



Orientation

- Park in visitor spot in the front circle drive nearby.
- Sign in with office staff (you will need an ID) and receive school badge to be worn during the school day.
- Talya Robertson (AP) will be your contact person should you have any questions.

Car Duty

- Welcome students as car greeter in the AM and assist with car rider dismissal during PM.
- The staff members who are also there to assist will give your guidance.
- For safety reasons, your child may not assist you; he/she will go to their assigned location in the school.

Announcements

- You and your child will be announced on the morning announcements.
- After announcements, stick around for a quick photo with your child.

Classroom Visits

- You will be scheduled to visit multiple classrooms. Remember you are volunteering to be a positive male role model for all the students.
- Classroom teachers will provide direction on how to assist and actively engage students.

Rotation

- You will support in your student's class, and you will also participate in other duties around the campus.
- If you have multiple students, you will be assigned a rotation schedule to ensure time with all your children.

Lunch Duty

- Mrs. Robertson or the other staff members on lunch duty will provide guidance on how to help.
- Please assist students with opening items, handing out napkins, condiments, utensils, or cleaning tables.
- Please assist with all grade level lunch tables.
- Your lunch time will be with your student. Please sit with your student and their class during your lunch.
- School lunches are \$5.00; school policy does not allow you to use your child's lunch account to buy food.

Breaks

- If you need a break of a moment to relax, or use the restroom, feel free to head to the staff lounge.
- Adult restrooms are in the front office area near the copy machine.

Recess Duty

- Help keep order on the playground.
- Do not push other students down the slides, assist with monkey bars/climbing toys, etc.

Reminders

- Per district and/or Watch DOGS guidelines, you may not go into student restrooms, be alone or unsupervised with a student, disclose political or religious beliefs to students, or smoke on campus.
- Please limit cell phone/texting use while on campus
- If you must leave during the day, please inform Mrs. Robertson and/or the office staff of your departure.
- Please be aware that while your schedule was made just for you, there may be unexpected events during the day that we did not plan for (assemblies, fire drills, etc.).

