

Duty Descriptions

Front Office (A Block Only)

- ✓ Greet students and complete a late pass
- ✓ Make note of students that have a coffee/drink. This will be checked with the other late sign in logs so that a call can be made home if a student is repeatedly late due to a stop at Aroma Joes/DD's.

Hall Duty

- ✓ Check all exterior doors and close them if they are not secured
- ✓ Make a visual observation of the area around the door inside and out
- ✓ Check students for passes and their destinations
- ✓ Check the senior parking lot and move students found there back to the building
- ✓ Check all stairwells
- ✓ Check the cafeteria for any wayward students
- ✓ Check gender appropriate bathrooms for missing or wayward students
- ✓ Check the area around the "Small Wonders" door and playground.
- ✓ Help students to remain positive and be responsible

Cafeteria door duty C- Block:

- ✓ Please check students leaving with food from the café with permanent pass to the Band room or ROTC
- ✓ Students without passes should be redirected into the café
- ✓ Be aware of the doors and hallway toward the rear of the school for anyone entering that does not belong in the building

Study halls:

- ✓ Check with students for passes to see other teachers and/or the library
- ✓ Check students' schedule for classes they have that they could be working on
- ✓ Build a relationship of encouragement for students to be working on school work
- ✓ Engage students by offering them help on subjects you feel you could help them with
- ✓ If they arrive without work repeatedly, please give their name to their administrator so that student's grades can be checked.

Plato Lab:

- ✓ Check with Plato Lab teacher to see what you can do to support them and the students in the lab.
- ✓ Build a relationship of encouragement for students to be working on school work.
- ✓ Engage students by offering them help on subjects you feel you could help them with.