

WATCH D.O.G.S.
at
Leman Academy of
Excellence

Standard Operating Procedures

Purpose:

The WATCH D.O.G.S. (Dads of Great Students) program aims to positively impact students by providing positive male role models and enhancing school security.

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Eligibility and Requirements

1. **Eligibility:** WATCH D.O.G.S. volunteers must be fathers, grandfathers, uncles, or other father-figures of students attending Leman Academy of Excellence.
 2. **Clearances:** Volunteers must complete any required background checks, per school and district policy, before participating.
 3. **Training:** Volunteers must attend a training/orientation session covering program goals, safety guidelines, and role expectations if such training/orientation is provided and requested.
 4. **Commitment:** Volunteers are encouraged to commit to at least one full school day (or a specified number of hours) each semester to ensure consistency and impact.
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Scheduling and Sign-Up

1. **Scheduling:** Watch D.O.G.S. program leaders provide a calendar for volunteers to sign up for specific days or times.
2. **Check-In/Check-Out:** Volunteers must check in at the school office front desk upon arrival, obtain a visitor badge, and check out when leaving.

3. **Attendance Record:** The program leader maintains a record of volunteer attendance for reporting purposes.
 4. **Cancellation:** If you must cancel your scheduled service day or shift for any reason within 48 hours of the scheduled start time, please alert a Top DOG or the program lead.
 5. **Shifts:** There are two shifts (morning and afternoon) per day. You may sign-up to serve one or both.
 6. **Multiple D.O.G.S.:** More than one WATCH DOG may serve per shift and/or per day.
 7. **Special Events:** Special events will require differing service hours and times as well as multiple Watch DOGS. Such times and requirements will be set by the program lead or “Top DOG” for the relevant campus.
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General Responsibilities and Obligations

1. **Primary Role:** WATCH D.O.G.S. volunteers support staff by helping with tasks that enhance student safety, provide support, and contribute to a positive learning environment.
 2. **Assigned Duties:** Typical responsibilities include:
 - a. Greeting students during arrival and assisting with morning drop-off.
 - b. Monitoring hallways, playgrounds, and other areas to enhance safety.
 - c. Assisting with lunchroom and recess supervision.
 - d. Helping with reading, math, or other subjects as directed by teachers or staff.
 - e. Engaging in positive interactions with students, promoting respect and good behavior.
 3. **Boundaries and Conduct:** Volunteers must act in a supportive, non-disciplinary role and should not engage in any activity that could be perceived as inappropriate. Any behavioral concerns are to be reported to the staff.
 4. **Confidentiality:** Volunteers must respect the privacy of students and refrain from discussing any personal information outside of the school environment.
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Ethics and Commitment

1) These men will:

- a. Always wear the official uniform T-Shirt, name tag, and key card lanyard after checking in at the front office for official WATCH DOG duty;
- b. Encourage scholars with lots of smiles, high fives, etc.;
- c. Contribute to a positive environment and classical atmosphere of Leman Academy;
- d. Help with scholar safety and traffic flow of vehicles during arrival and dismissal times;
- e. Monitor hallways, entrances, courtyard, cafeterias and common areas;
- f. Follow your daily DOG schedule in accordance with the mission;
- g. Actively and positively engage with their scholar and others;
- h. Speak to classes about the importance of education, wisdom and virtue;
- i. Assist, when able, with extracurricular activities and other volunteer needs in the Leman community;
- j. Remember that the teacher is the ultimate authority regarding when and how volunteers are invited in to support the classroom
- k. Smile and be a hero for a day!

2) These men shall NOT:

- a. Per policy, carry or bring any weapons into the school;
- b. Go into scholar restrooms;
- c. Be alone or unsupervised with scholars;
- d. Espouse political or religious beliefs to scholars;
- e. Engage in any conduct that brings disrespect to himself, their scholars, the school, or the WATCH D.O.G.S program or other volunteers;
- f. Discipline scholars directly (involve a staff member instead);
- g. Take pictures, videos or audio recordings of scholars or staff.

Daily Responsibilities and Routine

1) Check-in Routine (to be done each time you volunteer):

- a. Check-in with main office staff.
 - i. Ask the staff if there is anything special going on at the school that day or anything you need to be aware of for your shift.
- b. Sign ethics agreement in the binder.
- c. Daily supplies provided by office staff:
 - i. Lanyard,
 - ii. Shirt,
 - iii. Map of school,
 - iv. Standard Operating Procedures (this book),
 - v. Walkie Talkie,
 - 1. Channels:
 - a. 11 - All School
 - vi. Verifies Dad has been through D.O.G. training,
 - vii. Key card.

2) Shift 1: (7:20 - 11:30am)

- a. 7:20 - Check in at the front office with staff.
- b. 7:30 - 8:10 – Proceed to car line duty (NE corner of the building where cars turn into the parking lot at the East side of the Logic Building).
 - i. Enforce correct procedures during car line.
 - 1. Pedestrian safety is the highest priority.
 - 2. Please also ensure the steady flow of vehicles while paying attention to road blockages.
- c. 8:10 - 8:30 - Perimeter safety walk utilizing school maps provided in this SOP.
 - i. Ensure that all doors are locked by pushing on the doors.
 - 1. Note: rocks and debris often get stuck in the doors making them appear closed and locked when they are not. Utilize the brooms by the doors if necessary to clean the debris.
 - ii. Familiarize yourself with campus.
- d. 8:30 - 8:45 - Introduction in scholar's classroom.
 - i. Talk about who you are, what you do, and why you love WATCH D.O.G.S.
 - ii. Assist the teacher in a project they are working on or read a book to the class.

- iii. Note: The scholars are excited to see you so let them have fun with it. If a scholar asks you a question such as your age, help them come to the answer by saying something like “I’m 39 plus 10 minus 9” instead of saying you’re 40.

e. 9:10- 11:30am:

- i. Assist Teachers and staff with projects.
 - 1. Note: Available or requested projects will be provided weekly to the Watch DOGS leadership.
- ii. Assist during passing periods for the Middle School scholars.

3) Shift 2: (11:30am - 3:30pm)

a. 11:30am - 1:30pm:

- i. Support recess and lunch (safety, games, pick up trash, wipe tables).
 - 1. This is a great time to have lunch with your scholar(s)!
 - 2. Note, the schedule is provided in this SOP.
- ii. Lunch whenever you like in the window of time.
- iii. Lunch Schedule:

Grade	Time	Location	
Kindergarten	11:15-11:35	GC	
1st Grade	11:15-11:35	GC	
2nd Grade	11:35-11:55	LC	
3rd Grade	11:35-11:55	LC	
4th Grade	12:20-12:40	GC	
5th Grade	12:20-12:40	GC	
6th Grade	12:20-12:40	GC	

- iv. Hourly Door checks and perimeter walks.

b. 2:30-3:30:

- i. Assist with scholar pickup
 1. Help train parents on and enforce correct procedures during scholar pickup.
 2. Note, the school and teachers have a good process. Be helpful, but don't interfere with this process.
 - ii. Checkout by returning all items to the front desk and informing staff that you are leaving for the day.
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Communication and Coordination

1. **Daily Briefing:** Upon check-in, volunteers receive a briefing from the school staff or program coordinator about their assignments and any specific school-wide updates.
2. **Points of Contact:** Volunteers are provided with the names and contact information of staff members to approach in case of questions or concerns.
3. **Incident Reporting:** Volunteers are expected to promptly report any incidents, injuries, or unusual behavior to school staff.
4. **Relevant Phone Numbers:**

Program Lead	Michael Gabriel	(720)341-2365
Bayou Gulch Top DOG	Erik Brunson	(707)592-0076
Bayou Gulch Principal	Trustin Thompson	(970)8195014
Head of Schools	Dr. Jason Edwards	(720)446-6924

Dress Code and Identification

1. **WATCH D.O.G.S. Attire:** Volunteers are encouraged to wear official WATCH D.O.G.S. T-shirts or other approved attire for easy identification.
 2. **Visitor Badge:** Volunteers must wear a visitor badge at all times for security and identification purposes.
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Safety and Emergency Procedures

1. **Emergency Preparedness:** Volunteers should receive a briefing on the school's emergency protocols, including lockdown, evacuation, and fire drill procedures.
 2. **Medical Incidents:** Volunteers report any medical needs or incidents to staff immediately; only qualified personnel administer medical care.
 3. **Incident Response:** Volunteers support staff in maintaining calm and order during any emergency and follow school directives.
 - a. In the event of an active threat, you should utilize the Run, Hide, Fight method.
 - i. Run: Help as many students evacuate the area in which the threat is imminent.
 - ii. Hide: If evacuation is not possible or is unreasonable unsafe, help as many students hide in a room away from sight.
 - iii. Fight: If neither evacuation nor hiding is reasonably possible, fight the threat utilizing whatever tools at hand or in the environment.
 - b. After alerting school staff via the radio call 911.
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Feedback and Program Improvement

1. **Feedback Collection:** The program leader collects feedback from both volunteers and school staff to improve the experience.
 2. **Regular Meetings:** Periodic meetings with program leaders provide an opportunity to discuss challenges, share experiences, and suggest improvements.
 3. **Recognition:** The program may recognize volunteers periodically to show appreciation for their contributions.
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Review and Approval

This Standard Operating Procedure (SOP) document will be reviewed annually by the program coordinator or director in consultation with school administration to ensure alignment with Lemman Academy's policies and safety guidelines.