

Palencia Safety Leader Positions

Car Patrols:

Responsibility: “Wave them down.” Wave down cars to the first available cone. When the car comes to a **complete** stop, you open the appropriate car door. Greet the student and driver with a smile and say something like, “Good Morning!” or “Welcome to Palencia Elementary.” If you notice that a student is having trouble getting out of the car, assist them with their backpack and give them a hand. In the afternoon, when the car has come to a complete stop, open the car door, even if the student has not arrived yet.

Equipment: Badge, Belt and your Smile! 😊

**** PUT YOUR SAFETY FIRST****

- If there is a dog in the car, please use caution. If the dog is in the back seat, DO NOT OPEN the door.
- If a student is not exiting on the sidewalk side of the car, DO NOT ASSIST THEM. You must stay on the sidewalk.
- ALWAYS make eye contact with the driver. That way you BOTH are aware of each other.

Bus Patrols:

Responsibility: Bus Patrols should arrive at the bus stop 5 - 10 minutes early. While waiting for the bus to arrive, students should not be running around on the street. When a car passes and when the bus arrives, place your hands up by your side and stand in front of the students (like you are keeping them back.) Try and make eye contact with the driver. If possible, keep the students on sidewalk or lawn area. While riding the bus, stay seated and assist your bus driver if you are asked. Once you arrive a school, you will exit the bus first, help Mrs. Hackney line up the kindergarten students, and then take them to their classroom.

**** PUT YOUR SAFETY FIRST****

- STRANGER DANGER! If you see someone talking to a student that you do not recognize, ASK them if they know who that is!
- ALWAYS make eye contact with the driver. This way you BOTH are aware of each other.

Hallway Monitors and Door Holders:

Responsibility: If you are near a door, open the door for students and teachers. Remind students who are running or pushing to walk. Do this in a polite manner by saying something like: “Please use your walking feet” or “Keep your hands to yourself, please.” Keep an eye out for students who look lost. If you are unsure, just ask, “Do you need help?” If a student needs assistance to class or help carrying something, please tell another hall monitor that you are leaving your post and take the student to class. Sometimes it helps to just take a hand and walk the student. Remember, the younger students are new and sometimes afraid of our big school -and YOU! Help them along and make them feel welcome.

Cafeteria Monitors:

Responsibility: Upon arriving to school, report directly to the cafeteria. You will have been given one of two duty areas: the café or waiting area.

Waiting area patrols: As students begin arriving, greet them with a smile and say something like “Good morning!” Help students locate the correct rows where they sit. They should be seated at the table with their deck color. When the 8:10 bell rings, open the doors and monitor students exiting. Remain at your duty station until 8:15 a.m. Check with Mrs. Baker to see if she needs any assistance on the café side. If not, head to class.

Café Patrols: Get to the café by 8:00 am if possible. Monitor the students in line. Ask them to set down their back packs if needed and help smaller students take their food to the tables. Watch that students only sit in the first column of tables and “relocate” those who do sit in the wrong area. Help open milk boxes and other containers. Remind students of table manners, such as not touching or playing with others at the table and to focus on eating so that they can get to class on time. These students look to you like a big brother or sister, so be kind and helpful. Assist students carrying their trays to recycling if needed. Wipe off tables and sweep.

Lunch Count Messengers:

At 8:45 a.m. begin collecting folders and lunch counts from teachers. First, check if the teacher placed the folder at their door. If you do not see a folder, enter the classroom quietly, wait for the teacher to pause and then ask politely for the folder. Continue this process until you have collected all the folders. Take all green folders directly to Mrs. Day at the front desk. Next, deliver the lunch counts to Mrs. Damiano and return as quickly as possible to class. Your goal is to be back to class by 8:55.