

# Safety Patrol Handbook



Dear Safety Patrol Member,

Congratulations! You have been selected to be a member of the 2019-2020 Safety Patrol based on the **scholarship, attendance record, leadership ability, and general safe, respectful, responsible, learning attitude** you have exhibited at school in the past.

As a Safety Patrol member, it is your responsibility to arrive on time and follow all Safety Patrol expectations. The biggest and most important thing is that you realize that in accepting this position, **you are a model student for others at all times**, so you must always be a safe, respectful, responsible learner.

We know we can have a lot of fun together as we help ensure the safety of all students attending Fairview each and every day. We are always available for support or to answer questions so please feel free to contact us any time by phone, 214-3590 or by e-mail at [tsimmons@cpsk12.org](mailto:tsimmons@cpsk12.org) .

Sincerely,

*Mr. Simmons*

# Safety Patrol Rules and Expectations

## General Rules and Expectations:

- Arrive on time to do your job
  - 8:00 AM- No earlier
  - 3:10 PM- No earlier
- Safety Patrol members working the afternoon shift should be picked up no later than 3:30
- Know when and where you are assigned to work each day you are on duty
- NO TRADING is allowed unless approved ahead of time by Mr. Simmons or Mrs. DeMoss
- If you know in advance that you will be unable to work at a scheduled time, it is YOUR responsibility to get a substitute (a substitute can be any of the regular Safety Patrol members)
- A list of current Safety Patrol members will always be posted in the Safety Patrol Room
- Wear a watch so you can keep track of time
- Be respectful of private property (ex- lawns, Fairview Park, etc.)
- You are always a Safety Patrol member and are looked to as a role model for others- whether you are or are not wearing your safety patrol belt, you should be a safe, respectful, responsible learner.
- All interactions with students, parents, and teachers should be respectful and polite
- Follow all school rules (on and off duty)

## **On Duty Rules and Expectations:**

- Treat all students, parents, and teachers you encounter with respect
- Wear a safety patrol belt at all times to identify yourself
- Wear a rain poncho on days it is raining and you have to be outside (if lightning or thunder occurs-please stay inside or come inside)
- Walk to and from your positions with your job partners
- Be alert-- watch all traffic, students, and cars
- DO NOT try to stop traffic to cross students, wait until there is no traffic
- Stay at your assigned position until the end time or you are dismissed by Mr. Simmons or Mrs. DeMoss
- Report any problems to Mr. Simmons using the Safety Patrol Referral Form
- DO NOT sit on the job (on the heating vents, street curbs, sidewalks, or anywhere else)
- DO NOT play on the playground equipment
- DO NOT have friends join you on duty
- DO NOT go outside if there is lightning/thunder

**Failure to follow or adhere to the Safety Patrol Rules and Expectations may result in your dismissal from the Safety Patrol.**

# Safety Patrol Job Assignments and Descriptions

## Circle Drive-right out the front doors

**AM:** Assist Mrs. DeMoss and Mr. Simmons with the unloading of busses. Welcoming students to school under the canopy. Help supervise students ensuring that everyone walks, and help open doors for families. Assists with the morning announcements.



## Crossing Guard-down by Fairview Rd at the end of the circle drive

**AM:** Help to raise the flag. Assist Crossing Guard and help students cross Fairview Road at Crosswalk with Crossing Guard's permission. Alert Mrs. DeMoss or Mr. Simmons if no Crossing Guard arrives.

**PM:** Take the flag down for the night and put it away. Assist Crossing Guard and help students cross Fairview Road at Crosswalk with Crossing Guard's permission. Alert Mrs. DeMoss or Mr. Simmons if no Crossing Guard arrives. Please make sure the A, B, C, D posters are changed for the next day!



ABCD

Access-at the bottom of the circle drive. This road goes to the back parking lot by kindergarten playground.

**AM:** Help to raise the flag. Assist students crossing the driveway.

**PM:** Take the flag down for the night and put them away. Assist students crossing the driveway. Pick up the bus lane cones.



## **Bikes**

**AM:** Only 4<sup>th</sup> and 5<sup>th</sup> graders may ride their bikes to and from school (unless with a parent). Watch bike riders and remind them (if needed) to walk bikes on school property. All bike riders must wear a helmet. Make sure each bike rider uses a lock and locks their bike for the school day so it is protected. Make sure students stay off of the playground equipment and out of Fairview Park.

**PM:** Only 4<sup>th</sup> and 5<sup>th</sup> graders may ride their bikes to and from school. At dismissal students should line up by grade level, 4<sup>th</sup> grade on the sidewalk and 5<sup>th</sup> grade on the blacktop. 5<sup>th</sup> graders may leave first and should **walk their bikes all the way off Fairview property** before they mount it to ride. When all the fifth graders are gone, dismiss the 4<sup>th</sup> graders the same way. All bike riders must wear a helmet. Make sure students stay off of the playground equipment and out of Fairview Park.

### **Back Lot (outside Mrs. Anderson's room by the bikes)**

**AM:** Walk out of the building with the Bikes Patrol member to the edge of the south parking lot. Observe students arriving and leaving on bikes. Remind students (if needed) to walk bikes on school property. All bike riders must wear a helmet. Make sure students stay off of the playground equipment and out of Fairview Park.

**PM:** Walk out of the building with the Bikes patrol member to the edge of the south parking lot. Observe students arriving and leaving on bikes. Remind students (if needed) to walk bikes on school property. All bike riders must wear a helmet. Make sure students stay off of the playground equipment and out of Fairview Park.

### **Bus**

**AM:** None

**PM:** Meet in gym. Assist teachers and classroom aides with supervising bus lines. Walk bus lines out to the bus as they are called over the radio.

### **Yorktown Drive-this spot is where the speed bump is in the middle of the road. This takes TWO members!!!**

**AM:** Walk out of the building with the Yorktown Lot patrol member and head up to the crosswalk by the speed bump. Watch traffic and cross students as needed. DO NOT attempt to stop traffic, wait until there are no cars before attempting to cross students.

**PM:** Walk out of the building with the Yorktown Lot patrol member and head up to the crosswalk by the speed bump. Watch traffic and cross students as needed. DO NOT attempt to stop traffic, wait until there are no cars before attempting to cross students.

**Yorktown Lot-walk out the doors by Mr. Grannemann's room to the parking lot. This takes TWO members!!!**

**AM:** Walk out of the building with the Yorktown Drive patrol member and head to parking lot entrance. Watch traffic and help students cross the parking lot entrance. DO NOT attempt to stop traffic, wait until there are no cars before attempting to cross students.

**PM:** Walk out of the building with the Yorktown Drive patrol member and head to parking lot entrance. Watch traffic and help students cross the parking lot entrance. DO NOT attempt to stop traffic, wait until there are no cars before attempting to cross students.

**Kindergarten Hallway**

**AM:** Patrol members should walk back and forth (up and down) the hallway and make sure all kindergartners find a spot to sit outside their classrooms. Please remember these are kindergarten students and they may need extra help from safety patrol 😊

**PM:** Patrol members will wait for the classroom aides. When they arrive, walk with the kindergarten bus riders down toward the gym. Safety Patrol members will stay in the gym and help supervise students and escort bus lines out to the busses. Your shift ends once all bus riders and daycare vans have exited the gym or you are dismissed by an adult.

### **5<sup>th</sup> Grade Hall**

**AM:** Patrol members should walk back and forth (up and down) the hallway and make sure NO students are in the hallway unsupervised. Ask students to go sit in their grade level hallways and make sure they head that way. All interactions should be respectful and polite.

**PM:** Patrol members should walk back and forth (up and down) the hallway and remind students to walk as they are dismissed and head to the gym, foyer, or exit doors. All interactions should be respectful and polite.

### **Back Hallway (outside 3<sup>rd</sup> grade and down to Mrs. Kinney)**

**AM:** Patrol members should walk back and forth (up and down) the hallway and make sure NO students are in the hallway unsupervised. Ask students to go sit in their grade level hallways and make sure they head that way. All interactions should be respectful and polite.

**PM:** Patrol members should walk back and forth (up and down) the hallway and remind students to walk as they are dismissed and head to the gym, foyer, or exit doors. All interactions should be respectful and polite.

### **Morning Announcements**

**AM:** Patrol member should go to Mr. Simmons' office, get out the binder, and create the morning announcements. Each morning you will begin with daily/weekly reminders, lead the school in the Pledge of Allegiance, and finish with the Falcon Pledge. This job is simple: All you have to do is follow the directions in the binder.

# How to Fold the Flag

Step 1



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

Step 2



Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.

Step 3



Fold the flag **again** lengthwise with the blue field on the **outside**.



**Step 4**



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



**Step 5**



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



**Step 6**



The triangular folding is continued until the entire length of the flag is folded in this manner.



**Step 7**



When the flag is completely folded, only a triangular blue field of stars should be visible.

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## Safety Patrol Referral Form

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Date

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Safety Patrol's Name

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Student(s) being referred

Description of incident:

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Referrals should be kept private, and the principals will follow up on the referral as needed.

