

IKE Duty Station Responsibilities

Duty station times: a.m. 7:55-8:15
p.m. 3:25-3:45

- STATION #1** (a.m. front of school) - Positioned in front of the school to welcome students & send them to the courtyard. Also, monitor the front steps to the science building.
- STATION #2** (a.m. auditorium/band hall corner) - Positioned by restrooms near the auditorium. Keep students back behind the yellow line (by the cafeteria), monitor the restrooms/water, and not allow any students to go back to the front or 100 wing.
- STATION #3** (a.m. cafeteria courtyard) - Positioned near the teachers lounge closest to the cafeteria. Roam around this area to make sure that students are not standing on the benches, running, or horse playing. The area near the cafeteria will get congested as it gets closer to 8:10 and will need close monitoring.
- STATION #4** (a.m. boy's gym courtyard - roam) - Positioned by the benches & tables near the competition gym. Roam that area to ensure students are not running, horse playing, or standing on/jumping over the benches and tables.
- STATION #5** (a.m. 300 wing sidewalk-girl's gym) - Positioned in the breezeway where it forks Three ways: Portables, 300 wing and PE dressing rooms. Monitor that "fork" area so that students do not get into the 300 wing or the portables area (unless they have a pass).
- STATION #6** (a.m. lower courtyard between 200-300 wings) - Roam this area to ensure students are not entering the bottom of the 300 wing (either entrance), entering the bus area, and not playing on either set of stairs, by the elevator or leading up to the larger courtyard.
- STATION #7** (a.m. 200 door for library/computer lab/CMC) - Get the library passes from the library and distribute to students. Allow students into the building to go the computer lab, library, CMC or tutoring (with pass).

8/5/2011

STATION #8 (a.m. 6th grade courtyard) - Positioned in the 100 courtyard and roaming. Ensure students are not running or horse playing.

STATION #9 (a.m. bus area by 300 wing) - Positioned down in the bus area. Greeting the students getting off the bus or walking to school and direct them to the courtyard areas until school starts.

STATION #10 (a.m. computer lab) - Positioned in the computer lab. Roam the lab to ensure students are working on appropriate material for school.

STATION #11 (p.m. front of school) - Positioned in front of the school. Help with supervision of students leaving to ensure students are not running or horse playing.

STATION #'s 12 & 13 (p.m. bus area) - **One person** is positioned at the 100-200 gate. This person is moving students out of the courtyard, off the stairs by the buses, and ensuring students are not running or horseplaying. The **other person** is positioned at the crosswalk. This person ensures students stand back from the curb enough for the buses to drive by and monitors students.

STATION #14 (p.m. science bldg to bus loop) - Positioned outside the science doors and roaming between science bldg doors and bus loop. Ensure students keep moving to the front of the school or to the bus loop.

Ike Pride

initiative ✪ knowledge ✪ excellence ✪ productivity ✪ rigor ✪ inquiry ✪ determination ✪ equity