



# Homecoming 2018 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 (Upperclass) 11:19 (Freshmen)
1st Lunch (Freshmen)	11:19 AM	11:55 AM
3rd Period (Freshmen)	11:58 AM	1:07 PM
3rd Period (Upperclassmen)	11:16 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. **We will announce when to release performance groups and homecoming court to the gym.**
3. Take attendance immediately.
4. Once attendance has been taken, please distribute the tickets attached to your roster to the specified students. **The 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.

9<sup>th</sup>: Top left section, Division Street side

10<sup>th</sup>: Top right section, courtyard side

11<sup>th</sup>: Bottom right section, courtyard side

12<sup>th</sup>: 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.

9<sup>th</sup> Grade: Escort non-attending students to Rooms 202, 205, 214, 230  
 10<sup>th</sup> Grade: Escort non-attending students to Rooms 221, 228, 234  
 11<sup>th</sup> Grade: Escort non-attending students to Rooms 316, 330  
 12<sup>th</sup> Grade: Escort non-attending students to Rooms 302, 303

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
Forrest	Room 202	Hold <b><i>FRESHMEN</i></b> students not attending the event in the classroom; do not allow students to leave the classroom for any reason. <b><u>Bathroom escorts will not be available.</u></b>
Usher	Room 205	
Wilkinson	Room 214	
Woods	Room 230	
Gaitan	Room 221	Hold <b><i>SOPHOMORE</i></b> students not attending the event in the classroom; do not allow students to leave the classroom for any reason. <b><u>Bathroom escorts will not be available.</u></b>
Ladu	Room 228	
Tan	Room 234	
Montero	Room 316	Hold <b><i>JUNIOR</i></b> students not attending the event in the classroom; do not allow students to leave the classroom for any reason. <b><u>Bathroom escorts will not be available.</u></b>
Pineda	Room 330	
Jenkins	Room 302	Hold <b><i>SENIOR</i></b> students not attending the event in the classroom; do not allow students to leave the classroom for any reason. <b><u>Bathroom escorts will not be available.</u></b>
Tahvildari	Room 303	

<p>All Other Teachers <b>(with homerooms)</b></p>	<p>GYM</p>	<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>All Other Teachers <b>(without homerooms)</b></p>	<p>GYM</p>	<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>