

# JEFFERSON SCHOOL DISTRICT



## Substitute Teacher Handbook

1219 Whispering Wind Drive, Tracy, CA 95377  
Phone 209/836-3388 • Fax 209/836-2930  
<http://www.jeffersonschooldistrict.com>

Rev 9/2021

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**Thank you for joining us!**

## **Congratulations and welcome to the Jefferson School District!**

As a substitute teacher, you are a valued member of our teaching staff! Your importance goes far beyond filling the vacancy of a teacher who is away from his/her class. You provide our students with a new learning experience based on your own background, insights, and knowledge. You also have the opportunity to learn about the curriculum, the classes, the needs of the students, and to take the benefits of this experience to each classroom where you work. We recognize the challenge of your assignments, and appreciate the energy and skills you put forth to make our schools run smoothly.

### **District Information**

Jefferson School District serves Transitional Kindergarten through 8<sup>th</sup> grade students. The district has an enrollment of just over 2,400 students. Presently there are two TK-8 campuses, one TK-4 school, and one 5-8 campus. Parents, staff and the community provide solid support for a healthy educational environment of children. A list of school sites, addresses and an area map are included in this handbook.

### **District Contacts**

- AESOP 800-942-3767
- AESOP Web address – <http://www.aesoponline.com>
- Rhonda Saia, Receptionist/Substitute Teacher Placement  
[rsaia@jsdtracy.com](mailto:rsaia@jsdtracy.com) 209-836-3388
- Vicky Ochoa, Human Resources Specialist  
[vochoa@jsdtracy.com](mailto:vochoa@jsdtracy.com) 209-836-3388
- Emily Stroup, Director of Human Resources  
[estroup@jsdtracy.com](mailto:estroup@jsdtracy.com) 209-836-3388

## **The District's responsibilities to you**

### *Human Resources:*

- Hires and assigns substitute teachers
- Provides Substitute Teacher Handbooks to substitutes and the schools
- Provides substitute teachers with information about their assignments
- Processes substitute assignment feedback

### *Site Administrators:*

- Monitor adequacy of lesson plans
- Designate person in charge of substitutes
- Lend assistance when necessary
- Write evaluations, if necessary

### *School Office Staff:*

- Hands out substitute folders
- Gives/collects time cards and keys

### *Teachers:*

- Provide lesson plans
- Make available seating charts/groupings
- Supply teachers' editions of textbooks
- Provide appropriate materials

## **Your responsibilities to the District**

A substitute teacher, as well as a full-time teacher, has the responsibility to provide a stimulating learning environment for students. The standards of performance are the same. Your success as a substitute depends upon your ability to function successfully within the District's philosophies and goals, and to teach students of varying ethnic/racial, socio-economic, and educational backgrounds. The substitute must accept the obligation to function in the role of a regular teacher. The same professional standards apply. They include:

- Satisfaction in seeing students learn
- Ability and willingness to work in different classroom structures
- Resourcefulness
- High expectations for achievement and behavior

Be particularly careful NOT to do the following without authority from the site administrator:

- Change groupings
- Dismiss class early
- Allow a student to leave classroom without permission
- Take major disciplinary action without the principal's or designee's approval
- Release a child from the classroom or school during school hours without written permission from the school office
- Use any materials not authorized by the District (e.g., home videos)

You are responsible for keeping necessary paperwork current:

- *Credential or emergency substitute permit.* Substitute teachers must accept responsibility for complying with credential requirements and must also agree not to accept calls for substitute teaching in the Jefferson School District unless their certificate is valid.
- *Tuberculosis (TB) clearance.* A TB clearance, signed by a health care practitioner, must be submitted every four years.
- *Address/phone/name changes.* If your address, phone number, or name changes, please call the Human Resources Division to request a "Change of Address" form.

You are responsible for knowing all district policies and regulations related to mandated reporting of sexual and physical abuse of children, sexual harassment, and substance abuse. You should have received a copy of these policies and regulations at the time of employment. Please inquire in the Human Resources Division if you do not have copies or if you have questions.

## AESOP System

Before becoming activated in AESOP, you will have to fill out a "Declination of Insurance Form", then we will give you your information including your log in and PIN number. The website for AESOP is <http://www.aesoponline.com>.

## Assignments

AESOP will contact you by phone for available jobs from 2:00 pm-9:00 pm in the evenings and/or between 6:00 am -noon in the morning. You may also log onto the AESOP website to search for available jobs. You will be able to view jobs that are available 120 days in advance. At the latest, teachers are asked to request substitutes no later than 6:00 a.m. on the day a sub is needed. With AESOP, you will be able to change your calling times/days on your personal settings.

When requesting a substitute, the teacher can attach special instructions. It is important to take note of these instructions as they may be about yard duty.

**Cancelling a Job** If you need to cancel a job for which you have committed yourself, please cancel through AESOP as soon possible. PLEASE AVOID canceling a same day job.

## Getting Paid *Effective July 1, 2018*

The salary schedule for substitute teachers is a tiered system, based on the accrued number of days that a substitute works during a school year. At the beginning of each year, the rate of pay for a substitute will be based on the total number of days that they worked in a **certificated** sub position during the previous year. (Any days worked in a classified position would not count in the accrued number of days). In addition, during the school year, when a substitute reaches the next level, they will qualify for the higher rate of pay associated with that level. **Each school year the accumulated number of days worked starts at zero, the days do not carry over from**

**one year to the next. The rate of pay for each year is based on the actual number of accrued days from the previous year.**

For example: If a substitute worked 45 days during 17-18, their rate of pay would be \$170 once they reached the 31<sup>st</sup> day and for the remainder of the year. Their rate of pay for the 18-19 school would start at \$170. If during the 18-19 school year, the substitute worked 75 days, their pay would increase to \$190 on the 61<sup>st</sup> day, and would be the rate of pay they would start with in the 19-20 school year. If that substitute worked 35 days for the 18-19 school year, their rate of pay for the 19-20 school year would be \$170.

Assignments that are on minimum days will be considered a full day assignment and paid at the daily rate of the assigned substitute teacher.

### **Temporary Salary Schedule for Substitute Teachers:**

*Effective September 17, 2021 through May 26, 2022*

#### **Temporary Daily Sub Rate**

<b>Daily Rates</b>	
Full Day	<b>\$250.00</b>
Half Day (4 hour day)	<b>\$125.00</b>

#### **Temporary Daily Sub Rate – Long Term Sub**

<b>Daily Rates</b>	
Full Day	<b>\$280.00</b>
Half Day (4 hour day)	<b>\$140.00</b>

#### **Daily Sub Rate Table**

Daily Rates	Accrued annual days worked 1 to 30	Accrued annual days worked 31 to 60	Accrued annual days worked 61 to 90	Accrued annual days worked 91 to 120+
Full Day	\$160	\$170	\$190	\$200
Half Day (4 hour day)	\$80	\$85	\$95	\$100

**Long Term Positions** – A long term assignment is defined as more than 10 consecutive days in the same position and the rate of pay will be \$200 beginning on day 11 and continuing until the last day of the assignment. A long term substitute will perform the same duties as a regular teacher such as lesson planning, grading, supervision duties, as well as attending staff meetings, professional development minimum days, parent

conferences, Back to School Night, Open House, and other school events that are required of regular teachers. Work hours for long term subs are 8:00 to 3:30.

### **Long Term Sub Rate Table**

Full Day	\$200
Half Day (4 hour day)	\$100

If a substitute teacher is assigned to a long term teaching assignment in a vacant position starting on the first day of the school year, they will be paid at the long term daily rate of \$200 from the first day of the assignment through the duration of the assignment.

### **Payroll Deductions**

Federal income tax, state income tax and Medi-Care will be withheld from pay warrants. FICA (Social Security) is also withheld if you are not a member of the STRS retirement system.

Retirement deductions will automatically be withheld if you are already a member of the State Teachers' Retirement System (STRS) because of previous service as a certificated employee or election into the system.

Membership into STRS becomes automatic if you serve 100 days in any one school year or 60 hours in any one month (8.5 days). STRS deductions will be withheld from pay warrants if you reach these requirements. Such retirement contributions will continue until employment is terminated. If a substitute terminates certificated employment in California, he/she may choose to leave the funds in STRS, roll them to an IRA or request a withdrawal. This can be initiated by contacting STRS at [www.calstrs.com](http://www.calstrs.com).

### **Keeping Current**

If there is any change in your status as a substitute, please call the district office at 209-836-3388. Since paychecks/stubs are mailed to home addresses, it is imperative that you report address changes immediately to the district office, even if you do not intend to work in the Jefferson School District. You will have to fill out a "Change of Address" form. This is necessary so that we may forward W-2's and other important tax information to you.

### **Work Day**

Substitutes may be requested for a full day or half day. A full day assignment is from 8:00 a.m. to 3:15 p.m. Half day is generally from 8:00 a.m. to 11:45 a.m. or 11:30 a.m. to 3:15 p.m., however, the starting and ending times may vary slightly as needed to fit each school's bell schedule. You will notice AESOP states your work day ends at 3:30 p.m., however, your workday ends at 3:15 p.m. Also you will notice for an afternoon half day the start time states 11:45 a.m. in AESOP, however you are expected to arrive at the site at 11:30 a.m. unless you are working a morning half day. Please plan

on staying until 3:15 p.m. each day you substitute even if students leave early. Substitute pay is based on a 7.25 hour full work day, which includes a 30 minute duty free lunch and time after student dismissal time. During this time, it is your responsibility to complete assigned tasks from the teacher, to help tidy the room, or if classroom tasks are not available, to contact the office for other tasks. There are scheduled minimum days throughout the year and you should be prepared to stay until 3:15 p.m. if a full day or afternoon half day is requested. If there are no tasks assigned from the teacher, you should check with the office for additional tasks.

It is recommended that substitutes report to their assignments at least 15 minutes early to prepare. Bell schedules and lunch breaks vary by site and grade level. You are encouraged to bring your own snack or lunch.

### **Prep Periods**

Regular classroom teachers in grades may have scheduled preparation periods during the student day. During this time, you may be asked to substitute in another classroom, or the absent teacher may leave tasks for you to perform. These duties are expected as part of your regular paid service as a substitute.

### **Dress Code**

All substitutes are expected to maintain a professional appearance. Clothing should be worn that is appropriate to the position and that models a high standard for students.

### **Reporting to Work**

Upon arrival, you are to check in at the school office, contacting the office staff and/or principal. Be sure to sign the log provided when checking in and out each day. You should report to work with your District ID Badge. The duties and responsibilities of the assignment will be explained at that time and you will be provided with room location, a key, and a site substitute information packet. At the end of the day, be sure to return the key and packet and check out in the office.

The classroom teacher is expected to provide you with lesson plans and other classroom information.

### **Use of Technology**

The District makes computers, software, and technology services available to students and employees to support the accomplishment of educational goals. Employees are responsible for the appropriate use of technology and are to use the district's electronic resources only for purposes related to school-related business/activities.

### **Emergency Plans**

Each site has an emergency plan that should be easily accessible in the classroom. During any emergency situation or drill, staff members are expected to remain with



their students, or in a capacity as assigned, until such time they are released from duty by the principal. Students are not to be left unsupervised at any time.

### **Injuries on School Property**

It is the policy of the Jefferson School District to provide a healthy and safe working environment for all. Employees are expected to perform their duties in the safest manner possible.

Any injury sustained by you or any pupil in your supervision must be reported to the school office as soon as possible. Also report injuries to persons not connected with school if they occur at school or on school business (i.e., field trips). Accident report forms are available in the school office or District Office.

### **Drug-Free Workplace**

It is a violation of Board Policy for any employee at the workplace to unlawfully manufacture, distribute, dispense, possess or use any alcohol, narcotics, tobacco products, stimulants, classified poison and hallucinogenic drugs, as defined in the Drug-Free Workplace Act of 1988. "Workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; and any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction.

Jefferson School District is also a tobacco free environment.

### **Problems at Work/Complaint Procedure**

Individuals are encouraged to discuss problems, concerns and complaints with their site principal/supervisor as soon as possible. The sooner this occurs, the sooner there will be a resolution. Every effort should be made by employees and supervisors to resolve problems at the informal level.

According to Board Policy 4144, the following steps and timelines are to be followed for problem resolution:

- Resolve matter informally through discussion with the principal/supervisor.
- If matter is not resolved, employee submits to principal/supervisor a written statement of the problem, including the specific relief sought (within 60 days of the event).
- Within 5 (five) days of receiving the written complaint the principal/supervisor shall conduct any necessary investigation and shall meet with the employee in an effort to resolve the complaint.
- Principal/supervisor will communicate his/her decision in writing within 10 (ten) working days after the meeting.

- If the matter is still not resolved, the employee may request a review of that decision by the Superintendent or designee. Matters unresolved at this level may be appealed to the Board. The Board's decision is final.

## **Title 7, Sexual Harassment / Title 9, Discrimination**

It is the policy of the Governing Board of the Jefferson School District to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications constituting sexual harassment, as defined by Education Code section 212.5 and otherwise prohibited by state and federal statutes. (BP 4119.11)

A copy of the Board Policy & Regulations are posted at every work site in the district and are available on the district website.

## **Substitute Evaluation**

Principals may observe substitute teachers. These observations are not just to evaluate the substitute but to give advice and help. Written evaluations of substitute teachers will be prepared by the principal at his/her discretion.

## **Off to a Successful Start**

- When the class arrives, introduce yourself and write your name on the board for student reference.
- Review the day's schedule with the students.
- Take attendance accurately and notify the office if you have any questions
- If there is no seating chart, make one so you can call each student by name, which helps to keep discipline problems from developing.
- Follow the regular teacher's schedule as closely as possible. Students are easily distressed over changes. If there are no lesson plans, be prepared with plans of your own which can fit into any situation.

## **Expectations**

*Although responsibilities vary a bit from school to school, generally, you are expected to:*

- Become as familiar as possible with the plans, assignments, materials, daily outline before students arrive. Much of the following should be included in these plans.
- Have a 'Plan B.' Although you should follow plans left, there may be times when your lesson went quickly or you have inadequate plans.
- Find out the general discipline plan of your school. This means you will know what students at this school have learned to expect. Look for specific classroom rules. *(District policy prohibits the use of physical force; i.e. spanking, shaking, etc., when disciplining students.)*
- Make sure you know the bell schedule and dismissal procedures.
- Check to see if you have students with special needs.

- Check to see if the teacher has special duties or responsibilities for that day. (If unsure, check with a neighboring teacher or the office.)
- Be aware of the location of fire drill and emergency procedures, usually posted near the classroom door. A class list is to be taken with you during drills.
- Establish a friendly but firm control over the classroom.
- Leave the room 'picked up' and in good order.
- Include a note to the teacher with the day's accomplishments and any problems or concerns. Teachers enjoy coming back to positive comments, so be sure to include those!
- If possible, correct papers and do that 'little bit' extra to help put a smile on the teacher's face when s/he returns!
- Place copies of any notices received so that they can be easily found by the teacher.
- Close the windows, turn off lights, lock doors when leaving the room at the end of day.
- Avoid making comparisons of various schools or school personnel.
- Maintain respect for the absent teacher.
- Respect the confidentiality of student and staff information.
- Report to the office to check the status of the absence and if your services may be needed the following day.
- Ask for help if needed! The staff is there to support you.
- Enjoy yourself! We want you to enjoy our schools and our students. Remember the value of laughter.

### **Classroom Management - Five Rules to Remember**

1. Maintain a professional demeanor. Be friendly without being too familiar.
2. Be flexible. It is important that you are neither too rigid or a push over. A good part of managing students is making good judgment calls.
3. Know your limits. If you are not comfortable with what is going on in your classroom, put a stop to it. In doing so, be firm, fair and as friendly as possible. Try not to antagonize students. You are the captain of a team and you are seeking their cooperation.
4. Consult with regular teachers at the school. It's okay to need help. Never try to hide what you don't know. It is important for all teachers, no matter how experienced, to be open to input from others. Being a teacher is a hard job with numerous challenges and constant decision making.
5. Be a good manager. Successful classrooms are not 'free form.' They are well orchestrated to promote harmony and productivity.
  - Get to school early and examine the layout.
  - Get students working immediately.
  - Move around the room.
  - Make sure students know what they are doing.
  - Be involved, don't sit back and watch.
  - Learn names and use them as much as possible.
  - Be efficient and proactive. Keep things moving along.

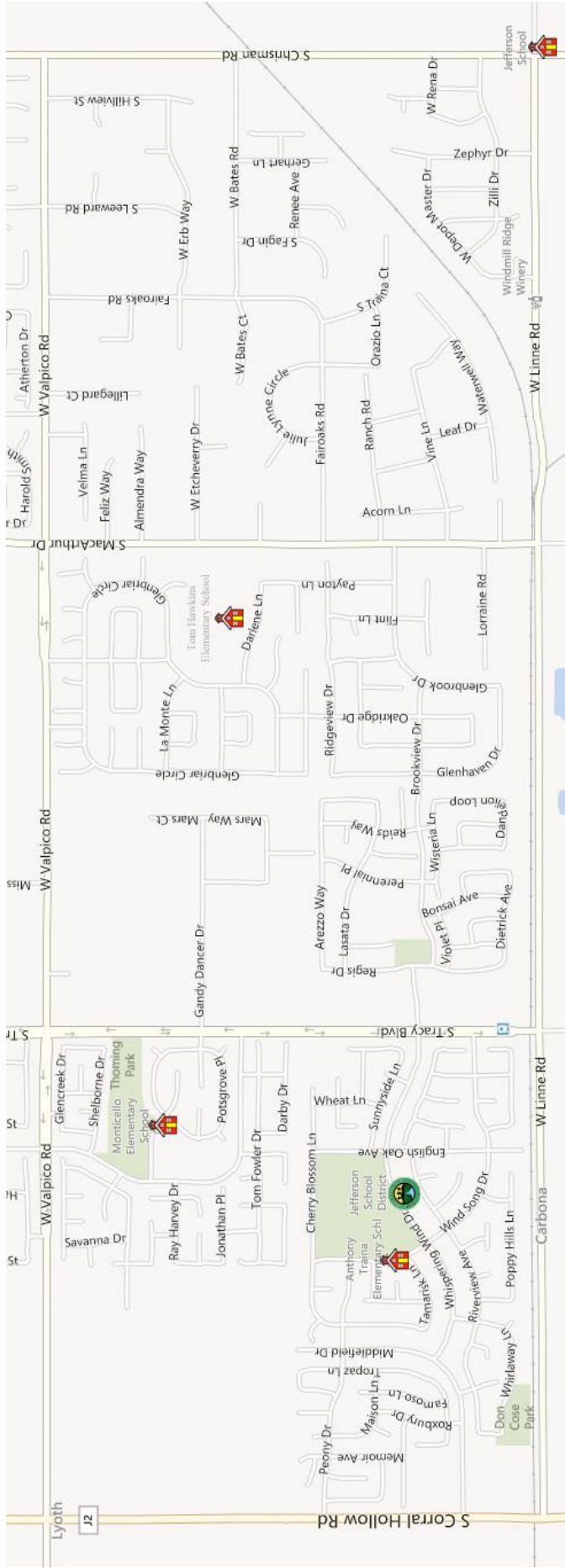
We expect students to behave properly during the regular teacher's absence. If needed, call the principal or vice principal for help with students or interpreting assignments. If a student is sent to the office, it is very helpful to send a detailed note about the problem. Most schools have behavior slips or referral forms for this purpose.

# Appendix

Student Calendar  
District Map of School Sites  
School Site Directory  
Bell Schedule Summary

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Jefferson District Schools				
<b>Jefferson School (5-8)</b> 7500 West Linne Road Tracy, CA 95304 Phone: (209) 835-3053 Fax (209) 835-4419	<b>Monticello School (K-4)</b> 1001 Cambridge Place Tracy, CA 95377 Phone: (209) 833-9300 Fax (209) 833-9317	<b>Hawkins School (K-8)</b> 475 Darlene Lane Tracy, CA 95377 Phone: (209) 839-2380 Fax (209) 839-2384	<b>Traina School (K-8)</b> 4256 Windsong Drive Tracy, CA 95377 Phone: (209) 839-2379 Fax (209) 839-2314	<b>Jefferson District Office</b> 1219 Whispering Wind Tracy, CA 95377 Phone: (209) 836-3388 Fax (209) 836-2930
Directions from District Office				
Jefferson is temporarily located in the portables next to Hawkins, on the corner of Glenbriar Circle and Darlene Lane.	Take Tracy Blvd to Sycamore Parkway. Take Sycamore Parkway west to Cambridge Place. Take Cambridge Place east to Monticello School. Entrance is on the north side of Cambridge Place.	Go east on Whispering Wind Dr., right on Regis Dr. and left on Brookview Dr. Turn left on Oakridge Dr. Turn right on Glenbriar Circle and right again on Darlene Lane. Hawkins is on north side of Darlene Lane.	Go west on Whispering Wind Dr. Turn right on Windsong Dr. Entrance to Traina will be on the east side of Windsong Dr.	The District Office sits on the back of the Traina School Playground. Take Tracy Blvd to Whispering Wind Dr. Take Whispering Wind Dr. west. The district office entrance will be on the north side of Whispering Wind.

# 2021-2022 Directory

James W. Bridges, Ed.D.,  
Superintendent

## Monticello Elementary School (K-4)

**Principal:** *Tessa Bunch*

*1001 Cambridge Place*

*Tracy, CA 95377*

*209-833-9300*

**Secretary:** *Peggi Johnson*

**Fax:** *209-833-9317*

## Jefferson School (5-8)

**Principal:** *Alyssa Wooten*

*7500 W. Linne Road*

*Tracy, CA 95304*

*209-835-3053*

**Secretary:** *Lauren Beith*

**Fax:** *209-835-4419*

## Tom Hawkins Elementary School (K-8)

**Principal:** *Christina Orsi*

*475 Darlene Lane*

*Tracy, CA 95377*

*209-839-2380*

**Vice Principal:** *Kelle Patrick*

**Secretary:** *Rahila Amani*

**Fax:** *209-839-2384*

## Anthony Traina Elementary School (K-8)

**Principal:** *Kenneth Silman*

*4256 Windsong Drive*

*Tracy, CA 95377*

*209-839-2379*

**Vice Principal:** *Ranvir Gill*

**Secretary:** *Shayne Cocolos*

**Fax:** *209-839-2314*





2021-22 BELL SCHEDULES  
(When all students return to full time learning)

Jefferson School  
Daily Schedule  
**5<sup>th</sup> & 6<sup>th</sup> Grade**

Regular Days		
Period	Begin	End
1	8:15 AM	9:05 AM
2	9:08 AM	9:55 AM
break	9:55 AM	10:05 AM
3	10:08 AM	10:55 AM
4	10:58 AM	11:45 AM
lunch	11:45 AM	12:30 PM
5	12:33 PM	1:20 PM
6	1:23 PM	2:10 PM
7	2:13 PM	3:00 PM

Minimum Day		
Period	Begin	End
1	8:15 AM	8:53 AM
2	8:56 AM	9:30 AM
3	9:33 AM	10:07 AM
break	10:07 AM	10:17 AM
4	10:20 AM	10:54 AM
5	10:57 AM	11:31 AM
6	11:34 AM	12:08 PM
lunch	12:08 PM	12:53 PM
7	12:56 PM	1:30 PM

2:00 Schedule		
Period	Begin	End
1	8:15 AM	8:59 AM
2	9:02 AM	9:40 AM
break	9:40 AM	9:50 AM
3	9:53 AM	10:31 AM
4	10:34 AM	11:12 AM
lunch	11:12 AM	11:57 AM
5	12:00 PM	12:38 PM
6	12:41 PM	1:19 PM
7	1:22 PM	2:00 PM

## 2021 - 2022 BELL SCHEDULES

### Jefferson School Daily Schedule **7<sup>th</sup> & 8<sup>th</sup> Grade**

Regular Days		
Period	Begin	End
1	8:15 AM	9:05 AM
2	9:08 AM	9:55 AM
3	9:58 AM	10:45 AM
break	10:45 AM	10:55 AM
4	10:58 AM	11:45 AM
5	11:48 AM	12:35 PM
lunch	12:35 PM	1:20 PM
6	1:23 PM	2:10 PM
7	2:13 PM	3:00 PM

Minimum Day		
Period	Begin	End
1	8:15 AM	8:53 AM
2	8:56 AM	9:30 AM
3	9:33 AM	10:07 AM
4	10:10 AM	10:44 AM
break	10:44 AM	10:54 AM
5	10:57 AM	11:31 AM
6	11:34 AM	12:08 PM
7	12:11 PM	12:45 PM
lunch	12:45 PM	1:30 PM

2:00 Schedule		
Period	Begin	End
1	8:15 AM	8:59 AM
2	9:02 AM	9:40 AM
3	9:43 AM	10:21 AM
break	10:21 AM	10:31 AM
4	10:34 AM	11:12 AM
5	11:15 AM	11:53 AM
lunch	11:53 AM	12:38 PM
6	12:41 PM	1:19 PM
7	1:22 PM	2:00 PM

# 2021 - 2022 BELL SCHEDULES

## Monticello School **REGULAR DAY SCHEDULE**

Transitional Kindergarten		
Period	Begin	End
1	8:15 AM	10:00 AM
recess	10:00 AM	10:14 AM
2	10:14 AM	10:50 AM
recess	10:50 AM	11:15 AM
lunch	11:15 AM	11:35 PM
3	11:35 PM	2:00 PM

Kindergarten		
Period	Begin	End
1	8:15 AM	9:40 AM
recess	9:40 AM	9:59 AM
2	9:59 AM	10:55 AM
lunch	10:55 AM	11:15 AM
recess	11:15 AM	11:40 PM
3	11:40 PM	2:00 PM

1st Grade		
Period	Begin	End
1	8:15 AM	9:45 AM
recess	9:45 AM	9:59 AM
2	9:59 AM	11:10 AM
recess/lunch	11:10 AM	11:50 AM
3	11:50 AM	2:00 PM

2nd Grade		
Period	Begin	End
1	8:15 AM	9:45 AM
recess	9:45 AM	9:59 AM
2	9:59 AM	11:35 AM
recess/lunch	11:35 AM	12:20 PM
3	12:20 PM	2:00 PM

3rd Grade		
Period	Begin	End
1	8:15 AM	10:05 AM
recess	10:05 AM	10:19 AM
2	10:19 AM	12:25 PM
recess/lunch	12:25 AM	1:10 PM
3	1:10 PM	2:00 PM

4th Grade		
Period	Begin	End
1	8:15 AM	10:05 AM
recess	10:05 AM	10:19 AM
2	10:19 AM	12:00 PM
recess/lunch	12:00 PM	12:45 PM
3	12:45 PM	3:00 PM

# 2021 - 2022 BELL SCHEDULES

## Monticello School **Minimum Day Schedule**

Transitional Kindergarten - Min. Day		
Period	Begin	End
1	8:15 AM	10:00 AM
recess	10:00 AM	10:14 AM
2	10:14 AM	10:50 AM
recess	10:50 AM	11:15 AM
lunch	11:15 AM	11:35 PM
3	11:35 PM	1:30 PM

1st Grade - Min. Day		
Period	Begin	End
1	8:15 AM	9:45 AM
recess	9:45 AM	9:59 AM
2	9:59 AM	11:10 AM
lunch	11:10 AM	11:50 AM
3	11:50 AM	1:30 PM

3rd Grade - Min. Day		
Period	Begin	End
1	8:15 AM	10:05 AM
recess	10:05 AM	10:19 AM
2	10:19 AM	12:20 PM
lunch	12:20 PM	1:15 PM
3	1:15 PM	1:30 PM

Kindergarten - Min. Day		
Period	Begin	End
1	8:15 AM	9:40 AM
recess	9:40 AM	9:59 AM
2	9:59 AM	10:55 AM
lunch	10:55 AM	11:15 AM
recess	11:15 AM	11:40 AM
3	11:40 AM	1:30 PM

2nd Grade - Min. Day		
Period	Begin	End
1	8:15 AM	9:45 AM
recess	9:45 AM	9:59 AM
2	9:59 AM	11:35 AM
lunch	11:35 AM	12:20 PM
3	12:20 PM	1:30 PM

4th Grade - Min. Day		
Period	Begin	End
1	8:15 AM	10:05 AM
recess	10:05 AM	10:19 AM
2	10:19 AM	12:15 PM
lunch	12:15 PM	1:00 PM
3	1:00 PM	1:30 PM

# 2021 – 2022 BELL SCHEDULES

## Tom Hawkins School **REGULAR DAY SCHEDULE**

TK/ Kindergarten		
Period	Begin	End
1	8:15 AM	9:30 AM
recess	9:30 AM	9:45 AM
2	9:45 AM	11:05 AM
lunch	11:05 AM	11:50 PM
3	11:50 PM	2:00 PM

1 <sup>st</sup> Grade		
Period	Begin	End
1	8:15 AM	9:35 AM
recess	9:35 AM	9:48 AM
2	9:48 AM	11:20 AM
lunch	11:20 AM	12:05 PM
3	12:05 PM	2:00 PM

5th, 6th, 7th, and 8th Grade		
Period	Begin	End
1	8:15 AM	9:05 AM
2	9:08 AM	9:55 AM
3	9:58 AM	10:45 AM
break	10:45 AM	10:55 AM
4	10:58 AM	11:45 AM
5	11:48 AM	12:35 PM
lunch	12:35 PM	1:20 PM
6	1:23 PM	2:10 PM
7	2:13 PM	3:00 PM

2 <sup>nd</sup> Grade		
Period	Begin	End
1	8:15 AM	9:35 AM
recess	9:35 AM	9:48 AM
2	9:48 AM	11:20 AM
lunch	11:20 AM	12:05 PM
3	12:05 PM	2:00 PM

3 <sup>rd</sup> Grade		
Period	Begin	End
1	8:15 AM	10:20 AM
recess	10:20 AM	10:33 AM
2	10:33 AM	11:45 AM
lunch	11:45 AM	12:30 PM
3	12:30 PM	2:00 PM

4 <sup>th</sup> Grade		
Period	Begin	End
1	8:15 AM	10:20 AM
recess	10:20 AM	10:33 AM
2	10:33 AM	11:45 AM
lunch	11:45 AM	12:30 PM
3	12:30 PM	2:00 PM

# 2021 – 2022 BELL SCHEDULES

## Tom Hawkins School Minimum Day Schedule

TK/Kindergarten		
Period	Begin	End
1	8:15 AM	9:30 AM
recess	9:30 AM	9:45 AM
2	9:45 AM	10:55 AM
lunch	10:55AM	11:40 AM
3	11:40 AM	1:30 PM

3 <sup>rd</sup> Grade Minimum Day		
Period	Begin	End
1	8:15 AM	10:20 AM
recess	10:20 AM	10:33 AM
2	10:33 AM	11:15 AM
lunch	11:15 AM	12:00 PM
3	12:00PM	1:30 PM

5th, 6th, 7th, and 8th Grade Minimum Day		
Period	Begin	End
1	8:15 AM	8:53 AM
2	8:56 AM	9:30 AM
3	9:33 AM	10:07 AM
break	10:07 AM	10:17 AM
4	10:20 AM	10:54 AM
5	10:57 AM	11:31 AM
6	11:34 AM	12:08 PM
lunch	12:08 PM	12:53 PM
7	12:56 PM	1:30 PM

1st Grade Minimum Day		
Period	Begin	End
1	8:15 AM	9:35 AM
recess	9:35 AM	9:48 AM
2	9:48 AM	10:55 AM
lunch	10:55 AM	11:40 AM
3	11:40 AM	1:30 PM

4th Grade Minimum Day		
Period	Begin	End
1	8:15 AM	10:20 AM
recess	10:20 AM	10:33 AM
2	10:33 AM	11:15 AM
lunch	11:15 AM	12:00 PM
3	12:00 PM	1:30 PM

2nd Grade Minimum Day		
Period	Begin	End
1	8:15 AM	9:35 AM
recess	9:35 AM	9:48 AM
2	9:48 AM	10:55 AM
lunch	10:55 AM	11:40 AM
3	11:40 AM	1:30 PM

# 2021 - 2022 BELL SCHEDULES

## Anthony Traina School **REGULAR DAY SCHEDULE**

TK		
Period	Begin	End
1	8:15 AM	9:40 AM
recess	9:40 AM	9:54 AM
2	9:54 AM	11:02 AM
lunch	11:02 AM	11:22 AM
recess	11:22 AM	11:47 AM
3	11:47 AM	2:00 PM

4 <sup>th</sup> and 5 <sup>th</sup> Grade		
Period	Begin	End
1	8:15 AM	10:20 AM
recess	10:20 AM	10:34 AM
2	10:34 AM	11:50 AM
lunch	11:50 AM	12:35 PM
3	12:35 PM	3:00 PM

7 <sup>th</sup> and 8 <sup>th</sup> Grade		
Period	Begin	End
1	8:15 AM	9:11 AM
2	9:13 AM	9:59 AM
break	9:59 AM	10:14 AM
3	10:16 AM	11:02 AM
4	11:04 AM	11:50 AM
5	11:52 AM	12:38 PM
lunch	12:38 PM	1:23 PM
6	1:25 PM	2:11 PM
7	2:13 PM	3:00 PM

Kindergarten		
Period	Begin	End
1	8:15 AM	9:25 AM
recess	9:25 AM	9:39 AM
2	9:39 AM	11:02 AM
lunch	11:02 AM	11:47 AM
3	11:47 AM	2:00 PM

6 <sup>th</sup> Grade		
Period	Begin	End
1	8:15 AM	9:11 AM
2	9:13 AM	9:59 AM
3	10:01 AM	10:47 AM
break	10:47 AM	11:02 AM
4	11:04 AM	11:50 AM
5	11:52 AM	12:38 PM
lunch	12:38 PM	1:23 PM
6	1:25 PM	2:11 PM
7	2:13 PM	3:00 PM

1 <sup>st</sup> Grade		
Period	Begin	End
1	8:15 AM	9:40 AM
recess	9:40 AM	9:54 AM
2	9:54 AM	11:02 AM
lunch	11:02 AM	11:47 AM
3	11:47 AM	2:00 PM

2 <sup>nd</sup> Grade		
Period	Begin	End
1	8:15 AM	9:40 AM
recess	9:40 AM	9:54 AM
2	9:54 AM	11:02 AM
lunch	11:02 AM	11:47 AM
3	11:47 AM	2:00 PM

3 <sup>rd</sup> Grade		
Period	Begin	End
1	8:15 AM	9:25 AM
recess	9:25 AM	9:39 AM
2	9:39 AM	11:50 AM
lunch	11:50 AM	12:35 PM
3	12:35 PM	2:00 PM

2021 – 2022 BELL SCHEDULES  
(When all students return to full time learning)

Anthony Traina School  
**Minimum Day Schedule**

TK Min. Day		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:04 AM
2	10:04 AM	10:46 AM
lunch	10:46 AM	11:31 AM
3	11:31 AM	1:30 PM

3 <sup>rd</sup> Grade - Min. Day		
Period	Begin	End
1	8:15 AM	10:10 AM
recess	10:10 AM	10:24 AM
2	10:24 AM	12:20 PM
lunch	12:20 PM	1:05 PM
3	1:05 PM	1:30 PM

7/8th Grade - Min. Day		
Period	Begin	End
1	8:15 AM	8:54 AM
2	8:56 AM	9:30 AM
break	9:30 AM	9:45 AM
3	9:47 AM	10:21 AM
4	10:23 AM	10:57 AM
5	10:59 AM	11:33 AM
lunch	11:33 AM	12:18 PM
6	12:20 PM	12:54 PM
7	12:56 PM	1:30 PM

Kindergarten Minimum Day		
Period	Begin	End
1	8:15 AM	9:25 AM
recess	9:25 AM	9:39 AM
2	9:39 AM	10:46 AM
lunch	10:46 AM	11:31 AM
3	11:31 AM	1:30 PM

4 <sup>th</sup> and 5 <sup>th</sup> Grade Minimum Day		
Period	Begin	End
1	8:15 AM	10:26 AM
recess	10:26 AM	10:40 AM
2	10:40 AM	12:20 PM
lunch	12:20 PM	1:05 PM
3	1:05 PM	1:30 PM

1 <sup>st</sup> & 2 <sup>nd</sup> Grade - Min. Day		
Period	Begin	End
1	8:15 AM	9:50 AM
recess	9:50 AM	10:04 AM
2	10:04 AM	10:46 AM
lunch	10:46 AM	11:31 AM
3	11:31 AM	1:30 PM

6 Grade - Min. Day		
Period	Begin	End
1	8:15 AM	8:54 AM
2	8:56 AM	9:30 AM
3	9:32 AM	10:06 AM
break	10:06 AM	10:21 AM
4	10:23 AM	10:57 AM
5	10:59 AM	11:33 AM
lunch	11:33 AM	12:18 PM
6	12:20 PM	12:54 PM
7	12:56 PM	1:30 PM