



Morning Supervision Plan and Duty Assignments 2019-2020

6th Grade Waiting Area ~ Gym

Supervisor: Coach Hasty

Girls will enter the **gym** through the doors near the main school entrance; they will also exit through those doors. Boys will enter through the side doors nearest the boys' locker room and exit via those doors as well. The bleachers will be labeled to designate one side for girls and one side for boys. Students will remain seated on the bleachers during this time and will not be permitted to walk around the Gym. Girls will exit first. At 8:03 a.m., the students will begin exiting the gym upon signal from the coaches. Students may visit their lockers, but must report to their 1st period class prior to the tardy bell at 8:10.

7th Grade Waiting Area ~ Cafeteria

Supervisor: Coach Bourgholtzer with assistance from Ms. Greene

Students will enter the **cafeteria** through the cafeteria doors on Minerva. Students will file into their seats beginning at table one with their feet squared underneath the table facing Landon Avenue. Students will fill in tables one, two, three, four, five, six, seven, eleven, twelve, thirteen, fourteen, fifteen and sixteen. Tables eight, nine and ten will be reserved for students eating breakfast.

7th grade students will be released by tables from the cafeteria beginning at approximately 8:03 am. The students will enter the back doors of the school and proceed up the back stairwells and go directly to their locker area. Students must report to their 1st period class prior to the tardy bell at 8:10.

8th Grade Waiting Area ~ Auditorium

Supervisors: Ms. Oliver with assistance from Ms. Bell and Mr. Edwards

8th grade students will enter the **auditorium** through the outside doors and file into their seats beginning with the first row, first seat in their designated area. Students will sit in the first available seat. Seats will not be skipped or saved. Students will remain in their seat until their row is dismissed.

8th Grade: Boys will sit on the left side facing the stage

8th Grade: Girls will sit on the right side facing the stage

8th Grade students will release from the back/side entrance via Stairwell 2 (by guidance) and Stairwell 4 by the journalism room at approximately 8:03 a.m. and go directly to their locker area then report to their 1st period class prior to the tardy bell.

Car Loading Zone/Car Rider Entrance – Thacker Avenue Only

- 6th grade students being dropped off in the Thacker Avenue Car Loading Zone will enter through the Guidance Entrance and go directly to the **gym**.
- 7th grade students being dropped off in the Thacker Avenue Car Loading Zone will enter through the Guidance Entrance and go directly to the **cafeteria**.
- 8th grade students being dropped off in the Thacker Avenue Car Loading Zone will enter through the Guidance Entrance and go directly to the **auditorium**.

Bus Loading Zone/Bus Rider Entrance – Minerva Avenue Only

- 6th grade students being dropped off in the Minerva Street Bus Loading Zone will exit their buses and enter through entrance #1 (nearest the cafeteria) proceeding to the **gym**.
- 7th grade students being dropped off in the Minerva Street Bus Loading Zone will exit their buses and enter the **cafeteria** directly.
- 8th grade students being dropped off in the Minerva Street Bus Loading Zone will exit their buses and go directly to the **auditorium** using the entrance #1 (nearest the cafeteria).

Breakfast Students

- 6th, 7th, and 8th graders who eat breakfast will sit at the following assigned tables in the cafeteria:
 - Table #8-6th Grade
 - Table #9-7th Grade
 - Table #10-8th Grade
- Any students who eat breakfast will **return to their designated waiting area** prior to the 8:03a.m. release from holding areas.

EACH DAY	Start: 7:30 a.m. End: 8:10 a.m.	Coach Bourgholtzer Ms. Greene (starting at 8am)	Cafeteria 7 th Grade Waiting
EACH DAY	Start: 7:30 a.m. End: 8:10 a.m.	Coach Hasty	Gym 6 th Grade Waiting
EACH DAY	Start: 7:30 a.m. End: 8:10 a.m.	Ms. Blakely and Ms. Bell	Thacker Avenue Car Loading Zone
EACH DAY	Start: 7:30 a.m. End: 8:15 a.m.	Ms. Jordan	Minerva Avenue Bus Loading Zone
EACH DAY	Start: 7:30 a.m. End: 8:10 a.m.	ISSP Paraprofessional	1 st Floor Computer Lab
EACH DAY	Start: 7:30 a.m. End: 8:10 a.m.	Mr. Watson	1 st Floor Back Hallway to monitor 6 th and 7 th graders entering the gym and cafe
EACH DAY	Start: 7:30 a.m. End: 8:10 a.m.	Ms. Oliver Mr. Edwards (starting at 8am)	Auditorium 8 th Grade Waiting

- When any person responsible for an area is out, Mrs. M. Bell will cover.