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## Leawood 2018-19 Daily Schedule



- 8:45** Check-in at the office and receive your official WATCH D.O.G.S.® 'Dog Tag' nametag to place on your official WATCH D.O.G.S.® uniform T-shirt above the WATCH D.O.G.S.® logo. Get radio, stop sign, building entry fob, and green vest for duty.
- 8:50-9:10** Assist with crosswalk duty at the Jay/Leawood intersection. Help with cars along fence where it's Day Care Vans only. Please stand on the west side of Leawood in the morning, and the east side in the afternoons. For your child's safety, please do NOT allow them to hold the stop sign and step into traffic. If you want them there with you during this duty time, please have them remain safely on the grass in front of the school. They can also head right to the library for announcements.
- 9:10** Remain outside until the tardy bell rings at 9:10. Do quick sweep when bell rings to make sure all kids are inside, and then head right to library for morning announcements.
- 9:12-9:20** Morning Announcements. You and your student(s) will be introduced on the morning news. They will ask you to say a little bit about why you are here today and what you look forward to being a Watch Dog Dad.
- 9:20-9:25** Head back to the office with your student(s) to have a photo taken for our Watch Dog Wall of Fame.
- 9:30-9:45** Meet with Mrs. Catron, Mrs. Hake, or Mrs. Russell for an overview of your day. Sign the confidentiality form and you will be trained on our Standard Response Protocol. This explains the types of emergency situations you may encounter in a school, and what your role is during an emergency. Be sure to get an access fob for re-entry to the building.
- 9:45-10:30** There is coffee or water for the Watch D.O.G.S. in the staff lounge.
- Outside perimeter check: walk the perimeter of the school checking to ensure that all exterior doors are secured and please do a sweep of grounds. Check the circle drive and main parking lot.
- Check in with Mr. Steve. He will let you know of anything in particular happening in the building that he may need help with today.
- Please go to the recycle area of the Para room and check the recess basket of equipment and pump up any balls that need it. You will also be responsible for putting up and taking down the tether ball each day and setting up the soccer nets, weather permitting. Please break down any boxes and take out any recycling if you see it's overflowing. You can use the side door of the para room for easy access to the dumpsters.

*Throughout the day, the office staff may ask for your assistance with classroom deliveries and other small jobs. Keep your radio on and listen for "Office to WatchDog Dad" Please respond: "Go for Watch Dog Dad" and wait for their request. Then close by saying "Copy That – on my way" (or something like that.)*

- 10:30-10:45      Hallway sweep: All adults should have a visible ID Badge or visitor badge. Please approach anyone not wearing a tag and send them to the office to check in. Deliver WATCHDOG letters to students. During the day write a letter to your child/children. Tomorrow's WATCHDOG dad will deliver it. Please check hallway classroom doors to be sure they are locked and have strike magnet in place. Please use office key to lock if you find them unlocked, and if teacher is available, give them a reminder about keeping it locked.
- 10:45-11:15      Visit your child's/children's classroom(s.) Check in to see if their teacher(s) has/have anything special for you to do. If time, walk through the Library and the Computer Lab and assist as needed. Check in with Art, Music and PE and see if they need any help. Mr Gonzales always loves extra support in gym.
- 11:15-1:30      Support needed in the Cafeteria and out on the playground for recess. Please check in with the duty paras to see where you are needed. Please refer to the *Lunch and Recess Schedule*: we encourage you to eat lunch with your own student(s) and visit with the other students during this time. When you are not in the lunch room or on the playground:
- Do a hallway sweep
  - Patrol the exterior recess area where students are exposed
  - Check the parking lot drop off area: PreSchool starts at 1:00 so being a presence there is great, too.
  - Check in with the office
- 1:30-2:30      Patrol hallways, parking lot, buildings and perimeter. Check back with Mr Steve. Check back with the office. Using the computer in the office conference room, Please take the WATCH D.O.G'S 'End of Day' online survey.
- 2:30-3:30      Visit your child's/children's classroom(s.) Check in to see if their teacher(s) has/have anything special for you to do. Check with the librarian, Mrs Pepper or instructional coach, Mrs Crispin
- 3:30-3:55      Please head outside and patrol Jay Street where cars begin to line up and wait for their students. This is a Day Care only area, and we need you to approach cars and explain they need to move so the vans can be there. When the bell rings, please assist with crosswalk duty at the Jay/Leawood intersection.

**\*\* A few important reminders \*\*** We are so thankful you are here today, but please remain in the role of an authority figure no matter where you are. When you are out at duty, we would appreciate your not engaging in "horseplay" with your student and their friends, and please be sure you do a visual and physical sweep several times while out there. If you do spend time in your child's classroom, please do not just pull up a chair beside them, as that is very distracting to your student's learning. Please quietly ask the teacher if any students need additional support and assist appropriately. Please be cognizant of not asking the teacher questions about your student as this is not the time for that type of conversation. Also, as you did sign a confidentially agreement, it is expected you do not make comments or ask questions about other students. Thank you so much for your understanding and cooperation in this matter.

**Thanks for supporting *LEAWOOD* as a *WatchDOG!!***