



Grace King High School Fall 2017

*Duty Schedule*

<i>Teacher's Name</i>	<i>Duty Location</i>	<i>Time of Day</i>	<i>Responsibility description</i>
Jake Bywater	Boy's Restroom	Morning 6:50 – 7:15 am	Rotate inside and outside of the restroom; – <b>Report problems to Ms. Johnson</b>
Tina Hebert	Girl's Restroom	Morning 6:50 – 7:15 am	Rotate inside and outside of the restroom – <b>Report problems to Ms. Johnson</b>
Jason Fischtziur John Collins Philip Sprunk Madeleine Hollier	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); also, teachers will assist with issuing temporary IDs.
Kelsie Jones	Back Porch	Morning 6:50 – 7:15 am	Monitor students as they enter the Gym Foyer; do not allow loitering outside.
Ivan Martinez Linda Monacelli Yousef Suliman Alexandra Norman	Courtyard	Morning 6:50 – 7:15 am	Interact positively with student body, monitor student behavior, observe students for IDs, proper uniform.
James Cooper	Bus Lane (rear)	AM Bus Log-in 6:50 – 7:15am SPED Bus Log	<b>Mr. Cooper</b> - Ensure bus log is retrieved from Operations. Take a log of each bus entering campus and number of students on each bus (driver will tell you). Give clipboard to administrator in gym foyer. <b>Ms. Oliney</b> -monitor SPED drop-off.
Nadia Oliney	Front Porch		
Jamin Valentine Elaina Bergeron	Bus Lane (rear)	PM Bus Log-in 2:40 – 3:10 pm	Ensure that bus log is retrieved from operations. Take a log of each bus entering campus and number of students on each bus (driver will tell you). Log is given to administrator on duty in bus lane
Tracey Bullington	Morning Hall Monitor 300 Hallway	Morning 6:50 – 7:15am	Walk halls; ensure students are not in the building prior to bell. BUILDINGS SHOULD BE CLEAR AND EMPTY – <b>Report problems to Ms. Thomas</b>
Lynette Montero	Saturday Detention in the Cafeteria	Morning 8:30 – 9:30 am	Monitor and supervise students assigned Saturday detention 8:30am – 9:30am
Beverly Usher	Morning Hall Monitor 200 Hallway	Morning 6:50 – 7:15am	Walk halls; ensure students are not in the building prior to the bell. BUILDINGS SHOULD BE CLEAR AND EMPTY - <b>Report any problems to Ms. Thomas</b>
Lisa Turner Maria Estevez	Cafeteria	Morning 6:50 – 7:15 am	Monitor students for proper decorum and ensure students do not try to cut in the breakfast line

- **EVERYONE HAS SWEEP DUTY RESPONSIBILITIES EVERYDAY DURING THE CLASS CHANGE.**
- **Everyone should be out in the hallway during the change of class.**
- **ALL Teachers are on duty AM/PM for Thursday & Friday (1/4/18 and 1/5/18.)**



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Natalie Saint Fleur Kent Simmons Maria Smith-Williams	Rear 400-600 Parking Lot Monitor	Morning 6:50 – 7:15am	<b>Ms. Saint Fleur</b> – get kids out of cars and entering the gym. <b>Mr. Simmons</b> – Monitor car/bus traffic; ensure safety for drop-offs; only student drivers entering student parking. <b>Ms. Smith-Williams</b> – Monitor vehicle/pedestrian traffic by 400/600
<b>Lunch Duty</b>			
Terri Tahvildari	Cafeteria (Teacher/Coach)	1 <sup>st</sup> Lunch (9 <sup>th</sup> Graders)	*Monitor Students Help with lunch lines
None	Cafeteria (Teacher/Coach)	2 <sup>nd</sup> Lunch *(10 <sup>th</sup> – 12 <sup>th</sup> Graders)	*Monitor Students Help with lunch lines
<b>Afternoon Duty</b>			
Carolina Figuerias Roberto Furtado Betty Uribe Shanetha Cox Judy Jenkins	PM school back porch/yard duty	2:40-3:05 pm	Report to Back Porch immediately at 2:40, monitor the back porch until 3:05 pm – <b>Report problems to Mrs. Johnson</b>
Samantha Harris	PM school in the front of the 600 gate	2:40 – 3:05	Stop students from going out through gate or 600 building
Nick Fortuna	PM Front Porch	2:40-3:05pm	Ensure no students exit front porch area except special needs students. Regular ed. students exit the rear of the campus.
Grace L. Gaitan Katharine da Silva Carroll Carter	PM Courtyard	2:40-3:05pm	Monitor students and help clear courtyard of students during the dismissal process.
<b>Afternoon Duty</b>			
Philip Ramirez	Carpool Back Lot <b>2:30 – 3:05pm</b>	Traffic Flow	Move throughout back carpool lane & parking lot ensuring parents are parked appropriately, and traffic flow is moving <b>and</b> effective. <b>Report problems to Ms. Torrado</b>
Catherine Wilkinson	Freshmen Detention	2:45 – 3:15	Supervisor and administer after-school detentions for 9 <sup>th</sup> students. Provide reflective and restorative opportunities for students.

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