



PATRICK ELEMENTARY SCHOOL

Dads on Duty Training

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PATRICK ELEMENTARY SCHOOL

Why Dads on Duty?

- DoD brings men from the family into the school to create a positive, welcoming, and encouraging environment for students, teachers and administrators. Male volunteers help create a deeper family bond with their school.
- DoD volunteers help students feel encouraged, upbeat, positive, valued, appreciated, and confident with smiles, warm greetings, high-fives, kind words, and acts of service.
- DoD volunteers support teachers with project assistance, general errands, special requests and deliveries, and help administrators and staff by helping wherever an additional positive adult presence is useful.





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Program Goals

- 1) Be a warm, welcoming presence without dominating the moment
- 2) Be a role model without judgment
- 3) Be a good example without correcting poor behavior
- 4) Be available without being disruptive
- 5) Be approachable and available without being a burden
- 6) Be upbeat and positive to encourage students and teachers
- 7) Be obedient in service, not drawing attention to yourself
- 8) Be infectious in attitude and humble in service
- 9) Be self-funding, generous and giving
- 10) Be unwavering in selfless service



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Activities and Responsibilities

- Welcome students during morning arrival time; help with car-line doors
- Deliver packages, classroom supplies and parent drop-off items from front office to classrooms
- Greet students in hallways with a smile or high-fives (without being disruptive)
- Be introduced on morning announcements with your child, deliver him or her to the classroom after (do not enter classroom)
- Encourage students through conversation, humor, high-fives, and positive reinforcement during recess
- Eat with your child at their lunchtime, visit at recess
- Send students off with a smile by assisting with afternoon dismissal



DAILY PLANNER

Time	Location	Assignment	What to do	
One week prior to service		A BRIEF classroom DOD visit to child's classroom for teacher assistance, introduction/hello, or reading REQUIRES PRIOR APPROVAL from teacher. If approved, set time and place.	SEEK APPROVAL by email by request to child's teacher. View directory here: https://patrickes.ccpssk12.org/directory . Teacher decisions are not negotiable.	☐
Day of service	Before leaving home		Wear your DOD shirt and bring a picture ID.	☐
7:30	Arrive at school	Park in the top (first) lot to the left as you enter property	Proceed to front office to check-in: show ID, get visitor badge and DOD lanyard, get daily planner, meet other DODs.	☐
7:40-8:05	2 DODs: at car arrivals 2 DODs: at bus arrivals	Welcome students	Greet students: smile, offer good morning message and high-fives, encourage, and help as needed (by request)	☐
8:05-8:15	Front Office	Patrick Pups News (morning announcements)	Be briefly introduced as a volunteer Dad on Duty with your child onscreen	☐
8:15-10:15	Teacher/Administrator Support (office check-in)	Assist as directed (check in every 15 minutes until late morning, leave text number with office)	Assist with left-behind deliveries from parents to classroom (knock, don't enter), review special requests from front office, deliver supplies as need.	☐
	In classroom or library	BY INVITATION ONLY (pre-arranged with teacher)	Fulfill special requests (if any): read to students, assist in special activities	☐
	Hallways	Be visible without disruption	Walk by and quietly smile, offer thumbs-up, and help as needed (by request). Please be non-verbal and not excitable.	☐
10:15-11:00	Personal time		Return phone calls, texts and email out of sight of students and teachers	☐
11:00-1:30	Cafeteria	Eat lunch with your child at their assigned time, then work the room and coordinate shifts with other DODs.	Help as needed: smile, offer high-fives, encourage, and help as needed (by request)	☐
	Playground	Be present on playground before/after eating with child	Organize group games, smile, offer high-fives, encourage, and help as needed (by request). Award DOD stickers for kind behavior.	☐
1:30-2:40	Teacher/Administrator Support (office check-in)	Assist as directed	Complete special request(s) for today's date.	☐
2:40-3:00	2 DODs: car departures 2 DODs: bus departures	Dismissal	Dismiss with smiles and high-fives, encourage, and help as needed (by request)	☐
3:00	Departure		Return visitor badge, DOD lanyard, and leftover DOD stickers before leaving.	☐

Special Requests for (DATE): _____

- ☐ Event setup/breakdown (details): _____
- ☐ Arts/gym/tech class assistance: (details): _____
- ☐ Cleaning/organizing (details): _____
- ☐ Library assistance (details): _____
- ☐ Other (details): _____





VOLUNTEER POSITION DESCRIPTION

Location: Patrick Elementary School

Commitment: Full School Day – Morning Arrival Through Afternoon Dismissal

Program Mission

The Dads on Duty program brings fathers, grandfathers, and father figures into our school to create a positive, welcoming, and encouraging environment for every student. Through smiles, high-fives, kind words, and acts of service, Dads on Duty volunteers help children feel valued, confident, and connected to their school while providing meaningful assistance to teachers and staff.

Primary Responsibilities

1. Welcome and Encourage Students

- Create a positive start and finish to each school day by greeting students at arrival and dismissal times.
- Welcome students with smiles, good-morning greetings, and high-fives.
- Offer encouragement and positive reinforcement.
- Help students feel noticed, appreciated, and excited about school.
- Assist students and school staff when requested.
- Serve as a friendly and positive male role model.

2. Support Teachers and Administrators

- Provide practical assistance that helps teachers and staff focus on educating students.
- Check regularly with the front office for assignments.
- Deliver forgotten items from parents to classrooms.
- Deliver classroom supplies and materials.
- Assist with special projects and school activities.
- Help with event setup and breakdown, organizing, cleaning, and library activities when assigned.
- Complete special requests from teachers and administrators.

3. Encourage Students During Lunch and Recess

- Build positive connections with students through friendly interaction and encouragement.
- Eat lunch with your child at the assigned time.
- Circulate through the cafeteria, greeting and encouraging students.
- Maintain a positive presence on the playground.
- Organize group games when appropriate.
- Recognize acts of kindness and positive behavior with Dads on Duty stickers.
- Coordinate lunch and playground coverage with other volunteers.

4. Maintain a Positive and Respectful Presence

- Be visible and approachable without disrupting instruction.
- Offer quiet smiles and thumbs-up in hallways.
- Respect classroom learning and school routines.
- Follow staff directions and respond to requests for assistance.
- Demonstrate patience, kindness, enthusiasm, and respect.

Classroom Participation

- Classroom and library visits are permitted **by invitation and prior teacher approval only**.
- Request approval by email at least one week before your volunteer day.
- Arrange the specific time and location with the teacher.
- Approved activities may include reading to students, brief introductions, or assisting with classroom activities.
- Respect the teacher's decision. Classroom access is not guaranteed.
- When delivering items, knock on the classroom door but do not enter unless invited.

Volunteer Expectations

- **Be Positive:** Bring a smile, enthusiasm, and encouragement to every interaction.
- **Be Dependable:** Arrive on time and fulfill the day's assignments.
- **Be Flexible:** Assist wherever teachers and administrators request help.
- **Be Respectful:** Follow school procedures and avoid disrupting instruction.
- **Be Engaged:** Remain visible, attentive, and available throughout assigned activities.
- **Be a Role Model:** Demonstrate kindness, patience, integrity, and respect.
- **Be Safety Conscious:** Follow all school security, confidentiality, and student protection policies.
- Volunteers do not replace teachers or school staff, administer discipline, or independently supervise students unless specifically authorized under school policy.

Qualifications

- No teaching or professional educational experience is necessary.
- Volunteers should have:
 - A genuine desire to encourage and support children.
 - A positive, friendly, and approachable personality.
 - A willingness to serve teachers and school staff.
 - Reliability, patience, and good judgment.
 - The ability to follow directions and school policies.
 - Completion of all school-required volunteer screening and orientation.

Measures of Success

- A successful Dads on Duty volunteer contributes to a school environment where:
 - Students begin and end their day feeling welcomed and encouraged.
 - Children receive positive attention and recognition.
 - Teachers and administrators receive useful, timely assistance.
 - Students observe positive male role models serving others.
 - The school community experiences greater connection, kindness, and support.



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Volunteer Code of Conduct

- Volunteer Do's (ALWAYS):
 - Be upbeat, positive & encouraging to students
 - Take direction from teachers & administrators
 - Use adult (not student) restrooms
 - Expect to serve the full day when you serve
 - Respect student confidentiality & boundaries
 - Exhibit role-model-like behavior
 - Follow the schedule you receive when you arrive to serve with no deviation to schedule
 - When delivering items, knock on the door and leave items on the floor outside the door
 - Respect school rules:
 - not hats or hoods inside school, no chewing gum
 - always be silent in hallways
- Volunteer Don'ts (NEVER):
 - Be alone with one student
 - Discipline or touch a student
 - Use a mobile phone inside the school
 - Use profanity, alcohol or drugs, or carry a weapon on property
 - Share political or religious views
 - Wear a hat or logo sportswear
 - Share food with students
 - Spend excessive or unauthorized time near your student's classroom



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Preparing to Volunteer

Dads on Duty Volunteers:

- Must have at least one child registered in school
 - Dads, Grandfathers
 - Other father-figures (may require household approval)
 - Service limited to 2x/year

Attend training:

- ask questions
- get your DOD shirt
- sign up for service

One week before:

- Email teacher for classroom access permission
- Refamiliarize yourself with resources at patrickdod.com

Day of service:

- arrive ready to serve at 7:30
- check in at front office for lanyard, visitor pass and Daily Planner
- Follow the schedule without deviation unless requested otherwise by teacher or admin



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Summary

- This is a pilot program
 - We're on trial and we want Dads on Duty to be a valuable program for the school.
 - Zero tolerance for unhealthy behavior or non-conformance to job description or program rules.
 - First violation subject to dismissal by the program administrator.
- Helpful tips
 - Wear comfortable shoes and clothes for inside and outside service
 - Stay in your lane! We are not a security or disciplinary force. But if you see something, say something to school administration.
- This is a self-funding program, with no cost to the school.
 - Startup costs (\$1,310):
 - Buy web domain, hosting contract: \$360
 - Create landing page/website: \$425
 - Shirts, lanyards, stickers: \$525
 - Please consider making a \$30 contribution
 - Excess funds will be applied to next year's costs.



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Before You Leave Today

- Get a bag with a shirt
- Sign up for service
- Sign your attendance with email address
 - I'll send a handout
- Get my Venmo or Zelle if you're willing to help with costs