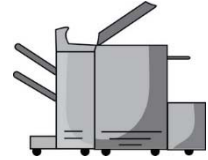


## Deep Procedures for Grade Level Copying



Also known as the Copy Center, the Deep is quite the busy place. In order to assist teachers and paras so they can focus on our students, parent volunteers help to fulfill the copying, laminating and booklet assembly needs. We thank you for your time and dedication to assist with this need.

Below are some guidelines we need to follow in order to make this volunteer process beneficial to all involved.

**Hours** – The Deep hours are **8:35-10:00** and **10:45-4:00**. Volunteers should only be copying during these hours as the other times are reserved for teachers, staff and administration to use the machines.

***The Deep is CLOSED to volunteers from 10:00-10:45 am each day.***

**Frequency** – Each grade level has different copying needs. It is suggested that volunteers for Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades check 3 times during their assigned week for copying and laminating jobs. Monday, Wednesday & Friday is good. For 4<sup>th</sup> and 5<sup>th</sup> grades, check twice a week. Tuesday and Thursday is good. This timing also helps to separate the frequency volunteers will be in the Deep making copies.

**Priority** - Teachers or Paras have priority. If you are copying when a teacher or para pops in to make a few quick copies, please let them jump in.

**Completed jobs** – Place all items in the appropriate teachers' boxes or Large Jobs bin WITHIN the Deep. Only items to be distributed for Shark folders should be placed in the mailboxes in the Staff Lounge and that is to be done by the PTA/Shark Fund/Site Council Deep rep.

### **Rules –**

- No food or drinks in the Deep.
- Children are not allowed in the Deep.
- Be respectful that teachers and staff may be enjoying a break or lunch in the lounge so limit loud conversations and cell phone discussions.
- Never leave a machine jammed. Notify someone in the office if you cannot clear a jam to ask for their assistance.

### **Machine info**

Rizzo – 25 copies or less, construct paper or cardstock on this machine only

Large machine – always check paper first – Tray 1 & 6 are the ones that get filled

Laminating – put the clips back on when done, takes 7-8 minutes for machine to warm up, ask Heidi or Alia if the tray is not there, run a sample before running your original

If teachers want copies printed on paper other than regular white copy paper, they will provide it. Return any of the unused colored paper or cardstock to them with the completed copies.

Again, thank you for your time to assist in the Deep and for following these guidelines.