

CM Finch 2013-2014 Bell Schedule

8:30	Supervision starts, students may arrive.
8:45	Warning Bell
8:50	Classes Start
10:30-10:45	Recess
10:45-10:50	Snack
10:50-12:00	Class time
12:00-12:20	Lunch Play
12:20-12:40	Eating time
12:40-2:41	Class time
2:41	Dismissal

Late Arrival Procedure

- Students that are not in their classroom at the 8:50 bell are late. We expect students to be seated in their desks ready to work at the 8:50 bell.
- Late students sign in at the office and take a late slip to their classroom teacher.
- A late slip is needed any time students arrive after 8:50.

Signing Out and Signing In

- Any time a student leaves during the school day they must sign out at the office.
- If a student returns during the same school day they sign back in noting the time of return.
- This process must be followed over lunch hour as well if a student is leaving school property.
- Students may not sign out to go home with another student at lunch without the written permission of their parent and the parent whose house they are going to.
- Adult Volunteers and Visitors are also expected to sign in and out at the office.

The above procedures are important as they allow us to confirm who is in attendance at any given point in time. This is very important in the event of an emergency such as a fire or evacuation.