

FLIP MONITOR DUTIES

A. Each FLIP class consists of one hour-long session per week, and the Monitor agrees to arrive before the children are dismissed from regular class, and monitor the children in the Beye School Commons (cafeteria) before and after FLIP classes.

B. FLIP classes meet on Wednesday between 2:05 and 3:05 p.m. (or 2:10 and 3:10 p.m. for German). FLIP teachers meet their students prior to the beginning of class at the Commons, escort their students to the appropriate classroom for instruction, and escort their students back to the Commons at the end of class.

C. The FLIP Monitor will arrive at 1:55 p.m. and be stationed at the Commons to greet the FLIP students and monitor them until their FLIP teachers arrive to escort them to a classroom. On occasion, the FLIP Monitor may need to monitor a class of students for the duration of the period in the unlikely event that a FLIP teacher fails to arrive for a scheduled class. After FLIP classes have concluded, the FLIP teachers will return the students to the Commons, where the FLIP Monitor will monitor them until they are released to their parents or other authorized adult. It is anticipated that all FLIP students will be picked up in the Commons no later than 3:25 p.m., at which point the FLIP Monitor will ask the student to wait for their adult in the Beye School Office.

D. The FLIP teachers will take attendance at the beginning of each class, and the FLIP Monitor will visit each classroom shortly after class begins to compile any absences. The FLIP Monitor will confer with the front office to determine if any of those absences are unexplained. The FLIP Monitor will contact the parent or guardian of any child who is absent from FLIP without permission.