

Back to School Pep Rally

Teacher Instructions and Duty Schedule

Please be advised that we will be following the AFTERNOON ACTIVITY SCHEDULE for the day. I have provided the schedule below for your convenience:

AFTERNOON ACTIVITY SCHEDULE

Period	Start Time	End Time
1st Period	7:20 AM	8:35 AM
2nd Period	8:38 AM	9:54 AM
4th Period	9:57 AM	11:13 AM
1st Lunch (Freshmen)	11:13 AM	11:49 AM
3rd Period (Freshmen)	11:52 AM	1:07 PM
3rd Period (Upperclassmen)	11:13 AM	12:28 PM
Lunch (Upperclassmen)	12:28 PM	1:07 PM
Homeroom → Activity	1:10 PM	2:40 PM

Duty Instructions for Teachers with Homerooms

1. **Stand at your door** in the hallway and hurry students along to their classes.
2. There will be no tardy SWEEP. All students should report directly to class and remain in class. **Do not issue passes** for any reason. **Students should not be allowed to get water, get something from a friend, or leave class for any reason at all.** I cannot stress this enough. We cannot begin dismissing for the activity until all students are in class and the hallways are clear. Please report issues to Mr. Butler.
3. Take attendance immediately.
4. Once attendance has been taken, please distribute the tickets attached to your roster to the specified students. **EThe tickets will have students' names written on the ticket itself; do not give the ticket to any other student for any reason.** The names on the ticket should match the student's name on their student ID.
5. Please review the section of the gym in which students are required to sit during the activity. Please remind **students they are to remain seated in their designated section** throughout the duration of the activity.

9th: Top left section, Division Street side
11th: Bottom right section, courtyard side

10th: Top right section, courtyard side
12th: Bottom left section, Division Street Side

6. Once all students are in class, we will begin dismissing students able to attend the activity by grade-level to the gym. **Please listen carefully to the announcements and follow the instructions** provided precisely: Allow students attending the activity to exit the classroom first and **remain with students not attending the event.** Once the students attending the event have exited, another announcement will be made to instruct you to escort students that are not able to attend the activity to the respective locations on your way to the gym.

9th Grade: Escort non-attending students to Rooms 201, 202, 203, 204, 205, 206
 10th Grade: Escort non-attending students to Rooms 237, 236, 235, 234, 233, 220, 218
 11th Grade: Escort non-attending students to Rooms 329, 330, 331, 311B, 313A, 313B
 12th Grade: Escort non-attending students to Rooms 301, 302, 303, 304, 305, 306, 323

7. **All teachers have duty!** While on duty, **remain sitting in the bleachers** with the students. Do not stand on the stairways, in front of the bleachers, or near the exit doors. **Monitor student behavior.**

Duty Locations for Teachers

Teacher's Name	Duty Location	Duty Description
Stanfield	Room 209	Hold <i>FRESHMEN</i> students not attending the event in the classroom; do not allow students to leave the classroom for any reason. <u>Bathroom escorts will not be available.</u>
C. Brown	Room 202	
Miller	Room 206	
Jones-Hernandez	Room 208	
Usher	Room 205	
Harris	Room 211	
Woods	Room 230	
Ramamoorthy	Room 231	
Wilkinson	Room 214	
Norman	Room 218	
Correa	Room 220	
Harwell	Room 233	
Tan	Room 234	
Herrmann	Room 216	
Gaitan	Room 221	
Ladu	Room 238	
Jensen	Room 227	

Rancatore	Room 329	Hold JUNIOR students not attending the event in the classroom; do not allow students to leave the classroom for any reason. <u>Bathroom escorts will not be available.</u>
Pineda	Room 330	
Uribe	Room 331	
Cooper	Room 313B	
Montero	Room 316	
Wolhers	Room 311B	
Figueras	Room 313A	
Marquez	Room 309	
Chan	Room 301	
Jenkins	Room 302	
Tahvildari	Room 303	
Storer	Room 304	
Castaneda	Room 305	
Storer	Room 306	
Suliman	Room 307	
All Other Teachers (with homerooms)	GYM	<p>Follow the instructions provided on Page 1 of these instructions</p> <p>Once students not attending the event have been escorted to their respective holding classrooms, report immediately to the gym for the event.</p> <p>You will be required to sign-in upon arriving to the gym.</p>
All Other Teachers (without homerooms)	GYM	<p>Please report immediately to the gym for the event. We will need your assistance directing students to their appropriate sections in the gym.</p> <p>You will be required to sign-in upon arriving to the gym.</p>