

ARRIVAL DUTIES

	Location	Time	Person
Greet arriving students:	Lobby	8:40-9:00 a.m.	Mon-Fri-Morse/Wire/Monroe
Hallway Monitors:	1st Hallway/2nd Commons	8:40-9:00 a.m.	Mon-Fri –Platz/Yokum
Hallway Monitors:	4th grade	8:40-9:00 a.m.	Mon-Fri – Hall/Corey
Supervise front drop off:	Sidewalk/Front	8:40-9:00 a.m.	Mon-Fri- Papola/Quinn/Poveda
Supervise rear entrance & bus arrivals:	Rear Entrance	8:40-9:00 a.m.	Mon-Fri- Palmer; Bullock; Bryant; Judeh Burr; Barua; D. Walker

M- Cano, T- Stroh, W- B. Jones Th- Doland, F - Gaudian

RECESS DUTIES: A – 1st 15 mins; B – 2nd 15 mins.**LUNCH DUTIES – Lunch Attendants**

		Monday	Tuesday	Wednesday	Thursday	Friday
Gr K	Recess 11:00-11:30	A Burgin, Munoz, Papageorge, Funnye, Madison	Burgin, Munoz, Papageorge, Funnye, Madison	Burgin, Munoz, Papageorge, Funnye, Madison	Burgin, Munoz, Papageorge, Funnye, Madison	Burgin, Munoz, Papageorge, Funnye, Madison
		B W. Bullock, Judeh, K. Bullock, Bryant, Herrera, Criswell	W. Bullock, Judeh, K. Bullock, Bryant, Herrera, Criswell	W. Bullock, Judeh, K. Bullock, Bryant, Herrera, Criswell	W. Bullock, Judeh, K. Bullock, Bryant, Herrera, Criswell	W. Bullock, Judeh, K. Bullock, Bryant, Herrera, Criswell
	Lunch 11:30-12:00	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>
Gr 1	Recess 11:30-12:00	A Murphy, Rosso, Ha, Pinkney	Murphy, Rosso, Ha, Pinkney	Murphy, Rosso, Ha, Pinkney	Murphy, Rosso, Ha, Pinkney	Murphy, Rosso, Ha, Pinkney
		B Stroh, Ali, Saavedra	Stroh, Ali, Saavedra	Stroh, Ali, Saavedra	Stroh, Ali, Saavedra	Stroh, Ali, Saavedra
	Lunch 12:00-12:30	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>
Gr 2	Recess 10:30-11:00	A Fine, Parker, Fahrenthold, Oxendine	Fine, Parker, Fahrenthold, Oxendine	Fine, Parker, Fahrenthold, Oxendine	Fine, Parker, Fahrenthold, Oxendine	Fine, Parker, Fahrenthold, Oxendine
		B Chapuis, Terwilliger, Beth J	Chapuis, Terwilliger, Beth J	Chapuis, Terwilliger, Beth J	Chapuis, Terwilliger, Beth J	Chapuis, Terwilliger (Morse), Beth J
	Lunch 11:00-11:30	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>
Gr 3	Recess 10:00-10:30	A Welch, Dino, Proctor, Nolan	Welch, Dino, Proctor, Nolan	Welch, Dino, Proctor, Nolan	Welch, Dino, Proctor, Nolan	Welch, Dino, Proctor, Nolan
		B Magee, Cano, Donnelly	Magee, Cano, Donnelly	Magee, Cano, Donnelly	Magee, Cano, Donnelly	Magee, Cano, Donnelly
	Lunch 10:30-11:00	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>
Gr 4	Recess 12:35-1:05pm	A Gallion, Sanguino, Nelson, Fowler	Gallion, Sanguino, Nelson, Fowler	Gallion, Sanguino, Nelson, Fowler	Gallion, Sanguino, Nelson, Fowler	Gallion, Sanguino, Nelson, Fowler
		B Strobach, Taylor, Gaudian, Young	Strobach, Taylor, Gaudian, Young	Strobach, Taylor, Gaudian, Young	Strobach, Taylor, Gaudian, Young	Strobach, Taylor, Gaudian.
	Lunch 1:05-1:35pm	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>
Gr 5	Recess 12:00-12:30	A Walker, Wolla, Lansman, Tem, Thorpe, Foley	Walker, Wolla, Lansman, Tem, Thorpe, Foley	Walker, Wolla, Lansman, Tem, Thorpe, Foley	Walker, Wolla, Lansman, Tem, Thorpe, Foley	Walker, Wolla, Lansman, Tem, Thorpe, Foley
		B McCraith, Ahmed, Das, Crain, Doland	McCraith, Ahmed, Das, Crain, Doland	McCraith, Ahmed, Das, Crain, Doland	McCraith, Ahmed, Das, Crain, Doland	McCraith, Ahmed, Das, Crain, Doland
	Lunch 12:30-1:00pm	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>	<i>Sandra C; Karla B; Ekram S; Alberto Q.</i>

DISMISSAL DUTIES

	Monday	Tuesday	Wednesday	Thursday	Friday
W/T Outside	Amin-Arsala	Amin-Arsala	Amin-Arsala	Amin-Arsala	Amin-Arsala
W/T Inside	Mitchell A.	Mitchell A.	Mitchell A.	Mitchell A.	Mitchell A.
Car List	Bryant	Bryant	Bryant	Bryant	Bryant
2nd grade walkers	Scott	Scott	Scott	Scott	Scott
Gym Supervision	Magzoub	Magzoub	Magzoub	Magzoub	Magzoub
Front w/Patrols	Papola	Papola	Papola	Papola	Papola
Bus Dismissal	S. Jones	S. Jones	S. Jones	S. Jones	S. Jones
Kinder Car Riders	Kinder Assts.	Kinder Assts.	Kinder Assts.	Kinder Assts.	Kinder Assts.

Duty staff is responsible for identifying/planning a trade with someone to cover their duty when a planned absence occurs. Identify a permanent 'partner' to cover if absent unexpectedly. If a sub is provided for the absence, the sub will cover the duty. Please let Erika know of any changes.

Hall Supervision is an expectation for ALL staff not otherwise assigned a location. Please stand at your doorway or in the hall greeting students and monitoring arrival (8:40-9:00am) and dismissal.