Watch D.O.G.S Duties

Arrival - Arrive at Longs Creek around 7:45. Always check in at the front office when you arrive. You will be given your schedule for the day and Watch DOGS name tag/badge. You should always have your Watch DOGS name tag/badge on when you are on duty. Let your child know to meet you in the library at the end of the day.

Arrival and Dismissal Security Duty - Go to the front of the building and assist students who are being dropped off or picked up in the front driveway. Monitor traffic and pedestrians at the crosswalk in front of library. Greet students and parents walking into the building or leaving.

LCTV Morning Announcements - At 7:55 head to the library. Watch D.O.G.S dads will be introduced on our morning announcements.

Perimeter Check - Starting at the front doors, walk the perimeter of the building, checking the parking lots and the school grounds to ensure there are no strangers or anything unusual going on. All external doors should be check to ensure they are closed and locked. All NEISD personnel should have identification badges. Please report anyone or anything suspicious to the front office.

Classroom Door Check - Walk to each classroom and quietly test the door handle to see if it is locked. Please make a note of any rooms that are not locked. All classroom doors should be locked during the school day. A magnetic strip covers the lock so the door is opened by pushing or pulling on it. In case an emergency, teachers can quickly remove the magnetic strip to secure their rooms.

Classroom Deliveries – Check with Ms. Cantu in the front office to see if there things to be delivered.
Watch DOGS Stamp – Go to each classroom and stamp the hand/arm of students. Knock on the door and ask the teacher if it a good time to give a Watch DOGS stamp to the students. Teachers may ask you to come back if it is not a good time.

Visit and Assist in your child's classroom – Check with teacher first thing in the morning for time(s) you are needed in the classroom. Students tend to lose focus when a new person - especially a fun dad - is in their classroom! Please do not hang out in the classroom for long periods of time, unless the teacher has something specific for you to do. This can be distracting and interrupt learning. 30-45 minutes in the morning and again in the afternoon is suggested.

Cafeteria Duty -
- Help students open milk and other containers/packages.
- Hand out forks, napkins and straws to students who forget theirs.
- Remind students to talk quietly and eat their food.
- Remind student to clean up any food and trash before leaving.
- Report any extremely disruptive behaviors to the Cafeteria Assistants.
- Only Assistants can give students permission to leave their table. Please inform an Assistant if a student asks to go to the bathroom, nurse, etc.

Other Things to Know
- If you have any questions about the schedule or your duties, please ask Ms. Macias or the office staff for assistance.
- Recess and Music/PE times for each grade level are scheduled at various times during the day. Please feel free to build these times into the Daily Schedule and join your child.
- Recess – Circulate around the playground and let teachers know if you see any rough/inappropriate behavior.
- Feel free to take a break when needed during the day. We understand that you may need to check messages and make phone calls. There are vending machines and a soda machines in the teacher’s lounge.
- Watch D.O.G.S. should encourage students to do the right thing not discipline students. If you see a behavior that requires discipline, please notify a teacher or staff member immediately.

Thank you for coming and making a difference!