**\*AM Duties (7:45 AM – 8:02 AM)**

* Dr. Purvis Hallway (Corner of Sped & Math)
* Dr. Tingle Bus ramp
* Dr. Kehl Student entrance
* Deputy Timmons Student parking lot (7:30 AM)
* Mrs. Klein Main corridor (near band/choral hallway)
* Mr. Kraus Main corridor
* Mr. Watson Main corridor
* Mrs. Riley East end entry door
* Mr. Watson North end entry doors
* Mr. Konyar West end entry doors
* Mrs. Field Front lobby
* Mrs. Jackson Outside Media Center
* Mr. Wallace Cafeteria
* Ms. Manual Cafeteria (7:30 a.m.)
* Mrs. Johnson Hallway near attendance office
* Mrs. Zollinger Hallway outside counseling office
* Nurse King Hallway outside counseling area & Front lobby @ 7:30 a.m.
* Mr. Adkins Cafeteria/WTHS Attendance
* Mrs. Esworthy Gym/Girl’s Locker Room
* Mr. Lampman Gym/Boy’s Locker Room
* Mr. Isett Front lobby waiting for RISE students

**All teachers should be standing outside of their classroom at 7:45 AM and during the change of each class.**

**PM Duties (2:55 PM – 3:05 PM**)

All teachers should be outside of their classroom doors at end of 5th period until the halls are clear unless you are specifically designated to another location.

* Mrs. Field Front lobby
* Dr. Tingle Student Parking Lot (dismiss cars)
* Dr. Kehl Bus loop (dismiss buses)
* Mrs. Lauer East end exit doors
* Mrs. Johnson Hallway near attendance office
* Mrs. Zollinger Hallway near counseling office
* Mr. Lutz Student drop off/pick up area
* Mr. Kraus Main corridor
* Mrs. Klein Main corridor
* Dr. Purvis Main corridor near cafeteria
* Mrs. Esworthy Gym/Girls Locker Room
* Mr. Lampman Gym/Boy’s Locker Room
* Mr. Adkins Athletic hallway

\*If you are unable to report to your assigned duty (meeting, absent, etc.) at the appropriated time, please ask a colleague to cover for you. **Include your assigned duty in your substitute lesson plans.**

**Do not assume that your presence is not needed. The greater the adult presence, the less likely an incident will occur.**

**TEACHER DISMISSAL from your classroom is 3:15 PM**