



# Stevens Creek Daily Schedule



**8:55-9:00:** Check-in at the main office and receive your official WATCH D.O.G.S.® 'Dog Tag' name tag to place on your official WATCH D.O.G.S.® uniform T-shirt above the WATCH D.O.G.S.® logo.

**9:00-9:20** Monitor students waiting for bell or assist in the cafeteria with breakfast students.

**9:20-10:00** Classroom with your student

Please assist in the library while your student has music or PE

**10:00 - 11:00** 2nd Grade Reading ( Check in with Ms. Gjersee in C21)

**11:00-11:45** **Check if any help is needed in the makerspace**

**11:45- 1:45** Recess and Lunch with your child and/or recess supervision.

**Patrol hallways, parking lot, buildings and perimeter.**

Take a break as needed. Please remember that adults do not use the student restrooms.

**2:00 -2:30** Teacher Assignment

**2:30-3:00** Library

**3:00-3:35** **Classroom with your student** or head home

Thanks for supporting **Stevens Creek Elementary** as a Watch DOG!!

**Stevens Creek Elementary**

**Watch DOGS Orientation**

**Thank you for volunteering!**

## Things to Remember

- Follow your personalized Daily Schedule
- Always wear your WD uniform t-shirt or “dog tag” and your security vest
- Stop by the office if you have any questions throughout the day
- Be approachable – smile, talk to the students, listen to them
- Be alert – if a situation arises, please report it to the school office immediately
- Be available – the goal is to be of service to the school, teacher and students
- *Be a positive role model*
  - Always use the faculty/staff restrooms (never use student restrooms)
  - Never be alone with students
  - Report any recess accidents/injury to recess staff immediately
  - Follow school’s confidentiality policy in regard to students and staff
  - Always be visible to others
  - Do not be disruptive when classes are in session
  - Do not use profanity
  - Do not use any form of tobacco on the school grounds
  - Do not share political views
  - Do not sell or give your official WATCH D.O.G.S. T-shirt to someone who isn’t an approved WatchDOG volunteer
  - Limit personal use of cell phones and tablets (DO NOT use cell phones during arrival duty)
  - Never engage in any conduct that brings disrespect to yourself or your student(s), the School and/or the WATCH D.O.G.S.