

2024-2025

Stokesdale Elementary School

Safety Patrol Handbook



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What is Safety Patrol?

Safety Patrol is a student organization dedicated to student leadership, student welfare and safety. Safety Patrol members assist students in loading at car rider line, and monitoring school doors or hallways.

Eligibility Requirements

In order to be a member of the Safety Patrol, a student must:

- be a good role model
- demonstrate leadership qualities
- maintain good citizenship grades (S in citizenship, no office referrals)
- Demonstrate effort in all classes
- maintain good attendance (few absences and tardies)
- be available for morning and afternoon Safety Patrol Duties

Attendance Expectations

Attendance: Attendance will be reviewed at the end of each grading period to determine whether students meet attendance requirements. Students must remain in good standing with the school attendance policy. They must also have good attendance at their duty stations. Those students who do not meet the attendance requirements will be put on probation for the following six weeks. If attendance remains a problem, the principal, teacher and sponsor will determine if the student can remain in Safety Patrol.

Training

The following information will be covered:

- Basics of traffic safety
- Duties of each patrol duty station
- Special hazards
- Greeting students and adults
- Safety procedures on school grounds
- What Safety Patrol members should not do

Safety Patrol Code of Conduct

Those students selected for the Safety Patrol must follow school-wide rules and expectations at all times. All members will also be expected to sign the Safety Patrol Code of Conduct Contract.

Safety Patrol Duty Hours

You will receive a safety patrol schedule and duty station map prior to being on duty. Your two-week rotation will begin on Monday morning and end on Friday morning. Please do not be late.

Morning Patrol Duty

Monday – Friday

7:00 a.m.-7:30 a.m.

Must be at school and at your station at 7:00 a.m.

Morning Duty: Make sure you are at your station by 7:00 a.m. You will remain at your station until the after the bell rings at 7:25 a.m. Return your equipment to the Safety Patrol hooks and return quietly to class. Remember, you must be in class by 7:30 a.m. or you will be considered tardy.

General Information

Equipment: Each day Safety Patrol members must wear a vest the entire time they are on duty. During rainy weather, members must wear the rain poncho. All equipment must be returned to the Safety Patrol hooks at the end of duty.

Duty Stations

Carline Duty Stations (9 students):

- At carpool pick-up/drop-off areas, Safety Patrol members should open and close doors for students. If a student drops something, they will not be allowed to reach under the car to pick it up for any reason. Safety Patrol members will notify an adult if a student drops something.
- Members will remind students to stay on the sidewalk and head to the building.

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Door Monitors and Hallway Duty Stations:

- The Safety Patrol members assigned to the doorways will open doors and greet students and adults as they enter the building in the mornings.
- Hallway monitors quickly and politely escort students out of the hallways, to class in the morning.

Cafeteria Monitors:

- The Safety Patrol members assigned to monitor the cafeteria will greet students as they enter the cafeteria in the mornings.
- The cafeteria line monitor will remind students to get their milk and utensils for breakfast.
- The cafeteria dining monitor will help younger students open cartons and packages as needed.
- The foyer monitors quickly and politely escort students out of the hallways, to class in the morning.

Flag Raisers (2 students):

- The safety patrol members will raise the flag every day unless it is raining.
- If it begins to rain during the day, the safety patrol members will need to take down the flags as soon as possible.
- They will bring it down during afternoon duty. The flags will need to be folded properly before returning them to the front office.
- The student who raises the flag will also greet students and assist with scanning one cards as bus riders arrive.

One Card Helper (Cars and Bus Rider):

- The safety patrol member will scan student one cards as they enter the building.
- The safety patrol members will greet each student while they scan the cards.

Safety of Other Students

If Safety Patrol members see other students acting in an unsafe or disrespectful way, they should ask them nicely to stop and kindly remind them of the expectation. It is not the members place to discipline students. If the students refuse to follow the directions, act disrespectful, or unsafe, please let the Safety Patrol Sponsor know immediately. He/she will handle the situation.

Weather

On rainy days, Safety Patrol members will not go outside for duty stations. Check with Mrs. Donaldson about duties during inclement weather. When the weather turns cold, all Safety Patrol members must dress properly: winter coats, hats/caps, gloves, scarves, and boots. If the temperature reaches freezing (32°F) as reported on Weather.com, all outside duty stations will be suspended for that day. Inside duties will remain the same (hallways and doors).



Safety Patrol Code of Conduct Contract

Initial that you have read and understand each item listed below. Then sign and date the agreement.

- _____ 1. Safety Patrol members must follow the school rules and maintain good citizenship grades (S in Conduct Codes, no office referrals).
- _____ 2. Safety Patrol members must show respect to all adults, and other students, by using appropriate words and actions.
- _____ 3. Safety Patrol members must be positive role models by demonstrating good character and citizenship.
- _____ 4. Safety Patrol members must be responsible for completing schoolwork and maintaining passing grades.
- _____ 5. Safety Patrol members must maintain good attendance. (Have few absences and/or tardies.)
- _____ 6. Safety Patrol members must resolve conflict in appropriate ways.
- _____ 7. Safety Patrol members must know and follow the rules of safety every day.
- _____ 8. Safety Patrol members must be at their post on time every day.
- _____ 9. Safety Patrol members must wear their vest and badge while on duty at all times.
- _____ 10. Safety Patrol members must take care of their safety patrol vest and return it to its proper storage area.

I have read each of the above statements and understand that as a Safety Patrol member, I am expected to follow this code of conduct. If I do not, I can be removed from the Safety Patrol.

Student Signature _____ Date: _____

Safety Patrol Sponsor Signature _____