

## ARRIVAL DUTY 2019-20

### CAFETERIA

8:00)

Sandy Cornwell (7:30)  
Heidi Bell (7:40)  
Sandra Estes (7:30)  
Derrick Perdue (7:30)  
Beverly Boren (7:40)  
Wendy Uhls (8:00)  
Vicky Henson (7:45)

### OFFICE

Beth Wilson (7:15)  
Cari Stewart (7:00)  
Jane Ross (7:30)

### FRONT PARKING LOT (BUS)

(7:30-7:50)

Josh Tucker (7:25)

### HALLWAYS

April Marlin (workroom) (7:50)

### NURSES' STATION

Nikki Gentry (7:45)

### CHECK & CONNECT

Stephanie Hastings (7:50 – 8:30)

7:50)

### PARKING LOT (7:30-

Mike Ballard  
Debbie Barnett  
Rita Patty

### LIBRARY

Sam Northern (7:40)

### GYM

Kyle Alford (7:30)  
Cindy Atkins (7:40)  
Dreama Ruley (7:45)  
Katie Sublett

Stacy Graves (7:40)

### PARKING LOT

Michael Barnum (7:40)  
Bethanne Pardue (7:40)  
Lori Forshee (7:45)  
Tamara Gann (7:40)  
Fran Crawford (7:40)  
Loren Gomez (7:40)

### COMPUTER LAB

Banton Lab 20 (7:30-

7:50)

Kilburn Lab 10 (7:30-

- ***ALL CERTIFIED STAFF SHOULD BE IN THEIR DESIGNATED DUTY AREA BY 7:40.***
- ***CLASSROOM TEACHERS SHOULD BE IN THEIR ROOMS BY 7:40.***
- ***ALL HOMEROOM TEACHERS SHOULD MONITOR HALLWAYS AND STUDENTS.***

## **DEPARTURE DUTY 2018-2019**

### **OFFICE**

Beth Wilson (3:45)  
(GYM)

Cari Stewart (3:30)  
(Caller)

Jane Ross (4:00)  
(1<sup>st</sup> Line)

(2<sup>nd</sup> Line)

### **CAFETERIA**

(3<sup>rd</sup> Line)

Josh Tucker  
(End of Canopy)

Fran Crawford  
(GYM 3:15)

Dana Banton  
(3:15)

April Marlin  
(GYM)

Tamara Gann  
(3:15)

Kerry Kilburn  
(GYM)

### **PICK-UP**

Michael Barnum

Wendy Uhls

Lauren Gomez

Stacy Graves

Bethanne Pardue

Laura Doty

Dreama Ruley

Stephanie Hastings

Beverly Boren

Vicky Henson

Certified Teachers

Cindy Atkins (3:10)  
Lori Forshee (3:15)

**LINE**

**HALLWAYS**

(in)  
ALL Classroom Teachers  
Wright/Doty (in)  
  
(in)

**FRONT HALLWAY & WALKERS**

Sam Northern

**BACK-UPS FOR PICK-UP**

Gomez (out) - Sublett

S. Graves (out) –

Pardue (out) – Wilson

**NURSES' STATION**

Nikki Gentry

- ***STAFF SHOULD BE IN DESIGNATED DUTY AREA BY 3:00.***
- ***TEACHERS NEED TO MOVE TO DOORWAYS TO SUPERVISE DEPARTING STUDENTS IN FOYERS AND HALLWAYS.***

**Daily Assignments  
2018-2019**

**ARRIVAL – CAFETERIA**

Cornwell (7:30)	Overall Supervisor
Bell (7:40)	Tables / PASS
Estes (7:30)	Tables / PASS
Perdue (7:30)	Food Line
Boren (7:40)	Tables/Walk Line
Uhls (8:00)	Tables/Stay until all done
Henson (7:45)	Special Needs Assistance

Faculty needs to stay in cafeteria until 8:00.

## DEPARTURE – CAFETERIA

Josh Tucker Deliver to Buses

Banton Deliver to Buses

Marlin Deliver to Buses

Kilburn Deliver to Buses

Gann Deliver to Buses

Atkins (3:00 – 3:10) Supervise lines @ door 2

Forshee (3:00 – 3:15) Supervise lines @ door 1