



Duty Assignment Logistics

All duty begins at 7:45 promptly. Students should not be roaming the halls in the mornings.

All Kindergarten students are to report to the cafeteria for before school supervision.




Bus Ramp/Courtyard Morning Duty Assignments

- ❖ Upon getting off of buses students should be escorted by staff to either the media center or to the cafeteria only. Once students have been escorted to their chosen area they will remain there until school begins.
- ❖ Students must use sidewalks at all times when moving about campus.

Media Center Morning Duty Assignments

- ❖ Each teacher on duty is assigned a letter on the duty schedule to indicate duty location.
 - A=1st Grade Area
 - B=2nd and 3rd Grade Area
 - C=4th and 5th Grade Area
- ❖ Students may sit quietly in the media center and either read, complete homework, or complete a session of SM8.
- ❖ Students will begin being dismissed from the media center at 8:00 and on the following schedule:
 - 8:00 – 5th Grade
 - 8:02 – 4th Grade
 - 8:04 – 3rd Grade
 - 8:06 -- 2nd Grade
 - 8:08 – 1st Grade

Cafeteria Morning Duty Assignments

- ❖ Students must follow posted cafeteria rules.
- ❖ Help students monitor their levels of talking by using the talk light colors:
 -  = Continue talking at the same level
 -  = Bring down the level of talking
 -  = No talking in the cafeteria