



MALDEN CATHOLIC

The Codivisional High School

Safety Monitor Duties and Expectations, Grades 9-12

The Safety Monitor reports to the Dean of Students. He or she will meet with the Dean of Students daily, discuss events of the previous day and address issues as needed. The Safety Monitor will also report on the previous week's activities.

The Mission of the Safety Monitor is to keep students safe by providing a safe environment. This environment must provide for proper decorum, free from bad behavior, including but not limited to bullying, threats and improper words and touching. All members of the Malden Catholic community, including but not limited to visitors, should expect to be treated in a respectful and professional manner by the Safety Monitor.

The Safety Monitor may regularly greet, talk with, and have a wide variety of contacts with community members. Most of these contacts are routine and informal. Often students, faculty, staff, and visitors approach the Safety Monitor for information or directions, to report a crime, to seek assistance, and to occasionally report something to about which they are concerned. In all these circumstances, the Safety Monitor is expected to deal with the Malden Catholic community respectfully, helpfully, and courteously.

As part of our efforts to facilitate safety on our campus, it is occasionally necessary for Safety Monitors to stop members of the Malden Catholic community and ask for information. These interactions are inherent to any effort to protect a community and offer the Safety Monitor more context through which to evaluate situations. As with a request for identification, the Safety Monitor recognizes that these contacts may result in a certain amount of inconvenience and may raise heightened emotions or concerns about inclusion and belonging. As such, we are acutely aware of the need to conduct our work in a way that is fully respectful and appreciative of the great diversity at Malden Catholic and our responsibility to ensure that our work on behalf of the campus is undertaken with sensitivity and care.

In the event that a Safety Monitor needs to stop a person on campus, it is expected that:

- The interaction will be courteous and professional.
- It will be as brief as possible given the circumstances.
- The Safety Monitor will provide an explanation for the stop. (It is important to note that it may not always be possible for this explanation to occur at the beginning of the encounter)
- An apology for any inconvenience will be made if appropriate.
- All Safety Monitors will identify themselves when requested.

Malden Catholic and the Safety Monitor takes seriously its responsibility to protect the rights of all members of our community and will not stop people in a manner that unlawfully discriminates on the basis of race, age, sex, national origin, ethnicity, religion, gender, gender identity, gender presentation, or sexual orientation.

Duties/Expectations:

- Admonish students and report to the Dean of Students time, place, and nature of offense
- Challenge all unfamiliar visitors. Most will be unannounced parents.
- Exterior doors should constantly be checked to ensure security. Exceptions would be access to building for events. (i.e. sporting events or admissions)
- Detects, investigates, and reports unauthorized or suspicious persons, vehicles, and activities.
- Monitors and directs student movement throughout assigned school and properties.
- Notifies the administrative staff, police, fire department, or other appropriate authorities of Security or emergency situations.
- Visually patrol buildings, building grounds, and parking lots to observe unusual behavior and to prevent theft and vandalism.
- Provide ongoing contact with the Dean of Students in the event of safety violations on campus.
- Report school parking violation notices where necessary.
- Report emergencies immediately to the Dean of Students.
- Answer routine inquiries and direct visitors to appropriate areas.
- Remain current on accepted school safety procedures.
- Make sure that all students are not present in the academic hallways and areas unless with a faculty/staff member.
- Make sure all academic wing doors are locked after hours.
- Patrol the learning commons. (both boys/girls) Move students to the Dinning Hall after 5:00PM once the learning commons are closed.
- All students must leave the building by 6:00PM and the entire building must be swept to ensure all students have been dismissed.
- Perform other duties as assigned.

Examples of Unacceptable Student Behavior:

- Public Displays of Affection.
- Using tables as chairs.
- Hands must be kept to oneself.
- Boys and girls must remain in their respective sides. A student must have permission to visit the opposite side of the campus e.g. math, help, clubs, etc. The cafeteria is coed.
- Use of any sort of profanity is strictly prohibited.

Hours:

This position is intended to be from 3:00PM – 8:00PM. This time is subject to flexibility based on need.

Position Posted: March 3, 2022. Open until filled.