

# Shark Positive Accepting Leaders

## **Duty Expectations**

1. Smile! Say “good morning” to students, teachers and visitors
2. Use a friendly voice
3. Be on time to your post
4. Be helpful, take initiative!
5. Be responsible (know your post and duty schedule)
  - If you are out sick please call or email Mrs. Harris or Mrs. Orado
  - If you know you will not be able to serve on a particular day please use the “Off Duty Request”

## **Post/Station Expectations**

### Hallway duty-

- Stand up straight (NOT against a wall or column)
- Smile and greet others passing by
- Escort or assist those that appear to be in need

### Stairway duty-

- Direct students to use the appropriate up and down stairs
- Stand up straight a few feet from the stairs (DO NOT lean on the wall or stairs)
- Smile and greet others passing by
- Escort or assist those that appear to need help

### Carpool duty-

- 2-4 Sharks should be scheduled at this station- DO NOT stand together- SPREAD OUT!!
- A few Sharks should stand outside in the middle of the sidewalk directing students to walk close to the grass or bushes instead of closest to the street
- When outside, once the car line has come to a complete STOP, assist by opening doors of car riders
- Mrs. Bice loves when you dance and wave the car line down the drive... 😊
- A few Sharks can stand inside the lobby and open the doors for arriving students or assist those in need- DO NOT stand together SPREAD OUT!!
- DO NOT HOLD THE DOORS TO THE LOBBY OPEN CONSTANTLY... Mrs. Tuttle get cold in the winter months!!
- If the car line is light one Sharks can ask Mrs. Tuttle if she needs some assistance delivering items to classrooms

### Classroom support-

- Report to assigned classroom (Lemay-K... would be Mrs. Lemay's Kindergarten's class)
- Inform the teacher you are a Shark PAL assigned to help out that morning and ask if there is anything in particular they would like you to do
- If you finish with what the teacher has ask of you, or if there is a substitute, you can walk around the room as students arrive and help them with morning work or unpacking

### Special Assignments-

- Typically the schedule will ask Sharks to see Mrs. Harris or Mrs. Orado
- Follow instructions provided and ask questions if you have any
- If you are unable to find Mrs. Harris (usually at buses or in the café) or Mrs. Orado (in her office or in the café) ask Mrs. Tuttle at the front desk to radio one of us

### Floater-

- Report to Mrs. Harris or Mrs. Orado to see if any station is in need of coverage
- If unable to find Mrs. Harris or Mrs. Orado ask Mrs. Tuttle at the front desk to radio one of us

### Post Checker-

- Responsible for getting a copy of the schedule from Mrs. Harris or Mrs. Orado and monitoring stations throughout the building
- If another Shark is not at their post make note on the schedule and return it to Mrs. Harris or Mrs. Orado
- **DO NOT** discuss your findings with another Shark/student or talk with the individual that was not on duty!!

\*Remember to arrive to your station **ON-TIME**

\*If you will be absent (doctor's appt., chorus practice, etc.) an 'Off Duty Request' needs to be given to Mrs. Harris or Mrs. Orado at least one day before.

\*If you are ill and unexpectedly will be out please email or call Mrs. Harris or Mrs. Orado as soon as possible.