

**November 25, 2019**

Dear Audubon Families,

I want to inform you that **fourth** and **fifth** grade students and staff will return to last year's bell schedule after Winter Break, beginning **January 8, 2020**. Last year a decision was made to implement a schedule that reduced the fourth and fifth grade lunch period by ten minutes. That resulted in less time for students to eat and play.

Beginning on January 8, the new release time for our fourth and fifth grade students will be 3:00 PM daily except on Wednesdays. Our minimum day schedule for Wednesdays will remain the same. Please see the bell schedule below:

**Audubon 2019-2020 Bell Schedule**

- 8:00 AM - Campus opens
- 8:15 AM - First bell signals time to line up
- 8:20 AM - School begins
- 10:25 - 10:45 AM - Recess for grades 1, 2 and 3
- 10:50 - 11:10 AM - Recess for grades 4 and 5
- 12:10 - 1:10 PM - Lunch for grades 1 - 5
- 2:40 PM - Dismissal for grades 1, 2 and 3 (lower grades)
- 3:00 PM - Dismissal for grades 4 and 5 (upper grades)

We want to inform you of this change in a timely matter, so that you can make arrangements to pick up your fourth and fifth grader 10 minutes later starting January 8, 2020. We have coordinated with the Annex program and will notify our private daycare providers of our adjusted bell schedule.

We recognize that this may be a disruption for some families and appreciate your support to maintain consistency for all students and staff. Please contact me at [jsoria@smfcsd.net](mailto:jsoria@smfcsd.net) if you have any questions.

Sincerely,

Jaime Soria  
Principal Audubon School