



MONITORING GUIDELINES

- Monitors are responsible for two classrooms (though both may not be in session) and a study hall.
- Classes with a single teachers should leave their doors partly ajar; classes with teaching teams may close their door if they so choose. If the hallway is noisy single teacher rooms may close the door as needed
- The monitor is to sit or walk in the general area so they are visible at all times. There will be table set at which you should base yourself.
- Please be at the monitor table 5 min before class starts so one monitor leaves as the next comes. This also lets the teachers know that a monitor is in place.
- As a monitor you are responsible to make sure guidelines taught in the KidSafe course are being followed and that students in the Study Halls and hallways are following the guidelines and not being disruptive.
- You are free to have other children with you at the table as long as they are quiet enough to not be heard in the classrooms and you can still attend to any needs a teacher or student has.
- If you ever have concerns or questions concerning your monitoring role, please feel free to contact Joy either by email or while at LEFC. I will be at LEFC during most hours that UL is in session and can be found in the auditorium or one around of the study halls.
- If you have a last minute emergency and absolutely can not make it to monitor, please give me a call on my cell at 717-584-1435 so I know ahead and have time to work things out. Please use email to contact me for any other reason.