

## **O'LEARY AM/PM DUTY SCHEDULE DESCRIPTIONS**

**2018-2019**

### **AM CAFETERIA DUTY AND LIBRARY DUTY (2 PEOPLE)**

The cafeteria duty will be in the cafeteria by 8:05 making sure that students clean up after themselves. If the students are behaving, they may stay in the cafeteria and chat even if they did not eat or they are done eating. Electronics are allowed in the cafeteria.

Library duty will meet Tami in the Library at 8:05 to help monitor students checking out books, reading, and using computers. This duty will only occur on Monday, Tuesday, and Friday.

### **AM INSIDE FOYER AREA DUTY (1 PERSON)**

AM Inside foyer duty is also responsible to keep an eye on the cafeteria during breakfast. Be in the front foyer by 8:05. Students can only be in the foyer/halls if they are going to or leaving the cafeteria, or if they have a pass from the office to see a specific teacher, go to the homework room, or to go to the library. Students are **NOT** allowed to loiter in the foyer. Duty ends when the bell rings at 8:35.

### **PM INSIDE FOYER AREA DUTY (1 PERSON)**

This duty starts as soon as possible after the 3:50 bell rings and your role is to monitor the students as they leave the building. Be sure to be out in front of the office as soon as possible. PM inside foyer duty lasts until 4:05. Before leaving ask all remaining students to leave the building or be in a designated classroom promptly.

### **AM BUS DUTY AND FRONT OF BUILDING DUTY (2 PEOPLE)**

One person needs to be out in the triangle area by 8:15 to monitor students as they get off the bus, come to school, and wait for the bell in the area between the buildings. Keep any eye out for obvious items of concern: PDA, clothing (dress code), or behaviors that could create problems during the day. AM bus duty ends as soon as the bell rings at 8:35. **\*\*No tackle football allowed, only touch.**

Another person needs to be present in front of the building monitoring activity with students getting dropped off and waiting to enter the building. Keep any eye out for obvious items of concern: PDA, clothing (dress code), or behaviors that could create problems during the day. AM front of building duty ends as soon as the bell rings at 8:35.

### **PM BUS DUTY AND FRONT OF BUILDING (2 PEOPLE)**

As soon as possible after the 3:50 bell, one person needs to go out into the triangle area and monitor students as they leave school, get on the bus, or walk home. Pay particular attention to large groups and other out of the ordinary activity: PDA, fights, harassment/bullying, etc. Once the busses leave, encourage any remaining students to leave the campus and head home. If they are waiting for a ride they need to wait in front of A building by the main doors of the office. PM bus duty ends at 4:05. **\*\*No tackle football allowed, only touch.**

Another person needs to be present in front of the building monitoring activity with students getting picked up and waiting for their ride. Keep any eye out for obvious items of concern: PDA, clothing (dress code), or behaviors that could create problems. Before heading back to your classroom, please remind all students they need to promptly leave campus. PM front of building duty ends at 4:05.

**\*If you are unable to be at your duty spot on the day and time that you are assigned, please make sure that somebody is there in your place. Our concern is the safety and welfare of all students and the liability it places on each staff member who is not fulfilling their obligations.**