

# Union Public Schools Safety Patrol Handbook 2014-2015



## **Introduction**

Welcome to the Union Public Schools Safety Patrol! We are so glad that you have chosen to be a patrol officer at Union. Being a member of safety patrol is a lot of work and a BIG responsibility. As a patrol officer you are seen as a leader in your class and on campus. Younger students will look up to you, teachers will depend on you and parents will recognize you. Wearing the safety patrol gear means you agree to take on these responsibilities. As you read through this handbook, please make sure that you understand all of your duties and tasks and that you are willing to uphold them.

## **Election of Patrols**

Safety patrol officers must be in fifth grade. Patrols are elected from input from teachers, administration and staff. Consideration is based on previous student interest, academic achievement, commitment, sense of responsibility, and attitude toward others. In most cases, students who are dedicated to their school work will be dedicated to patrol responsibilities. Fourth grade trainees will be selected and trained in April to prepare them for their roles as safety patrol members the following school year. At the end of the school year, the fourth grade trainees will take over all patrol duties.

## **Patrol Responsibilities**

Safety Patrol participation offers students an early opportunity to serve as a school volunteer. It is an organization that promotes:

1. Safety
2. Citizenship
3. Leadership
4. Service
5. Responsibility

The primary goals of a patrol officer are:

1. To help protect students during the drop-off and pick-up process while on school property.
2. To help students develop safety habits while on school property.
3. To foster qualities of leadership and good citizenship in patrol members.
4. To be good role models for all students.
5. To encourage students to observe safety rules at all times.
6. To know and enforce all safety rules and regulations.
7. To perform the duties of a patrol officer, dependably, respectfully, and on time every school day.

## **Academic Responsibilities**

Maintain your grades at or above a B average in all academic subjects and maintain a satisfactory performance rating on report card personal growth skills as described below.

1. Respects self and others.
2. Listens and follows directions.
3. Cooperates well with others.
4. Completes work neatly and legibly.
5. Accepts/assumes responsibility.
6. Organizes work and materials.

Grades and personal growth skills will be checked quarterly or as warranted.

## **Patrol Schedule and Responsibilities**

The daily schedule for Safety Patrol officers at Union Public Schools will consist of the following:

1. All patrols are to be at their assigned duty post on time.
2. Patrols are NOT to leave their duty post until approval is given by their sponsor.
3. While on duty, patrol officers are to properly wear their safety gear, appropriately use, and take care of their safety equipment at all times.
4. Patrol officers must be kind and positive when making requests and will thank students who comply with those requests.
5. Patrol officers are to immediately report to their classrooms after morning duty.
6. Patrol officers are to perform to the best of their abilities at all times.

## **Patrol Rules for Peaceful Living**

- 1.** You are in the public eye. Your official duties and actions reflect upon you, the school, and the Union district. It's important that you conduct yourself in a helpful and courteous manner.
- 2.** Doing your job with a positive attitude will contribute to your success in gaining the cooperation and support of students, parents, and staff. Respect and courtesy is the key!
- 3.** The safety of your fellow classmates has been entrusted to you. Pay attention to your duties. Patrol officers can never afford to be distracted.
- 4.** Show a personal interest in your work by learning, and using, names of students and parents. Using names will help promote a positive attitude with the public and classmates.
- 5.** Like most jobs, having the right equipment is vital. Take care of your gear.
- 6.** You are NOT a traffic officer. Your main job is to control the flow of people, NOT the flow of traffic or vehicles.
- 7.** Make eye contact with people, making sure they see you and know your directions.
- 8.** SMILE... You are a part of the best school district in the state!

## **Consequences**

Performing your duties as a safety patrol officer in a responsible manner is vital to the safety and well-being of yourself and others. Failure to take your duties seriously could warrant removal from the patrol.

- 1.** Students whose academic grades fall below a B average on any report card will automatically be placed on academic probation. Grades can be checked at any time.
- 2.** If a student fails to perform his/her duties as assigned they will receive counseling and a verbal warning. Continued issues will result in written warnings, temporary suspension, or dismissal from the safety patrol.
- 3.** Patrol officers who do not follow the guidelines of courtesy and politeness when serving duty posts or dealing with students and staff will receive verbal warnings, written warnings, and possible dismissal from the patrol.
- 4.** Behavior issues that warrant a referral or a visit with the principal may result in removal or suspension from safety patrol.

# Union Public Schools

## Safety Patrol Agreement

1. I understand my main job is to help control the safe movements of people, not vehicles.
2. I will check in and report to my post on time and remain there until I have been dismissed.
3. I will encourage safety practices of other students in a polite and positive manner.
4. I will obey my teachers at all times and pledge to follow school rules.
5. I will keep my grades and personal growth skills at satisfactory or above on my report card.
6. I will report unsafe practices of students to my teacher or the appropriate adult.
7. I will remember at all times that as a safety patrol officer, I am a role model.
8. I will wear my safety gear while on duty and take care of all safety patrol equipment.
9. I will wear appropriate coats and/or rain gear when weather deems necessary.
10. I understand the consequences of not fulfilling my duties as a patrol officer and that failing to meet patrol requirements may result in my removal as a safety patrol officer.
11. I have read this Safety Patrol Handbook with a parent/guardian and understand what is expected of me.

Student Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_

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

Parent/Guardian Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_

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

Patrol Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

