



WESTRIDGE ELEMENTARY

Daily Schedule for Watch D.O.G.S.

(This is a guide only – each Watch DOGS day will be unique)

7:15-7:25

Check-in at the office and get radio for the day.

From the Watch DOGS area in Workroom of the main office, find Orientation Folder with schedules, maps, evacuation information and forms to review and sign.

Please use round table behind and to the left of the main office as your WatchDOG table to keep your belongings and Orientation Folder. You do have access to the staff lounge across the hall from the table.

Please review and sign TWO forms from the Orientation Folder:

1. Daily Orientation (**inside Green folder**)
2. Westridge Confidentiality Agreement (**inside Blue folder**)
 - a. These will be your expectations from the School and WatchDOG program
 - b. Please return signed forms to **inside the Red folder** for collection.

Fill out the Watch DOG name tag with your name to place on your Watch DOGS shirt. If you do not have a WDD shirt, there are some extras in behind the Watch DOGS supplies. Coordinate with Kirk Hagaman to obtain a permanent shirt of your own if you do not have one.

Grab Safety Vest and Stop Sign for Crosswalk duty.

Get Watch DOGS picture taken with kids from Dean Jakob which will be printed and posted on the Great Wall Calendar.

7:25-8:45

Assist with Crosswalk duty at W. Alamo Place & S. Moore Street. Your student(s) can join you near Crosswalk duty in the grass, not in the street.

8:45-9:00

Outside permitter check – all doors should be closed and locked. Walk school permitter and parking lot.

- 9:00-9:15** Patrol hallways around school, inside. Ask Office about giving out “DRIVE” tickets if you see students doing the right thing.
- 9:15-10:35** Volunteer in kids’ classroom and or check in with Office if needed. Patrol hallways, parking lot, buildings and perimeter.
1. If previous Watch DOG left a letter in Orientation notebook, deliver to student / room on envelope.
- 10:35-1:10** Lunch and recess interaction – we encourage you to eat lunch with your own student(s) **(There is an account for Watch DOGs to get a free lunch)** and visit with the other students during this time. Monitor Recess and Lunchroom, meet Paras and ask how you can help. There is a Recess & Lunch schedule behind the **Orange Folder**
1. Staff requested Watch DOG Emphasis (if possible) on
a. Kindergarten Recess/Break @ 10:35am & 12:55pm
b. 2nd Grade Recess @ 11:55am
- 1:10-1:20** Patrol hallways, parking lot, buildings and perimeter.
- 1:20-2:15** Volunteer in kids’ classroom and or check in with Office if needed.
- 2:15-2:30** Write Watch DOGS letter to your student(s) and leave in notebook to be delivered by next Watch DOG! Feel free to use Watch DOGS stickers, ink stamp, add pencils, make it fun for them. Paper and envelopes are in the back of the Orientation Folder. Please leave completed letters in the front pocket for easy delivery.

Log on to take Watch DOGS survey to share your thoughts about Your day. <https://dadsofgreatstudents.com/end-of-day-survey/>
Or share any comments directly to Kirk Hagaman in the form in the **Yellow folder**.



- 2:30-2:50** Get Safety Vest & Stop Sign for Crosswalk duty @ W. Alamo Place & S. Moore Street. Return radio and Watch DOGS supplies to Office Work room to be ready for next Watch DOG!

Thanks for supporting Westridge Elementary as a Watch DOG!! To signup for more days see SignUpGenius QR Code or put new reservation sticker in the Watch DOGS supplies on Great Wall Calendar for your chosen day.



Any questions please reach out to Kirk Hagaman, 720-280-4347 and thank you again!