



Bellaire High School

2019-2020 Spring Schedule

To: The Associate Teacher

From: _____ Room #: _____

Official (ADA) "Average Daily Attendance" is taken at 10:25am. Please mark each absent student with an "A" next to his/her name and sign each roster in blue or black ink. **Send your roster each class period to the attendance office 15 minutes before the bell rings.**

The policy of Bellaire High School is for students to **remain in class** once they arrive. Do not allow students to leave class for any reason unless, in your professional judgment, a true emergency exists. **If you allow a student to leave your class, you must issue a permit.**

Finally, it is your responsibility to return this folder and the classroom key in to the school secretary at the end of each day for your final check-out. Do not send a student with this folder and key to the main office. Your hours are 8:30am – 4:00pm each day if you are working a full day.

Thank you for your cooperation.

If we are on an Advocacy Schedule, my Advocacy meets in room # _____

My class schedule is listed below. *Teachers please indicate conference periods below as well.

Full Day - 8:00am-4:00pm 1/2 Day morning - 8:30am-12:20pm 1/2 day afternoon - 1:15pm-4:00pm

1 st Period 8:40 - 9:30	Class:	Room #
2 nd Period 9:35 - 10:30	Class:	Room #
3 rd Period 10:35 - 11:25	Class:	Room #
4 th Period 11:30 - 12:20	Class:	Room #
Cardinal Hour 12:25-1:15	12:25pm - 1:15pm	
5 th Period 1:20 - 2:10	Class:	Room #
6 th Period 2:15 - 3:05	Class:	Room #
7 th Period 3:10 - 4:00	Class:	Room #
		Room #

Special Instructions:

I would like for you to leave me notes on the progress of each class. Yes No