



Student Handbook

2024-2025

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WISD Vision Statement:

Our vision is to be a district where innovation thrives and growth is limitless.

WISD Core Values:

We value choices because they make us unique and are critical to learning.

We value a collaborative culture that honors and supports all who positively impact the lives of our students.

We value an environment of belonging that respects individual differences and ensures equality for all.

We value relationships that broaden learning experiences and enrich our community.

Coleman Junior High School Mission Statement:

We the faculty and staff of Coleman Jr. High believe all students can achieve. We are dedicated to providing a safe-inclusive campus, aligned curriculum with Texas standards, daily instruction that meets individual student needs and programs that enhance academic achievement. Together with parents and community stakeholders, we strive to foster positive self-esteem and promote an intrinsic desire for individual growth with high expectations for success.

Vision:

Our students will leave school with a set of moral values – honesty, integrity, good judgment and respect for individual differences. Our students will leave school well educated, responsible, future oriented and ready to excel in a complex world.

We value the partnership which exists between school, parents and community and the part it plays in realizing this vision.

S.P.E.A.R. Expectations

S - Self control - Controlling you words, emotions and actions

P - Perseverance - Striving to finish something until the end

E - Excellence - Aspiring to be outstanding in all you do

A - Accountability - Accepting responsibility for your actions

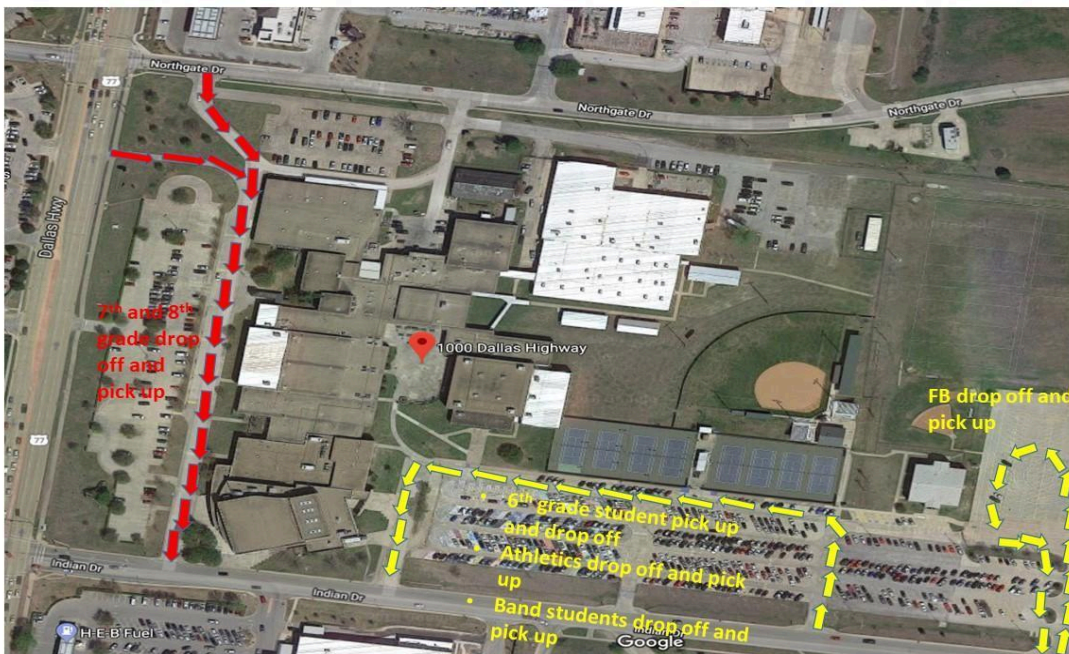
R - Respect - valuing self, others and authority

Arrival and Dismissal:

Students may enter the building at 7:00 a.m. through the courtyard gate or front entry and go to the cafeteria. Following breakfast, 6th graders will transition to the FAC. Students arriving

at school after 7:30 am will have to enter the building through the front doors. School starts at 7:30 a.m. and ends at 3:05 p.m. Teachers arrive at 7:00 a.m. and leave at 3:30 p.m. After school supervision begins at 3:05 p.m. and ends at 3:30 p.m.

Please refer to the map for drop off and pick up locations.



Please refer to the following map for students who walk home at dismissal. The red arrows represent the path for walkers to leave campus. The yellow markers represent a prohibited path.



Skateboards and Bicycles:

Skateboards may not be ridden on campus, and must be left in the designated area in the front office during the instructional day. Bicycles must be placed in the provided bicycle stands located behind the FAC. Students riding bicycles to campus are responsible for securing their bicycles.

Backpacks

Students may bring a backpack to school to carry their supplies necessary for their classes. Duffle bags are allowed for extracurriculars, but must be kept in designated areas during the instructional day. Rolling bags are not allowed at Coleman Junior High. For safety and logistical reasons, backpacks may ONLY contain materials that are required for instructional activities during the school day. Students may not leave their bags unattended during the school day. Backpacks left unattended will be confiscated and/or placed in the lost and found.

Emergency Bus Passes:

An emergency bus pass may be issued to a bus student who needs to ride another bus due to a family emergency. District transportation grants three (3) passes per school year. *Permission may be granted in emergency situations for eligible bus students who have a contract on file.* To request a pass, parents must send a request note. Students must give the note to the assistant principal by 10:00 a.m. The note should list the emergency, student's name and ID number; the student's current bus number, requested bus number, parent's phone number, and destination information: adult name, address, and phone number. The assistant principal will contact transportation for approval. The student and parent will be informed of approval or rejection.

Clinic (Health Services) [WISD Health Services Handbook](#):

Teachers do not administer medications to students. The school nurse will administer medication that a student must take during school hours. Any medicine sent to school must be accompanied by a note with the name of the student; name of the medicine and dosage; and the time the medicine is to be administered. Parents must send medication in the original container. *Students must take all medication to the clinic when they arrive on campus.* If a student does not take medication(s) to the clinic, disciplinary action according to the WISD Student Code of Conduct will be enforced. Students who become ill during the school day should notify their teacher and report to the school clinic. If students become ill and it is necessary for them to go home, the nurse will notify the parent(s)/guardian(s). Students who have a fever, diarrhea, vomiting, or a contagious disease such as measles, chicken pox, strep throat or conjunctivitis MUST remain at home for 24 hours and/or cleared of symptoms. Please refer to the District Health Services handbook for reference.

Visitors (Parents, Guardians, Volunteers and Guests):

For the safety and security of each student, all parents/guardians, district staff and other guests are to enter the building through the main entrance, and provide the office staff with a valid government issued identification card. A valid ID will allow you to have access to the building or check out a student. After checking in with the office staff, the receptionist will provide you with a temporary access pass which will need to be returned to the office when leaving the building.

Classroom visits

WISD Guidelines: In order for anyone to observe a classroom special permission must be obtained and a ***confidentiality form must be completed***. Teachers must be notified 24 hours in advance.

In the course of the classroom visit, personally identifiable information about students may be disclosed. During the visit, the observer may have access to confidential student information. The observer must adhere to the highest level of confidentiality in observation of the classroom. Confidential student information must not be disclosed to anyone who does not have an educational interest requiring that information and must agree not to disclose any confidential information.

Breakfast and Lunch

Students may bring lunch from home; buy a school lunch, or snacks. Students may purchase breakfast between 7:00 a.m. and 7:30 a.m. A parent(s)/guardian(s) may eat with his/her child. They must present a valid ID and sign-in in the office before doing so. Upon completion of your visit please return to the front office to sign-out. Students must return to class on time. ***Parents/guardians may bring food for their child/children only. Students will be allowed to charge up to \$10.00 (menu meals only). All students over the charge limit of \$10.00 will receive a sack lunch.***

Lunch charges policy

As established by the Board, a student with an exhausted or insufficient balance on his or her meal card or meal account shall be allowed to continue to purchase meals for up to three meals. The Superintendent shall develop administrative regulations for this grace period to address: 1. The District's processes for parent notification during the grace period, including a schedule for repayment; and 2. Whether the student will be limited to certain foods or beverages during this grace period, and, if so, the District's efforts to minimize overt identification of the student. No fees or interest shall be charged by the District for meals purchased during the grace period.

Attendance

Success in school depends, to a great extent, on regular attendance and punctuality. Students who arrive late often miss important information. Tardiness and absences may interfere with learning. A student who is absent from school may be required to attend tutorials if the number of absences exceed the amount allotted for each grading period and/or will be considered in violation of the compulsory attendance law.

A court of law may also impose penalties against families of a school-aged student, deliberately not attending school. A complaint against the parent may be filed in court

if the student is absent from school for ten or more days **or parts of days** within a six-month period in the same school year.

For more information regarding compulsory attendance laws please see the latest version of the Student Attendance Accounting Handbook that can be accessed on the Texas Education Agency website. With regards to missed work due to absences, Coleman Jr. High will follow the district's grading guidelines and other relevant policies to determine when and how work can be made up.

Each absence from school requires documentation, which is a parent or guardian note or a medical excuse from a doctor's office with the child's First Name, Last Name, and ID Number written clearly at the top. The note is due to the front office when the child returns to campus, within three days. Excessive parent notes, or excessive absences without proper documentation, will result in the parent/guardian being contacted by the attendance clerk and/or assistant principal and possible referral to truancy court.

Section 25.092 of the Texas Education Code contains the provision of the law commonly referred to as "The 90 Percent Rule" which states that students in grades K-12 must attend class for 90 percent of the time it is offered to receive credit or a final grade. The 90 percent rule applies to all absences, including excused absences. A student who is in attendance for at least 75 percent, but less than 90 percent, may be given credit or a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements of the class. Such plans may include, but are not limited to: before and/or after school tutoring, Saturday school, special projects, and/or other activities completed outside of the regular school day.

Examples of appropriate documentation are as follows:

- For an illness - documented by original note from doctor, dentist, or school nurse
- For a legal matter - documented by legal documents, court papers
- For a funeral – documented by a program, prayer card, or obituary from service
- All other absences need a parent note.

At this time, parent phone calls or e-mailed notes are not accepted as official documentation of student absences. However, parents are encouraged to be in contact with Mrs. Barron, the attendance clerk, any time their student is absent. The initial communication can be conducted via phone or email. 972-923-4790 ext 32006 or kbarron@wisd.org.

Doctor's Note after an Absence for Illness

Upon return to school, a student who is absent for more than three consecutive days, because of a personal illness, must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absences from school. [[See Board Policy FEC \(LOCAL\).](#)]

Should the student develop a questionable pattern of absences, the attendance clerk will require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence(s). [[See Board Policy FEC \(LOCAL\).](#)]

If the student continues to have a questionable pattern of absences, the Attendance Committee may require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

Leaving School Grounds

Once a student arrives on campus, he/she may not leave school grounds. This includes travel to H.E.B or Ractrac after arrival on campus. Students are not permitted to travel to any local businesses and return to campus at any time without permission. Any student needing to leave school before the regularly scheduled release time must be signed out by the parent/guardian, or an emergency contact listed in the online student management system (Skyward). Coleman Jr. High cannot release a student to an individual who is not listed in the student's profile. The adult signing the student out will be required to show a valid photo ID.

Tardy Policy

After the third tardy per class per six weeks, each teacher will refer the student to the assistant principals (Mason, A-L and Mclemore, M-Z). After the student has served three lunch detentions, the student may be referred to SPEAR to participate in the practice academy at administrator discretion.

Excessive tardies to class may result in a parent conference with the student's assigned administrator. Consequences will start over at the beginning of each six weeks.

Dress Code

2024-2025 Secondary (Grades 6-8) Dress Code can be viewed [here](#). Students will be assigned lunch detention for dress code and ID violations.

Academic Success

2024-2025 Secondary (Grades 6-8) Grading Guidelines can be viewed [here](#).

Report Cards/Progress Reports

Grades are calculated at the end of each third week. Progress reports are posted the following week. Report cards (grades and attendance) are processed at the end of each six-week grading period and posted the following week. If a student receives a report with a grade less than 75%, teachers will contact parents/guardians.

Late Work/Make-up Assignments (as prescribed by WISD guidelines)

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time. For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student shall be responsible for obtaining and completing makeup work in a satisfactory manner and within the time specified by the grading guidelines.

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines [here](#).

Honors/Advanced Courses – No Pass/No Play

The District shall grant exemptions to students enrolled in the following junior high honors/advanced courses when a minimum grade of 60 is earned:

1. Pre-Algebra (when enrolled in the course prior to grade 8)
2. Algebra I (when enrolled in the course prior to grade 9)
3. Geometry (when enrolled in the course prior to grade 9)

Advanced Courses Minimum Grade Requirement

In February 2019, the WISD Board of Trustees approved a policy to require students in advanced courses on the WISD Approved Courses Exempt from No Pass No Play list to maintain a grade of 60 to participate in extracurricular activity. The board provided a one-time waiver for students in advanced classes who are failing with a minimum grade of 55 for one grade check during a school year. For more information on this requirement and applying for a waiver, please contact your campus principal, counselor or extracurricular coach/director.

Students participating in academic dishonesty will be disciplined according to the WISD Student Code of Conduct and grade assignments will follow [EIA\(LOCAL\)](#).

End of Semester exams

All classes will give a semester exam. All classes will follow the campus exam schedule. No exams will be given early without approval from Mr. East. No semester exams will be class projects without special approval from Mr. East.

Tutoring

Tutoring is available during the school day before and after school. Teachers will post their tutoring schedule outside their classroom door. Students who attend tutorial sessions will work on assignments or take tests. Tutorials are recommended for students who receive a grade below 75% on a grade report. A pass needs to be acquired by the student in order to attend morning or afternoon tutoring.

Parent/Teacher Conferences

Conferences will be conducted in the conference room or a designated area. Please do not conduct a conference in the lobby, hallways, etc. We must adhere to confidentiality procedures. Each teacher has a conference period designated for parent conferences, planning, campus/district meetings/conferences, training, etc. You may contact teachers by note, email or phone to schedule a conference.

Cell Phones

Coleman Junior High is a BYOD campus. Administration and staff will determine when and where phones and electronics are permitted for use in the building. Cell phones and electronics may be used in the classroom for educational purposes at the discretion of the classroom teacher. When not in use teachers may require students to place their cell phones in a designated area. Non-compliance with staff directives concerning cell phones could result in the device being confiscated until the end of the day. Parents may be required to pick up confiscated cell phones, and other consequences may be administered as determined by school officials.

Books - Textbooks

Damaged or lost textbook fees must be submitted to the campus secretary.

Books - Library Books

Lost or damaged library books must be paid for immediately.

Lost and Found

Students, parents, and guardians are encouraged to label lunch bags, clothing, jackets, coats, personal items, etc., so that the staff can easily return lost items. Items that cannot be identified will be placed in lost and found.

Safety and Security - Bullying

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited. Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism. The Board of Trustees has established policies and procedures to prohibit bullying and to respond to reports of bullying. Students may fill out a Safety Alert form and turn it into the front office or the counselors' office. [[See School Safety Transfers and Board Policy FFI \(LOCAL\).](#)]

Safety and Security - Identification Badge

To ensure student safety, students will be required to wear their Coleman issued 2024-2025 ID badge during the school day. Each student will be issued an ID along with a lanyard. Students must wear their ID badge around the neck at all times. Picture, name, number, school name and barcode must be identifiable at all times. No alterations to ID's may be made. ID badges are used to enter all school functions; to participate in the school lunch program; to check out library books; for bus transportation; and to receive discounts at extracurricular events. Replacement ID cards may be purchased for \$5.00 and a replacement lanyard for \$1.00. Replacements may be purchased in the office. Students who fail to comply with the ID expectations will receive lunch detention.

Change of Address

Any change of guardianship, address, email, or telephone number must be reported to the registrar immediately. It is important that this information be kept current in case of an emergency. Parents who change jobs during the school year should update campus records such as a new address of employment, email or a new phone number as quickly as possible. It is imperative that any address, email, or phone number change is updated immediately.

Emergency School Closing Information

In the event of inclement weather, students should listen to radio stations KBEC (AM) 1390, WBAP (AM) 820, or watch Channels 4, 5, or 8 for school cancellations or delays. Closings will also be posted on the Waxahachie ISD Social Media page.

Student Deliveries

To decrease academic disruptions during the day, required items (i.e. band instruments, clothes, homework, lunch, lunch money, etc.) will be delivered to students by the office staff. Unfortunately we are unable to accommodate the following items: homecoming items, flowers, balloons, candy, stuffed animals, gifts, Valentines, birthday, and holiday items, floral deliveries etc.

School Counselors

Academic and social emotional needs impact and sometimes prevent many students from learning. Utilizing leadership, advocacy, and collaboration, counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, personal, and social development for students.

Counselor A-L: Tabitha Russell

Counselor M-Z: Amy Barton

Promotion and Retention

In grades 1–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (TEKS) for all subject areas and a grade of 70 or above in ELAR, Mathematics, and either Science or Social Studies. At the conclusion of the academic year, grade level meetings will take place to discuss student promotion/retention possibilities.

Discipline Overview

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. The Student Handbook and Student Code of Conduct shall apply at all times, including summer instruction, unless the district amends either or both documents.

Lunch Detention

Students who fail to bring their student ID to lunch will be assigned lunch detention. Designated seating will be provided. Students assigned to lunch detention will be released after all others have purchased their lunches and only be allowed to purchase the tray lunch unless they bring their own lunch. Students will lose the privilege to purchase snacks when assigned lunch detention.

Academic Detention Teacher Assigned

Students who fail to comply with classroom rules and procedures may be assigned a teacher detention. Location and time will be determined by the teacher. Teachers will contact parents/guardians when a detention is assigned. Students will be required to bring homework or study materials. Students who fail to attend the morning or after school detention will receive additional discipline and possibly a campus before or after school detention assignment. Academic detentions will be served at the discretion of the teacher.

Office Detention

Students who fail to comply with classroom, campus, or district guidelines may be placed in a morning or after school detention. Morning detentions will be from 7:00 A.M. - 7:30 A.M. and afternoon detentions from 3:05 P.M. – 3:30 P.M. Administrators, or designee, will contact parents/guardians. Students will be required to bring homework or study materials. Students who fail to attend before or after school detention will be assigned to ISS.

Discipline Committee

A discipline committee made up of Coleman staff will meet to discuss repeated misbehavior or academic issues of students. This committee will make a contract with the student regarding academic or behavioral expectations. The student will be expected to comply with expectations stated. Failure to follow these guidelines will result in further disciplinary action. Parents will be given notification of the discipline committee hearings and will receive the contract to sign.

In-School Suspension (ISS)

Students who fail to comply with district or campus guidelines may be placed in ISS. The ISS room is located on campus and students are assigned to this area during the school day for discipline reasons. Students will work on a behavioral agreement packet and work on classroom assignments while in ISS. Students who misbehave in ISS will be assigned additional ISS days, suspended, sent to DAEP, and/or expelled. All electronic devices will be taken from students while they are serving ISS. Any student found with an electronic device while in ISS will receive additional days in ISS. Students who are assigned ISS will report directly to the front office when they arrive in the morning.

Discipline Alternative Placement Program

Major infractions of district or campus guidelines may result in an off campus placement, Discipline Alternative Education Placement (DAEP). The Challenge Academy (CA/DAEP) is located behind Coleman Junior High. For any major violation of district guidelines and violations of the adopted Code of Conduct, a discipline hearing will be held to determine student's placement.

Title IX

Title IX Coordinator The District designates and authorizes the following person as the Title IX coordinator to be responsible for coordinating the District's efforts to comply with Title IX of the Education Amendments of 1972, as amended, for students:

- Name: Mr. Sean Cagle
- Address: 411 North Gibson Street, Waxahachie, TX 75165
- Email: Title IX coordinator (scagle@wisd.org)
- Telephone: (972) 923-4631

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed

Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy

For the purposes of this policy, District officials are the Title IX coordinator. The Title IX Coordinator for Coleman Junior High is:

- Name: Ms. Jenni Mclemore Assistant Principal
- Address: 1000 N. HWY 77
- Email: jemclemore@wisd.org
- Telephone (972) 923-4790

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999)

A district official who has authority to address alleged harassment by employees on the district's behalf shall take corrective measures to address the harassment or abuse. *Gebser v. Lago Vista Indep. Sch. Dist.*, 118 S.Ct. 1989 524 U.S. 274 (1998); *Doe v. Taylor Indep. Sch. Dist.*, 15 F.3d 443 (5th Cir. 1994)

A district must reasonably respond to known student-on-student harassment where the harasser is under the district’s disciplinary authority. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999)

Appendix A

Emergency Operations Procedures:

LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT-	LOCKOUT SECURE THE PERIMETER	EVACUATE TO THE ANNOUNCED LOCATION	SHELTER FOR A HAZARD USING SAFETY STRATEGY
<p>Students are trained to:</p> <ul style="list-style-type: none"> • Move away from sight • Maintain silence <p>Teachers are trained to:</p> <ul style="list-style-type: none"> • Lock classroom door • Lights out • Move away from sight • Maintain silence • Do not open the door • Wait for first responders to open door • Take roll, account for students 	<p>Students are trained to:</p> <ul style="list-style-type: none"> • Return to inside of building • Do business as usual <p>Teachers are trained to:</p> <ul style="list-style-type: none"> • Recover students and staff from outside building • Increased situational awareness • Take roll, account for students • Do business as usual 	<p>Students are trained to:</p> <ul style="list-style-type: none"> • Leave stuff behind • Bring their phone <p>Teachers are trained to:</p> <ul style="list-style-type: none"> • Grab roll sheet if possible • Lead students to evacuation location • Take roll, account for students • Report problems at the evacuation assembly using this card. 	<p>Hazards might include:</p> <ul style="list-style-type: none"> • Tornado • Hazmat <p>Safety Strategies might include:</p> <ul style="list-style-type: none"> • Evacuate to shelter area • Seal the room <p>Students are trained in:</p> <ul style="list-style-type: none"> • Appropriate hazards and safety strategies <p>Teachers are trained in:</p> <ul style="list-style-type: none"> • Appropriate hazards and safety strategies • Take roll, account for students

Bell Schedules
Regular Bell Schedule

1st 7:30 – 8:22
2nd 8:26 – 9:18
3rd 9:22 – 10:14
4th 10:18 – 11:10

6th Grade
Lunch 11:10 – 11:40
5th 11:44 – 12:36
6th 12:40 – 1:32

7th Grade
5th 11:14 – 12:06
Lunch 12:06 – 12:36
6th 12:40 – 1:32

8th Grade
5th 11:14 – 12:06
6th 12:10 – 1:02
Lunch 1:02 – 1:32

7th Advisory 1:36 – 2:09
8th 2:13 – 3:05

Pep Rally/Event

1st 7:30 – 8:22
2nd 8:26 – 9:18
3rd 9:22 – 10:14
4th 10:18 – 11:10
5th 11:44 – 12:36 (6th grade)
5th 11:14 – 12:06 (7th/8th grade)
6th 12:40 – 1:32 (6th/7th grade)
6th 12:10 – 1:02 (8th grade)
8th 1:36 – 2:28
7th 2:32 – 3:05

6th grade lunch 11:10 – 11:40
7th grade lunch 12:06 – 12:36
8th lunch 1:02 – 1:32

Late Start

7th 10:00 – 10:15
3rd 10:19 – 10:52
5th 10:56 – 11:29 (7th/8th grade)
5th 11:26 – 11:59 (6th grade)
6th 11:33 – 12:06 (8th grade)
6th 12:03 – 12:36 (6th/7th grade)
1st 12:40 – 1:13
2nd 1:17 – 1:50
4th 1:54 – 2:27
8th 2:31 – 3:05

6th grade lunch 10:52 – 11:22
7th grade lunch 11:29 – 11:59
8th lunch 12:06 – 12:36