Follow the directions of the receiving teacher.

Hallway Procedures

- ☐ Staff members, when walking students from location to location, will walk at the back of their line, ensuring supervision of students.
- ☐ There is to be no running in the hallway, and staff will ensure that students are quiet and respectful in the hallways.
- ☐ Students will be quiet in the hallway, walking on the right side of the hallway.
- ☐ When lining up outside of a classroom, students will wait on the second tile, patiently.
- ☐ Go directly to your destination.
- ☐ Staff will recognize students following expectations, and correct students not following building-wide hallway expectations.

Cafeteria Procedures

- ☐ All lunch boxes should be placed in a basket (provided by the classroom teacher and clearly marked with teacher name) and placed on the stage area before class goes outside for recess.
- ☐ Enter and leave the cafeteria in a quiet, orderly manner.
- ☐ Calmly take the desired food and drink, wait your turn in line, and pick up utensils and condiments before sitting at the table.
- ☐ Sit at designated tables.

- ☐ No more than eight at the round tables and twelve at the rectangular tables.
- ☐ Quiet table talking is allowed. Using inside voices, no voice should be recognized by those on duty.
- ☐ Raise your hand if assistance is needed from someone on duty.
- ☐ Food is not to be shared with anybody else (allergy concern).
- ☐ Keep hands, feet, objects and food to yourself.
- ☐ Do not play with or throw food.
- ☐ Clean table area and floor when dismissed. Put all trash and trays in trash or recycling containers.
- ☐ When dismissed, students should walk quietly to their lines.
- ☐ Teachers will pick up their class, on time, to ensure the cafeteria staff and custodians are able to stay on time.
- ☐ Staff members will be at assigned duties, **on time**, to ensure student safety.
- ☐ All guest educators will have it left in the guest educator plans to cover the last ten minutes of lunch for the classroom they are covering that day.

Recess Procedures

- ☐ Students should always enter and exit the building quietly to and from recess. Students will be walked to the recess door by their teacher, every day, and walked inside by a staff member on duty, every day.
- ☐ During cold weather, students are expected to wear coats outside.
- ☐ No child will enter the building from recess without permission from the duty teacher.
- ☐ All students are expected to go outside for recess unless they have a note from a doctor stating otherwise. Students with a doctor's note, will report to the nurse's office. Students who have lost recess from an administrator, report to the office. Students who have lost recess from a staff member, will report to that staff member. Staff members on duty will have students owe them their recess at the staff members duty, staff members in their rooms, will have students report to their rooms.
- ☐ Staff members will be at assigned duties, **on time**, to ensure student safety.
- ☐ Directions from staff members regarding sportsmanship, rules of games, what areas to play on or stay off of are to be followed at all times.

Recess Line-up Procedures

- ☐ All play must stop when the tone sounds or a staff member blows the whistle to signify the end of your recess.
- ☐ Line up quickly and quietly.
- ☐ Students should stand in line quietly, keeping hands

and feet to themselves.

- ☐ Upon entering the building, students should remain quiet and in line.

Restroom Procedures

- ☐ Unless the teacher supervises the entire class during a restroom break, only one student per classroom will be allowed in the restroom at a time.
- ☐ For whole class restroom breaks, no more than 3 girls and 3 boys to enter at a time. Staff will ensure that students are following hallway expectations during whole class restroom breaks.
- ☐ Each student before leaving the restroom must flush, wash and dry hands, and discard paper towels in the trash can.
- ☐ Students should not be heard talking in the restroom.
- ☐ Students should walk quietly to and from the restroom back to class.

Assembly Procedures

- ☐ Students should enter and exit the multi-purpose room in a quiet and orderly manner.
- ☐ Students should sit on bottoms in the assigned area, leaving the center aisle clear.
- ☐ Students should not talk during an assembly presentation unless the presenter asks for your participation.
- ☐ Loud behavior is not permitted.
- ☐ Classroom teachers (or the special teacher during planning periods) will supervise their classes during assemblies that are not whole school assemblies.
- ☐ Staff members will move students to sit by them if the student is not following expectations and procedures. Bigger behaviors will be sent to the administration.
- ☐ During whole school assemblies, all staff members will be in attendance. Whole school assemblies will be noted in the Monday Memo.
- ☐ Students are expected to applaud as a sign of respect at the end of an assembly or at proper times during a performance.

Dismissal Procedures

Providing your child with a quality education and safe school environment are our number one priorities at Drummond. If your child is signed out of school early, they will be marked absent for the amount of time (minutes) missed.

- ☐ In order to reduce traffic flow through the office during dismissal time, we are asking that you call the school office before 1:00 pm with any transportation changes.
- ☐ Parents/Guardians wishing to pick up a student from 3:20-3:40 pm, will need to follow the procedure for car riders. **We do not dismiss students from the office after 3:20 pm on regular attendance days or after 11:40 am on ½ days of attendance.**
- ☐ Students are to be quiet in the classrooms when announcements are made at dismissal time.

Car Riders: area is located on the side of the building (parking lot).

- ☐ Students being dismissed as car riders are to walk quietly and in a timely manner to the designated hallway for dismissal.
- ☐ Students should sit in designated grade level areas, using quiet inside voices so they can hear when their name is called.
- ☐ Students riding in a daycare van will sit in the first grade hallway, and students riding in a cab will sit in the second grade hallway monitored by staff on duty.
- ☐ Staff outside will assist in helping students into the

appropriate vehicle.

Bus Riders: For safety reasons, a parent/guardian will not be able to pull a student out of the bus rider line.

- ☐ Students being dismissed to the buses are to walk quietly in a single-file line to their bus. Classroom teacher will walk the entire bus lane, all the way down to the final bus with their student(s).
- ☐ Board buses calmly and quietly.
- ☐ Sit in assigned seat or an available seat (some buses may require three to a seat).
- ☐ Sit bottom-to-bottom of the seat and back-to-back of the seat.
- ☐ Use inside voices on the bus, soft talking only.
- ☐ Keep hands, arms, head and other objects inside the bus and to yourself.
- ☐ No eating on the bus.
- ☐ Keep aisles cleared.
- ☐ Cell phones are not to be used. School rules in regards to cell phones also apply on district transportation.
- ☐ Wait for the bus to come to a complete stop before exiting in a calm and orderly fashion.

Fire Drill Procedures

- ☐ Listen for alarm and/or announcement which signals fire drill.
- ☐ Watch and listen for teacher directions.
- ☐ Line up quietly.
- ☐ Last one to exit the classroom closes the door.
- ☐ Walk quickly, quietly, and orderly out of the building to the proper location on the bus loop.
- ☐ Stand quietly in line outside while your teacher takes attendance.
- ☐ When the signal has been given, walk quietly and orderly back to the proper location.

Tornado Drill Procedures

- ☐ Listen for announcements and/or siren to take cover.
- ☐ Watch and listen for teacher directions.
- ☐ Line up quietly.
- ☐ Walk quickly, quietly, and orderly to predetermined areas.
- ☐ Duck and tuck.
- ☐ Listen for the “All Clear” announcement.

Earthquake Drill Procedures

- ☐ At first sign of tremors, assume “cover-up” positions under or beside desks or other sturdy objects.
- ☐ Watch for and listen to teacher directions.
- ☐ Listen for the “All Clear” announcement.

Intruder Drill Procedures

- ☐ Listen for the “security alert” announcement to take cover.
- ☐ Go to predetermined spot in school or classroom and follow the teacher's directions.
- ☐ Remain quiet at all times.
- ☐ Listen for the “All Clear” announcement.