

Brookside Safety Patrol



Name _____

Squad _____

•PATROL SCHEDULES•

POSTING OF DUTY SCHEDULES

A duty schedule is posted inside the patrol office for the next rotating patrol schedule. **A patrol duty is usually for two weeks.** Sometimes a schedule may be for a slightly longer period of time due to special circumstances.

New duty schedules always change on Friday afternoons.

The Squad Captain is responsible for distributing a copy of the duty schedule to each one of the patrol members. **If you do not see a copy of the schedule, check with your Squad Captain.**

ASSIGNED POSTS

Patrol members assigned a particular post by the Officer Team will report to that post and may not trade for another post unless specifically approved by the Officer Team. Trading posts is not encouraged and such trades will be given only for exceptional reasons.

REPORTING TIMES

Report to the Patrol Office at least 25 minutes before school begins in the morning (8:45 am) and leave your classrooms ten minutes before school lets out. On early dismissal days, you are to leave your classroom at 11:40.

Your general time schedule:

8:45 Arrive at school
8:50 Be at your station
9:10 Leave your station
3:20 Leave classroom
3:25 Be at your station
3:40 Leave your station

Early dismissal schedule:

8:45 Arrive at school
8:50 Be at your station
9:10 Leave your station
11:40 Leave classroom
11:45 Be at your station
12:00 Leave your station

•• Snow Days --- Arrive at 10:20 AM ••

WHEN YOU'RE ON DUTY - YOU'RE ON BUSINESS

Once you leave your classroom or arrive at school for patrol duty, **you are on patrol and the business of your duty comes first!** This means you cease your social activities such as chatting with school friends or any other activities that may distract you from your patrol responsibilities. If a friend stops to talk to you while you are on duty, ask them to wait until you're off duty. From the moment you leave the patrol office and until you return to it, **YOU ARE ON DUTY. Look and act like school patrols.** You are representing Brookside so remember to be positive and polite.

WALKING TO AND FROM THE PATROL OFFICE TO YOUR DUTY POST

Be certain your patrol uniform and equipment are clean and tidy. Roll the stop sign flag up and carry it under your arm with the rolled flag in your hand and the flag handle straight up against your back shoulder. This avoids the danger of swinging the flag stick into someone behind you.

ABSENCE FROM DUTY

-Illness: Whenever you know you will be absent from duty, please use the Patrol Phone List and arrange for a substitute from another squad.

-Field Trips: When you know you will be going on a field trip that will interfere with your patrol duty, **it is your responsibility to notify your Squad Captain.** Do not expect the Squad Captain to find a replacement for you at the last minute. Failure to comply with this responsibility may result in you being disciplined and possibly not attending the field trip at year's end.

-Emergencies: If you become ill at school or for some other valid reason you are unable to perform your duty, notify the office or your

Squad Captain **immediately.**

Post Assignments for Squad
for the week of _____ to _____

Bus Gate (STOP flag and cones required)

Bus Drop Off 1

Bus Drop Off 2

Bus Drop Off 3 (Bus cones required PM only)

37th East (STOP flag and cones required)

37th West (STOP flag and cones required)

Hamlin North (STOP flag and radio required)

Hamlin South (STOP flag and cones required)

Rear Drop Off 1 (STOP flag and cones required)

Rear Drop Off 2 (Cones required)

Rear Drop Off 3

Building Rear South 1

Building Rear South 2

Building Rear North

Building Front

Flag Detail

Lot Signs

Lost & Found



•DUE PROCESS•

EXPECTATIONS OF PATROL MEMBERS

As role models for behavior, conduct, sportsmanship, and school leaders, **higher standards are expected of school patrol members.** If these expectations are higher than you wish to follow, then you should decline patrol membership. The day you decide that the responsibilities and standards exceed your ability or desire then you should remove yourself from patrol. **Remember, patrol membership is voluntary and a privilege.** If patrol membership is terminated by the patrol supervisor or the patrol member before the end of the year, then you will **not** be attending the annual patrol event.

GRADES AND CONDUCT

All academic grades must be satisfactory or better to remain on patrol. Difficulty meeting normal room and/or teacher expectations may result in loss of patrol status.

Be a leader and good model at all times in the classroom, on the playground and between home and school. If you enforce the rules-reflect them!

IF YOU DON'T FOLLOW THE RULES....

Infraction of school or patrol rules usually will result in one of the four following actions:

1. First Warning.....a written report sent home, signed, and returned
2. Second Warning.....probation and written report sent home
3. Third Warning.....dismissal from the patrol

4. Serious incidents may result in either immediate suspension or dismissal. This step would result from an incident in which the personal safety of a Brookside student was jeopardized.

PROBATIONAL STATUS

All patrol members serve on duty as long as their performance and general conduct reflect the high standards expected of the school patrol. If performance or conduct during the school day or during patrol duty fall below acceptable standards, the patrol member will be warned and placed on probation. If the unacceptable conduct, performance, effort, etc. are serious enough, the patrol member will be dismissed from the patrol.

PATROLS OFFICERS ARE THE LINE OF COMMAND

The captains and lieutenants are the commanders of patrol. They will issue directions, conduct inspections, keep records, and manage the patrol. Patrol members shall carry out the directions of their officers. If a member feels a direction is unjust or disagrees with an officer, he or she should carry out the direction if it does not cause jeopardy of safety and then afterward discuss it with the Patrol Supervisor.

COMMUNICATIONS WHILE ON DUTY

Captains and lieutenants will each be assigned a two-way radio and will be in communication with a patrol supervisor at all times. Additionally, a senior patrolperson will be assigned a radio at the Hamlin post. Radios are to be use for PATROL BUSINESS ONLY.

•OFFICER DUTIES•

CAPTAIN

There is a captain in charge of each squad. The captain has over-all responsibility for a squad and its members. The captain will:

- Make the post assignments for each duty schedule
- Distribute assignment schedules to each classroom
- Check the duty roster each day and ensure that every post is covered
- Obtain the necessary substitutes or delegate this responsibility to the lieutenants
- Inspect the squad's equipment and uniforms and ensure they are in good condition and are clean and neat
- Report to the Patrol Supervisor on the status and efficiency of the squad as well as carry out special projects for the patrol supervisor.
- Keep record on the squad operations, including absences and late members
- Be responsible for the training of new patrol members
- Be responsible for special duties of the patrol such as:
 - Safety lectures and displays around the school and in class
 - Inventory and care of equipment and uniforms in the patrol office
 - **Keeping Patrol Office clean**

LIEUTENANTS

- Be responsible for the duties assigned by the Squad Captain
- Assist the captain in maintaining the operations of the squad
- Be responsible for the inspections of patrol posts, the patrol office, and equipment
- Substitute for the Captain of the Squad when necessary and assist the captain with special projects.
- Be responsible for training of new patrol members
- Be responsible for special duties of the patrol such as:
 - Safety lectures and displays around the school and in class
 - Inventory and care of equipment and uniforms in the patrol office
 - **Keeping Patrol Office clean**

Additionally,

Officers are responsible for raising and lowering the flag, radios, flares, batteries, equipment, parking lot signs, and patrol check in.

•PATROL UNIFORMS AND EQUIPMENT•

RAINCOATS AND VESTS

Either a raincoat or a vest will be worn at all times while on outside patrol duty. This includes supervisory officers, too. These garments are designed to give visibility and authority. Motorists recognize these garments at crosswalks as belonging to School Safety Patrols and will cooperate with safety directions given by these students.

The Squad Captain and Lieutenant (in consultation with the patrol Supervisor) will decide whether the vest or raincoat will be worn (based on the weather).

•**The Vest:** is to be worn on warm and fair weather days. It serves as a symbol recognized by motorists as a garment worn by School Safety Patrol. It also provides a measure of safety by being highly visible. It may be worn over a light jacket or without a jacket.

•**The Raincoat:** shall be worn on rainy, snowy, foggy or otherwise inclement weather days. It serves to give the greatest visibility under difficult driving conditions. If it seems as if it will rain while you are on duty - wear it! Be on the safe side. You are out on the streets to provide safety and **be safe!** A coat, sweater, or light jacket should be worn under the raincoat. When it gets wet, it also gets cold. A hat should be worn when it is rainy or cold outside.

THE "STOP" FLAG

Carry the flag to and from your post in the prescribed manner: The flag portion is to be rolled up and held in the hand with the handle sticking straight up behind your back against your shoulder. **Do not unfurl the flag until you are at your crosswalk post.**

*** DO NOT WAVE YOUR FLAG AROUND. IT SIGNALS
"STOP" TO MOTORISTS**

Direct eye contact with drivers is the most useful method of communicating directions. Hand signals may be necessary at times as well.

•REPORTING PROCEDURES•

PATROL VIOLATION REPORT

- Fill out the form and give it to your Squad Captain
- Give facts, not opinions! Report what **you observe - see and hear**, not what someone else tells you they saw or heard. You may, however, include as part of your report what witnesses said and saw-**if you also saw and heard the same things.**
- Check the area(s) on the report form that describes the problem. More than one area can be checked.

WHEN AND HOW TO REPORT SOMEONE

- Your primary objective is to help students to be safe. It is not to accumulate a record of “reporting people”. If possible, warn the person that what they are doing is unsafe and/or in violation of school rules or guidelines. **Never physically touch anyone.** Then, if they continue, you are obligated to report them.
- Use good judgment , common sense, and courtesy. If, in your judgment, the violation is clearly dangerous, disrespectful, illegal, or otherwise very serious, a warning and a report is mandatory. File a report immediately. Take into consideration the seriousness and circumstances of the situation. If in doubt, go ahead and file the report. The Patrol Supervisor or Principal will decide upon the action that will follow.
- Do not allow either good friends or bitter relationships to affect who or what you are responsible to report! **Treat everyone with the same fairness without your personal feelings entering into your judgment.**
- In all cases, report immediately anyone who verbally or physically abuses you while you are on patrol duty! Never allow anyone to intimidate or threaten you because you carried out your duties as patrol person. Report such incidents immediately to the Patrol Supervisor or Principal.