**Caton’s Chapel Elementary School**

**7:30 – 8:05**

Monitor students coming into school and sometimes help with student drop-off. Also monitor bus duty and cafeteria during this time.

**8:05 – 10:30**

Walk hallways and check doors and check outside perimeter. Come back to office and turn on camera system to monitor camera system. Password is Miller22$ (Avigilon Control Center). Feel free to walk throughout the school at any time. I normally go into gym classes and check on the kids throughout the day.

**10:30 – 1:00**

First lunch starts at 10:30 and last lunch is over at 1pm. I monitor the lunch room and office during this time. Visitors come to eat with kids so I help with check-ins and monitor cafeteria. During this time feel free to eat lunch.

**1:00 – 2:00**

Walk hallways, check interior doors and monitor cameras during this time. Mainly stay in the office during this time to help with dismissal of Pre-K at 2pm.

**2:00 – 2:30**

Monitor dismissal of Boys and Girls Club bus from the office and help when needed.

**2:30 – 2:45**

Monitor cameras for traffic and then leave school to direct traffic around 2:45/2:50. I park my patrol car at the Valley Spa building.

**Secretary – Kim Simpson**

**Principal – Dr. Amy Case**

**Asst. Principal – Vickie Byrd**

**If you have any questions any of these ladies can help you with anything you need. Password to my computer is computer. 865/282/0516 is my personal cell if you have any question or concerns.**

**Thanks – Dep. Jake Huskey 175**