



Grace King High School Fall 2016 Duty Schedule

<i>Teacher's Name</i>	<i>Duty Location</i>	<i>Time of Day</i>	<i>Responsibility description</i>
G. Blake Williams	Boy's Restroom	Morning 6:50 – 7:15 am	During breakfast time, teachers will rotate inside and outside of the restroom to eliminate the use of cigarettes, other illegal drugs and/or inappropriate acts. – Report problems to Ms. Torrado
Erika Russo	Girl's Restroom	Morning 6:50 – 7:15 am	During breakfast time, teachers will rotate inside and outside of the restroom to eliminate the use of cigarettes, other illegal drugs and/or inappropriate acts. – Report problems to Ms. Torrado
William Anding Juliane King Ron Totoro Stephanie Thompson Jared Williams	Gym Foyer	Morning 6:50 – 7:15 am	Check for Student ID's, proper uniform, book bags by way of Single Point of Entry (SPOE), 2 people will assist with temporary IDs.
Krystn Charlie	Courtyard	Morning 6:50 – 7:15 am	Interact positively with student body, monitor student behavior, observe students for IDs, proper uniform.
Wayne Golden	Bus Lane (rear)	AM Bus Log-in 6:50 – 7:15am	Ensure that the bus log is retrieved from the front counter. Take a log of each bus entering campus and the number of students on each bus (the driver will tell you). The log should be surrendered to the administrator on duty in the gym foyer.
Melissa Sudbery	Bus Lane (rear)	PM Bus Log-in 2:40 – 3:10 pm	Ensure that the bus log is retrieved from the front counter. Take a log of each bus entering campus and the number of students on each bus (the driver will tell you). The log should be surrendered to the administrator on duty in the gym foyer.
Ashton LeBourgeois Felicia Mouton	Morning Hall Monitor 200 Hallway	Morning 6:50 – 7:15am	*Walk the halls and ensure that students are not in the building prior to the bell. Students should not be using lockers or going to classrooms. BUILDINGS SHOULD BE CLEAR AND EMPTY - If problem occur in the front of the bldg. Report to Ms. Thomas and Mrs. Berry
Lynette Monterro Jessica Harvey	Saturday Detention in the Cafeteria	Morning 8:30 – 9:30 am	Monitor and supervise students assigned Saturday detention from 8:30am – 9:30am
Jan Pineda Daisy Woods	Morning Hall Monitor	Morning 6:50 – 7:15am	Walk the halls and ensure that students are not in the building prior to the bell.

**** **EVERYONE HAS SWEEP DUTY RESPONSIBILITIES** ****

EVERYDAY! DURING CLASS CHANGE ****



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Natalie St. Fleur Emme Stabbe Joshua Stackhouse	Rear 400-600 Parking Lot Monitor	Morning 6:50 – 7:15am	Walk the parking area between the 400 & 600 buildings to the back of the cafeteria to ensure students are not attempting to exit the campus through the front. Additionally, students should be directed to the rear of the campus to SPOE.
Lunch Duty			
Coach Lala	Cafeteria (Teacher/Coach)	1 st Lunch (9 th Graders)	*Monitor Students
Coach Hitchens	Cafeteria (Teacher/Coach)	2 nd Lunch *(10 th – 12 th Graders)	*Monitor Students
Afternoon Duty			
Andre Rome Heather Skidmore Priya Patel Claire Kaemmerling Ann Costanza	PM school back porch/yard duty - Entire School Campus	2:35-3:05 pm	*Walk campus beginning <i>promptly at 2:35 pm</i> to ensure that students aren't in the hallways prior to the bell. After the bell, clear out the courtyard and monitor the back porch until 3:05 pm – Report problems to Mrs. K. Torrado
Jasnira Zuniga Jeffrey Lackey Monica Dyer Gina Farrucia	PM Front Porch	2:40-3:10pm	Ensure no students exit the front porch area except special needs students. All regular ed. students should exit the rear of the campus.
Natalie Almerico Omar Mendez Manuel Alfaro Kelly Vollmer	PM Courtyard	2:40-3:10pm	Monitor students and help clear courtyard of students during the dismissal process
Afternoon Duty			
Coach James Bouyer Nora Steiger	Carpool Back Lot 2:30 – 3:05pm	Traffic Flow	Move throughout back carpool lane and parking lot ensuring parents are parked appropriately, and flow of traffic is moving and traffic flow if effective. Report problems to Ms. Torrado
Andre Rome	Freshmen Detention	2:45 – 3:15	Supervisor and administer after-school detentions for 9 th students. Provide reflective and restorative opportunities for students.
Morning Carpool Duty			
Kimberly Augustine Jeffrey daSilvaGonske Nicole Bevers	Carpool Back Lot Traffic Flow	6:50-7:15 am	Move throughout back carpool lane and parking lot ensuring parents are parked appropriately, and flow of traffic is moving and traffic flow if effective.

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			Report problems to Dr. Macon (will be moving), Coach Lala, and/or Ms. T. Johnson Berry.
Remesh Geeta Vacancy (Room 306)	Back of the 600 Bldg.	6:50 – 7:15 am	Ensure that no students are exiting the building through the 600 bldg. and also that traffic flow is exiting the campus for carpool safely. Report problems to Ms. Berry

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