



**Saraland Middle School
Bell Schedule
2024-2025**

Cafeteria serving breakfast	7:05
Take-In Bell	7:20
Tardy Bell	7:25
1 st Period	7:25 - 8:20
2 nd Period	8:23 - 9:18
3 rd Period	9:21 - 10:16
4 th Period	10:20 - 11:37
• 1 st Lunch Wave	10:20 – 10:42
• 2 nd Lunch Wave	10:48 – 11:10
• 3 rd Lunch Wave	11:15 – 11:37
5 th Period	11:40 - 12:35
6 th Period	12:38 - 1:33
7 th Period	1:36 - 2:25
Bus Dismissal	2:25
Car Rider Dismissal	2:30



Daily Operations/Duties

- Grab radio and turn to channel 4. Teachers are on 3. Custodian is on 2. Private conversations go to 1.
- Ask Gatwood for list of substitutes in the building for the day and teachers who are out. Unlock those classroom doors.
- Stand outside of cafeteria doors and monitor students from 6:45-7:20.
- Be ready to monitor and walk halls during transition times, which is 2 minutes before the end of each class period.
- Cafeteria duty from 10:10-11:37. Some classes will grab lunches and eat in rooms. Others eat in the cafeteria. Schedules and seating charts are posted on the cafeteria doors and the bulletin board inside of the cafeteria. After each lunch wave, use table mops to clean each table.
- Sit down and eat lunch when you get a chance. 😊
- Walk halls and check restrooms as often as possible.
- Gatwood will begin making announcements at 2:20. Bus riders will then be dismissed. Go outside to bus line and monitor students as they're loading buses.
- Use walkie-talkie to give an all clear to the person at front of the bus line (usually Crane or Finnigan)
- Radio to Mrs. Gatwood to call for walkers and car riders. Monitor car riders and use radio to call students who haven't loaded yet.
- Tutoring/detention is held after school on most Tuesdays and Thursdays.

Helpful People: other administrators in the building, Mrs. Nitteberg, Mrs. Gatwood, 2 school counselors (Pierce and Smith), Mrs. Springer (math teacher in C-1)