

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.

Morning procedure:

- Staff on morning duty will report to duty at 8:35 a.m.
- Morning music will begin playing at 8:47 a.m. for students to line-up
- Morning ceremony (Mondays) – at 8:50 a.m.
- Students may eat breakfast in the cafeteria.

Breakfast Schedule:

8:35 a.m. – 9:00 a.m. – Playground supervision will begin at 8:35 a.m.

Lunch Schedule:

Grade	Eat in Cafeteria	Recess Time	Teacher Pick-Up
K	10:55 – 11:15	11:15 – 11:25	11:25
1	11:10 – 11:30	11:30 – 11:40	11:40
2	11:25 – 11:45	11:45 – 11:55	11:55
4	11:40 – 12:00	12:00 – 12:10	12:10
3	11:55 – 12:15	12:15 – 12:25	12:25
5	12:10 – 12:30	12:30 – 12:40	12:40

Lunch Pick up:

Teacher pick up promptly at the sunshine

Inclement weather-teacher pick up students in cafeteria

Please adhere to the schedule. Early or late arrivals complicate the procedure for all classrooms concerned.

Dismissal Procedures:

- Students will be dismissed at 3:11 p.m. / Parking lot closes at 2:50 p.m. (see dismissal map)
- Reminder-bell to bell instruction. Instruction may 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 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.

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.)