**(insert school name) Parent Watch Daily Orientation**

**Thank you for volunteering!**

**DO’S LIST:**

- Follow your personalized schedule.

- Always wear your PW vest that is provided on arrival while on duty.

- Stop by the office, check-in and ask any questions you have.

- Promote **(insert school name)** school motto: i.e., **Respond Respectfully, Own Your Behavior, Act Responsibly, Respond**

**Respectfully:**

- Give high fives, smile, and greet students.

- Be extra eyes and ears.

- Monitor hallways and exterior school grounds and parking lot.

- Play and/or referee during recess.

- Assist in assigned areas.

- Follow the staff's lead.

- Maintain student and staff confidentiality.

- Report to the office any alarming changes in someone's behavior and or body language.

- Call 911 in the event of an emergency as well as walkie talkie the office.

- Be a HERO for the day!!

**DON’T LIST:**

- Don't be alone with any student.

- Don't use the student restroom.

- Don't discuss disruptive topics.

- Don't engage in any conduct that brings disrespect to self, school, students, or staff.

- Don't handle a situation you are unsure about or uncomfortable with (seek staff support).

- Don't enter classrooms or staff lounge unless asked to do so.

- Don't issue consequences or discipline – refer to school staff.

I have read and agree to adhere to these guidelines:

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**Signature of Parent Date**

**\*Don't forget!! Take the 'End Of Day Survey' to provide feedback.**

**Ask other parents/guardians to sign up for at least one day a year shift, too!!**