

## Safety Patrol Duties by position

<p><b>Captain:</b> Check to see if people are on time to their posts. Make notes on clip board if people are late or don't have their belts. Let Safety Patrol advisor know if something is wrong. Walk around to check how people are doing. P.M. move barricade from near driveway after busser bell rings.</p>
<p><b>Kindergarten Doors a.m.:</b> Keep kindergarteners in line, don't let them go in parking lot, and keep them fairly quiet. They should not play on the railings. Put two cones out so that cars do not come past the church. <b>Stairs, p.m.:</b> Watch walkers coming down stairs. Don't let them run. Keep an isle in the middle of the stairs.</p>
<p><b>Flags/cones/attendance a.m.:</b> Get cones from basement, bring up on elevator, place cones at driveways of playground so cars cannot come on playground. Put barricades out by driveways. Pick up attendance folders and take to office. Put the American flag up first, and the state flag beneath it. Make sure they're not upside down. P.m. Take mail to parish office. Put cones away along church to make isle for walkers. Move barricade from far driveway. Take flags down and fold them correctly.</p>
<p><b>Computer Doors:</b> a.m. Keep the kids in separate lines by grade. Make sure there is room to walk between lines. Keep kids quiet and orderly. Write down names of kids who do not cooperate and give to safety patrol advisor. P.m. watch kids walk down stairs to busses. Close kindergarten doors when bus bell rings.</p>
<p><b>Church Doors</b> Keep the kids in separate lines by grade. Make sure there is room to walk between lines. Keep kids quiet and orderly. Write down names of kids who do not cooperate and give to safety patrol advisor. P.m. watch kids walk down stairs. Leave when busser bell rings.</p>
<p><b>Cooper Bus p.m.</b> Make sure the kids are in line without goofing off. Make sure they go to the buses orderly without running. Keep them safe. Wait for busses to leave.</p>
<p><b>Waller Bus</b> Make sure the kids are in line without goofing off. Make sure they go to the buses orderly without running. Keep them safe. Wait for busses to leave.</p>
<p><b>Parking Lot (pm) Open</b> doors, lead kids out. Make sure kids don't run. Watch kids by dumpster until staff member arrives. Pick up cones, and put them away after second bell rings.</p>
<p><b>Both corners:</b> Cross kids at corners safely. Don't let them cross alone.</p>
<p><b>Reminders for everyone:</b> Be on your post early or onetime. Morning positions should be on post by 8:05. Afternoon positions stay until second bell. You are setting and example and are a leader in this school. Act like it. Do not talk to or fool around with friends on post. Wear belt at all times!!</p>