



## HALL DUTY RESPONSIBILITIES

- The hall monitor must arrive at 10:00 a.m. for hall duty to supervise the students who are waiting for classes
  
- **DURING CLASSES & BREAKS THE HALL MONITOR ARE OBLIGATED TO:**
  - Keep order in the halls and bathrooms.
  - Pay attention to the students; they are not allowed to leave the building without a teacher.
  - Monitor the safety of the students.
  - Enforce an atmosphere of respect toward other pupils, their property and school property.
  - Make sure that any adult picking up a child from school is authorized to do so.
  - Reprimand students who do not behave appropriately.
  
- Notify a teacher or school coordinator immediately if you witness any student incident or dangerous object brought to school by a student.
  
- Your stationed hall duty hours end AFTER 2:20 p.m., before leaving the building bathrooms and hallways must be checked.

