

SAFETY PATROL HANDBOOK



SCHOOL SAFETY PATROL PLEDGE

- *I promise to do my best to ...*
 - *Report to duty on time*
 - *Perform my duties faithfully*
 - *Report dangerous student practices*
- *Obey my teachers and officers of the patrols*
- *Strive to earn the respect of fellow students*

What is a Safety Patrol?

The AAA School Safety Patrol™ program is the largest traffic safety program in the world!

Since its inception in 1920, the AAA School Safety Patrol™ program, has provided a safer environment and wide spectrum of educational opportunities for millions of school children. Each year, more than 630,000 children participate at over 32,500 schools throughout the country.

For more than 94 years, AAA has sponsored the AAA School Safety Patrol™ program, which instills students with a sense of responsibility, leadership and citizenship. AAA provides an array of equipment and material, including electric-lime fluorescent belts, nickel plated steel badges and training for the AAA School Safety Patrollers. When properly uniformed and trained, they can assist their grade school classmates by ensuring their safety to and from school every day.

The program has been praised by safety and education groups around the globe for reducing injuries and deaths among 5-to-14-year-olds, the age group most at risk for pedestrian injury. In addition to keeping students safe, the program teaches lifelong lessons of responsibility, leadership and good citizenship. The Auto Club Group Traffic Safety Foundation's goal is to continue fostering this vital program, which develops tomorrow's leaders today.

(Taken from the Auto Club South AAA webpage)

It also provides a great opportunity for our students to gain:

- Safety awareness
- Teamwork
- Citizenship
- Leadership
- Pride
- Respect for law enforcement

Our school benefits from opportunities to promote:

- Traffic safety awareness
- Character-building opportunities
- A positive relationship with parents, law enforcement, and the overall community
- Peer-to-peer education
- A constructive outlet for students' energy

Our community benefits from:

- Safer environments for pedestrians and motorists
- A spirit of volunteerism and civic-mindedness
- A positive collaboration between students, parents, schools, and law enforcement

Patrol Responsibilities

The patrol's job is to remind students of CHAMPs safety procedures learned in the classroom, and to guide them in the safety procedures throughout the school. Patrols receive instructions in guidelines and procedures during their training and regular patrol meetings throughout the school year. Our students who are chosen for Safety Patrols are expected to exhibit the following characteristics:

- Leadership
- Reliability
- Punctuality
- Good attendance record
- Respect for classmates and others
- Maturity
- Ability to follow rules
- Sound judgment
- Courtesy
- Desire to help others

The Duties of all patrols are listed below:

- Set a good example to other students at all times.
- Encourage other students to also follow CHAMPS expectations in and out of the classroom
- Report to morning and afternoon posts every day
- Sign in before going to post each morning
- Exhibit leadership qualities in and out of the classroom
- Be respectful to teachers, faculty, and students at all times
- Maintain a high academic standing at all times (minimum 3.0 GPA in all classes)
- Be on time to school on a consistent basis
- Wear your safety patrol belt with strap across the shoulder at all times (except at recess and P.E.)

Reporting Dangerous Practices

Part of the pledge school patrollers take is a promise to "report dangerous student practices." Just what are those practices? A dangerous practice endangers students. When a patrol member observes a dangerous practice, they should:

- Politely explain the risk to the offender (if it is another student)
- Seek an adult if the behavior continues
- Report dangerous situations to a patrol officer or Patrol Supervisor for follow-up
- Never touch another student!

If another patrol member is involved in a dangerous practice, this should be reported to the Patrol Supervisor.

Safety Patrol Uniform

School Uniforms is mandatory during the patrol duty. Patrols may also be required to wear their uniform for other special designated times when patrols are needed to represent their school.

Uniform Rules:

- Shirts must be tucked in at all times
- Safety Patrol belt worn on shoulder and buckled. Should be worn on the outside of any jackets/sweaters.

Please make arrangements for your child for cooler weather; this is not considered an excuse for not wearing the appropriate assigned uniform. Patrols may wear white long sleeve shirts under their polo shirts if there is cooler weather, in addition to any jackets needed.

If any patrol is not in uniform on assigned uniform days, they will receive a demerit and will not be allowed to go on post that day.

Patrol Posts duties

Patrols are expected to sign in and be present for roll call at 8:00 am every morning. Officers will conduct roll call every morning at 8 am. Any patrol that arrives after roll call will be marked tardy. Patrols must sign in at the designated area before going to post, so they should manage their time accordingly, so they still get to their post by 7:45 a.m. The only exceptions will be those who arrive late due to school buses.

Car Loading:

- *Wave cars down to the end of the drop-off zone*
- *Help students enter and exit vehicles safely*
- *Assist small children and students whose arms are full*
- *Monitor students and keep them on the sidewalk until traffic has stopped*
- *Direct students to proceed in an orderly fashion from the parking lot to the school and vice versa*

Hallways:

- *Guide students through the hallway to their destination*
- *Enforce CHAMPS procedure for hallway expectations*
- *Open doors for students and adults*

Cafeteria/Auditorium

- *Open door for students entering and exiting the cafeteria/auditorium*
- *Make sure students have breakfast in the morning*
- *Enforce procedures during dismissal in the cafeteria*
- *Make sure students are reading or completing homework during dismissal*
- *Ensure students are always sitting unless given permission by an adult*
- *Assist any students as needed*

Bus Loading:

- *Keeps students out of the street and away from traffic*
- *Lines students up for boarding/exiting when the bus arrives*
- *Assists small students in boarding/exiting the bus*
- *Checks the bus stop to ensure no belongings are left behind*

(All posts are subject to change based on the needs of the school.)

Election of Officers

A captain, lieutenant, and sergeant will be elected each 9 weeks by the patrol sponsors (Officer positions will not be extended due to holiday breaks or school closing due to weather).

Decisions for these positions will be based on behavior on and off posts, teacher recommendations, leadership qualities, academic standing, and overall good citizenship skills.

Officer Duties

Captains are responsible for:

- Proposing the agenda for patrol meetings
- Monitoring patrol performance and enforcing all patrol rules while on post
- Ensuring patrol members maintain and wear belts and badges
- Verify that all posts are covered and arranging for substitutes as needed
- Reminding patrol members to walk quietly and carefully to their posts
- Relay any concerns or problems to sponsors

Lieutenants are responsible for:

- Acting for the captain, as assigned
- Monitoring patrols on post
- Assisting the captain in checking posts
- Contributing to meetings
- Filling in for absent patrol members

The Sergeant is responsible for:

- Acting for the captain, as assigned, if lieutenant is unavailable
- Monitoring patrols on post
- Maintaining the patrol bulletin board
- Contributing to meetings
- Filling in for absent patrol members

Consequences/Rewards

While we understand our students are still children and expect them to make mistakes, safety patrols are held to a higher standard for their behavior and grades. We expect our safety patrols to adhere to school rules and to the expectations set forth for them by their sponsors and administrators. Sponsors will maintain discipline according to the duty's responsibility. Parents will be notified with a dojo message or email, or phone call regarding any disciplinary action or praise for an exemplary job well done.

Academics

Safety Patrols are expected to maintain a 3.0 GPA in all classes (not an average of their combined classes). Patrols will be expected to bring a copy of their progress reports and report cards to their sponsors during a mandatory meeting that will take place each grading period. Failure to do will result in a demerit.

If a Safety Patrol receives a C or lower in any subject on their progress report or their report card, they will surrender their belt and their post until their grades have increased to a B or higher. Students will have to have the teacher of the subject they received the low grade in print out a grade report as proof of grade improvement to hand in to sponsors for documentation. After the grade has increased to a B or higher students will receive their belt back and can resume their regular post.

(No demerits are issued for Safety Patrols receiving an academic grade below a B)

Fundraisers

Throughout the year Safety patrols will participate in fundraisers specifically for our organization. Money raised in these fundraisers will go towards uniform equipment (new Safety Patrol belts, badges, etc.), trips, treats and rewards for Safety Patrols, and any other cost that may ensue for Safety Patrols throughout the school year of 2022-2023.

All Safety Patrols are expected to participate in all fundraisers specific to the organization.

Also, our most important fundraising will go our end of the year safety Patrol award trip with chaperones to a park of your sponsor selection.

Parent Acknowledgement Form

Those of us here at our Safety Patrol organization can only be as good as the support we receive from our students and their parents/guardians. We want to make sure that amid the year of fun times we plan on having this school year, our Safety Patrols also fully understand the commitment they are making to our organization. We have high expectations for our students, and we know that with your help, we can create truly amazing group of Safety Patrols.

Please make sure to read the following statement and sign on the lines provided.

I understand the rules set forth for all Safety Patrols for the 2022-2023 school year. I am committed to doing my best to follow those rules and will strive to always meet the expectations my sponsors and administrators have in place for me. I also understand that if I make a mistake, (and it is ok if I make mistakes) there will be consequences for my behavior, as outlined in the Safety Patrol Handbook.

Student Name: _____

Date: _____

I understand the rules set forth for all Safety Patrols for the 2022-2023 school year. I am committed to helping my child do their best to follow those rules and will encourage them to strive to always meet the expectations their sponsors and administrators have in place for him/her. I also understand that if my child makes a mistake, (and it is ok if he/she makes mistakes) there will be consequences for his/her behavior, as outlined in the Safety Patrol Handbook. I will help support my child's Safety Patrol Sponsor in their decisions and will work with the organization to help in any way I can.

Parent Name: _____

Date: _____

Parent Signature: _____