

DUTY ASSIGNMENT DESCRIPTIONS

Please review the following information and the negotiated contract as it relates to your duty assignments. Many of the items below are common guidelines; however they need to be consistently practiced to avoid one duty person being more lenient or harsh than another. Please be on duty on time and stay in the area for the full period. Thanks for your cooperation and assistance.

General Rules:

1. Pick up a radio before reporting to hall, lunch, or campus duty. **Radio should be on channel 2 for administration and channel 3 for Engineers.** South Campus duties pick up radios in the main office of south campus. Main campus radios are available in the Steno.
2. It is important to be at your duty station for the assigned time.
3. Hallways and cafeterias are crowded, attention to detail and student interactions are important.
4. If you have personal business that necessitates you being away from your duty, it is your responsibility to find someone to cover the duty while you are away, and to notify the Main Office of the teacher covering for you.

Study Halls and library:

Only librarians may provide Library lab passes. Copies of the library sign-in sheets will be provided. Please make sure students are signing in to their stated destination. We attempt to keep operational procedures as consistent throughout study halls as much as possible. Unexcused absences should be written up and turned in to the appropriate administrator.

Cafeteria/Bison Beastro:

Pick up a radio before reporting to lunch duty. The job can best be done when the two people on duty are on their feet at opposite ends of the cafeteria.

1. Ensure reasonable behavior during the lunch hours by reinforcing the students' progress in an orderly manner through the lunch lines.
2. Assist the cafeteria personnel if they have difficulty with any of the students.
3. Circulate around the cafeteria to make sure that the tables are cleaned off by students and trash is picked up prior to the students being dismissed from the area.
4. Randomly check the hallway on the north end of the cafeteria.
5. Control exits from the cafeteria and Beastro. Students may leave the cafeteria only by using the west door (exit to campus) until one minute before the passing time, and then they may leave through the northeast door (exit to first floor). Exits from the Beastro will be out the back door or into the hallway, depending upon the weather.

Cafeteria Stairs and Southwest Doors:

During the lunch periods, control the traffic in the halls allowing no one in until the bell rings. During all other periods allow only those with official business to enter or to remain in the halls until passing time. Control the students coming in from outside in order to prevent a traffic jam with those coming up from the cafeteria. ***Inclement weather of 20° or colder is when we allow students indoors. During inclement weather students are allowed to enter near the Decca store. In these instances students are to stay in the area near the auditorium. During inclement weather students are also allowed to remain in the Cafeteria and Beastro.***

Door Duty/Hall Duties:

Door duty is a key component in maintaining a safe school. Your positions are valuable for checking for teacher passes, monitoring noise levels, and general safety. Control traffic, allowing supervised access except to the nearest office. Do not let students wait inside between the entryway doors.

Communication:

1. Greet visitors and welcome them to Great Falls High School and introduce yourself.
2. Ask them ***“How can I help you today?”***
3. Direct visitors to the nearest office and remind them to “please check in” and receive a visitor’s badge at the main office.
4. Radio the office with name and reason to visit.
5. If visitors refuse to give you information or behave in a confrontational manner, please notify the office stating on the radio ***“an unidentified visitor is in the building”***. If possible, please let the office know where they are heading.

Safety- Lockdown or Shelter in place:

In the event of a lockdown, you will need to get into the nearest classroom or office room. Visit with the teachers in your area. Make sure they know to expect you. If a shelter in place occurs, please move into the building and report to the main office of the building and see where you are needed. If you get locked out, radio the office and proceed to a secure location like your car. Once you are inside report to an administrator for your assignment.

Outside:

Pick up a radio. Spend most of your time actively circulating the campus and parking lots. Students are not to smoke on campus. Students are not to loiter on the boulevard or in the yards across from the school on 20th Street or in the parking lot. Students are not allowed to park on 20th Street from 2nd-4th Ave. You may issue a parking ticket (\$5) to vehicles which are parked inappropriately on school property. Pick up parking violation forms from the Finance Office before going to your duty station. Turn the radio back in.

After-School Duty:

Teachers and administrators assigned to these duty stations need to check out a radio each day from the Steno Office on Main Campus or the South Campus Office and report as quickly as possible after seventh period. The radios need to be turned back in each day as well.

Being visible and among the students is the most essential aspect of these duties. Encourage students to move along. If at any time during your duty there is a problem or suspected conflict, please radio with your concerns. Radio transmissions are monitored by several staff members, who will provide assistance as necessary.

There are four “duty” areas. They are:

1. 20th Street from 2nd to 4th Avenue – Teachers assigned to this duty must be outside on the school sidewalk next to 20th Street. Again, the primary feature of this duty is to be visible, encourage cars parked on this street to please move, and be cognizant of potential problems.
2. Junior and Senior Parking Lots – When assigned to parking lot duty, make a “tour” of the parking lots and remain in the area.
3. Between North and South Campus – For this area, the teachers assigned needs to patrol the space between the buildings that run from 20th to 19th Street. Again, being visible is the primary function of the duty.
4. Sophomore Parking Lot and Bus Loading Area – In addition to making a “tour” of the sophomore parking lot, teachers on this duty need to monitor the bus loading area.