



West Jefferson Middle School

9449 S Barnes Ave. Conifer, CO 80433

DAILY SCHEDULE FOR WATCH-DOGS

Watch-Dog: _____

Date: _____

Time	Activity
7:00 - 7:10	- Check in at office/retrieve lanyard, t-shirt, walkie-talkie and key card.
7:10 - 7:25	- Assist with students' arrival by bus, car and foot. Move cars through safely and quickly. Enforce drop off rules politely.
7:25 - 7:40	- Secure perimeter of school. Doors locked/closed, no suspicious activity. Front door to school auto locks at 7:40 a.m. and stays locked the entire school day.
7:40 - 8:00	- Report to school office/principal for special instructions or particular safety concerns, if any, and to meet staff. There may be requests for you to assist in a particular classroom.
8:00 - 8:25	- Man front desk, fill out forms and review prior entries and then complete comprehensive patrol of parking lot, hallways and school perimeter/grounds
8:25 - 10:15	- Patrol halls, parking lot and secure perimeter, man front desk. Report to other classrooms that may need your help or assistance. Get this information during the 7:45- 8:00 time slot above.
10:15 - 12:50	- Lunch and recess for students. Eat with your student if you would like and spend time with other students and helping staff. Interact and monitor recesses and lunches to the extent you are able while continuing to monitor school grounds, halls, and desk.
12:50 - 1:00	- Patrol halls, parking lots, perimeter and grounds.
1:00 - 2:15	- Report to other classrooms that may need your help or assistance. Get this information during the 7:45 - 8:00 time slot above or just stop in to various rooms, library, etc.
2:20 - 2:30	- Assist the school staff with student dismissal in parking lots, car and bus line.
2:30 - 2:35	- Check out at office. Return t-shirt, key card, lanyard, walkie-talkie and lap-top. Make notes and discuss any relevant items.



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NOTES AND CONCERNS FROM SHIFT:

Check out Date and time: _____ Signature: _____

NOTES:

- Securing the perimeter is more time consuming that you might think, especially if you are checking each door and check all the out buildings. Use quick checks as well as comprehensive perimeter checks.
- In the event of a school emergency or practice drill of any sort, put on the orange safety vest in the lower drawer of the watch desk.
- Keep flashlight handy or even on person as it gets very dark in school during power outages.
- RED emergency folder at desk for review and memorization.
- List of Watch Dog volunteers will be kept in office for privacy.

