

C.T. Eddins
Safety Patrol Handbook
2015-2016

Patrollers Promise

I promise to do my best to...

Report for duty on time.

Perform my duties faithfully.

Strive to prevent accidents, always setting a good example of myself.

Obey my teachers and officers of the patrol.

Report dangerous practices of students.

Strive to earn the respect of fellow students.

The goals of the C.T. Eddins Safety Patrol Team are to serve our school with pride while providing a safe and quick arrival and dismissal for all students.

Time of Duty

Arrive at 7:30am

Morning Duty 7:35-7:55am

Afternoon Duty 3:00pm-3:15pm

In the event of moderate to heavy rain, the presence of lightning, or temperatures (wind chill) lower than 32*, the Safety Patrol Team assigned will not be expected to carry out their duties. The official decision will be made at 7:30am. Please expect to arrive for duty on every scheduled day.

Sharon Havard - Principal

Coach P. & Coach Nill - Safety Patrol Coordinators

C.T. Eddins Safety Patrol Job Description

You will be expected to serve duty for one-week period every five to six weeks. You will be expected to find a substitute on the occasion that you are unable to fill your position. A Safety Patrol directory will be provided for each Safety Patrol Team Member.

Supplies

Your vests, badges, and rain ponchos will be stored in the cafeteria. The cones will be stored neatly in the corner. Do not take any of the supplies home with you. Please let us know if any of the equipment is broken or damaged so that we can replace it promptly.

Morning Duty

You will be expected to be on duty, wearing your vest and in your position by 7:35am. You will have pre-assigned duty spots posted the week of your scheduled duty. These will change every rotation period. You will be excused to be on time to class.

Afternoon Duty

You will be excused from class at 2:55pm. Be in your position by 3:00pm and plan to stay at your position until 3:15pm.

Positions

Captains:

This person will manage the team and be responsible for confirming the collection of all the supplies. This person will ensure that the team runs smoothly and notify Coach P. or Coach Nill of any problems. This person will oversee the duties of all the patrollers and will fill a position on the team. Captains will signal the team when the shift is over and all of the patrollers will come into school together.

Car attendants:

These patrollers will be responsible for assisting students in and out of their cars. **Please use extreme caution at all times!** Be sure the car is completely stopped and all animals are restrained before opening the car door. You are expected to use the appropriate arm motions at all times. This will help the drivers understand what you would like for them to do. At the end of both morning and afternoon

duty, each patroller will help pick the cones up and place them in the cafeteria corner.

Flag Duty:

This job will be performed by the captain. The flag will be treated with respect while being put up and taken down with pride.

Safety Patrol Meetings

We will have a monthly Safety Patrol meeting on the first Tuesday of every month from 3:15-3:30pm. Each patroller is expected to attend and participate in the Safety Patrol meetings to stay up to date on any schedule changes, etc.

Safety Patrol Schedule

A Safety Patrol Schedule will be sent out on the first of every month. There will be extra copies of both the monthly schedule and Safety Patrol Directory available in the gym with Coach P.

Snacks/Treats

All Safety Patrollers will receive a “treat” from Coach P. the last Friday of every month as a “Thank You” for your hard work and dedication. **Please alert Coach P via email of any allergies!!**

Awards/Certificates

Various awards will be handed out every month during either the monthly Safety Patrol Meeting or Wildcat Assembly.

General Expectations

- Be on time
- Keep a grade of 3 or above
- Attend school regularly
- Follow directions
- Walk quietly in the building
- Keep hands/feet and other objects to yourself
- Be an active listener
- Use uplifting words
- Do personal BEST
- Display mutual respect
- Abide by all MISD rules
- Respect others, their property, and MISD property

Reminders for Good Patrol Operation

1. Look, act, and be alert
2. Always set a good example
3. Perform your patrol duties faithfully
4. Know and practice safe walking rules
5. Be courteous and polite at all times
6. Wear your vest and badge proudly
7. Remind others of safe walking rules, graciously
8. Obey the Patrol and Safety rules while on and off duty

If you have any questions/concerns please contact Coach P. @

jpuente@mckinneyisd.net

Safety Patrol Application

Please return to Coach P. by Friday, August 28th.

Name: _____

Contact Number: _____

Teacher: _____

Please write a few sentences on why you would like to be a part of the Safety Patrol Team at Eddins.

I give my permission for my child to apply for the Safety Patrol Team and for their contact information to be shared in the Safety Patrol Directory.

Parent Signature: _____

Student Signature: _____

Date: _____

Contact Number: _____