

Safety Patrol Duties

Job Descriptions:

****AM Positions: Arrive at school at 7:45, get ready at 7:50 and be at your stations by 7:55. Stay until bell rings.**

PM Positions: Depart class at 3:00, and be at your station by 3:05. Stay until busses leave.

****All patrollers carry vests (or rain ponchos) and flags.**

All patrollers are responsible for putting vests (or rain ponchos) and flags away neatly and keeping closets tidy.

All patrollers...

- Make sure students use the crosswalk
- students walk
- walk their bicycle and
- stay on sidewalk

+Patrollers are expected to be friendly, greet people, smile, and hold their flags still, and use them appropriately.

+Leave sticky notes or messages for me on my desk near the computer. Put dates, what happened, who it was and your name in case I need more information.

Front of School: Crossing Guards-

Fairfax: Patrollers stand at the corners of Meadow Lane and Fairfax Street. Cross students in the crosswalk.

Front Parking Lot

- Two students stand with flags at the entrance of the front parking lot.
- Stand close to the sidewalk, and point flag towards the entrance.
- One student is in charge of cones. Place cones along the driveway, including the cone with the sign sticking out of it. When busses come, move the cones to the sidewalk.
- One student stands on the sidewalk in front of the main entrance door

****Hang vests (or rain ponchos); put away cones and flags neatly in the closet by the office.**

Back of School

Meadow Lane: Two students stand on the sidewalk across from each other on Meadow Lane. One on the side near the entrance to the parking lot, and the other across the crosswalk, near Rye Ct. Each person will have a vest (poncho if it's raining) and a flag.

Back Parking Lot

Hallway Duties-

During these duties stand in the hall indicated on the schedule with safety belts on and holding a clipboard or post it note. Watch for running, loud voices and students not following Meadowview expectations. Give firm, but polite reminders, and write down students who refuse to be redirected.

*K-2 the first few weeks of school, you will stay longer to help make sure kindergarten students get transitioned quickly. Be sure to return safety belt and clipboard to the desk in the hallway underneath the Safety Patrol board that has the schedule. (Outside of Mrs. Siess's door).

Bus Duty

Duty begins at 3:05. The first month of school, students will hold colored bus signs and walk the primary bus lines out to the busses. After that students will just hold signs in front of the busses.

Stand in front of the bus holding the appropriate sign high in the air. When all students are on the bus, hand the flag to Mr. Chapman or another grown-up if he's gone. You can then take the bus home but you **will probably** be the last student on the bus.

