

2024-2025 LES Supervision Duty Schedule

All homeroom teachers will be in the classroom by 7:30 each morning and at their doors to monitor the hallways during class changes and afternoon dismissal (3:00-3:25), except when they have other supervision duties.

******* At 3:00-bell rings - go outside your door into the hallway and supervise kids!!!!!!**
Afternoon Bus Rotation

Date	4th Grade	5th Grade
August 14-16	All staff other than homeroom	All staff other than homeroom
August 19-23	Chaffin	Kenyon
August 26- August 30	Hardison	Thornton
September 2-6	Henderson	K. Baxter
September 9-13	Cavanah	Clark
September 16-20	Kummer	Carey
September 23-27	Rosbottom	Bilyeu
September 30-October 4	Patterson	Sekora
October 14-18	Graham	Toney
October 21-24	Sexton	Ballweg
October 28 - November 1	B. Baxter	Kenyon
November 6-8	Chaffin	Thornton
November 11-15	Hardison	K. Baxter
November 18-22	Henderson	Clark
November 25-26	Cavanah	Carey
December 2-6	Kummer	Bilyeu
December 9-13	Rosbottom	Sekora

December 16-20	Patterson	Toney
January 6-10	Graham	Ballweg
January 13-17	Sexton	Kenyon
January 21-24	B. Baxter	Thornton
January 27- January 31	Chaffin	K. Baxter
February 3-7	Hardison	Clark
February 10-13	Henderson	Carey
February 18-21	Cavanah	Bilyeu
February 24-28	Kummer	Sekora
March 3-7	Rosbottom	Toney
March 10-13	Patterson	Ballweg
March 17-21	Graham	Kenyon
March 24-28	Sexton	Thornton
March 31- April 4	B. Baxter	K. Baxter
April 14-18	Chaffin	Clark
April 21-25	Hardison	Carey
April 28-May 2	Henderson	Bilyeu
May 5-9	Cavanah	Sekora
May 12-16	Kummer	Toney
May 19-23	Rosbottom	Ballweg

Morning/Afternoon Duty Schedule

4th/5th Grade Drop-Off/Pick-Up- Drop off will be at 7:25 and pick up at 3:00. In the morning, all students except bus riders will be let out in front of the building. In the afternoon, 4th grade will be picked up in front of the building and 5th grade in back of the building.

(Morning) 7:25 Carrie Mylor, Melita Joiner, Natalie McCutchen, Resource Officer

4th Grade Afternoon/2:55- Caleb Crabtree/Carra Scott, Adina Hillard, Toni Marvey-Moxley, Joyce Pais

3:00 p.m.- Mrs. Chaffin, Mrs. Hardison, Mrs. Kummer, Mrs. Rosbottom, and Ms. Baxter's classes

3:10 p.m.- Mrs. Henderson, Mrs. Cavanah, Ms. Graham, Ms. Toney, Ms. Patterson's classes

5th Grade-Back parking lot

3:00 p.m.- Mrs. Ballweg, Mrs. Bilyeu, Mrs. Sekora, Ms. Kenyon,

3:10 p.m.- Ms. Clark, Ms. K. Baxter, Mrs. Thornton, Mrs. Sexton, Ms. Carey's classes

Buses

Morning/7:30- Mrs. Baxter

**Afternoon/3:00- McCutchen, Jamie Neal,
Teacher rotation**

4th/5th Grade Drop-Off

**(Morning) 7:30-Carrie Mylor, Melita Joiner,
Natalie McCutchen, Resource Officer**

5th Grade Afternoon (Afternoon) 2:55

**Carissa Smith, Lori Dyer, Lori Stevens, Rachel
Brady, and Melanie Valone.**

**Students will either go directly to cafeteria or
homeroom.**

Cafeteria Duty-7:30

**Angela Perkins, Pam Jones, Allison Turner, Rita
Long**

Lunch Duty

10:50-11:20- Jones, Turner/Long

11:20-11:50- Dyer, Perkins

11:45-12:15- Pais, Crabtree, Ms. Xia/Kelly Baxter

12:15- 1:00- Joiner, McCutchen, Richey

Library

Rebecca Todd

Hallways

Bathroom 5th Grade-Debbie Richey (AM)

4th Grade Atrium- Ms. Xia

Crosswalk- Teachers will walk students across street at the four way stop or deliver them to back of building and oversee crossing at stop sign.

Walkers - Mrs. Gordon

Transition Times

All classroom teachers in the hallway greeting students. Administrators will also be in hallways during changes.

Bathroom Time

Teacher or administrator supervising at all times