

Duty Area(s)	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast/Cafeteria 7:15 – 7:40 a.m.</b>	Knippers May Riley	P. Howard Alexander Seymore	Knippers May Riley	P. Howard Alexander Seymore	Knippers May Riley
<b>Student Unloading Morning - (7:15 – 7:40 a.m.) Back of cafeteria</b>	E. Davis	Cochran	E. Davis	Cochran	E. Davis
<b>Bus Unloading - Dock 1 &amp; Dock 2 Morning – (7:15-7:40 a.m.)</b>	Henderson Fitzpatrick L. Hicks	Hough G. Saulters	Henderson Fitzpatrick L. Hicks	Hough G. Saulters	Henderson Fitzpatrick L. Hicks
<b>Gym - (7:15-7:40 a.m.) Grades 1-2</b>	Madden K. Butler Lester	Ramsey Harrison K. Butler	Madden K. Butler Lester	Ramsey Harrison K. Butler	Madden K. Butler Lester

Note:

Revised 08/18/08

1. Duty personnel are to be on campus by 7:00 a.m. and at their duty post by 7:15 a.m. Duty personnel should remain at their duty post until 7:45 a.m. – at which time the staff will go get their students from the gym or cafeteria and escort them to class.
2. Instructional time begins at 7:50 a.m.

**Morning:** 1<sup>st</sup>- 2<sup>nd</sup> grade students eating breakfast report to cafeteria upon arrival, those not eating breakfast report to duty teacher(s) in gym. Kindergarten students stay in cafeteria until picked up by their teacher and escorted to the room.

**Individual teachers** (not the para-professionals or office personnel) are responsible for contacting the appropriate parent/guardian for any student who missed their bus or if a parent pick-up is late. I suggest that students be placed on their bus if a parent/guardian has not arrived by the time his/her bus has been called to be delivered to their afternoon destination..

Duty Area(s)	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Kindergarten Playground/Cafeteria</b>  <b>Time: 12:20 p.m. – 1:00 p.m.</b>	Knippers May C. Burks D. Hicks V. Leonard	P. Howard Alexander Seymore D. Willis	Knippers May C. Burks D. Hicks V. Leonard	P. Howard Alexander Seymore D. Willis	Knippers May C. Burks D. Hicks V. Leonard
<b>1<sup>st</sup> Grade Playground/Cafeteria</b>  <b>Time: 11:00 a.m. – 11:30 a.m.</b>	Fitzpatrick J. Peoples Riley T. Howard L. Hicks	K. Ramsey Harrison Cochran Sampson	Fitzpatrick J. Peoples Riley T. Howard L. Hicks	Harrison Cochran Sampson K. Ramsey	Fitzpatrick J. Peoples Riley T. Howard L. Hicks
<b>2<sup>nd</sup> Grade Playground/Cafeteria</b>  <b>Time: 11:50 a.m. – 12:20 p.m.</b>	Henderson E. Davis Fields Caraway	Saulters Lester V. Leonard G. Davis Hough	Henderson E. Davis Fields Caraway	Saulters Lester V. Leonard G. Davis Hough	Henderson E. Davis Fields Caraway

<b>Duty Area(s)</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Parent Pick-Up Back of Cafeteria 2:50 – 3:05</b>	Willis Burks Caraway	Willis Burks Caraway	Willis Burks Caraway	Willis Burks Caraway	Willis Burks Caraway
<b>Bus Loading Dock 1 and 2.</b>	T. Howard V. Leonard	T. Howard V. Leonard	T. Howard V. Leonard	T. Howard V. Leonard	T. Howard V. Leonard
<b>Courtyard/Arcade</b>	G. Davis Jenkins Sampson D. Hicks	G. Davis Jenkins Sampson D. Hicks	G. Davis Jenkins Sampson D. Hicks	G. Davis Jenkins Sampson D. Hicks	G. Davis Jenkins Sampson D. Hicks

Note:

Revised 08/09/08

1. Students are to exit through the building to load on buses.
2. Teachers should be at their door as students leave to load on buses.