



# LOVETT STUDENT SAFETY PATROL PROCEDURES

## 5<sup>TH</sup> Grade AM Duty

- 7:10am Check-in (clinic) – patrol only(no siblings) will be admitted at front door at 7:10am
- 7:18am Report to Duty Station assignment
- 7:40am Morning Duty assignment ends, return to class

## 4<sup>TH</sup> Grade PM Duty

- 2:55pm Check-in (Mr Wolfshohl room)
- 2:55pm bell – report to duty station
- 3:15pm Afternoon Duty assignment ends

## SIGN IN FOR DUTY

Each patrol member is responsible for signing in the attendance binder each morning.

5<sup>th</sup> grade binder is in the Clinic

4<sup>th</sup> grade binder is in Mr. Wolfshohl's room

## IF YOU ARE GOING TO BE ABSENT

Email Nurse Suiki at [sschaffe@houstonisd.org](mailto:sschaffe@houstonisd.org) if you are going to be absent or unable to perform your duties.

## **DUTY ASSIGNMENTS**

**Will change at the end of every six week:**

**October 5, 2021**

**November 15, 2021**

**January 19, 2022**

**February 28, 2022**

**April 25, 2022**

## **KNOW YOU PATROL NUMBER**

Since the assignment duties are posted on the Lovett website, we can not use student names. Each student has been assigned a Patrol number. Look for your patrol number to find your duty assignment.

## **PATROL BELTS OR VESTS**

Each patrol member is assigned a belt (5<sup>th</sup> grade) or a vest (4<sup>th</sup> grade) at the beginning of the year. You are responsible for this equipment and will turn it in at the end of the year.