**Saints Peter and Paul Catholic School**

**Bell Schedule/Clean-up duties 2023-24**

**Morning Schedule**

7:40 - Staff Prayer – Penny rings bell

7:45 – Open door for students

8:00 – Tardy bell

8:08 – Warning bell for assembly

8:10 – No bell, all classes should be in the gym for morning assembly

**Lunch Schedule**

11:55 – 5th/6th Grade

12:00 – Pre/K - 7/8 - Send a runner when your class is almost done.

12:15 – Start release of students to playground – 5th/6th first.

12:25 release 5th/6th Band students to the Gym with a whistle.

**Mass:** 8:30 - 9:15 Wednesday and Friday

**Monday-Thursday End of Day**

3:00 - 3:10 Prayer/Clean-up – Bell at 3:00 (Hang cell Phone’s in hallway)

3:15 – Walker/Pick up/Kids Klub Release

3:20 – Bus release

3:40 - Teacher Release

**Friday End of Day**

2:00 – 2:10 Prayer/Clean-up – Bell at 2:00

2:15 – All Students Released – No Buses.

2:40 – Teacher Release

**GEMS - Band**    
7th-8th Band: 11:03 - 12:00

5th-6th Band: 12:30 – 1:15

**Clean-up Duties**  
Each Class – **Shut down computers.** Clear floor and Vacuum. At minimum Stack chairs on Tuesday and Friday but you can every day if you want, empty trash and take to outside bins.

3/4 – Pick up P/K trash and put in bins.  
5/6 – Check/Refill Toilet Paper in Bathrooms – Vacuum hallway rugs.  
**Set up Lunch Tables and Set up Barricades**   
7/8 – Put the American Flag up in the morning before school. Take down during clean up at the end of the day. Dust mop hallways – Take out kitchen garbage – Roll garbage bins to street on Thursday and bring back on Friday Morning. **Bring in Barricades**