

Safety Patrol Handbook

A Guide for Safety Patrol Members

School Year 2018-2019

Talbot Elementary School



PATROL RESPONSIBILITIES

The patrol member's job is to remind students of safety rules learned in the classroom and to guide them in making safe choices in our building. Patrols receive instructions in guidelines and procedures during their training and regular patrol meetings. Duties of all patrols are listed below:

- Set a good example and encourage other students to also observe safety rules.
- Report for duty on time with proper equipment. Patrols will not be permitted to perform their duties if they are not wearing a patrol safety belt. The belt should be worn at all times, unless at recess or PE.
- Know and help fairly enforce all rules and regulations.
- Provide assistance to school officials as needed.
- Attend and participate in all patrol meetings.

OTHER PATROL FUNCTIONS

In their role of encouraging students to observe safety rules, patrols can have a significant, positive influence on their schoolmates. Patrols influence other students both formally as part of their regular duties, as well as informally because they serve as student role models of appropriate and safe behavior.

Patrol Post Responsibilities:

Front car pickup (AM & PM): This post is very important to keep the flow of traffic moving in the morning and afternoon in the front of the school. Patrols will take the first available number labeled between the poles. They will open and close car doors when the car has come to a complete stop. It is very important that the patrol is alert and is aware of the flow of traffic for their own safety. When you open the door to let the child in or out of the car, greet the parent with a smile and kind words. Patrols will be supervised by the adult on duty.

Covered Court (AM & PM): This post is very important to keep the flow of traffic moving in the morning and afternoon in the back of the school. Patrols will take the first available cone. They will open and close car doors when the car has come to a complete stop. It is very important that the patrol is alert and is aware of the flow of traffic for their own safety. When you open the door to let the child in or out of the car, greet the parent with a smile and kind words. Patrols will be supervised by the adult on duty. Afternoon patrols may also be in charge of helping supervise students waiting to be picked up.

Morning Mile (AM only): This post requires patrols to assist the teachers/volunteers at morning mile tally and record student laps, collect straws, help with music, encourage runners, and possibly walk younger students to their destination when morning mile is complete.

Doors (AM & PM): This post's main purpose is to open the doors for students, staff, and parents. However, you are also in charge of making sure people who are in the halls are practicing safe acts like walking, quiet voices, and keeping hands to selves. Please say a kind word and smile to

people passing through your door.

Centrums (AM only): Centrums are waiting areas for students in the morning before classes start. Patrols will help supervise these students and do any tasks asked by the teacher on duty. This may include walking a student somewhere, keeping students quiet, or running an errand for the teacher.

Bus Circle (PM only): Patrols will check classes off as they dismiss through the bus circle. When all classes have been through the dismissal line, the patrols will remove signs from the buses and release the buses from the bus circle.

Flag (AM & PM): Patrol will be in charge of raising or taking down flag in the morning or afternoon. The front desk keeps the flags while they are not on the pole. Patrols must make a great effort to work together to keep the flag clean and off the ground. Patrols must also learn how to fold the flag properly.

Walker/Biker (PM only): Patrols will help the teacher on duty supervise the students who dismiss to the walker/biker area. This area is close to a high traffic area and is very important that patrols make

Pre-K Breakfast Help (AM only): Patrol will assist with the pre-k classes who are in the cafeteria for breakfast. Patrol will be given specific daily tasks based on need by the Pre-k teacher.

Nurse Assistant (AM only): This patrol will work in the clinic every morning and assist the nurse with any tasks they may need. Most jobs include getting ice from the cafeteria, making ice packs for the day, organizing materials, or running an errand for the school nurse.

PATROL SPONSORS

The faculty patrol sponsors are highly important to the successful running of a school patrol force. The sponsors set the tone and models expected behaviors. The responsibilities of the patrol sponsors includes the items listed below:

- Select, train, and assign patrols for duties.
- Schedule a meeting/swearing in of patrols in the fall, and make final preparations to ensure that patrols are ready to assume their duties.
- Maintain a current list of posts and patrols assigned to them.
- Establish and coordinate the routine for patrol reports on student behavior.
- Meet with patrols throughout the school year.
- Arrange end of the year trip to Washington D.C.
- Help facilitate fundraisers.
- Perform other patrol sponsor duties as assigned by the administration.

SCHOOL ADMINISTRATORS

School administrators set the tone and provide leadership and support to the school safety patrols. Specific roles may include:

- Support and promote the safety patrol program.
- Coordinate safety and safety patrol issues.

SELECTION AND TRAINING OF PATROLS

SELECTION

Patrols applications are submitted in either the spring of the 4th grade year or the fall of the 5th grade year. The selection of patrols is based on the completion of the application and teacher input. Consideration is also based on student interest, academic achievement, commitment, sense of responsibility, and attitude toward others. In most cases, students who are dedicated to their schoolwork will be dedicated to patrol responsibilities.

DISCIPLINE

DISCIPLINE AMONG THE PATROLS

The internal discipline of patrol members is basically the responsibility of the patrol sponsor.

- All patrols are expected to be responsible students and role models. If a patrol consistently causes problems at school or in the classroom, has excessive tardies or absences, or does not maintain at least a C average in each class, the teacher, principal or patrol sponsor has the option to place the student on probation. This is solely at the discretion of the teacher, sponsor and administration.
- A patrol on probation is asked to turn in his or her belt and badge to the patrol sponsor for the probationary period.
- The patroller's duties will be assumed by a designated patrol selected by the patrol sponsor.
- A letter is sent to the patroller's parents explaining the probation and the reason for taking the action. The

probationary period lasts for a short length of time, depending on the infraction. This time period gives the student time to improve behavior, grades, or whatever problems caused the probation. The time period is decided between a committee of the sponsor, teacher, and sometimes the principal.

- The period of probation is monitored by the patrol sponsor and administrators with the expectation that the student will improve and resume a responsible position.
- **If, after the probationary period, a patrol continues to demonstrate an inability to follow established guidelines, permanent suspension from the patrol will occur.**

PARENT LETTER FOR PATROL PROBATION

Date _____

Dear (_____):

Unfortunately, I must inform you that (_____) has been placed on probation regarding his/her safety patrol duties. Safety patrols are expected to be responsible students and role models. When these responsibilities are disregarded, corrective action must be taken. The following reasons have been cited to warrant this probation:

(_____)’s probationary period will last _____. During this time, he/she may reflect on past performances and strive to show improvement. At the end of the probationary period, (_____) will be reevaluated and may be allowed to resume normal patrol duties. The probation is to begin on (_____) and ends on (_____).

Please talk with one of the patrol sponsors if you wish to discuss this matter.

Sincerely,

Mrs. Dean & Mrs. Mathis

Parent Signature: _____

Trip to Washington DC:

Each year the Alachua County Sheriff's Office assists in planning a trip to Washington DC for Safety Patrol members in 5th grade. Here is some preliminary information to consider:

This is not a school sponsored trip. The Sheriff's Office make the rules...we follow the rules.

The trip is 5 days and 4 nights. Dates are TBD (sometime between June 1st- June 9th).

The cost is around \$678.00 (based on last year) **which includes:**

- 3 t-shirts (that we will wear on touring days)
- a visor (to wear during touring)
- charter bus transportation
- hotel stay
- most meals
- all admissions to museums/monuments.

Students will stay 4 to a room. Adults not allowed to sleep in room with students. (We will discuss this....always parents' biggest concern, but it has NEVER been an issue).

Payments:

Payments can only be made by money order or check to Educational Tours once we know the exact amount....no cash accepted. Refunds are available before cutoff date (usually the beginning of April). A deposit will be due at the beginning of December (\$250) and the remainder will be due sometime in March.

Patrol Contract

