

## Monitoring Substitutes

Our desk staff team would like to compile a list of substitute monitors that could be contacted on short notice to fill in if there is a sickness or some other reason that the scheduled monitor could not fulfill the role. Please contact Kristina Werner by text or email (717-413-0603 [quiverfull@embarqmail.com](mailto:quiverfull@embarqmail.com)) stating that you would be willing to substitute if needed. This is in addition to regular monitoring.

## Floater Duties

Check all hallways and stairwells for any stray students.

Make sure no students are in areas that we are not permitted to use.

Check bathrooms for cleanliness. If it is not a bathroom you normally use, please knock first to make sure it is empty. Prop door ajar with trash can while cleaning up floor or sink areas. Alert desk attendants if there is anything more than paper on the floor or water on the sink.

Be active and alert for anything that seems out of order.

Please, do not be reading, on your phone, sitting/standing in one spot, or excessively visiting with others.

Do not disturb classes, unless there is an emergency that requires it.

## Class Monitor Duties

Ask the teacher if there is anything specific to the class they would like help with.

**Art classes:** There is much to help with here. Aiding students, handing out and cleaning up art supplies, cleaning up tables and chairs as needed. Anything Mrs. Newswanger needs help with.

Be actively engaged in watching the class.

Be prepared to help the teacher, or to assist with disciplinary actions as required. Examples: Reminding students to be quiet and respectful to teachers and fellow students alike. Monitoring students who are asked to refrain from participating.

Reminding students that electronics and phones are not to be used during Academy hours, except for emergencies. If problems persist, monitors have the right to ask for the phone or electronics to be kept by the monitor until the end of class.

**Primary and Junior classes:** May need to monitor children for a bathroom break. Monitor may take the child to the bathroom and stand outside and give direction from outside the bathroom.

## Fellowship Hall Monitoring Duties

Monitoring the Fellowship Hall is monitoring the students as they have free time.

They are allowed to talk, do homework, play cards or some type of sitting games and eat.

They may not be excessively loud or disruptive.

There is no running.

Students and parents of LAPA are only allowed in the “brown rectangle” area of the fellowship hall. We do not have permission to use the couches or other furniture in the room. Only the 3 round small tables.

Students need to ask monitor’s permission for bathroom use, water fountain use and help with the microwave.

If extra help is required, the desk staff is your back-up/second monitor. Or if the floater is nearby, they can assist also.

All students need to be responsible for cleaning up after themselves. Please remind them of this and help as needed.

Monday students for Primary and Junior classes need to be lined up at the end of free time to go to their next class. Class rosters will be at or near the check-in desk.

Older students may need to be reminded to socialize less and get to class on time.

## Desk Sign-In Procedure for Staff and Students

All staff must sign in and out at the desk. This aids us in knowing that all classes are covered by a teacher.

All monitors must sign in and out at the desk and get a monitor lanyard. This helps staff, students and parents know who to contact for monitor questions or help. It also helps desk staff to know if there needs to be substitute monitors contacted.

All students (or parents of children, grade 3 and below) must sign in and out so that students can be accounted for and found if there are any reasons to contact a student during class time.