

# Safety Patrol Guidelines

KEEP THESE GUIDELINES IN A PLACE WHERE YOU CAN REFER TO THEM THROUGHOUT THE YEAR

**Main Squads:** We have 2 main squads this year, Mrs. Mazzola's Squad and Ms. Saunders's Squad. Each of the squads will be on duty for 2 weeks and off duty for 2 weeks. The week before your squad is on, you will receive a schedule that tells you your new post. Posts rotate throughout the year.

**Vests:** You will be assigned a vest for the year. Keep it in a safe place where it is always available in case we need you to substitute. (Your backpack, maybe??)

## **Duty Times:**

-Morning: **8:45-9:00\***

\*There are 3 posts that stay until 9:05 in the morning to hold the doors open. They are *front door, primary door, and 5<sup>th</sup> grade door*. If you are on these posts, you may be a couple of minutes late to class. For all other posts, you should be in your classroom by 9:05. If you are regularly late, your classroom teacher will speak with one of the squad leaders.

-Lunch: **12:45 until the kids enter their classrooms**  
(This only applies to the kindergarten posts.)

-After School: **3:35\*-3:45 You will need to stay a few minutes longer if there are still lots of students around**

\*If you are running late packing up your things at the end of the day, please ask your teacher if you can come back after your patrol duty is done to finish packing up.

## **Expectations**

### **1) NEVER STOP TRAFFIC**

#### **2) While on duty:**

- You are at your assigned post, on time, wearing your vest. You may not be sitting.
- Be polite to students and adults at all times. You are there to help, not boss students around.
- You need to pay attention at all times – EVEN IF THERE ARE NO STUDENTS AROUND. You may not talk to your friends while on duty!
- You are outside in ALL weather, except if there is lightning or the wind chill is below 0°.
- **Do not call Westgate School to check if there is patrol. Check the temperature at home.**
- If you cannot be on duty, get a sub as soon as possible. **It is YOUR job to get a sub.** A sub list with contact information is in your Safety Patrol Folder.
- If it is raining you can get a poncho to wear. They are hanging on a rack by the gym. Please return the poncho and hang it up to dry.

**3) While off duty:** You are expected to follow school rules and be a role model for the other students.

#### **4) What to do if you are having difficulty with a student:**

If a student is breaking a rule, politely and calmly tell them they need to stop that behavior. You should never grab a student unless you are trying to keep him/her safe, such as stopping a student from running into traffic. If a student continues to break a rule after you have asked him or her to stop, you should report them. You will need to fill out a Safety Patrol Notice reporting sheet. This will be outside of Ms. Saunders' room (114). Make sure you fill out all the parts of this form, especially the explanation. You should give the completed form to one of the squad leaders (Mrs. Mazzola or Ms. Saunders).

You may also fill out a Safety Patrol Notice when you see a student doing something positive, such as helping another student or thinking win-win.

\*If you ever have any problems with a student from another school, please tell your squad leader. An adult will take care of the problem.

\*If you ever feel like you are in any kind of danger while you are at your post, come inside immediately and tell an adult.

#### **The safety of all students at Westgate is our most important concern!**

We have a lot of faith that you will do a very good job as a safety patrol member. You will, however, be removed from your squad if you are not able to handle the responsibilities.

In order to make sure you are following through with your responsibilities, we have a **"3 strikes, you're out"** policy. When you do not follow through on a responsibility you will receive a **"strike"**. If you receive 3 strikes, you will be removed from patrol.

Some examples of things that can earn you a strike:

- fooling around or talking to friends while on duty
- repeatedly arriving late to your post
- breaking school rules **even when you are not on duty**
- not showing up for your duty and not making arrangements for a sub
- holding doors open or being inside when it is not your job

#### **Squad Leaders**

Mrs. Mazzola - [nmazzola@sd25.org](mailto:nmazzola@sd25.org)

Ms. Saunders - [ssaunders@sd25.org](mailto:ssaunders@sd25.org)

Thank you for taking on this very important responsibility!

**I have read and agree to the expectations to be a Safety Patrol member.**

**Signature:** \_\_\_\_\_