2025-2026 SY Duty Schedule
MORNING DUTIES 7:40-8:00 AM



BUS DUTY

Janet Davidson
Trisha Smith
Halema Elmaghob
Cristina Dongieux



PONY EXPRESS

Katelyn Scott
Jen Selman (MTW)
Melissa Thorne
Marcia Brown

HALLWAY

Sarah Pender - Main Foyer
Missy Warner - Ambassadors
Leah Vagnoni - Floater
Susan French – Music Lobby
Lyndsay Barrera - Front Hallway
Beth Helman - Back Hallway



CROSSWALK (Across from gym)

Michael Stine
Jen Rath



BREAKFAST in Cafeteria

Kimberly Glaes
Rasha Al Kindi
Danielle Gregg (M,Th,F)
in front of Cafeteria
Megan DeBerry
Sireesha Baireddy

AFTERNOON DUTIES 2:45-3:00PM



BUS DUTY

Janet Davidson
Sonja Ulvedal
Liz Lawler
Jennifer Rader/Amy Hurst



PONY EXPRESS

Chrissie Haller
Laura Taylor
Kelly Van Benten
Julia Gerrond (M, T, Th)
Hayden Hawes



WALKERS (GYM)

Megan Buck
Liv DosSantos
Malali Hameed

HALLWAY

Arielle Fitzsimmons
Bret Spencer
Kelly McClear (main)



DAYCARE ROOMS

Computer Lab
Rusul Abdulsattar
Lauren McChristian
Molly Johnston
Nidhi Johri

MORNING DUTIES 7:40-8:00 AM

Bus Duty: The staff will assist with students getting off the bus.

Pony Express: The staff will assist with traffic control and students getting out of their parents cars.

Hallway: The staff will assist with the inside flow of student traffic to classes and breakfast inside of the school building.

Crosswalk: The staff ensures the safety of our bike riders and walkers.

Breakfast: The staff makes sure the students are safe and following the expectations of CCE while getting their breakfast.

AFTERNOON DUTIES 2:45-3:00PM

Bus Duty: The staff will assist with the students getting on their correct bus.

Pony Express: The staff will align students by grade -level, and order them for staging inside of the hallway according to parent arrival.

Hallway: The staff will assist with the inside flow of student traffic to classes and breakfast inside of the school building.

Walkers: The staff receives the students inside of the gym and ensures the students make it to their parents safely by checking identification as they let the students outside for K-2, 3-5 are allowed to leave once dismissed.

Daycare: Receives students inside of the computer lab. All students wait in the computer lab until their daycare is called, then the staff escorts them outside to their daycare van.