

# KIMS WALKABOUT

## BEFORE SCHOOL (AM) SHIFT

Monday-Friday: 7:55-8:15

GENERAL VOLUNTEER GUIDELINES	<ul style="list-style-type: none"><li>• Always sign-in AND sign-out with the office. Use volunteer nametag and clipboard.</li><li>• Model behaviors the students are asked to follow; NO CELL PHONE USE.</li><li>• Remember to observe student confidentiality inside and outside school.</li></ul>
WALKABOUT MISSION	<p>To provide a positive and safe learning environment for students by having trained parent volunteers at school during high traffic times (before/after school and lunch times) moving through the campus in pairs to discourage inappropriate behaviors and act as a positive adult presence.</p>
WALKABOUT BASICS	<ul style="list-style-type: none"><li>• Greet kids with smiles and pleasant conversation.</li><li>• Encourage kids to be in the right place at the right time.</li><li>• Acknowledge students who are by themselves with a 'hello'; a friendly word can mean the world.</li><li>• Move towards loud groups. Your physical presence will deter most unwanted behaviors</li><li>• Enforcement of rules or attitude problems should be referred to staff.</li><li>• Trust your instincts. Don't hesitate to mention a concern, large or small.</li><li>• Please do not use this time to talk to teachers or administrators about your student or school issues. Schedule an appointment separately.</li></ul>

### BEFORE SCHOOL CHECKLIST:

- Discourage inappropriate behavior including running and horseplay
- Offer a supportive word for kids who appear worried...maybe studying last minute for a test
- Monitor bathrooms and school building perimeters as you pass through
- Encourage kids to head to class after first bell; check if late comers need assistance

### THINGS TO KNOW:

- Doors should be kept closed during school hours
- Kids should not enter gym locker room or other classrooms until after first bell (at 8:05 a.m.)

# KIMS WALKABOUT

## AFTER SCHOOL (PM) SHIFT

Monday-Friday\*: 2:40-2:55 \*Wednesday, 1:10-1:25

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### AFTER SCHOOL CHECKLIST:

- Sweep students to their activities, buses and/or cars
- Discourage inappropriate behavior including running and horseplay
- Offer a supportive word for kids who appear worried...maybe studying last minute for a test
- Monitor bathrooms and school building perimeters as you pass through

### THINGS TO KNOW:

- After school all areas are okay for students as they leave
- Kids should be clear of school or at school activity by 2:55 pm (or 1:25 on Wednesdays)
- Generally there are no after school activities on Fridays.

# KIMS WALKABOUT

## LUNCH TIME SHIFT(S)

Monday-Friday\*: Lunch A 11:00-11:30 & Lunch B 11:55-12:25

\*Wednesday: Lunch A 10:30-11:00 & Lunch B 11:15-11:45

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### LUNCH TIME CHECKLIST:

- Start walkabout with a complete walk through of hallways; once students have settled you may limit your route to student commons and outside areas.
- Monitor all bathrooms; check for upset students, folks hanging out, water not shutting off.
- After dismissal bell, please stay until halls are clear of students. Remind kids use quiet voices, no running or horseplay, and to move on to class.

### THINGS TO KNOW:

- Students are not allowed to be past the student phone, past the restrooms across from the counseling center or the restrooms next to the kitchen, during the lunch period.
- Students are NOT ALLOWED to leave school grounds during the lunch period.
- Students may use the library during the lunch period, but may not linger in the hallways outside the library.