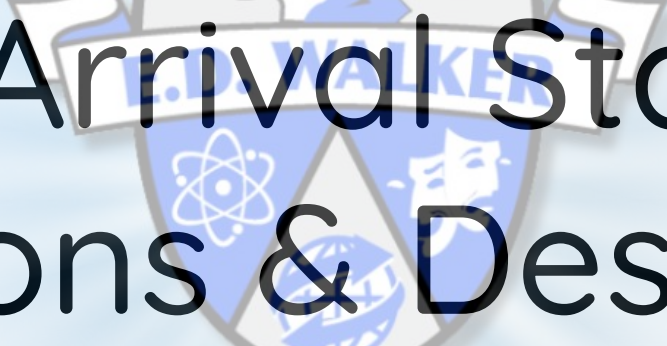


Duty Locations Table Of Contents

1. Arrival
2. Transitions
3. Dismissal

The logo of the University of Waikato is centered in the background. It features a shield with a blue border. At the top is a stylized blue and white wolf head. Below the wolf is a banner with the name 'V. D. WALKER' in blue. The shield is divided into four quadrants: top-left contains a white atomic symbol on a blue background; top-right contains a white profile of a person's head on a blue background; bottom-left contains a blue globe on a white background; bottom-right contains a white profile of a person's head on a blue background. The entire logo is set against a light blue circular glow.

EDW Arrival Staff Duty Locations & Descriptions

Duty Spot	Duty Description
1	<ol style="list-style-type: none"> 1. Set-up Car/Bus Line Cones 2. Control the flow of traffic (1 Lane for Cars & 1 Lane for Buses) 3. Pick-up Cones
2 & 3	<ol style="list-style-type: none"> 1. Set-up Car/Bus Line Cones 2. Control the flow of traffic (1 Lane for Cars & 1 Lane for Buses) 3. Stop Traffic at the Crosswalk for Pedestrians 4. Greet all students & check for dress code (speak with parent if out of dress code) 5. Pick-up Cones
4	<ol style="list-style-type: none"> 1. Control the flow of Buses & Indicate Drop-Off Area 2. Greet all students as they unload the bus 3. Check for dress code & remind students of out of dress code items 4. Stamp students who arrive on a late bus 5. Pick-up Cones
KIM	<p style="text-align: center;">A-Team+ Leader</p> <ol style="list-style-type: none"> 1. Monitor the effectiveness of the flow for Cars/Buses 2. Ensure all staff members are greeting students & checking for dress code 3. Address any bus incidents



Duty Spot	Duty Description
METAL DETECTOR TEAM	<ol style="list-style-type: none"> 1. 6 Staff Members will be assigned to thoroughly checking backpacks and collecting non-allowables prior to walking through the metal detector 2. Staff Members will communicate when students can go through the metal detector and send them back if the detector rings 3. Staff Member will monitor the flow for all three metal detectors and monitor as needed
KNOX & STRICKLAND	<p style="text-align: center;">A-Team+ Leader</p> <ol style="list-style-type: none"> 1. Greet all students 2. Remind students of dress code expectations 3. Monitor Student Interactions & guide students to the cafeteria



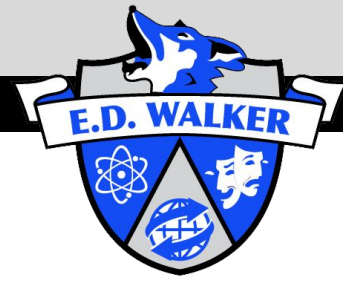
Duty Spot	Duty Description
10 & 11 J. KENNEDY M. ALMANZA	<ol style="list-style-type: none"> 1. Staff Members will stand by the entry/exits of the cafeteria to ensure students are actively monitored & accounted for while eating breakfast 2. Direct students to make their line for breakfast and/or walk directly into the auditorium if they are not eating breakfast 3. Walk around, monitor student interactions, and instruct students to clean their area 4. Provide directions to students from entry/exits such as reminders to throw breakfast in trash & head to the auditorium when finished
L. JOHNSON & K. LANFORD	<ol style="list-style-type: none"> 1. Monitor Green Zone & Orange Hallways 2. Regulate Bathroom Entry (1 Boy 1 Girl at a Time) 3. Ensure all students return to the cafeteria
WILLIAMS	<p style="text-align: center;">A-Team+ Leader</p> <ol style="list-style-type: none"> 1. Greet all students/Regulate Entry/Exit Access Points 2. Remind students to grab breakfast, sit & eat, or head straight to the auditorium if they do not want to eat breakfast 3. Monitor student interactions

Duty Spot	Duty Description
12	<ol style="list-style-type: none">1. Stand at the threshold (entrance) of the auditorium closest to the cafeteria to ensure all students walk directly into the auditorium2. Ensure students throw away breakfast/trash before entering the auditorium3. Remind students they need to walk through the stage prior to sitting down
13 & 14	<ol style="list-style-type: none">1. Greet students2. Direct all students to walk through the stage for a thorough dress code check3. Regulate entry/exit access point to ensure all students remain in the auditorium4. Walk around the auditorium instructing students where to sit (by grade level) once finished with the dress code check5. Monitor student interactions
15	<ol style="list-style-type: none">1. Instruct all students who have met the dress code compliance check to sit in their designated grade level area2. Help ensure students are sitting in their designated grade level area3. Monitor student interactions4. Regulate entry/exit access point to ensure all students remain in the auditorium

Duty Spot	Duty Description
T. RICHARDSON	<ol style="list-style-type: none">1. Assist students in meeting dress code expectations (have students call parents)2. Coordinate/Manage LCC students3. Monitor students in the auditorium and ensure all students are seated in their respective grade-level areas
A.SANDERS	<p style="text-align: center;">A-Team+ Leader</p> <ol style="list-style-type: none">1. Assist students in meeting dress code expectations (have students call parents)2. Coordinate/Manage LCC students3. Monitor students in the auditorium and ensure all students are seated in their respective grade-level areas
K. TURNER	<p style="text-align: center;">A-Team+ Leader</p> <ol style="list-style-type: none">1. Assist students in finding their seat2. Coordinate/Manage LCC students3. Monitor students in the auditorium and ensure all students are seated in their respective grade-level areas
C. SZETO	<ol style="list-style-type: none">1. Monitor Purple Zone hallways and ensure no student leaves the auditorium or attempts to walk into the gym2. Green Zone restroom will be utilized for restroom breaks

ED Walker Middle School

Car Line/Bus Line



Door: 5 & 6
Briones

8

9

Kim

4

3

2

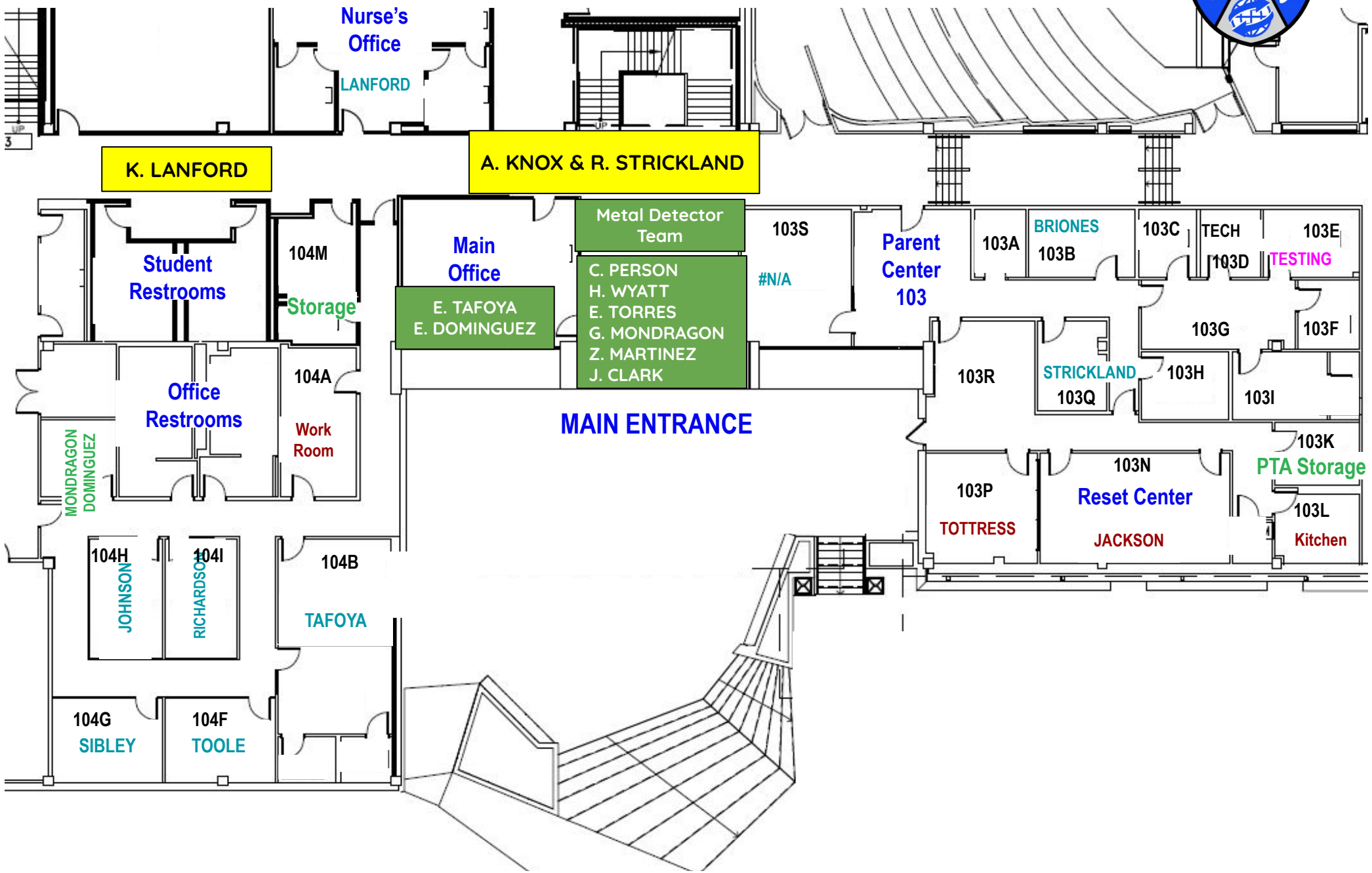
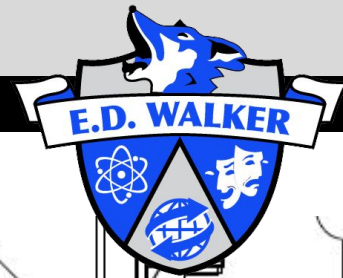
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Champions at
Prestonwood...

*Staff may be pulled to a different location based on needs

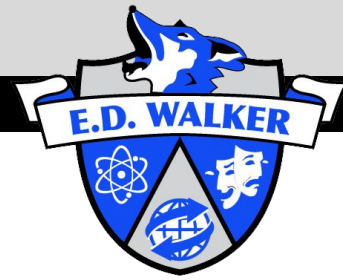
ED Walker Middle School

Main Office and Parent Center



ED Walker Middle School

First Floor



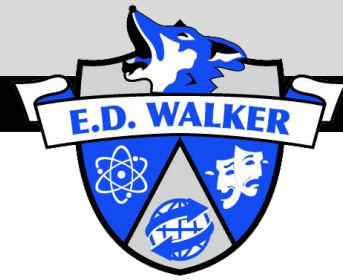
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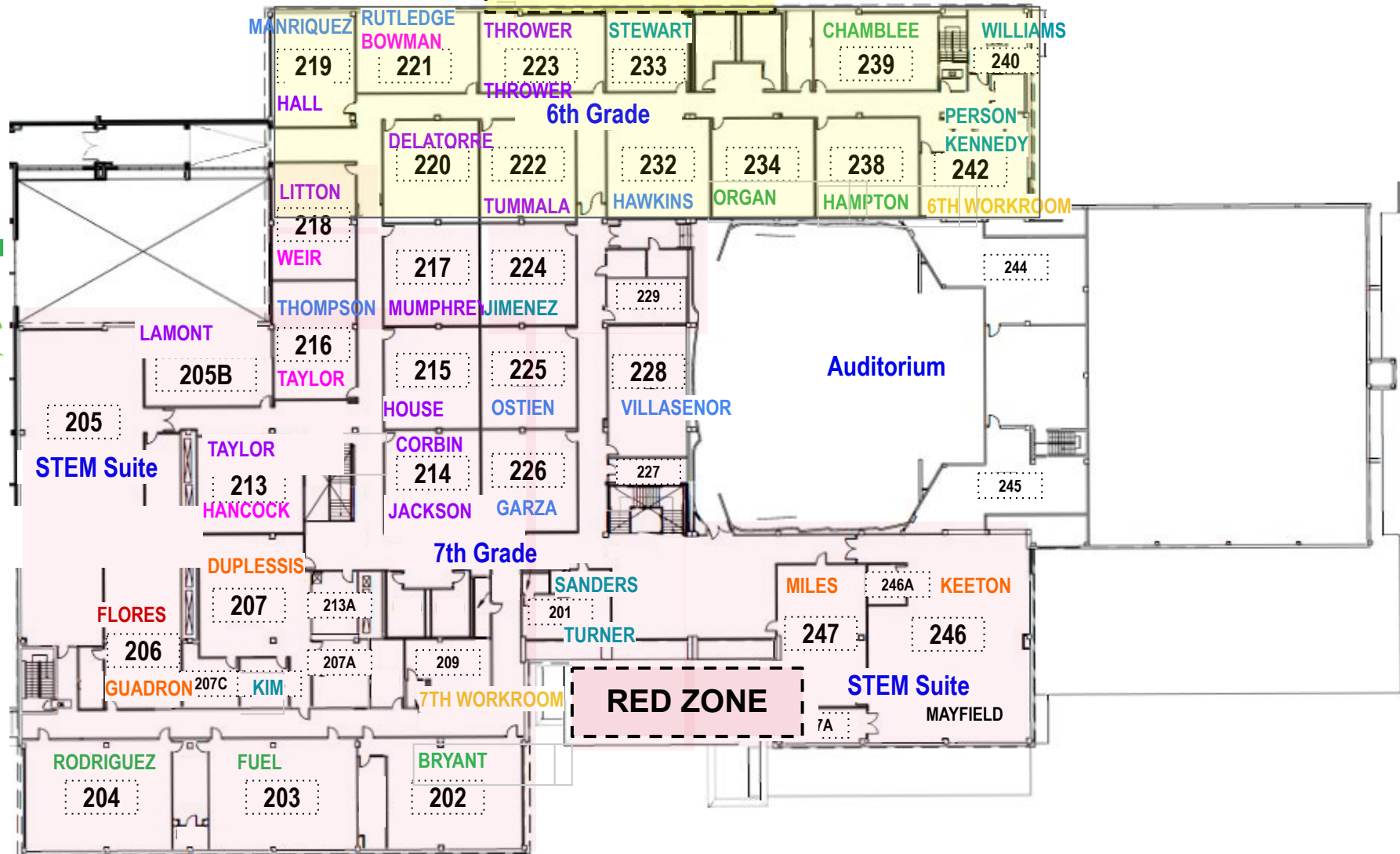
[Click HERE to go to the PWM Map](#)

ED Walker Middle School

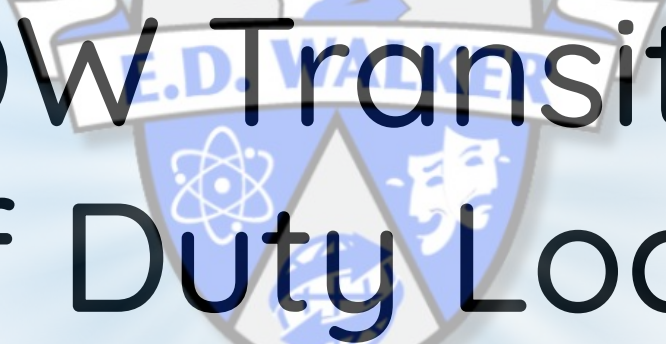
Second Floor



YELLOW ZONE



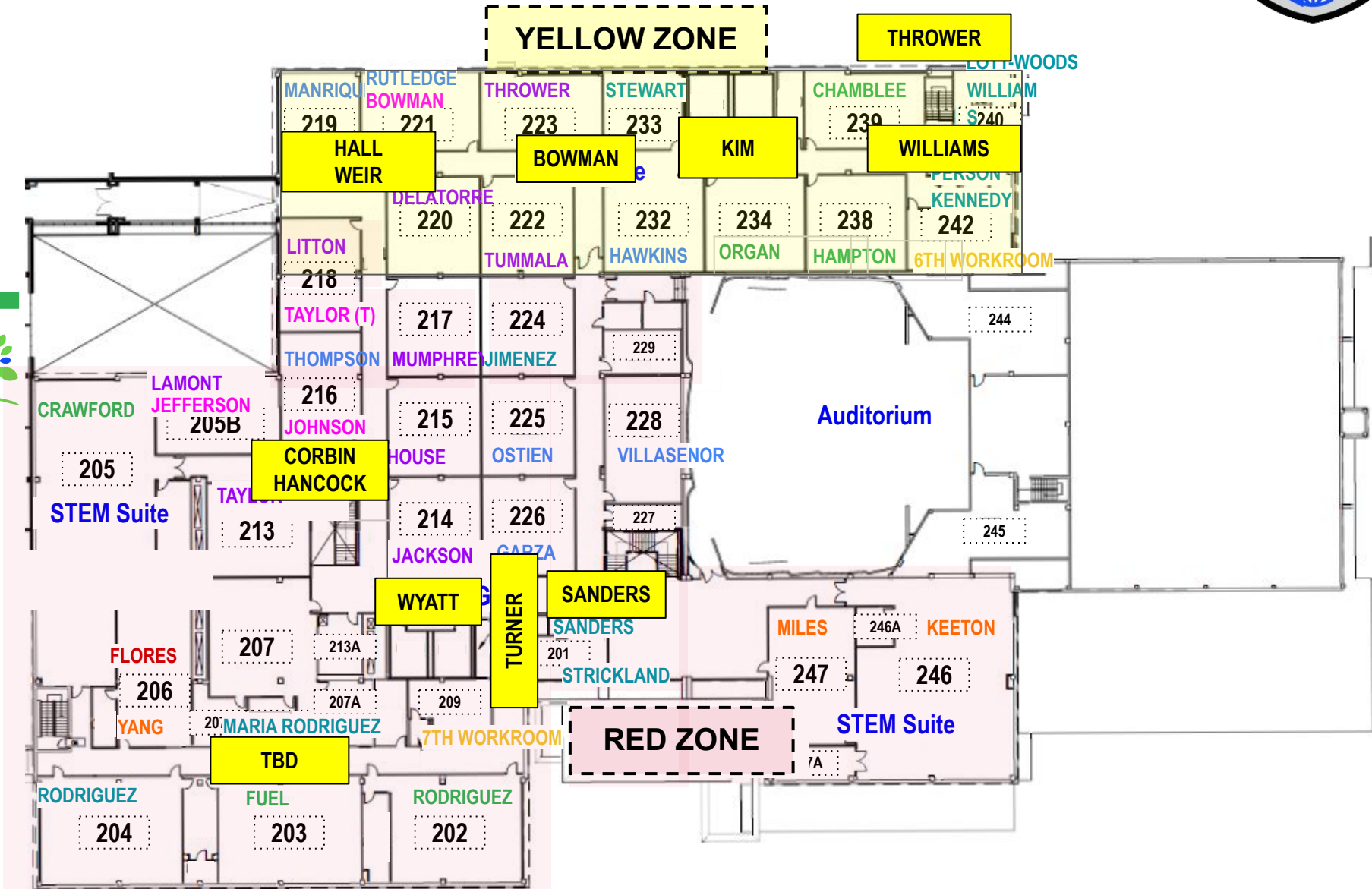
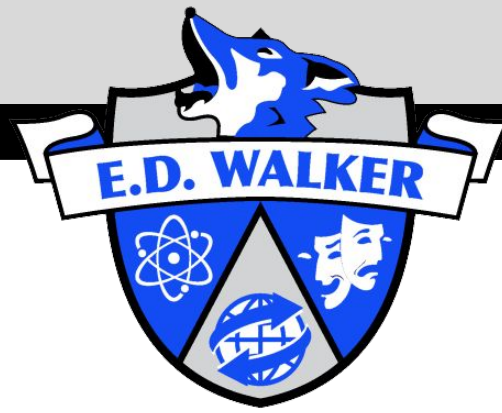
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EDW Transitions Staff Duty Locations

ED Walker Middle School

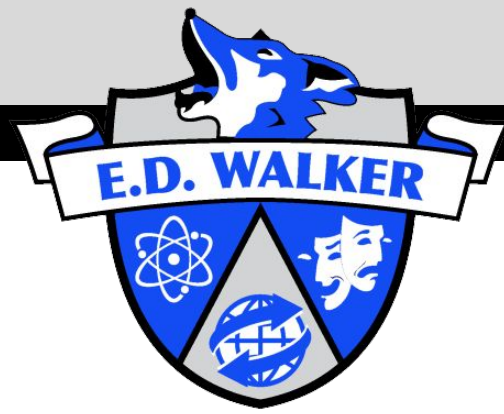
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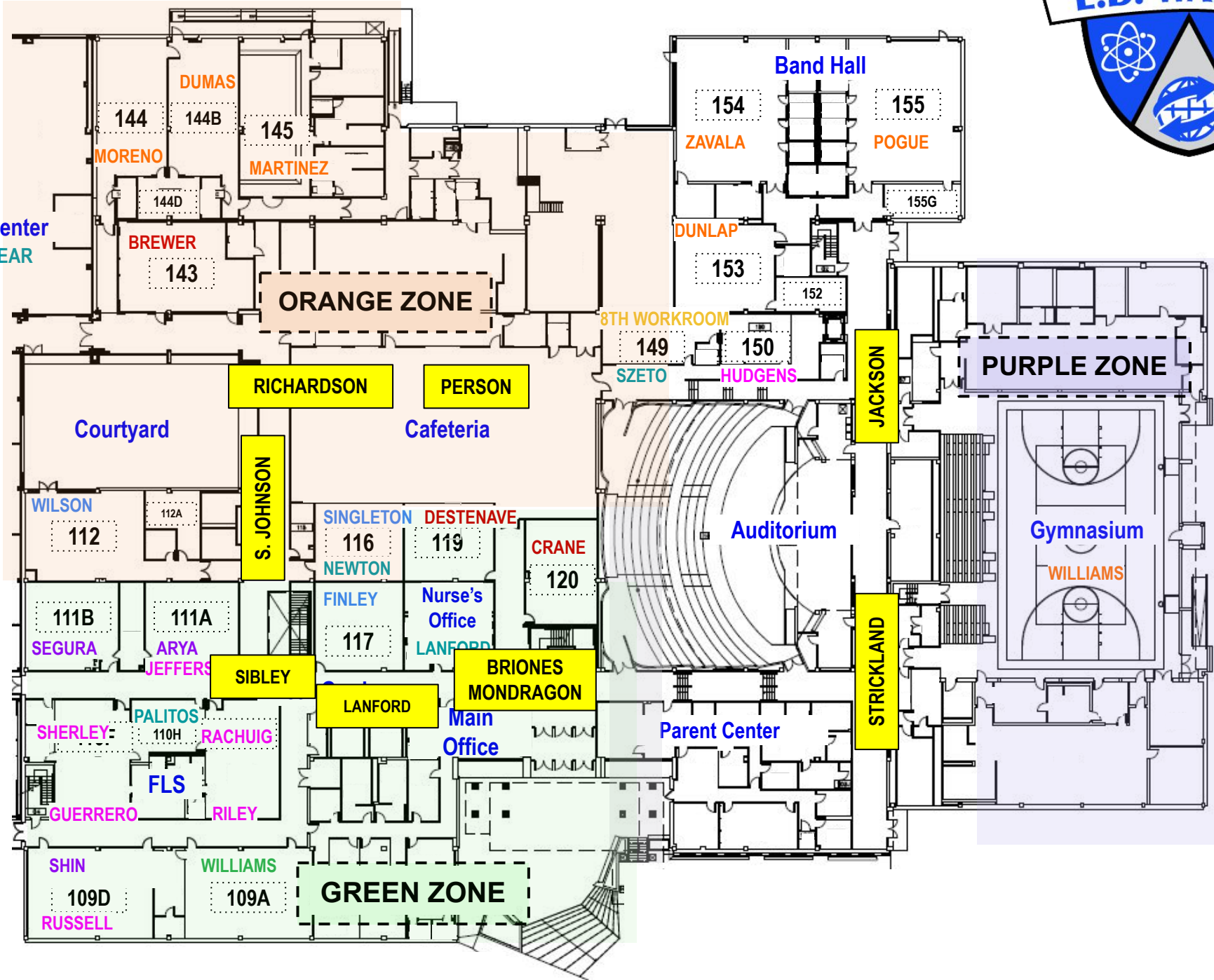
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ED Walker Middle School


First Floor



Media Center
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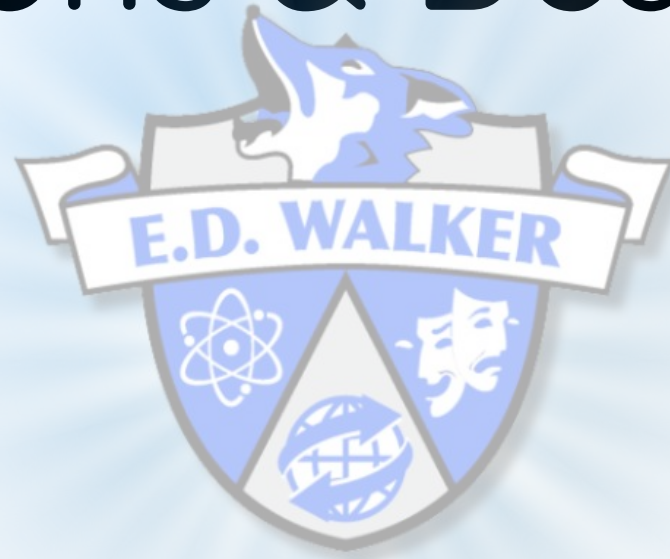


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EDW Dismissal Staff Duty Locations & Descriptions

EDW Dismissal Staff Duty Locations & Descriptions



CAR & WALKERS DUTY

Duty Spot	Duty Description
<p style="text-align: center;">ALL CLASSROOM TEACHERS</p>	<ol style="list-style-type: none">1. Teachers stand at the threshold (between classroom & hallway) dismissing students individually or by groups as they are released by PA announcements (Walkers, Bus Riders, Car Riders, Afterschool, etc.)2. Teachers are expected to monitor student interactions and provide directions OR quick (positive) corrections to students who are not meeting expectations.3. Once a teacher's classroom is empty, teachers will assist in clearing the hallways and ensure all students exit the building4. Request assistance as needed via Teams or Calling/Texting A-Team Plus5. Teacher dismissal duty ends once all students have cleared the classroom AND hallway(s)

ED Walker Middle School

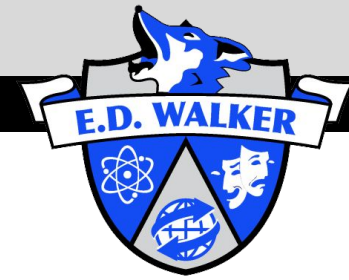
Car Duty (PM)



Car Duty Spot	Duty Description
A. Briones	<ol style="list-style-type: none">1. Walk out at 3:40pm to set up cones for Bus Line2. Block off lane for buses to drive through for Bus Line3. Open second car lane at 3:53pm4. Shift to main duty area to facilitate car & bus traffic5. Communicate with Knox-Jackson and Kim for flow of car traffic
A. Strickland	<ol style="list-style-type: none">1. Report to front awning2. Monitor all student interactions and ensure students are walking with a purpose loading their car3. Assist in directing traffic with Hall, Taylor, Briones, Kim & Corbin
A. Knox-Jackson	<ol style="list-style-type: none">1. Report to front of car line2. Monitor all student interactions and ensure students are walking with a purpose loading their car3. Assist in directing traffic with Hall, Taylor, Briones, Kim & Corbin
S. Kim	<ol style="list-style-type: none">1. Monitor flow of 2nd Floor & student interactions2. Report to front of car line/end of the sidewalk to ensure students are not running into the street, assist with traffic direction once all students clear the 2nd floor3. Monitor all student interactions and ensure students are walking with a purpose loading their car quickly4. Assist in directing traffic with Hall, Taylor, Briones, Kim & Corbin

ED Walker Middle School

Car Duty (PM)



Car Duty Spot	Duty Description
D. Bryant	<ol style="list-style-type: none">1. Usher all students past the flag poles towards holding areas for car pick-up (Students should not be in the main entrance area - only for inclement weather)2. Monitor student interactions and any students who are lingering or should be at an alternate dismissal location (i.e. bus, walkers, etc.)
Q. Taylor L. Hall J. Corbin	<ol style="list-style-type: none">1. Report to Car Line to direct traffic2. Announce student names for pick-up3. Maintain proper flow of traffic4. Assist in directing traffic with Hall, Taylor, Briones, Kim & Corbin
E. Torres	<ol style="list-style-type: none">1. Assist in controlling the flow of traffic (outgoing) and line of traffic (incoming)

ED Walker Middle School

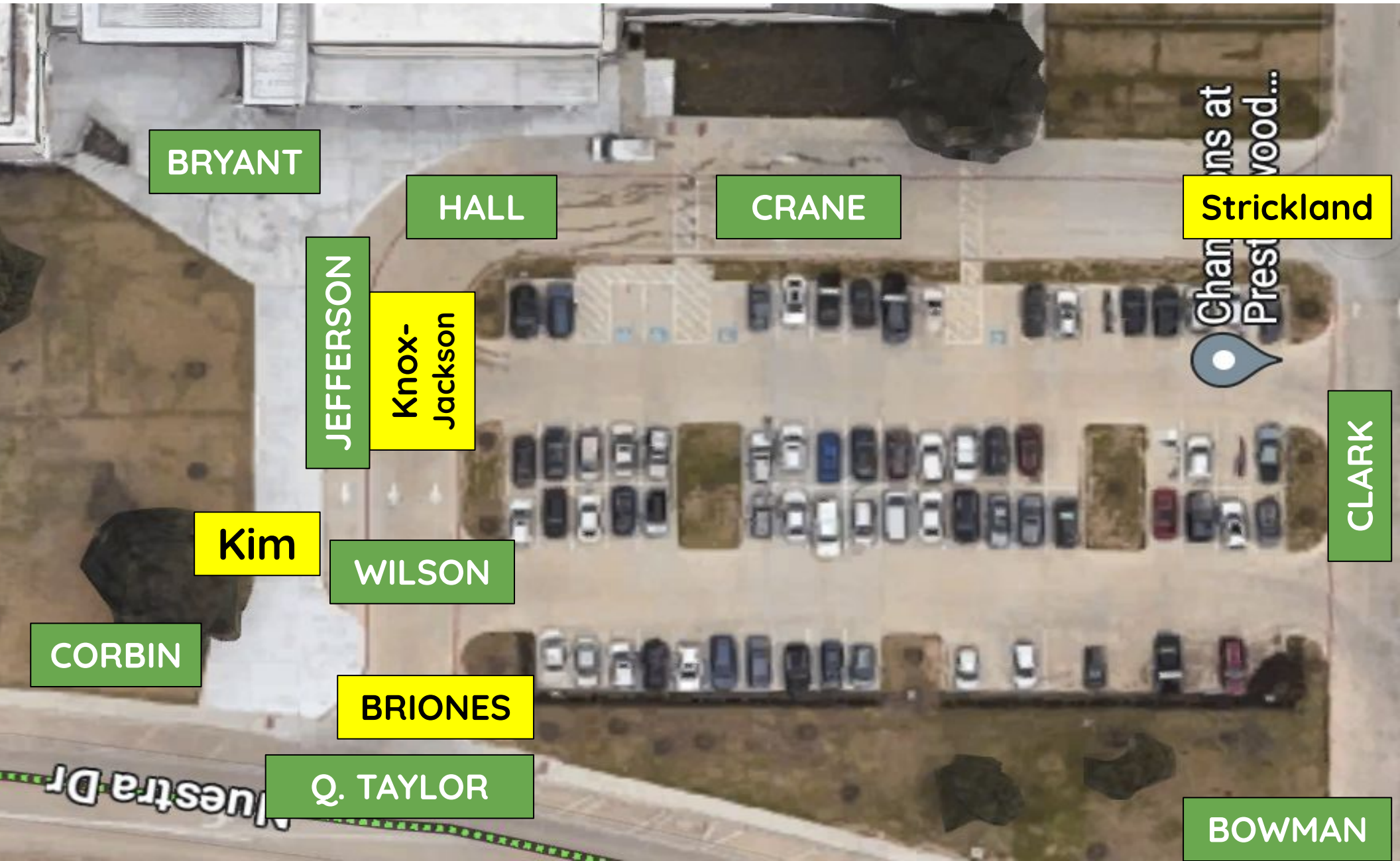
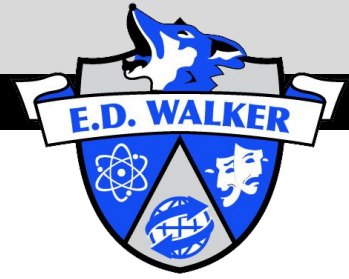


Interior Building Duty (PM)

Car Duty Spot	Duty Description
J. Sibley	<ol style="list-style-type: none">1. Make PM Announcements2. Monitor 1st Floor Student Flow3. Shift to 8th Grade Science Hallway to ensure all “walkers” are walking and exiting the building
M. Almanza	<ol style="list-style-type: none">1. Monitor 1st Floor Student Flow2. Direct “Walkers” to 8th Grade Science Hallway to ensure all students are walking and exiting the building
J. Clark	<ol style="list-style-type: none">1. Monitor 1st Floor Student Flow2. Direct “Walkers” to 8th Grade Science Hallway to ensure all students are walking and exiting the building
C. Szeto	<ol style="list-style-type: none">1. Monitor Purple Zone Hallway, Bathrooms, Student Interactions & Flow of Student Traffic2. Break up any groups of students and ensure all students are exiting the building quickly3. Communicate for assistance via Radio for any potential altercations (Fight = Code 1)
T. Pogue	<ol style="list-style-type: none">1. Monitor Purple Zone Hallway, Bathrooms, Student Interactions & Flow of Student Traffic2. Break up any groups of students and ensure all students are exiting the

ED Walker Middle School

Car Line Duty (PM)



BRYANT

HALL

CRANE

Strickland

JEFFERSON

Knox-Jackson

Kim

WILSON

CLARK

CORBIN

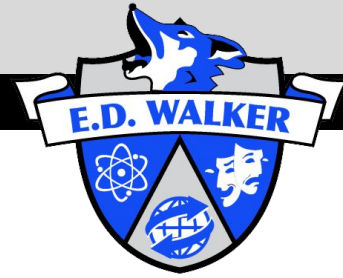
BRIONES

Q. TAYLOR

BOWMAN

ED Walker Middle School

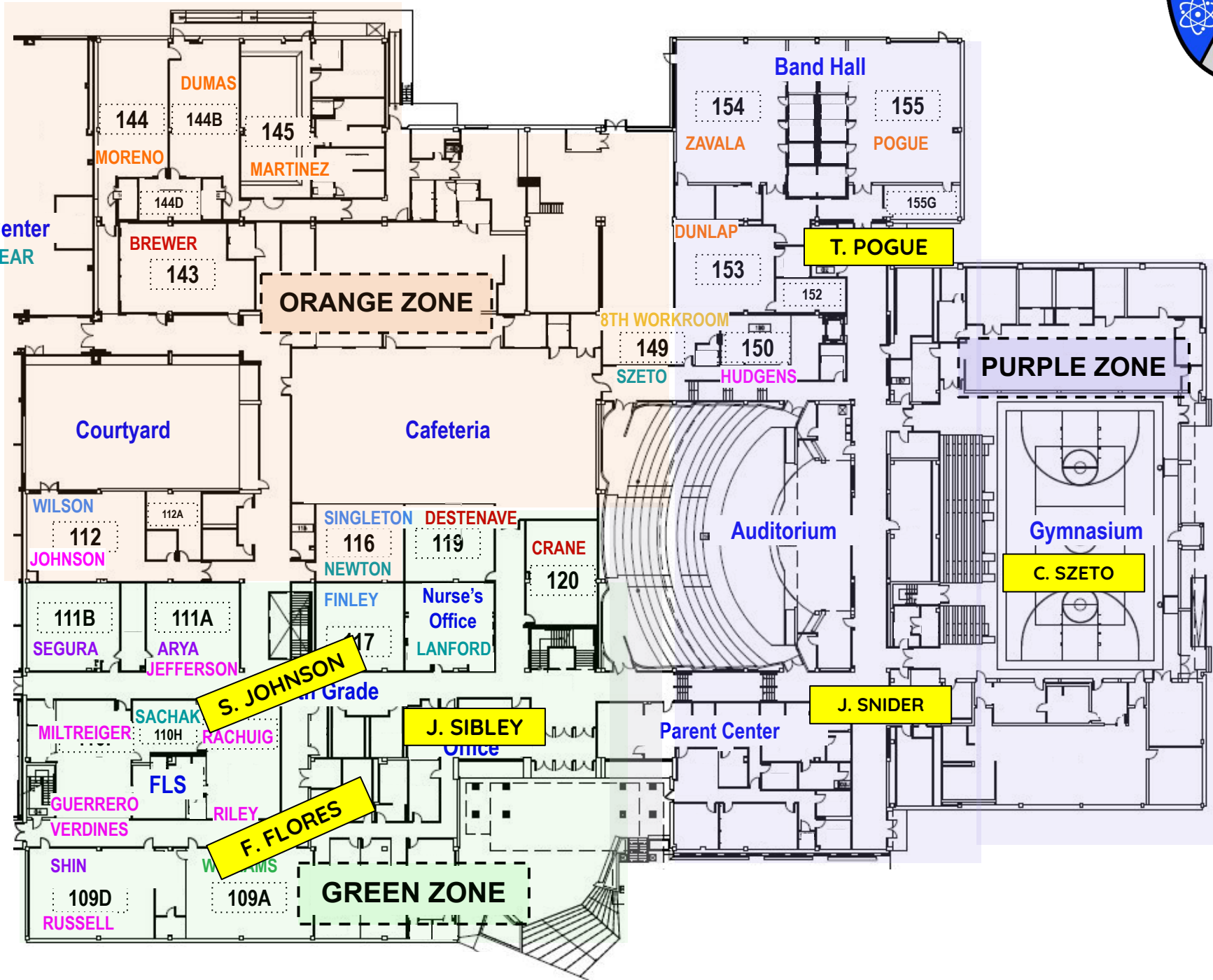
First Floor



Media Center
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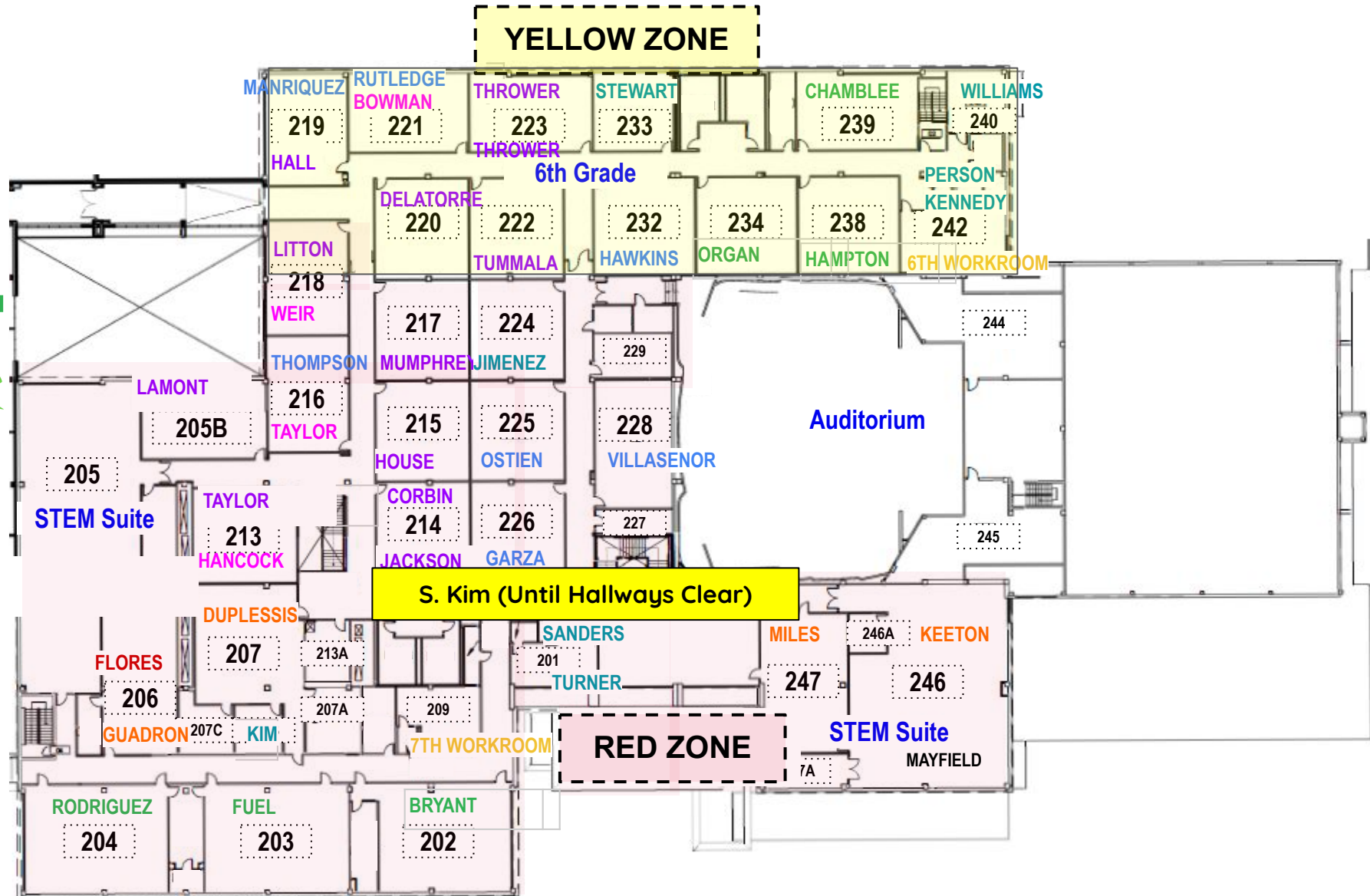
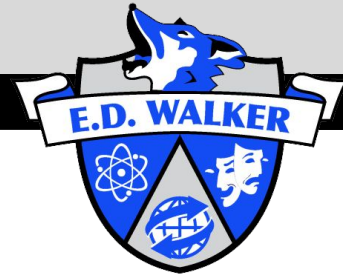


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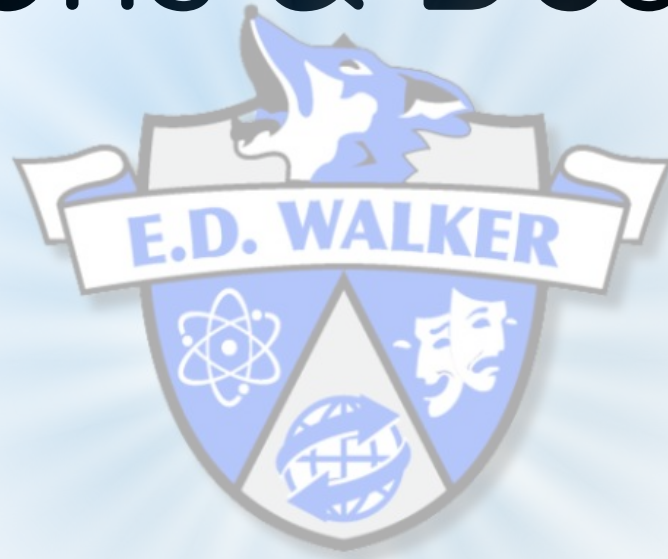
ED Walker Middle School

Second Floor



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EDW Dismissal Staff Duty Locations & Descriptions



BUS DUTY

ED Walker Middle School



Bus Duty (PM)

Bus Duty Spot	Duty Description
<p>A & B</p> <p>S. Williams K. Turner</p>	<ol style="list-style-type: none">1. Walk out to get the bus numbers at 3:45pm2. Communicate the bus numbers in order via Teams chat to A-Team+3. Write first set of three buses on a white board4. Write second second set of three buses on a white board5. Continue to communicate bus numbers as they arrive/update white boards6. Hold up white board with bus numbers at 3:54pm (dismissal) so students know where to go7. Periodically announce (loudly) bus numbers to students8. Inform students that if they do not see their bus number the must walk to the basketball court and wait9. Provide reminders of bus departures (e.g. "Buses are leaving in 2 minutes)10. Monitor student flow & interactions as they load the buses11. Communicate for assistance via Radio for any potential altercations (Fight = Code 1)
<p>C. Person</p>	<ol style="list-style-type: none">1. Monitor student flow as they load the buses; monitor student interactions2. Stop traffic (crosswalk) in the event students are walking while a car is attempting to get through3. Communicate with Counselors & AP once all students have loaded the first three buses4. Wait for AP/Counselor approval for bus departures5. Motion thumbs up for bus drivers to know they are allowed to depart6. Communicate for assistance via Radio for any potential altercations (Fight = Code 1)

ED Walker Middle School

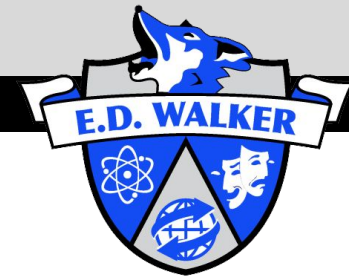
Bus Duty (PM)



Bus Duty Spot	Duty Description
<p>D</p> <p>H. WYATT</p>	<ol style="list-style-type: none">1. Actively monitor student interactions & ensure all students are loading their buses quickly2. Periodically announce (loudly) bus numbers to students3. Inform students that if they do not see their bus number the must walk to the basketball court and wait4. Provide reminders of bus departures (e.g. "Buses are leaving in 2 minutes)5. Anticipate, prevent, de-escalate any potential conflicts between students6. Communicate for assistance via Radio for any potential altercations (Fight = Code 1)7. Join groups E-G once the first two sets of buses have departed
<p>E-G</p> <p>D. DUNLAP D. Zavala M. THROWER H. WYATT Z. MARTINEZ WEIR HANCOCK</p>	<ol style="list-style-type: none">1. Actively monitor student interactions & walk around the basketball courts2. Break up any groups of students3. Anticipate, prevent, de-escalate any potential conflicts between students4. Communicate for assistance via Radio for any potential altercations (Fight = Code 1)

ED Walker Middle School

Bus Duty (PM)



Bus Duty Spot	Duty Description
Sanders	<ol style="list-style-type: none">1. Monitor flow of students loading the buses2. Communicate with C. Person once students have loaded their bus and indicate that buses are ready to depart OR ask to HOLD Buses3. Actively monitor student interactions & walk around the basketball courts4. Point out any “hot spots” to staff on duty to keep an eye out & use proximity/quick redirections5. Break up groups of students6. Anticipate, prevent, de-escalate any potential conflicts between students7. Communicate for assistance via Radio for any potential altercations (Fight = Code 1)

ED Walker Middle School

Bus Duty (PM)

