



# 2019-2020 Duty Stations Fall Semester



## EXPLANATION OF MORNING DUTY STATIONS:

*Morning Duty Scheduled Time is: 7:10 a.m. – 7:35 a.m. (You are released when the bell that dismisses students to 1<sup>st</sup> period sounds. Teachers with a 1<sup>st</sup> period class may leave the duty station a few minutes early).*

- *Bus Lot:* Monitor students as they transition from the bus to the building
- *Gym:* Monitor students inside the gym. Students must remain in the gym until the bell rings. Outside the gym will direct students to the gym or cafeteria (stationed at the door that leads to the T-building).
- *H-Hall Stairwell:* Direct students down the H-Hall to the cafeteria. Monitor H-Hall restroom traffic.
- *H-Hall/Short Hall/Stairwell:* Monitor H-Hall and short hall traffic. Direct students to the cafeteria. Prevent students from using the short-hall stairwell. Monitor short-hall restrooms.
- *Cafeteria:* Monitor students as they arrive for breakfast. Ensure students clean up their area before exiting. Prevent food from leaving the cafeteria. Students eating breakfast will remain in the cafeteria until they are dismissed for 1<sup>st</sup> period.
- *Student Parking Lot:* Staff are stationed near the curb to encourage a steady and safe flow of traffic. Direct students toward the gym doors.
- *Front lobby stairwell/M-hall:* Monitor the lobby and main hall. Prevent students from using the M-hall. Direct students to the gym or cafeteria (through the H-hall)

**NOTE: ALL STAFF will stand near classroom doors/in the hallway when the bell rings to dismiss students to first period in order to direct students quickly and safely to class.**

## EXPLANATION OF LUNCH DUTY STATIONS:

*Lunch Duty Scheduled Duty Time is: based on the lunch to which you are assigned*

- *Short hall/ H-hall stairwell:* Monitor H-Hall and short hall traffic. Direct students to the cafeteria. Prevent students from using the short-hall stairwell. Monitor short-hall restrooms
- *Short hall (HWY 43):* Monitor short-hall restrooms and M-Hall traffic. Prevent students from walking down the M-hall (from cafeteria) and students walking into the cafeteria (who are not on lunch).
- *Cafeteria stairwell:* Prevent students from using the stairwell until the end of lunch.
- *Line (T-Building):* Monitor the line. Prevent students from entering the shop area.
- *Line (HWY 43):* Monitor the line. Assist with general monitoring after students have gone through the line.
- *Inside door (T-Building):* Limit the number of students exiting at a time. Assist with general monitoring.
- *General Monitoring:* Circulate throughout the cafeteria and monitor students. Ensure students clean up their area before exiting.

## EXPLANATION OF AFTERNOON DUTY STATIONS:

*Afternoon Duty Scheduled Time is: 2:45 p.m. – 3:10 p.m. (You are released after you have helped sweep the building at 3:10 p.m.).*

- *Student Parking Lot:* Staff are stationed in the student parking lot to direct student drivers to their cars promptly and safely and to assist with the flow of traffic.
- *Front Lobby:* Monitor students as they exit the building. Assist with the flow of student traffic.
- *Gym Lobby:* Monitor students as they exit the building. Assist with the flow of student traffic.

**NOTE: ALL STAFF will sweep the hallways and restrooms to make sure students exit the building quickly and safely.**

## NOTES TO CONSIDER:

- This is a “living schedule.” The administrative team will re-evaluate for effectiveness as needed.
- To determine effectiveness, it is essential that you report to your duty before your scheduled time, and remain there until complete.

- ALL teachers will stand at their doors every day to monitor the hallway before school, after school, and during class changes.

<b>Morning</b>				
Bus Lot	Manson			
Student Lot/General Monitoring	Johnson			
Gym (4)	Sa. Langley	Cobb	Spence	Mabry
Gym lobby	Shoemaker			
H-Hall Stairwell/bathrooms	Murphy			
H-Hall/Short Hall intersection/Stairwell	Vines			
Inside cafeteria (including stairwell) (4)	Hamill	M. Owens	Thorne	Key
Front Lobby Stairwell/M-Hall	Sue Brown			

<b>Lunch</b>	<b>A</b>	<b>B</b>	<b>C</b>	
Short Hall/H-Hall Stairwell	EC (T)	Ritter	Baker	
Short Hall (Hwy 43 Side)	Bradley	Bailey	Savage	
Cafeteria Stairwell	James	Stafford	Ford	
Line (T-Building side) and S-Hall Door	Moore	D. Griffith	Barnes	
Line (Hwy 43 Side) and General Monitoring	Math (R)	Luviano	Lester	
Inside Door (T-Building side)	Holloway	Reynolds	Miller	
General Monitoring	Math (M)	Davis	Ruffin	
General Monitoring	Jones	Eatmon	Pierre	
General Monitoring		Sutton		

<b>Afternoon</b>				
Front Lobby	M. Langley	Harmon		
Gym Lobby	Whitaker	Gay		
Bus Lot	Matthews	Walston		
Student Lot/Traffic (3)	Gemzik	C. Griffith	T. Owens	