**Healthy Learning Academy**

**Safety Patrol Handbook**

Safety Patrol is an honor and a privilege. It is your first true “job,” and should be viewed as such. It is a job of commitment and service to your school throughout the year. You must display leadership qualities and be responsible. Your duties may include assisting students, parents, and people from the community, monitoring and helping students in the car drop-off/pick-up area, helping check the school grounds for trash, recycling, composting, and of course, always being courteous to everyone. Whether you are on duty or off duty, you should observe all school rules and set a good example for other students at HLA. HLA needs you and is counting on you!

**Qualifications**

A student must:

* Be in 5th grade at Healthy Learning Academy.
* Be recommended by his/her 4th grade teacher.
* Be approved by HLA principal
* Consistently demonstrate respect and responsibility in all settings.
* Act safely at all times.
* Complete all classwork and homework consistently.
* Act as a positive role model for younger students.
* Have a desire to help their school.
* Demonstrate exemplary effort at all times.
* Have a satisfactory prior attendance record.
* Maintain an average of 70% in all academic areas.
* Have a courteous and helpful attitude

\* Students who do not meet all qualifications at the beginning of the school year may work to earn an opportunity to apply later in the year (by meeting ALL above qualifications). Such students will be re-evaluated for this opportunity at the conclusion of the first and second nine week grading periods by the current administration and Mr. Becker.

**Absences**

If you are going to be absent, it is your responsibility to arrange a substitute from the sub list. A list of patrollers is found on the wall next to weekly schedules.

**Do’s and Don’ts**

* Do keep a smile on your face!
* Have a good attitude and have fun!
* Do get to your post quickly.
* Do stand back from the curb if outside for car drop-off/pick-up.
* Don’t visit with friends while on duty.
* Don’t show inappropriate behavior.

**If you are a patrol captain:**

* You will be in charge of schedules. Make sure all positions are accounted for and are on-time.
* If a patroller does not show up, you may be needed to fill in for that patroller.
* At the end of a shift, make sure all belts are put away neatly.

**Safety**

Your safety is important! You cannot help others if you are hurt or injured. Please follow all school and patrol rules and expectations.

If you see other students acting in an unsafe or disrespectful way, please KINDLY remind them of the expectation. It is not your place to discipline students. However, an adult staff member can assist you with a problem. Please let an adult staff member know immediately if other students refuse to follow your directions, act disrespectfully, or unsafely. We are happy to help you handle these situations.

**Safety Patrol Contract**

Expectations for safety patrol:

* Patrols must wear their belts while on duty (no belt = no duty).
* Arrive at their duty on time and complete the full task.
* Behave in a respectful manner at all times and in all classes. Rude behavior towards adults or students will not be tolerated.
* Appropriate behavior while on duty and ANYTIME when on school grounds.

**Dismissal from Safety Patrol**

The following circumstances may lead to your dismissal from the Healthy Learning Academy Safety Patrol Program.

* Multiple (3) absences without getting a substitute patrol.
* Multiple (3) times being late to duty.
* Misuse of patrol tools/gear.
* Inappropriate behavior while on or off duty.
* On-going inappropriate behavior in class or any area at school.
* On-going socializing and or ignoring patrol responsibilities while on duty.
* Insubordinate or disrespectful behavior toward adults or students.

If one of these situations arises, patrols will be given a warning. If the situation/behavior continues Mrs. Matts may dismiss the student from the Safety Patrol program. Mrs. Matts reserves the right to give additional warnings or skip warnings and move straight to dismissal depending on the circumstances.

The following will lead to immediate dismissal from the program:

* Physical aggression
* Unsafe or Reckless behavior that could (or does) lead to injury of yourself or others.
* School suspension.

A student who has been dismissed from the patrol program is NOT eligible for the end of the year trip to St. Augustine or any other patrol benefits.

***Please keep this handbook for your records and information.***

**Official Safety Patrol Application**

**\*All information on this form must be filled-in completely with your essay attached, in order for your application to be considered.**

**\*Any safety patrol showing behavior that impedes the physical and emotional well-being of others will be removed from the program immediately.**

Full Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sex \_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_

Do you have any permanent physical limitations that would need to be taken into consideration when assigning a safety patrol post? \_\_\_\_\_\_\_\_\_\_\_\_ If so, please give details concerning this limitation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All safety patrols must be available for 7:15am-7:45am and 1:45pm-2:15pm duty on an equally distributed, rotating schedule.**

In order to be a safety patrol, you must obtain parental permission. A parent signature and principal approval is required below in order for your application to be processed.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby claim that all information contained in this application is true and accurate.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby give permission for my child to participate in the HLA Safety Patrol Program and will ensure that my child arrives at or before 7:15 am when assigned to morning duties. I will also plan my afternoons accordingly to accommodate their afternoon shift. I have read the Healthy Learning Academy Safety Patrol Handbook and agree with these rules/policies.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*Official signature of principal approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Healthy Learning Academy**

**Safety Patrol Essay**

In order to be considered for the HLA Safety Patrol Program, you must write a full page (minimum) essay explaining why you would like the opportunity to serve your school.

Please write your essay describing yourself (name, birthday, age, how long have you been at HLA/other school, likes/dislikes, etc.) Please remember to highlight qualities that would make you an outstanding candidate for the HLA Safety Patrol Program. Be sure to include specific examples of times that you showed responsibility, leadership, initiative, etc.

Essays with grade level appropriate handwriting, grammar, capitalization, and punctuation will be evaluated for the program. Therefore, please be sure to review your essay and make sure it is free of any such errors.

Essays must be the writer’s own work.

Essays are due on Monday, August 12th, 2019 to Mr. Becker or you can email before that date to [jbecker@hlacharter.com](mailto:jbecker@hlacharter.com).

**Safety Patrol Post Duties**

**Morning Car (7:15-7:45 am) -** Under teacher supervision, open car doors for students arriving at HLA and welcome them to school. Once inside for Morning Meeting, the students will lead the school in the Pledge of Allegiance. Other duties as assigned.

**Lunch Duty (12:30-12:45 pm) -** Monitor students as they place all trash, recyclables, and compost in their designated bins. Make sure that students pick up their trash from under every table. Compost and milk bins will be emptied at this time as well. Other duties as assigned.

**Afternoon Car (1:45-2:15 pm) -** Under teacher supervision, assist students with entering their cars. Be sure to remind students to “buckle up” and have a great day. Also, please be sure that fingers, toes, etc are all the way in the car before shutting the door! There will be one patrol supervising the “line.” Make sure all students have their arm/back on the wall at all times and do not attempt to cross the line before told to do so by an adult.

Once duty is completed, you will then stock supplies under classroom sinks/ other designated areas. Each cupboard should have two toilet paper rolls and at least one paper towel roll. Soap dispensers will be filled up as well.

Water plants in pots in front of the school. Other duties as assigned.

**Afternoon Recycling Duty (1:45-2:15 pm) -** Patrols will empty the plastic and paper recycling bins from each classroom, Mrs. Carr’s desk, and kitchen. They will then walk outside to dispose of said recyclables in the correct containers.

Water plants in pots in meditation garden and anything in the garden not connected to soaker hoses. Other duties as assigned.

**Afternoon duties will be held from 12:30-1:00 pm on Wednesdays!**

We commit to these duties (or other duties, as assigned) on an equally assigned schedule.

Safety Patrol Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signatures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions or Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Healthy Learning Academy**

**Safety Patrol Discipline Guidelines**

Being a safety patrol requires commitment and dedication. Safety patrols must:

* **Be on time to all duties**. Three tardies will result in a one week suspension of your safety patrol responsibilities. Continued tardiness may result in a permanent removal of your HLA Safety Patrol status.

Documentation: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

* **Show responsibility with homework and assignments.** Three missing assignments will result in a one week suspension of your safety patrol responsibilities. Continued irresponsibility with turning in assignments may result in a permanent removal of your HLA Safety Patrol Status.

Documentation: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

* **Show responsibility with your belt and badge.**  If you do not have your belt and badge a total of three times, you will serve a one week suspension from your duties.

Documentation: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

* **Set an example for others to follow.**  Safety patrols should strive to make

positive choices each and every day. Disrespectful and inappropriate behavior can and will not be tolerated. Disciplinary action may result in temporary or permanent suspension from duty.

Documentation:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We understand our commitment to the HLA Safety Patrol Program.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_