

# WalkAbout Checklist

<p>General Volunteer Guidelines</p>	<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. Please NO cell phone use.</li> <li>• Treat all students in the same, respectful manner.</li> <li>• Remember to observe student confidentiality inside and outside school.</li> </ul>
<p>WalkAbout Basics</p>	<ul style="list-style-type: none"> <li>• Engage students with smiles and conversation; Be present.</li> <li>• Encourage students 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 toward loud groups; An adult's physical presence will often deter most unwanted behaviors.</li> <li>• Discourage inappropriate behavior (including running and horseplay); Redirect behavior in a positive manner – avoid confrontation and/or power struggles.</li> <li>• Directly engage school staff when enforcement of rules is required, or the need to address attitude problems with students arises. Direct students to the office for discipline.</li> <li>• Trust your instincts; Do not hesitate to mention a concern, large or small, to school staff.</li> <li>• Maintain safe physical interactions and verbal communication with students; Middle school students are not always able to interpret sarcasm or innuendo.</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>
<p>Morning Checklist</p>	<ul style="list-style-type: none"> <li>• Circulate around the front of the school where students gather before school</li> <li>• Encourage students to move towards class after first bell</li> </ul> <p>Things to Know:</p> <ul style="list-style-type: none"> <li>• Doors should be kept closed during school hours</li> <li>• Students should not enter gym locker room or other classrooms until after the first bell</li> </ul>
<p>Lunch Checklist</p>	<ul style="list-style-type: none"> <li>• Circulate around the front of the school where students gather during lunch breaks.</li> <li>• Encourage students to dispose of their trash in the proper receptacles.</li> <li>• If volunteering <b>during Group B lunch</b>, please assist staff in the last 10 minutes of the lunch period in picking up and stacking chairs.</li> <li>• Encourage students to move towards class after first bell.</li> </ul> <p>Things to Know:</p> <ul style="list-style-type: none"> <li>• For those students who decide to eat lunch inside:             <ul style="list-style-type: none"> <li>○ They are <b>not allowed</b> move their chair; however, they <b>may</b> turn it in the location it is placed</li> <li>○ They must <b>stay seated</b> in their chair while eating; They may not roam around inside</li> <li>○ They must <b>return to wearing their mask</b> when they are done eating; Encourage wearing of their mask with <i>gentle reminders</i> (i.e., make eye contact, touch your mask)</li> </ul> </li> <li>• For those students who decide to eat lunch outside:             <ul style="list-style-type: none"> <li>○ They are <b>not allowed</b> to move their chair; however, they <b>may</b> turn it in the location it is placed</li> <li>○ Students are not required to wear their mask outside during lunch, but must return to wearing it before re-entering the building</li> </ul> </li> <li>• Students are allowed to use the restrooms at the office during the lunch break</li> <li>• Students are <b>not allowed</b> 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</li> <li>• Students are <b>not allowed</b> to leave school grounds during the lunch period</li> <li>• Students <b>may use</b> the library during the lunch period (if open), but <b>may not</b> linger in the hallways outside the library</li> </ul>

# Kirkland Middle School WalkAbout

