

# Wards Creek Safety Leader



# 2016-2017

# Safety Leader Schedules

## POSTING OF DUTY SCHEDULES

A duty schedule is posted outside the Safety Leader office for the next rotating schedule. A Safety Leader duty is usually for 4 weeks. Sometimes a schedule may be for a slightly longer period of time due to special circumstances.

Extra Jobs will be chosen through <http://www.signupgenius.com/>. It is expected that all Safety Leaders choose an extra job each rotation.

## COMMUNICATIONS

Mrs. King will send out reminders via the text app Remind. This is the **MAIN** way information will be sent with occasional emails. To join the 2016-2017 text group download the app and text @2017slead to 81010. A flyer is available on our Safety Leader envelope.

## TRADING POSTS

Trading posts is **not encouraged** and such trades will be given only for exceptional reasons.

## REPORTING TIMES

### Cone Heads

- Report to the front office at **7:55 am** after checking in with your homeroom teacher. Be sure to check in with your homeroom so your attendance will be counted! **The earliest time you can enter the building is 7:50 am.**

### Cheese Heads

- Report to your bus stop 5 minutes early. **For afternoon duty, leave when your bus is dismissed.**

**\*\* If you are assigned a Kindergarten class in the afternoon you will leave at 2:30 (1:30 on Wednesdays) to report to your post. Please be sure to check the transportation changes before you leave class or while in the Kindergarten classroom. \*\***

## WHEN YOU ARE ON DUTY - YOU ARE ON BUSINESS

Once you leave your classroom or arrive at school for duty, **you are on post and the business of your duty comes first!** This means you cease your social activities such as **chatting** with friends or any other activities that may distract you from your Safety Leader responsibilities. If a friend stops you while you are on duty, ask them to wait until you are off duty. Remember you are representing Wards Creek so be **positive and polite**, always setting a good example for others.

## ABSENCE FROM DUTY

- **Illness:** Whenever you know you will be absent from duty, please use the phone list and arrange for a substitute from another squad. It is expected that you communicate your absence to Mrs. King. You can use the following ways to do this:
  - Email- [Christina.King@stjohns.k12.fl.us](mailto:Christina.King@stjohns.k12.fl.us)
  - Reminder App
  - Phone/Text - 904.955.0435
- **Emergencies:** If you become ill at school or if for some other valid reason you are unable to perform your duty, notify Mrs. King immediately.

\*\*\* Missing duty is not to be a regular happening. If your attendance is an issue for whatever reason we will need to fill your position with someone else. **IT IS NOT THE PARENTS RESPONSIBLITLY TO COVER A SAFETY LEADER DUTY.** Parents: please allow your child the opportunity to own his/her position to get the full benefits out of being a Wards Creek Safety Leader.

# Guidelines

## EXPECTATIONS OF SAFETY LEADERS

As role models for behavior, conduct, sportsmanship, and school leaders, **higher standards are expected of school Safety Leaders.** If these expectations are higher than you wish to follow, then you should decline Safety Leader membership. The day you decide that the responsibilities and standards exceed your ability OR desire then you should remove yourself from Safety Leader. **Remember, being a Safety Leader is voluntary and a privilege.** If you resign or are released of your Safety Leader duties before the end of the year, then you will not attend the annual Safety Leader event.

## GRADES AND CONDUCT

All academic grades must be satisfactory or better to remain on Safety Leader. Difficulty meeting normal classroom and/or teacher expectations may result in being released from Safety Leader.

**It is the Safety Leaders responsibility** to bring interims and report cards to Mrs. King when they are released. If a Safety Leader fails to do so they will be put on probation until the next grading report. For interims, a print out from HAC should be handed in.

Be a leader and good role model at all times in the classroom, on the playground and between home and school. **If you enforce the rules, REFLECT THEM!**

## IF YOU DON'T FOLLOW THE RULES

Infraction of school Safety Leader rules usually will result in one of the following actions:

1. First Warning: A written report sent home, signed, and returned
2. Second Warning: Probation and written report sent home.
3. Third Warning: Dismissal from Safety Leader.

**\*Serious incidents will result in either immediate suspension or dismissal.**

## PROBATIONAL STATUS

All Safety Leaders serve on duty as long as their performance and general conduct reflect the high standards expected of a Safety Leader. If performance or conduct during the school day or during duty fall below acceptable standards, the Safety Leader will be warned and placed on probation. If the unacceptable behavior is serious enough the Safety Leader will be dismissed from duty.

# Equipment

## BELTS AND RAINCOATS

Either a raincoat or belt will be worn at **all times while on duty**. These garments are designed to give visibility and authority.

**Belt:** To be worn on warm and fair weather days. It provides a measure of safety being highly visible. It may be worn over a jacket or without a jacket. **Your belt should be tight around your waist and not falling off your shoulder.** Your belt is YOUR responsibility! When you are not wearing your belt it is expected that you **fold your belt properly and store in a safe place.** Your school desk is NOT a safe place to store your belt. Please refer to the hand out given on "How to Fold Your Belt". See Mrs. King if you need another copy or rubber bands.

Forgetting your belt is NOT an excuse for not having it. If you forget your belt your will need to notify Mrs. King and obtain a loaner belt. You will be given a warning and follow the "three strikes, you're out" rule.

If you lose your belt a replacement cost of \$5.00 will be due. "Three strikes, you're out" will be followed however, two strikes will be given for this infraction. A substitute will also need to be arranged if you are unable to purchase one before you are expected to be on duty.

Raincoat: To be worn on rainy, foggy, or otherwise inclement weather days. If there is a possibility it may rain, wear it! Better safe than soggy! A coat, sweater, or light jacket should be worn under the raincoat. A hat should be worn when it is rainy or cold outside.

Raincoats are kept in the clinic and **should be hung back up when you are finished using them**. A warning will be given if your raincoat is not put back properly in its place. **It is NOT the nurse's job to hang up your wet raincoat.**

## Reporting Procedures

### SAFETY LEADER VIOLATION REPORT

- Give facts, not opinions. Report what you see and hear, not what someone tells you they saw or heard. You may include as a part of your report, what witnesses said and saw if you saw and heard the same things.

### WHEN AND HOW TO REPORT SOMEONE

- **Your primary objective is to help students to be safe.** It is not to accumulate a record of "reporting people". If possible, **remind** the person that what they are doing is unsafe and in violation of school rules. Never physically touch anyone. Then, if they continue, you are obligated to report them.
- Use good judgment, common sense, and courtesy. If in doubt, please go ahead and see an adult.
- Do not allow good friends or bitter relationships affect who or what you report. Treat everyone with the same fairness without your personal feelings entering your judgment.
- In all cases, report immediately anyone who verbally or physically abuses you while you are on Safety Leader duty. Never allow anyone to intimidate or threaten you because you carried out your duties as a Safety Leader. Report such incidents immediately to Mrs. King or an administrator.