



Safety Patrol Responsibilities



All Team Members' Responsibilities:

A. You must be on time each day to your assigned station during the week you are assigned. You will leave your classroom at 3:10 (or 1:10 on short days).

B. You must stay at your assigned station for the whole time. Safety patrol ends at 3:25 (or 1:25 on short days). You need to remain at your post until the captain comes and excuses you for the day. Remember to re-enter the building through the front doors. You are not to knock on other doors to get in or prop any door open.

C. No exceptions are made for bad weather. You are still expected to perform your duties!

D. Vests must be worn each day and flags used appropriately. (Flags are not to be used as a toy.) This is what identifies you as a member of our school Safety Patrol.

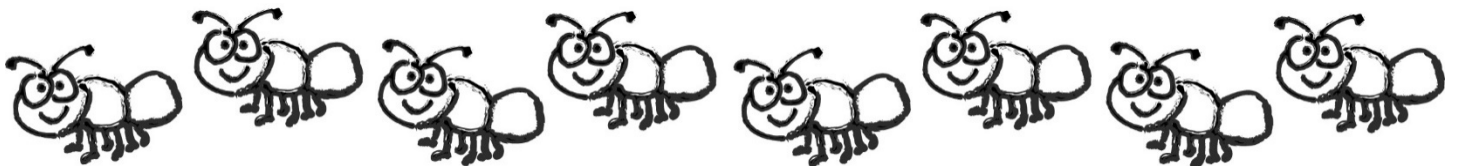
E. You must be willing to serve the whole year and follow all school rules. Possible reasons for being dismissed from safety patrol include: having unexcused absences, incomplete grades, unsatisfactory citizenship, or violating our safe school policy.

F. If you cannot perform your safety patrol duty for that day, you must get a substitute and let the captain know who that is in advance.

G. Report all problems to the captain. Make sure you tell him/her what happened, the students involved, and their teacher.

H. Use positive language with students and parents. "Remember, that is not the procedure." "Please do not ride your bike on school grounds"

I. Make sure all equipment is put back and neatly organized before you leave.



J. If you attend Math Olympiads, Debate, or any other after school activity, do your Safety Patrol duties first. Those teachers will understand why you are late.

Captains' Responsibilities:

- A. First thing in the morning, take roll and remind members of their station. Write in substitute names if students are absent.
- B. Walk around and make sure each team member is at the correct station.
- C. Write reports down with as many details as possible on the clip board.
- D. Walk around and excuse everyone from duty (at 3:25 or 1:25).

Rules that need to be enforced:

- A. No riding bikes, scooters, or skateboards on school property.
- B. Parents must walk their children across the parking lot. Students can only enter the parking lot if their car is by the fence. (Have the students point to the car before you let them through.)
- C. Students should not be climbing the fences, trees, or any other equipment that are on school grounds.
- D. Students walk in the parking lot, not run.
- E. Students follow all the school rules.
- F. If students need to re-enter the building, remind them to walk around to the front doors. They do not bang on the doors to come in.
- G. If there is a major safety issue, leave your post immediately and tell Mrs. Bigelow.





Station Responsibilities



Station 1

- Make sure students are not running across parking lot.
- Students need to point to the car they are going to.
- Remind students to walk around if they need in the building. They do not bang on the door.
- Students don't cross in front of a car. They must walk around or be walked by an adult.

Station 2

- Take out and bring in flag-guy.
- Make sure students are walking in the walkway. Students walk in FRONT of the garbage cans.
- Students don't cross in front of a car. They must walk around or be walked by an adult.

Station 3

- Make sure students are walking in the walkway.
- Students don't cross in front of a car. They must walk around or be walked by an adult.

Station 4

- **Do not** allow students to walk across the street unless with an adult.
- Use language like: "It is not safe to go this way. Mrs. Dolata has asked that we walk around the fence." "Someone was ALMOST hit here, so we need to stay safe and walk around".
- Take out and bring in flag-guy.

Station 5

- **Do not** allow students to exit school from this station. They need to go to station 6 unless with an adult.
- Use language like: "It is not safe to go this way. Mrs. Dolata has asked that we walk to the next gate."

Station 6

- Make sure students are not running across parking lot.
- Students need to point to the car they are going to. It needs to be next to the fence.
- Students don't cross in front of a car unless with an adult.

Station 7

- Make sure students are not running across parking lot.
- Students need to point to the car they are going to. It needs to be next to the fence.
- Students don't cross in front of a car unless with an adult.

Station 8

- Make sure students are not running across parking lot.
- Students need to point to the car they are going to. It needs to be next to the fence.
- Students don't cross in front of a car unless with an adult.

Station 9 (if applicable)

- Make sure students are walking their bikes and scooters.
- Remind students to not climb on the railings.
- Sub for other stations if needed.

