

Watch DOGS Training Manual

This manual contains valuable information to prepare you to report for Watch DOGS duty at Shaffer Elementary School. This document along with additional scheduling information can be found on our website at www.shafferpta.org or on the Watch DOGS desk in the Shaffer office for reference throughout your day. If you have any questions please email watchdog@shafferpta.org.



Thank you for your interest in this program!

The contents of this document include:

How Do I Sign Up?

How to sign up and where to go for more information.

What Are Watch D.O.G.S.?

An explanation of this program.



Things To Know Before You Come

Valuable tips and information to help make your day smoother.

Watch D.O.G.S. Responsibility Pledge

This is the pledge you must sign every day you serve as a Shaffer Watch DOG.

Watch D.O.G.S. Daily Schedule

This is an explanation by time slot of what you will be doing throughout the day.



How Do I Sign Up?



Signing up to be one of our Watch DOGS is easy!

Go to www.shafferpta.org and on the left side column you will see a link to the "Watch DOGS" to sign yourself up for a date that works for you and see all of our forms and information. Keep reading the rest of this document for more valuable information about what you will actually do at Shaffer. If you have questions or need more information you can email us at watchdog@shafferpta.org.

What Are Watch D.O.G.S.?

WATCH D.O.G.S.® (Dads Of Great Students) is an innovative father involvement, educational initiative of the National Center For Fathering. There are 2 primary goals of the WATCH D.O.G.S.® program.

- 1) To provide positive male role models for the students, demonstrating by their presence that education is important.
- 2) To provide extra sets of eyes and ears to enhance school security and reduce bullying.



Who are Watch DOGS (Dads Of Great Students)?

Watch DOGS are fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day each year at an official WATCH D.O.G.S.® school. During the day, Watch DOGS patrol the halls, play at recess, eat lunch with students, watch the school entrances and hallways, assist with traffic flow and any other assigned activities where they actively engage with not only their own students, but other students as well. Watch DOGS may volunteer to help in their student's classrooms – this is best accomplished by emailing the teacher ahead of time to find out if there are any tasks that need assistance. Classroom assistance can vary from reading flash cards or books to students to sharpening pencils and moving supplies. Many school principals have reported that the mere presence of a Watch DOG dramatically reduces reports of bullying.

WATCH D.O.G.S.® began in 1998 in a single school in Springdale, Arkansas and has since grown into a nationally recognized program that has brought hundreds of thousands of fathers and father figures into the school classrooms and hallways across the country, creating millions of hours of "in school" volunteer time and having a tremendously positive impact on the educational process.



Program Benefits

- Students gain a positive male role model. Some students do not have a father-figure present in their home and these students benefit when a positive male role model is present.
- Schools gain an extra set of eyes and ears. The presence of a father or father-figure enhances a sense of security at the building for students and staff and helps create an environment conducive to learning.
- Dads get a glimpse of their students' everyday world and learn about the increasingly complex challenges and decisions today's youth are facing. As a result, they can learn to relate better to their student and hopefully connect with them.
- Dads gain a greater awareness of the positive impact they can have on their student's life in three critical areas including: academic performance, self esteem, social behavior.



Program Recognition

The WATCH D.O.G.S.® program has been recognized by the United States Department of Education and the U.S. Department of Health and Human Services and has been involved in the U.S. Department of Education's P.F.I.E. (Partnership For Family Involvement In Education) and the Department's Safe School Summit. The WATCH D.O.G.S.® program is a founding member of National PTA's M.O.R.E. Alliance (Men Organized to Raise Engagement). WATCH D.O.G.S.® was featured on ABC World News Tonight with Charlie Gibson in their "Spirit of America" segment on November 17, 2008 and a February 2009 article in the New York Times. Also, the program has been recognized by on the floor of Congress as a program that "can be a great tool in our efforts to prevent school violence and the improve student performance because it can increase parental initiative and involvement in their children's education." (*Congressional Record, February 7, 2000 page S392*) WATCH D.O.G.S.® has been endorsed by the President's Advisory Council and included in the March 2010 report to the President.



Things To Know Before You Come

- **Arrive at Shaffer** and report to the main office to check in **between 8:30am -8:40am**. Substitute teachers and sick child calls come in starting at 8:45am so please try to get there before then.
- We prefer you stay until 3:45pm. If you need to leave earlier, you can sign up for a shift that ends at 1:00pm - - we want to accommodate busy dads too!
- Bring your driver's license! If you have not yet registered with the school as a volunteer then the office is required to register you in the security system using your driver's license.
- The first time you volunteer at Shaffer each year in any capacity you will be asked to sign a **Confidentiality Agreement**. You can find this on our website at www.shafferpta.org with our Watch DOGS information. Feel free to print it and sign it and bring it in with you. Extras will be available at the Watch DOGS desk in the Shaffer office.
- Every time you volunteer to be a Watch DOG you will need to sign the **Watch DOGS Responsibility Pledge**. It is part of this packet. It is also its own form on our website at www.shafferpta.org with our Watch DOGS information. Feel free to print it and sign it and bring it in with you. Extras will be available at the Watch DOGS desk in the Shaffer office.
- When you check in you will be given a walkie talkie and keys to help patrol the grounds.
- You will be asked to introduce yourself in our morning announcements on our school's PA system.
- You will have a desk to share with the other Watch DOGS in the back corner of the Shaffer office where you can plug in a laptop to stay connected to work and check and return emails. Just be aware that the office will interrupt you as needed for patrols, deliveries, and other school responsibilities for Watch DOGS.
- Any time during the day you can stop in at the office to take a break see if they need anything and check your laptop.
- You can have a free hot lunch in the cafeteria when you serve as a Watch DOG. Remember that this is kid's food, so you can put food you bring from home in the refrigerator in the mail room or the staff lounge. You can access it any time you need a food break.
- The staff lounge has a K-Cups coffee dispenser that you are welcome to use. You can bring your own k-cups. The PTA will try to stock extra k-cups **ONLY** for Watch DOGS on the Watch DOGS desk in the office.
- When you arrive with your student(s) at the Shaffer office, a photo will be taken of all of you and posted on the wall at Shaffer and in our FaceBook photo gallery.
- If you want to help in the classrooms, please email your child's teacher ahead of time and let him/her know you will be a Watch DOG and arrange what you can help with so that student and teacher's school time is focused and helpful. ** Make sure you check the Watch DOGS schedule to ensure it is a time you are open to help in the classrooms!
- Be understanding if the teacher does not have anything needed in the classroom. As the students move up in grades the parent involvement needed in the classroom is minimal. Please remember that the teachers run their classrooms and it is not appropriate for Watch DOGS to sit in the back of the classroom just to observe. Shaffer focuses on minimal interruptions to the classrooms and students lose focus whenever a new person – especially a fun dad – is sitting in their classroom.
- Before you come or first thing in the morning, determine when & where your students will meet you at the end of the school day. They can sit in office until you are done. If you forget to do this you can catch up with them at lunch.
- Check the Crossing Guard schedule so you know who will be there and if no one is signed up you can sign up for that slot.
- Shaffer's goal is to have two Watch DOGS each day, and when the class parties occur their goal is to have three or four dads to help manage the crowds of parents.
- These three classroom parties when extra Watch DOGS are needed are: Halloween Parties on Halloween, Winter Parties on the last day of school in December and Valentine's Day Parties on Valentine's Day. The classroom parties only last one hour during the day. This is why Watch DOGS still have a valuable role to play during the day and ending with ensuring all visitors sign in and out for the classroom parties.
- Relax and enjoy being a Watch DOG today! We appreciate you being here with us!
- Don't forget – your kids are thrilled that you are here as a Watch DOG!
- Feel free to wear your green Watch DOGS t-shirt to Shaffer events. We want our community to know and recognize the good work you are doing!

Watch D.O.G.S. Responsibility Pledge

Must be signed every morning you serve at Shaffer.

I pledge as a Shaffer Watch DOG that today I will:

(Please check all boxes below as you read and agree to them.)

- Follow the Watch DOGS Daily Schedule.
- Always wear my green t-shirt while on Watch DOGS duty.
- Stop by the office if I have any questions throughout the day.
- Be available – the goal is to be of service to the school, teachers and students
- Be approachable – smile, talk to the students and listen to them.
- Be smart – follow the school's policy on appropriate conduct and behavior with the students.
- Be respectful – follow the school's policy for volunteer interaction with school staff and if my child's teacher does not need assistance in the classroom and the office does not need assistance then I will conduct safety patrols which benefit all students at Shaffer.
- Be alert – if a situation arises, I will report it to a school official starting with the principal. If the principal is not around then I will report it to the office.
- Be a positive role model for all those around me.
- Reinforce respect in hallways, cafeteria, playground and anywhere I go.
- Watch out for bullying behavior and report it if I see it to the nearest staff member.
- Use the restroom in the office by the mail room or across from the gym.
- Never be alone with students.
- Follow the school's confidentiality policy in regard to students and staff.
- Always be visible to others.
- Not be disruptive when classes are in session.
- Not use profanity.
- Not use any form of tobacco on the school grounds.
- Not share religious or political views.
- Limit personal use of cell phones, PDAs, and laptops.
- Never engage in any conduct that brings disrespect to myself or my student(s), the school and/or the WATCH D.O.G.S.® program or other volunteers.



I have read and agree to adhere to this pledge.

Print Your Name

Signature

Date

Please return this form to the office staff when signed.

Thank you for serving as our Watch D.O.G.S.!

Please encourage other dads, uncles or grandfathers to join our program!

Watch D.O.G.S. Daily Schedule

Please review the Watch DOGS Daily Schedule Explanation to understand a description of what the Watch DOGS role is for each area. Our Watch DOGS serve Shaffer Elementary School in several roles which include:

- Arrival Security Duty
- Morning Announcements
- Morning Security Patrol
- Lunch & Recess Duty with Security Patrol
- Afternoon Security Patrol
- Dismissal Security Duty

Approx. Times	Description of Role	What you will be doing:
8:30am-8:40am	Arrive at Shaffer	➤ Check-In at the Shaffer office.
8:40am-9:05am	Arrival Security Duty	➤ Assist with student arrival and ensure safety in the front of the school.
9:05am	Morning Announcements	➤ School begins. ➤ Morning Announcements.
9:10am – 10:35am	Morning Security Patrol	➤ School Patrols. ➤ Perimeter Checks. ➤ Temp Door Checks. ➤ Classroom Deliveries. ➤ Student Escorts. ➤ You may check on your child's classroom.
10:35am – 1:45pm	Lunch & Recess Duty with Security Patrol	➤ Lunch and Recess Duty. ➤ Playground Escorts. ➤ School Patrols. ➤ Perimeter Checks. ➤ Temp Door Checks. ➤ Classroom Deliveries. ➤ Student Escorts.
1:45pm – 3:30pm	Afternoon Security Patrol	➤ School Patrols. ➤ Perimeter Checks. ➤ Temp Door Checks. ➤ Classroom Deliveries. ➤ Student Escorts. ➤ You may check on your child's classroom.
3:30pm – 3:45pm	Dismissal Security Duty	➤ Assist with student dismissal and ensure safety in the front of the school.
3:45pm	Thank You! Go Home. 😊	➤ Check-Out at the Shaffer office.



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

8:30am-8:40am: Arrival at Shaffer

Note: at 8:45am substitute teachers and sick child calls begin to come into the office and it helps greatly if you can arrive before this busy time hits the office as the staff there needs to check you in as well.

- Arrive at Shaffer and report to the main office to check in.
- Bring your driver's license if you have not yet registered with the school as a volunteer!
- Always wear your green Watch DOGS shirt for visibility. Get one if you don't have one – you keep it and it is yours! Wear it when you return for duty!
- Check-In:

- Sign in and get a nametag.
- Review the Watch DOGS display board and materials.
- Sign the Watch DOGS Pledge for today.
- Sign the Volunteer Confidentiality form if you have not signed one for this school year.
- Pick up a Watch DOGS green shirt if you don't already have one.
- Take your picture with your child(ren) for the Wall of Fame.
- Pick up a walkie talkie, temp key and key fob for the back doors.

- Special Days:

- IF this is a Friday, be ready to go outside to the playground near the end of the day for Pride Recess as this recess gets particularly rowdy.
- IF this is an "early release day" when school ends at 1:00pm, then there is a different schedule for lunch so check with the office for this schedule for today. (Not every early release day has the same schedule).
- IF TCAP testing is going on, talk to the office staff about what silent protocols they have for the school while 3rd through 5th graders are going through this testing.

8:40am-9:05am: Arrival Security Duty

- After you check-in, make sure your students know where to meet you after school. They can sit in the office after school until you are ready to check out. If you are not sure, you can tell them now before school or at lunch where to meet you.
- Go out near the busses and assist with student arrival in the bus and car areas. Stay there until 9:05. Then come back to the main office. (The office will call you on the walkie talkie if they don't see you in the office for morning announcements).
- Remember, parents begin dropping students off around 8:40/8:45am. Front doors open for students to enter the building at 8:50am.

9:05am: Morning Announcements

- Be in the Shaffer Office at 9:05am. If you forget, the office will call you on the walkie talkies to remind you.☺
- Morning Announcements.
- You will be asked to assist with the morning announcements on the school's PA system. The office will begin the PA announcement and then introduce you.
 - *Note: It helps to know which teachers your students have – otherwise you can skip that part.*
- Here is a guide of what to say – it is really simple.

Good Morning Shaffer Students! My name is _____ and my kids are: _____ in _____'s class(es). I am looking forward to seeing everyone today, so don't be afraid to say hello when you see me around Shaffer!
Optional: Quick personal statement – "I'll be on the swings at recess." Or "Go Av's!"

9:10am – 10:35am: Morning Security Patrol

- Review the Watch DOGS display board on the Watch DOGS desk and flip through the Watch DOGS training manual. They will have valuable information including the school's map, lunch schedule, specials (art, music, PE) schedule, and more helpful information.
- Remember – any time during the day you can stop in at the office to take a break or to see if they need anything. You may keep a laptop on the Watch DOG desk to check email and reply. You can put food if you brought it in the refrigerator, and grab a cup of coffee from the teacher's lounge. There is a k-cups coffee dispenser there. Relax and enjoy being a Watch DOG today! We appreciate you being here with us!
- Check the lunch schedule for when your students will have lunch and recess.
- Conduct "School Patrols" by walking through the hallways. Reinforce respect in the hallways (students should be in single file lines, quiet, hand to themselves, etc.)
- Conduct "Perimeter Checks" by walking the perimeter of the building, checking the parking lot, and looking out at the school grounds perimeter and playground areas to ensure there are no strangers.
- Conduct "Temp Door Checks". During Perimeter Checks also check for locked temp doors: Go up to every temp door – DO NOT KNOCK - and turn the handle to ensure it is locked. If it is not locked, open it up and say hello and let any teachers/students inside know that you will be locking it for them for safety. Then close it and continue. (Doors should always be locked. Sometimes a substitute or teacher will forget).
- "Classroom Deliveries" – you will be called on the walkie talkie to report to the office to make deliveries to classrooms. If you hear on the walkie talkie "Classroom Delivery" then report to the office. This includes items such as forgotten homework, glasses, lunches, etc. Shaffer asks parents to drop items off at the office and a staff member (You or others) will deliver them to the classrooms. This has proven to be the least disruptive delivery method for students. We strive for minimal classroom interruptions.
- "Student Escorts" – you will be called on the walkie talkie to escort students from the outside temps or playground into the building for security. Teachers cannot leave their entire class to do this so we need a staff member and this is an area where Watch DOGS are very helpful.
- You may check on your child's classroom and ask the teacher if there is anything you can do to help. (This can include helping in class, leaving class to sharpen pencils, etc.)
- Please DO NOT hang out in the classrooms if teachers do not have anything specific for you to do. This is very distracting for the teachers and the students. Your primary purpose is security today. You will have time at lunch and recess to enjoy all of Shaffer's students!
- If you want to help in the classrooms, please email your child's teacher ahead of time and let him/her know you will be a Watch DOG and arrange what you can help with so that student and teacher's school time is focused and helpful.



10:35am – 1:45pm: Lunch & Recess Duty with Security Patrol

- Lunch and Recess Interaction! Head out to the playground when recess starts.
- When you serve as a Watch DOG, the cafeteria will give you a free lunch. Remember, this is kid's food – so feel free to bring your own lunch too.
- You are welcome to eat with your child and sit next to him/her at the lunch tables and visit with other students.
- Encourage the students to wipe the tables down after they eat with the cloths provided in the cafeteria. Also encourage them to throw away their trash and eat their lunch food.
- Feel free to pass between the playground and cafeteria throughout the different grades lunch and recess times and talk to the students.
- If you see rowdy behavior, please ask the students to calm down or let a teacher know if they should walk toward a specific area of the playground to get a closer watch on certain groups of students.
- IF a child is injured at recess, please help them but DO NOT EVER PICK UP AN INJURED CHILD. Injured children (and adults) must stay where they are, have them sit up or lie down



and if they cannot get up/move on their own, the School Nurse must come to assess the situation. Moving an injured person can do more harm than good if they cannot move themselves. Please escort injured children to the Clinic in the main office.

- “Playground Escorts” – if you hear on the walkie talkie “Office this is the playground”, then listen to hear if a student needs an escort to the clinic. You may be in the cafeteria when a child gets injured. If you can be the escort, say on the walkie talkie that you can do it. Otherwise a staff member from the office must send someone out to escort the child to the clinic.
- Remember to walk the perimeter of the building during this time and include keeping an eye on the perimeter of the school grounds.



1:45pm – 3:30pm: Afternoon Security Patrol

- See the Security Patrol section above from 9:10am – 10:35am as it is the same.
- IF this is a Friday, be ready to go outside to the playground near the end of the day for Pride Recess as this recess gets particularly rowdy.
- After 3:00pm keep an eye on the circular drive through in the parking lot area. If any cars park there, check with the office and you will likely be directed to ask them to move. Busses need these areas kept clear or they cannot pull into that lane for after school pick-ups.



3:30pm – 3:45pm: Dismissal Security Duty

- Go out near the busses and assist with student dismissal in the bus and car areas. Students tend to run between cars and busses and this gets dangerous. Remind students to walk not run.
- If there is no one on crossing guard duty (happens at the end of the school year) then stand on the corner at the stoplight & Shaffer parking lot and be an extra set of eyes watching students get on busses, cars exiting the parking lot, and students getting across at the light.
- Stay there until most students have left – around 3:45. Then come back to the main office.
- Return to the main office and check-out.
- Pick up your students from the main office if they did not meet you outside.

3:45pm: Thank You! Go Home 😊

- Check-Out:
 - Return walkie talkie.
 - Return key fob.
 - Sign Out.
 - Pick up your students.
 - THANK YOU for being one of our Watch DOGS!

