

Bishop's Peak Elementary School
Marquee Chair
Job Description/Procedure

The Marquee is one way Bishop's Peak School information is communicated. It is located on the exterior wall of the Library, facing the parking lot.

The box of letters is kept in the Office, in the same room as the safe.

The key to unlock the marquee is in the top left drawer of the School Secretary's desk.

Update the marquee weekly/monthly as appropriate.

Check the newsletter/calendar in the office to know the important events to post.

Grade-specific events are usually not listed unless there is a Room to go with it.

Make sure not to bump the glass window when it is being supported, otherwise, it will smack you on the head.