

**MUNCIE COMMUNITY SCHOOLS
BUILDING TIME SCHEDULES**

SCHOOL	TEACHERS REPORT	BREAKFAST PROGRAM DOORS OPEN	TARDY BELL CLASSES BEGIN	STUDENTS DISMISSED	TEACHERS DISMISSED
Muncie Area Career Center	7:45 a.m.	-----	7:55 a.m. 12:25 p.m.	10:30 a.m. 3:00 p.m.	3:15 p.m.
Central High School	7:45 a.m.	7:40 a.m.	8:05 a.m.	3:05 p.m.	3:15 p.m.
Northside Middle School	8:10 a.m.	8:15 a.m.	8:35 a.m.	3:35 p.m.	3:45 p.m.
Southside Middle School	8:10 a.m.	8:15 a.m.	8:35 a.m.	3:35 p.m.	3:45 p.m.
East Washington Academy	7:10 a.m.	7:10 a.m.	7:35 a.m.	2:30 p.m.	3:00 p.m.
Grissom Elementary	7:10 a.m.	7:10 a.m.	7:35 a.m.	2:30 p.m.	3:00 p.m.
Longfellow Elementary	7:10 a.m.	7:10 a.m.	7:35 a.m.	2:30 p.m.	3:00 p.m.
North View Elementary	7:10 a.m.	7:10 a.m.	7:35 a.m.	2:30 p.m.	3:00 p.m.
South View Elementary	7:10 a.m.	7:10 a.m.	7:35 a.m.	2:30 p.m.	3:00 p.m.
West View Elementary	7:10 a.m.	7:10 a.m.	7:35 a.m.	2:30 p.m.	3:00 p.m.
Youth Opportunity Center	7:45 a.m.	-----	8:10 a.m.	2:30 p.m.	3:15 p.m.



Substitute Tool Kit Suggestions

You may want to include the following items in your emergency substitute kit:

- Pencils, pens, markers, crayons
- Seating chart forms
- Recess activities
- Physical Education activities
- Copies of instructional materials that may be helpful in class (age appropriate materials). The teacher's lesson plans are to be followed unless the teacher failed to leave them. Materials used should be cleared by the administration.
- Copy of the student handbook and classroom rules
- Filler activities – Occasionally lessons may run short. If you have completed the lesson plan and have time left in the class you may need a filler activity that is appropriate for the classroom (word puzzles, maze worksheets, word searches, connect the dots, etc.).
- A whistle for recess or P.E.
- Short stories to read to students.