

SAFETY PATROL HANDBOOK



Introduction: Being A Good Safety Patroller

To be on Safety Patrol at BBE a student must:

- *be a responsible 4th or 5th grade CAR RIDER or WALKER
- *have a courteous and helpful attitude
- *maintain a passing grade in ALL subject areas
- *be a good role model with a desire to serve their school

BBE Safety Patrol membership is an honor and a privilege. It is a job of commitment and service to your school throughout the year. You must display leadership qualities and be responsible. You will assist with morning student drop offs, or afternoon pick-ups. Your duties will include opening/closing doors, helping Pre-K and K students, displaying and taking care of the U.S. and State Flag, and monitoring student behavior. Whether you are on-duty or off-duty, you should follow school rules and set a good example for fellow bulldogs.

How the BBE program works

For both morning duty (6:45-7:05) and afternoon duty (2:50-3:05), you will have the same position for 2 weeks and then rotate to another position. Each member will work **ALL** duties at some point. There will be meetings to discuss any issues that may arise. There will also be a ceremony to swear in patroller and one party at end of term.

PATROL MEMBER'S PLEDGE

I promise to do my best to report to duty on time, perform my duties faithfully; strive to prevent accidents, always setting a good example myself.

I promise to obey my teachers and officers of the patrol and to report dangerous student practices. I will strive to earn the respect of fellow students.

General Duties

- Report to duty on time.
- Put on Safety Patrol belt.
- Put up and take down American/Texas flag.
- Monitor hall and cafeteria.
- Open/close car doors.
- Help with bus loading and unloading.
- Hold flags at morning assembly.

Do's and Don'ts

- Do get to your position promptly.
- Do be respectful to students and staff.
- Do smile and be friendly.
- Do have fun with fellow students.
- Don't visit with friends while on duty.
- Don't go to a vehicle until it has come to a complete stop.
- Don't step off of curb while helping students in or out of their car.
- Don't play in the cafeteria while waiting on students to arrive.

Position Descriptions

- Car rider duty- The safety patroller will be responsible for helping the car riders out of the car during the morning duty by opening the door and closing it for young students. The afternoon patroller will also open and close doors for students and help staff members at car duty.
- Hall & Cafeteria duty- The safety patroller will be responsible for watching students in the hallway. If a student is running they should be asked to walk. If a student or teacher needs help finding a bus or car line the patroller should help as well. Morning patrollers will be at each exit door and keep students from roaming the hallways. Cafeteria duty will consist of the member helping younger students with trays, finding seating, and opening milk.
- Bathroom duty- A male and female patroller will be responsible to stand outside the bathroom doors and keep things running smoothly. Student should be directed back to the cafeteria if caught wandering halls or playing in restrooms.
- Flag duty- The safety patroller will be responsible each morning, unless it is raining, to hang the American and Texas flag. Remember to always treat the flags with respect and

never let them touch the ground. Always work with a partner, this is a 2 or 3 person job. When putting flags up, the American flag goes up 1st then the Texas flag. When taking the flags down the patroller will find a clean table to fold the flags on. Flag duty also means the patroller will hold flags for morning assembly pledge.

Weather

If there is rain with no lightning, patrollers will go out with raincoats. If there is lightning or the weather is severe a staff member will make a decision as to where the patroller should go. Safety Patrollers work even when it's cold. Please dress for the weather-warm coat, long pants, gloves, and hat.

Grounds for Dismissal

- **Grades:** If a student has a failing grade on his/her report card, he/she will be put on "probation" for 3 weeks and may not perform duties until grades improve. Proof from teacher needs to be given to show improvement and patroller will be reinstated to duty. When a student is put on probation for their grades, this is considered a "**warning.**"
 - If a member is consistently not doing his/her homework, they can also receive a "**warning**" and (if no improvement) be removed from Safety Patrol.
- **Conduct:** Safety Patrollers are responsible for their conduct when on and off duty. If a teacher/staff member reports misbehavior the patroller will receive a "**warning.**" If a student receives an office referral for anything other than physical aggression, they will receive "**2 warnings.**" Physical aggression usually results in immediate dismissal from program.
- **Tardies & Absences:** We understand students will run late or be absent at some point in the school year. Because the school and other Safety Patrol members depend on you, we ask absences/tardies are kept to a minimum. If this becomes a problem you will be dismissed from the program. Below is the system.
 - 3 Tardies = 1 absence 3 absences = 1 **warning**
- **Dismissal:** After 3 written "**warnings**" a student will be dismissed from safety patrol and will not be eligible for parties or any other benefits of Safety Patrol.

Privileges of Safety Patroller

- Attend ceremony to be sworn in by Officer of the Law.
- Attend Safety Patrol parties.
- Safety Patrol t-shirt.
- Honor of wearing belt and badge for all to see.

- Honor of being recognized as a leader and role model at BBE.
- Group pictures to be posted on web page, newsletter, and yearbook.

Remember, by being on Safety Patrol you're performing a valuable service for your school. It is a big responsibility, but we want it to be a fun and rewarding experience for you. Always feel free to talk to your Safety Patrol Sponsors about any problems or concerns you have.

Coach Shofner

cshofner@newcaneyisd.org

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Parent Section

Parents of students desiring to be Safety Patrollers should read the handbook and sign the form below, ensuring that you are aware of what is expected of the student. Thank you in advance for supporting myself, Mrs. Bryant, and the program. Please keep handbook to refer back to during school year.

-----*Cut here & return bottom portion*-----

Student Signature: _____ has read the handbook and

I agree to the terms and conditions of being a part of the program.

Parent Signature:

_____ Date: _____

By signing the above, I certify that I have read and understand the sections in the handbook labeled "absences**" "**weather**" and "**grounds for dismissal.**" I realize my name will be put on file until a team is established and announced and the remaining forms will be held for backups.