

ARRIVAL DUTY 2025-2026

<p><u>CAFETERIA Greeters</u></p> <p>Sandra Estes (7:30) Lori Forshee - Line (7:45) Beverly Boren (7:45) Wendy Uhls (8:00) Chastity Vernon (7:45) Mary Alford (7:30) Rebecca Punzalan (7:45)</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><u>HALLWAY Greeters</u></p> <p>April Marlin (front hall @ 7:50)</p> <p><u>CHECK & CONNECT</u></p> <p>Amie Chaney (7:45 – 8:20)</p> <p><u>On Call</u></p> <p>Doty (7:45)</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 Traci Langford Michael Barnum</p> <p><u>LIBRARY</u></p> <p>Jessi Proffitt (7:45)</p> <p><u>GYM Greeters</u></p> <p>Katie Sublett (7:30) Heather Cassity (7:30)</p> <p><u>NURSES' STATION</u></p> <p>Nurse (7:30)</p> <p><u>Hallway by 1st Grade</u></p> <p>Atkins (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 2025-2026

<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 Trish Coker (3:30) April Marlin (3:20) Cindy Atkins (3:20) Lori Forshee (3:20) Chasity Vernon (3:30)</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. Pardue (3rd Line) Beverly Boren (GYM) Acre / Downing (GYM) Michael Barnum (Cross walk) Kelli Combs 3-3:30 Tamara Gann 3-3:30 GYM Mary Alford 3-3:20 GYM Danny Benson (Line)</p> <p><u>BACK-UPS FOR PICK-UP</u></p> <p>Gomez (out) Sublett (in) S. Graves (out) Caudill (in) Pardue (out) B. Wright (in)</p> <p><u>NURSES' STATION</u></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 2025-2026

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
Punzalan (7:45)	Special Needs Assistance
Faculty need to stay in the cafeteria until 8:00.	

DEPARTURE – CAFETERIA

Josh Tucker	
Coker	Deliver to Buses
Marlin	Deliver to Buses
Vernon	Deliver to Buses
Atkins (3:00 – 3:20)	Supervise lines @ door 2
Forshee (3:00 – 3:15)	Supervise lines @ door