

KAE First Day of School Procedures

Day 1:

- Wear your “new” Kimberlin shirt with jeans.
- **Arrive and be ready to receive students by 7:30 a.m.** Students may enter the school at 7:30 a.m. on the first day of school and report directly to the classroom. **It is imperative that you are on time.**
- All classroom teachers will need to be at their classroom doors at 7:30 a.m.
- Parents will be permitted to walk students to the classroom. Do what you can to get them to drop off and go. This will only be allowed on the first day.
- Have the Student Dismissal QR code available for parents on the first day, as well.
- K & I, please prepare cards with Student Name & ID #s for lunch line.
- Lunch visitors are not allowed for the first month so that we can get our cafeteria procedures in place.
- PRACTICE, PRACTICE, PRACTICE classroom, hallway, cafeteria, and recess behavior.

[Cafeteria Practice Schedule](#)

DAY 2:

- The second day of school, parents will NOT be permitted past the foyer.
- Duty teachers, please report to regular duty stations by 7:30 a.m. **Be on time, please!**
- **Day 2**, teachers need to be at classroom doors by 7:58 a.m. All teachers should monitor hallways at 7:58 p.m. Have your “morning greeting” ready to go!
- Announcements will begin at 8:05 a.m.
- Please **model** and expect that your students will be quiet and listening during announcements.
- Please review and practice PRIDE procedures and expectations thoroughly and repeatedly with your students throughout the week.
- PRACTICE, PRACTICE, PRACTICE classroom, hallway, cafeteria, and recess behavior.

First Day MORNING Duty Assignments – (please be in place by 7:30 a.m.)

Front Door and Porch ~ Cram & Peña

Stairwell to 4th Gr (downstairs) ~ Valdora

Hallway by Cafeteria ~ McCoy

Hallway by Library ~ Garrett

Bus Lane Drop-Off ~ Sizemore

Hallway by Clinic ~ Danyluk

Car Lane Drop-Off ~ O'Dell

Hallway between 2nd and 3rd ~ Custard

Cafeteria (Breakfast) ~ Garcia & Reeves

Stairwell by Orchestra (upstairs) ~ Childs

Help with Kinder ~ Gibson (Garza) & Ballard (Renning)

Extra Dismissal Help for Kinder – 2:50–3:30 ~ Reeves

3:22 – Sizemore will monitor Kinder bus kids next to gym door in 200 hall until 3rd grade specials dismisses