

# Safety Patrol Action Team 2019-2020

Patrol Member: \_\_\_\_\_ Squad: \_\_\_\_\_

1st Trimester Position: \_\_\_\_\_

Website: [www.westgatelm25.weebly.com](http://www.westgatelm25.weebly.com)

Password: Wolverines

**In the morning, all positions start at 8:45 AM. In the afternoon, all positions end at 3:45 PM.**

Position	Description
1	<b>Primary parking lot:</b> Make sure students are not crossing in front of the lot when cars are driving in or out. Do NOT stop cars. Do <b>NOT</b> let students cross until there are no cars. In the morning, you will stand on the side farther from the building and stay until 9:00 AM. In the afternoon, you will stand on the side closer to the building.
2	<b>Primary hallway:</b> Stand near primary bathrooms (facing primary doors) and monitor students as they enter/exit the building and go to their classrooms or leave the building. Remind students to walk and to stay on the right side of the hallway. Stay at your post until 9:00 AM.
3	<b>Primary corner:</b> Stand near the playground windows on the ramp and monitor students as they enter/exit the building and go to their classrooms or leave the building. Remind students to walk and to stay on the right side of the hallway. Stay at your post until 9:00 AM.
4	<b>Tassi corner:</b> Stand in the primary hallway (between rooms 167 & 169) and monitor students as they enter/exit the building and go to their classrooms or leave the building. Remind student to walk and to stay on the right side of the hallway. Stay at your post until 9:00 AM.
5	<b>Specials hallway:</b> Stand in the specials hallway, outside the music room, and monitor students as they enter/exit the building and go to their classrooms or leave the building. Remind students to walk and to stay on the right side of the hallway. Stay at your post until 9:00 AM.
6, 7	<b>Main entrance:</b> Stand near the sidewalk (away from the front doors) making sure students are following rules (not climbing on the green posts) and staying away from the circle drive. When the bell rings, you hold the door open <b>until 9:05</b> and let the students enter the building.
8	<b>Entrance hall:</b> Stand near the LMC doors/display case and monitor students as they enter/exit the building and go to their classrooms or leave the building. Remind students to walk and to stay on the right side of the hallway. Stay at your post until 9:00 AM.
9	<b>Commons entrance:</b> Stand near the sidewalk (away from the commons doors) making sure students are following rules. When the bell rings, you hold the door open (until 9:05) and let the students enter the building. Stay at your post until 9:00 AM.
10	<b>Commons hallway:</b> Stand near commons bathrooms and monitor students as they enter/exit the building and go to their classrooms or leave the building. Remind students to walk and to stay on the right side of the hallway. Stay at your post until 9:00 AM.
11	<b>3rd hallway:</b> Stand near the middle of the 3/4 hallway and monitor students as they enter/exit the building and go to their classrooms or leave the building. Remind students to walk and to stay on the right side of the hallway. Stay at your post until 9:00 AM.
12	<b>Landing (recess doors):</b> Stand in the center of the landing and monitor students as they go up and down the stairs. Remind students to walk and to stay on the right side of the stairway. Stay at your post until 9:00 AM. <b>At lunch:</b> When dismissed to clean up your lunch, please clean up after yourself and stand near commons bathrooms and assist in keeping 3rd graders on the right hand side of the hall as they come in from recess and go to the commons for lunch.
13	<b>Landing (kindergarten doors):</b> Stand in the center of the landing and monitor students as they go up and down the stairs. Remind students to walk and to stay on the right side of the stairway. Stay at your post until 9:00 AM. <b>At lunch:</b> When dismissed to clean up your lunch, please clean up after yourself and stand near commons bathrooms and assist in keeping 3rd graders on the right hand side of the hall as they come in from recess and go to the commons for lunch.

14	<p><b>Kindergarten entrance-A: Before school:</b> Stand near the kindergarten doors making sure students are following rules (not climbing on the half-wall) and staying off the kindergarten playground. Assist students in lining up to enter building at the bell. When the bell rings, you hold the door open <b>until 9:05</b> and let the students enter the building. <b>At lunch:</b> Meet kindergarteners at the front door at 12:50. Lead the line of kindergarteners to the kindergarten rooms. Remind them to walk, to stay to the right side of the hallway and to keep quiet. Do not let them into the room unless the teacher is there. <b>After school:</b> Meet the kindergarteners at their classrooms. Take the kindergarten bus students to the bus doors. After dropping the kindergarteners off at the bus door, <b>go outside</b> and stand near the sidewalk and keep students away from the street.</p>
15	<p><b>Kindergarten entrance-B: Before school:</b> Stand near the kindergarten doors making sure students are following rules (not climbing on the half-wall) and staying off the kindergarten playground. Assist students in lining up to enter building at the bell. When the bell rings, walk kindergartners inside and down to their rooms. After dropping off the kindergarteners, return to the kindergarten entrance to hold the door open <b>until 9:05</b> and let the students enter the building. <b>At lunch:</b> Meet kindergarteners at the front door at 12:50. Lead the line of kindergarteners to the kindergarten rooms. Remind them to walk, to stay on the right side of the hallway and to keep quiet. Do not let them into the room unless the teacher is in there. <b>After school:</b> Meet the kindergarteners at their classrooms. Take the kindergarten students who go to KinderCare and Mother's Touch to wait for their buses by the bus doors. After dropping the kindergarteners off at the bus door, <b>go outside</b> to the blacktop near the 5th grade doors/bike racks and make sure the students are being safe.</p>
16	<p><b>Kindergarten entrance-C: Before school:</b> Stand near the kindergarten doors making sure students are following rules (not climbing on the half-wall) and staying off the kindergarten playground. Assist students in lining up to enter building at the bell. When the bell rings, walk kindergartners inside and down to their rooms. After dropping off the kindergarteners, stay in the kindergarten hallway and monitor students as they enter/exit the building and go to their classrooms. <b>At lunch:</b> Meet kindergarteners at the front door at 12:50. Follow the line of kindergarteners to the kindergarten rooms. Remind them to walk, to stay on the right side of the hallway and to keep quiet. Do not let them into the room unless the teacher is in there. <b>After school:</b> Meet the kindergarteners at their classrooms. Walk CAP kindergarten students to the commons. <b>After dropping them off, walk to the exit of the circle drive. Stay on the sidewalk and keep students away from the street.</b></p>
17	<p><b>Grove street entrance-A: Before school: <i>Stand NEAR THE SIDEWALK, not by the doors!</i></b> Keep students off the grass and away from the street. Assist students in lining up to enter building at the bell. Hold door to let bus kids in. Hold door open <b>until 9:05</b>. <b>After school:</b> Stay inside and help the teacher with the bus lines and then walk the students to the busses. After the busses leave, stay near the sidewalk and keep students away from the street.</p>
18	<p><b>Grove street entrance-B: Before school: <i>Stand NEAR THE SIDEWALK, not by the doors!</i></b> Keep students off the grass and away from the street. Assist students in lining up to enter building at the bell. Walk the students into the building, stop and stay at the kindergarten corner to monitor the hallway. <b>After school:</b> Stay inside and help the teacher with the bus lines and then walk the students to the busses. After the buses leave, stay near the sidewalk and keep students away from the street.</p>
19, 20	<p><b>Fifth grade entrance:</b> Patrol the blacktop and kindergarten playground. Make sure rules are followed (no riding bikes or skateboards, no 1st-5th graders on the playground). When the bell rings, hold the 5th grade door open (a teacher will open it for you) and make sure students go in calmly. When the 9:05 bell rings, go to your classroom.</p>
21	<p><b>Grove parking lot:</b> Stand by the entrance to the parking lot on the side by the first house. Keep students from crossing the parking lot drive unless they are with an adult. Students need to go around on the sidewalk next to the bushes. Stay at your post until 9:00 AM.</p>
22	<p><b>Fifth grade hall:</b> Stand in the fifth grade hallway (between rooms 133 &amp; 135), and monitor students as they enter/exit the building and go to their classrooms or leave the building. Remind students to walk and to stay on the right side of the hallway. Stay at your post until 9:00 AM.</p>
23	<p><b>Ramp:</b> Stand near bottom of ramp and monitor students as they enter/exit the building and go to their classrooms or leave the building. Remind students to walk and to stay on the right side of the hallway. Stay at your post until 9:00 AM</p>
24	<p><b>Fourth grade hall (upstairs):</b> Stand in the fourth grade upstairs hallway, near center of the hall. Remind students to walk and to stay on the right side of the hallway. Stay at your post until 9:00 AM.</p>