



Heckethorn E.S. Master Schedule

Office Hours: 7:15 a.m. - 3:45 p.m.

Teacher Hours: 8:10 a.m. - 3:21 p.m.

School Hours:	A.M. Early Childhood	8:50 a.m. - 11:30 a.m.
	P.M. Early Childhood	12:40 p.m. - 3:11 p.m.
	Grades K-5	8:50 a.m. - 3:11 p.m.

Note: Staff on morning duty will report to duty at 8:35 a.m. The morning line-up music will begin playing at 8:47 a.m. and the morning ceremony bell will ring at 8:50 a.m. Students may eat breakfast in the cafeteria. Classroom Morning ceremonies will begin promptly at the 8:50 a.m. bell. Teachers MUST silence all students at that time for the opening ceremony, as they show respect for the speakers.

Students will be dismissed at 3:11 p.m. (see dismissal map). **We follow school district mandated bell to bell instruction.** Instruction may conclude to allow for a two minute clean up time for the class prior to dismissal. **NO CLASSES SHOULD BE WAITING IN THE HALLWAY PRIOR TO THE DISMISSAL BELL.** At dismissal, students who walk or ride bikes will leave via the front of the building or side gate with their teacher. Bus students will board buses in the bus parking area, adjacent to the playground.

There will be no early dismissal allowed after 2:45 p.m. as this disrupts the instructional setting during the closing of the school day.

Breakfast Schedule: 8:35 a.m. - 9:00 a.m. - (Playground supervision will begin at 8:35 a.m.)

Lunch Schedule:

Grade	Eating Time	Recess Time	Teacher Pick-Up	Inclément Lunch
Grade K	10:55 - 11:15	11:15 - 11:25	11:25	In Cafeteria
Grade 4	11:10 - 11:30	11:30 - 11:40	11:40	In Cafeteria
Grade 2	11:25 - 11:45	11:45 - 11:55	11:55	In Cafeteria
Grade 1	11:40 - 12:00	12:00 - 12:10	12:10	In Cafeteria
Grade 3	11:55 - 12:15	12:15 - 12:25	12:25	In Cafeteria
Grade 5	12:10 - 12:30	12:30 - 12:40	12:40	In Cafeteria

Note: Please adhere to the schedule. Early or late arrivals complicate the procedure for all classrooms concerned. Teachers should meet their students outside promptly at the time designated at the end of each lunch period. Blow your whistle and ensure students quickly and safely line-up at the whistle/bell.

Inclément weather day lunch times will be the same as above. Students will be escorted by their teachers to the cafeteria (through the building) and lunch supervisors will supervise the students with a Movie during their regular lunch & recess time. After lunch, teachers are to pick up their students in the Cafeteria.

Early Dismissal Days:	A.M. Early Childhood	8:50 a.m. - 10:20 a.m.
	P.M. Early Childhood	11:10 a.m. - 12:30 p.m.
	Grades K-5	9:00 a.m. - 12:30 p.m.

Teacher & Substitute Schedule (Half-days):

A.M. 8:10 a.m. - 11:45 a.m. (Substitute reports to school at 8:30 a.m.)
P.M. 11:45 a.m. - 3:21 p.m. (Substitute reports to school at 11:15 a.m.)