

Heckethorn E.S. Master Schedule



Office Hours: 7:30 a.m. - 4:00 p.m.
 Teacher Hours: 8:25 a.m. - 3:36 p.m.
 School Hours: (see chart below)

A.M. Early Childhood	9:05 a.m. - 11:45 a.m.
P.M. Early Childhood	12:55 p.m. - 3:26 p.m.
Grades K-5	9:05 a.m. - 3:26 p.m.

Morning Procedure:

- The main parking lot will be closed from 8:35 a.m. to 9:15 a.m. for ALL vehicles
- Campus opens to students and Kiss-N-Go lane opens at 8:50 a.m.
- Staff on morning duty will report to duty at 8:50 a.m.
- Morning music will begin playing at 9:02 a.m. for students to line-up
- Morning ceremony (Mondays) - at 9:05 a.m.
- Students may eat breakfast in the cafeteria.

Breakfast Schedule:

8:50 a.m. - 9:15 a.m. - Playground supervision will begin at 8:50 a.m.

Lunch Schedule:

Grade	Lunchroom	Recess	Teacher Duty & Pick-Up
K	11:10-11:30	11:30-11:45	11:40-11:45
3	11:25-11:45	11:45-12:00	11:55-12:00
1-Prim. Autism	11:40-12:00	12:00-12:15	12:10-12:15
4-Int. SLD	11:55-12:15	12:15-12:30	12:25-12:30
2-Prim. SLD	12:10-12:30	12:30-12:45	12:40-12:45
5-Int. Autism	12:25-12:45	12:45-1:00	12:55-1:00

Lunch Pick up:

- Teachers will provide 5 minutes of playground duty, then escort students to the sunshine lineup promptly
- Inclement weather - teacher pick up students in cafeteria

Dismissal Procedures:

- Students will be dismissed at 3:26 p.m. / Parking lot closes at 3:05 p.m. (see dismissal map)
- Reminder-bell to bell instruction. Instruction will conclude to allow for a two minute clean up time for the class prior to dismissal
- No classes will be waiting in the hallway prior to the dismissal bell
- Students who walk or ride bikes will leave via their assigned dismissal gates with their teacher
- Bus students will board buses in the bus parking area, adjacent to the playground
- There will be no parent early dismissal allowed in the front office after 3:00 p.m.

Early Dismissal Days:

A.M. Early Childhood 9:05 a.m. - 10:35 a.m.
 P.M. Early Childhood 11:25 a.m. - 12:45 p.m.
 Grades K-5 9:15 a.m. - 12:45 p.m.

Teacher & Substitute Schedule (Half-days):

A.M. 8:25 a.m. - 12:00 p.m. (Substitute reports to school at 8:45 a.m.)
 P.M. 12:00 p.m. - 3:36 p.m. (Substitute reports to school at 11:30 a.m.)