

OAKHURST ELEMENTARY SAFETY PATROL



Congratulations! Oakhurst Safety Patrol membership is an honor and a privilege. Safety Patrol is a job of commitment and service to your school throughout the year. You must display leadership qualities and be responsible. You will assist with morning student drop-off and afternoon pick-up. Your duties will include opening/closing doors, being courteous to adults and children, displaying and taking care of the U.S. and State flags, and monitoring appropriate student behavior on the campus before and after school. Whether you are on-duty or off-duty, you should observe the school rules and set a good example for fellow Oakhurst Mustangs. Oakhurst Elementary needs you and counts on you. Thank you!

To be on Safety Patrol at Oakhurst a student must:

- be a responsible 5th grader.
- have a courteous and helpful attitude.
- maintain an A, B, or C grade in all subject areas.
- maintain an E or V Behavior on Report Card.
- maintain exemplary attendance.
- meet expectations on all your learning programs.
- be a good role model with a desire to serve their school.
- always be respectful, responsible, and honest.

Parent Section

Parents of students selected to be a member of Safety Patrol should read the handbook with their child and sign the form below, ensuring that you will be aware of what is expected of both you and your child.

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*-The handbook is located on the Oakhurst Elementary Website at
<https://oakhurst-es.pcsb.org/clubs-and-activities/safety-patrol>*

Safety Patrol Handbook Form

I, _____ have read
(Student Name)
and understand my responsibilities as a member of Safety Patrol.

Parent Signature: _____. Date: _____

How Safety Patrol Works

Morning Safety Patrol Duty will be (8:15am -8:40am) and afternoon patrol will be (2:50 pm-3:10pm) You will have the same position for a semester and then rotate to a different position the following semester.

Absences

If you are going to be absent for any reason, ***please call*** or email the school to let them know. If you become ill or must leave school for any reason, please notify the front office that you will not be on your post in the afternoon. Unexcused absences may result in your dismissal from Safety Patrol.

General Duties

- Report for duty on time.
- Wear your Safety Patrol Belt.
- When the second bell rings, or when excused by Mr. C, you may leave your position and proceed to class (morning) or head home (afternoon).

Safety Patrol Belts

- Wear belt when you are on duty.
- You may wash belt.

Do's and Don'ts

- **Don't** lean on the building or fence while on duty!
- **Don't** visit with friends while on duty.
- **Don't** go out into traffic to retrieve an object that has fallen into the parking lot.
- **Do** keep a smile on your face! Have a good attitude and have fun.
- **Do** get to your post quickly, and if you work in the morning, hurry to class when your job is done. (**Don't** hang around campus chatting with friends.
- **Do** model the Mustang Way while on post, in class, or in the community.
- **Do** always follow all school wide rules.

Position Descriptions

If you're working in the car circle:

- Greet incoming students, parents, and staff.
- Remind students to walk and stay back from the curb.
- At the end of the day, give a greeting such as, "Have a nice day" to parents and students.

If you're working at a crosswalk or bike rack:

- Greet people with a "Good morning" or "Have a nice day."
- Students walking or riding bikes should cross only at the Safety Patrol crosswalks. If you observe students crossing anywhere else, please notify a teacher.
- Remind bikers that they must walk beside their bikes once they get on campus.

If you're working at either end of the malls or the cafeteria you will:

- Stand inside the mall with the door closed and open doors for teachers and students on rainy days.
- Students may not enter malls prior to school beginning. They should enter their classroom from the outside.
- Students exiting the cafeteria may not leave with any food or drink.

If you're putting up the American and Florida flag in the morning you will:

- Always work with a partner. It's a 2 or 3-person job.
- Get the flags from the front office.
- Treat the flags respectfully and never let them touch the ground.
ALWAYS cross the street to and from the flagpole with a tea

- Work with a partner to hang the American flag on top and the Florida flag below it.
- If you've been instructed to fly the flags at half mast, make sure you take them all the way to the top of the flagpole before bringing them half-way down the flagpole.
- If it's raining, flags are not put up.
- **If you're taking the American and Florida flags down in the afternoon you will:**

- Always work with a partner. It's a 2 or 3-person job.
 - Treat the flags respectfully and never let them touch the ground.
 - Find a flat CLEAN table and fold flags according to official flag folding rules.
 - Bring both flags back to the office.
 - If the flags are wet, ask someone in the office where you should hang them to dry (NEVER fold them up when they're even a little bit wet).
- ALWAYS** cross the street to and from the flagpole with a teacher.

Weather

If there is rain or cold weather, students will be notified via the loudspeaker to go inside of their mall and wait outside of their classroom. Safety Patrol Members will be directed to stand inside the mall and monitor students until teachers have let them inside the classroom.

Grounds for Dismissal

Grades

If a student has a grade below a C on his/her report card, he/she will be put on "probation". This means that we will send a note home with the student informing them that they are "off duty" until midterm. After the midterm, if the student can bring us a note from his/her teacher stating that the grade is improving, then he/she will be re-instated to duty. Should the student fail to raise his/her grade, then the student will be dismissed from Safety Patrol. When a student is put on probation for their grades, this is considered a **warning**. If their conduct grade is not an E or a V, the student will be dismissed from Safety Patrol.

If a student is consistently not doing his/her homework, they can also receive a **warning** and (if no improvement) be removed from Safety Patrol).

Office Referral

If a student receives an office referral or infraction for anything other than physical aggression, they receive a **warning**. The next office referral or infraction will be grounds for dismissal. (Physical aggression will result in immediate dismissal from Safety Patrol).

Tardiness and Absences

3 absences from post (with no notification by phone or email) = **warning**
2 tardies to post = **warning**

After 10 absences from post, the Safety Patrol Committee will determine dismissal.

Dismissal from Safety Patrol

Physical Aggression or School Suspension --> Immediate dismissal.

Upon earning **2nd warning for violations**--> Safety Patrol Committee will determine Dismissal.

After Dismissal

A student who has been dismissed is not eligible for any parties or other benefits of Safety Patrol.

The Last Word(s)

Remember, by being on Safety Patrol you are providing a valuable service for your school. Safety Patrol is a big responsibility, but we want it to be a fun and rewarding experience for you. It is also a time to gain independence. Always feel free to talk to your Mr. C or an administrator about any problems or concerns you have.

