

Friday monitors – Task descriptions

All study halls are indoors in Grace Community Church.

8:30-10:30 position: Hall monitor

The monitor should sit in the back hallway at a table near Room 101 with full view of the hall/bathrooms and doorway from the church office. Students will be in classes and should only be in the hallway to use the facilities and return to their classroom. Occasionally Church officials may pass through the hall; they are to be greeted politely but questioned to ensure that they DO belong to the church and have authority to be there. The main purpose of this position is to be sure students are in class and not wandering in the halls, nor spending excessive time out of class in the bathroom and keeping the building secure. The monitor can also use this time for private work or study.

10:30-12:30 positions: Study hall/hall monitor/lunch monitor (2 monitors)

This period has a large study hall group enrolled. This is an enforced quiet study period with no talking or interacting among the students. The role of this monitor is to keep the room quiet while also watching the bathroom to be sure students are not spending excessive time in the bathroom. The monitor can also use this time for private work or study. The other monitor should sit in the back hallway at a table near Room 101 with full view of the hall/bathrooms and doorway from the church office. The duties of the back hallway monitor are the same as those listed for 8:30-10:30 hall monitor. Both may also attend to their own work while balancing the requirements of the task.

At 12:05 the lunch period begins. The study hall monitor needs to tell the students to proceed to the Main Auditorium for lunch. The study hall monitor must have a watch/timer/phone to set as there is no bell system at this facility. Once the

study hall monitor has ushered all students into the Main Auditorium, he/she will remain in the Main Auditorium to observe students during the lunch period. The back hallway monitor will inform teachers once it is 12:05 and escort students to the Main Auditorium for lunch. The monitor should check the rooms (even those not used by a class that period) to ensure that all students move to the lunch area. He/she should then assist the other monitor in observing the lunch room.

All monitors should help to give a five minute warning at 12:20 for students to begin picking up their lunches. Be sure students clean up after themselves and leave no trace of their lunches/trash.

12-2 position: Lunch monitor/hall monitor

This monitor covers the lunch half hour by assisting the other two monitors who are already in the Main Auditorium. This monitor should check in with the Permanent Friday Monitor to advise her that you have arrived and ask if there is any particular need to be covered. This monitor may be in the lunch room assisting in observation of the students or may be asked to man the front greeter's desk to facilitate classroom set-up.

As of 12:30, this monitor should sit in the back hallway at a table near Room 101 with full view of the hall/bathrooms and doorway from the church office. Students will be in classes and should only be in the hallway to use the facilities and return to their classroom. Occasionally Church officials may pass through the hall; they are to be greeted politely but questioned to ensure that they DO belong to the church and have authority to be there. The main purpose of this position is to be sure students are in class and not wandering in the halls, nor spending excessive time out of class in the bathroom and keeping the building secure. This monitor has the added responsibility of informing the Computer Science and Spanish teachers when it is 1:30 (because this facility does not have a bell system). The monitor can also use this time for private work or study.

2:00-3:30 position: Hall monitor/ close building

The closing monitor keeps the study hall quiet while also assisting with closing the school at the end of the day.

The monitor should sit in the main greeter's desk. This is an enforced quiet study period with no talking or interacting among the students. The role of this monitor is to keep the room quiet while also watching the hall and bathroom to be sure students are in class and not wandering in the halls, nor spending excessive time out of class in the bathroom. The monitor can also use this time for private work or study.

Few classes are in session during this time period and the program coordinator will be breaking down the facility. The monitor should keep the students working quietly unless they have opted to assist the program coordinator. The monitor will need to greet any parents entering the building for sign out and pick up.

At the end of the day, the monitor will

- Pick up any trash on the floor of the bathrooms.
- Empty the trash cans from the bathrooms into the main, large, black trash can.
- Ensure that all toilets have been flushed.
- Review the sign-out folders to ascertain that all students have been signed out. Contact any student who was signed in but not signed out by contacting the parent on file.
- Program Coordinator will provide direction.