

ARRIVAL DUTY 2023-2024

<p><u>CAFETERIA Greeters</u></p> <p>Sandra Estes (7:30) Amie Chaney - Line(7:30) Beverly Boren (7:45) Wendy Uhls (8:00) Chastity Vernon (7:30)</p> <p><u>OFFICE</u></p> <p>Andrea Link (7:15) Cari Stewart (7:00) Beth Wilson (7:30)</p> <p><u>FRONT PARKING LOT (BUS)</u></p> <p>Josh Tucker (7:30)</p> <p>Tamara Gann (7:30)</p> <p><u>HALLWAY Greeters</u></p> <p>April Marlin (front hall @ 7:45)</p> <p><u>CHECK & CONNECT</u></p> <p>Lori Forshee (7:45 – 8:20)</p> <p><u>On Call</u></p> <p>Doty (7:40)</p>	<p><u>PARKING LOT (7:30-8:00)</u></p> <p><u>Greeters</u></p> <p>Danny Benson Debbie Link Rita Patty Preston Graves Vicky Henson Michael Barnum (7:40) Lori Honshell</p> <p><u>LIBRARY</u></p> <p>Jessi Proffitt (7:40)</p> <p><u>GYM Greeters</u></p> <p>Sublett (7:30) C. Atkins (7:45) S.Graves (7:45) Heather Cassity (7:30) Kelli Combs (7:45)</p> <p><u>NURSES' STATION</u></p> <p>Nurse Mandy (7:30)</p> <p><u>Intervention Room</u></p> <p>Banton Reading Group 7:45</p>
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- **ALL CERTIFIED STAFF SHOULD BE IN THEIR DESIGNATED DUTY AREA BY 7:30.**
- **CLASSROOM TEACHERS SHOULD BE IN THEIR ROOMS BY 7:45.**

- ***ALL HOMEROOM TEACHERS SHOULD GREET STUDENTS WHILE MONITORING HALLWAYS AND STUDENTS. (This includes all transitions throughout the day).***

DEPARTURE DUTY 2023-2024

<p><u>OFFICE</u></p> <p>Andrea Link (3:45) Cari Stewart (3:30) Beth Wilson (4:00)</p> <p><u>CAFETERIA</u></p> <p>Josh Tucker Heather Cassity (3 - 3:15) Dana Banton April Marlin Cindy Atkins (3:20) Lori Forshee (3:20) Chasity Vernon (PASS kids)</p> <p><u>LINE-HALLWAYS</u></p> <p>Rotation for dismissal *See pg 18*</p> <p>Amie Chaney - Front hall by cafe Jessi Proffitt - Front hall / office Lisa Campbell- Cafeteria Doors 3-3:20</p> <p><u>FRONT HALLWAY & WALKERS</u></p> <p>Jessi Proffitt Backup- Laura Doty</p>	<p><u>PICK-UP</u></p> <p>Wendy Uhls (Caller) Lauren Gomez (1st Line) S.Graves (2nd Line) B.Wimpee (3rd Line) Beverly Boren (GYM) Acre / Downing (GYM) Michael Barnum (line) Kelli Combs 3-3:20</p> <p><u>BACK-UPS FOR PICK-UP</u></p> <p>Gomez (out) Sublett (in) S. Graves (out) Caudill (in) Wimpee (out) B. Wright (in)</p> <p><u>NURSES' STATION</u></p> <p>Nurse Mandy</p>
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STAFF SHOULD BE IN DESIGNATED DUTY AREA BY 3:00.

- **TEACHERS NEED TO MOVE TO DOORWAYS TO SUPERVISE DEPARTING STUDENTS IN FOYERS AND HALLWAYS. (This includes all transitions throughout the day).**

Daily Assignments 2023-2024

ARRIVAL – CAFETERIA

Estes (7:30)	Supervisor
Chaney (7:30)	Food Line
Boren (7:30)	Tables/Walk Line
Uhls (8:00)	Stay until all done
Hastings (7:45)	Special Needs Assistance
Faculty need to stay in the cafeteria until 8:00.	

DEPARTURE – CAFETERIA

Josh Tucker

Banton	Deliver to Buses
Marlin	Deliver to Buses
Vernon	Deliver to Buses
Cassity	
Atkins (3:00 – 3:20)	Supervise lines @ door 2
Forshee (3:00 – 3:20)	Supervise lines @ door