

# Chippewa Falls Area School Safety Patrol



## Handbook



Chippewa Falls Area Unified School District



**Chippewa Falls Area  
School Safety Patrols, Inc.  
A NOT FOR PROFIT ORGANIZATION  
PO Box 456 Chippewa Falls, WI 54729**

**DIRECTORS**

**Gerald H. Jacobson**

Northwestern Bank

**Julie A. Anderl**

Attorney at Law

**Todd Meinen**

Meinen Insurance

**Linda Burgess**

Anchor Bank

**David Wilson**

Retired Principal CFAUSD

**Ralph H. Cushman**

C.C. Sheriff. Retired

**A Message to You**

Welcome to the Safety Patrol. Being a patrol is a lot of fun, but also a lot of work and responsibility. As a patrol, you will be seen as a leader in your class as well as all over the school. Younger students will look up to you, teachers, parents and the PTO will recognize you. School Safety Patrol membership is an honor position. Since the Safety in the early 1920's millions of boys and girls have served. The Chippewa Falls School Safety Patrol was organized during the 1930-31 school year. Currently there are about 60 regular and 10 substitute patrols in the six elementary schools within the Chippewa Falls Area Unified School District boundaries.

Parts of this handbook were adopted from the AAA School Safety Patrol Members' Handbook, and was designed to provide uniformity within the school district boundaries. This handbook lists many important, reminders to help you with your duties. You have been selected as a leader in your school. Always set a positive example, both on and off duty, to all who observe your actions. You have taken on a responsibility to your school and your classmates. Nationwide, patrols have saved thousands of boys and girls from being injured or killed in traffic. Do your job well and the rewards are many!

Remember, the lives of the students of your school depend on you. Besides the personal satisfaction of serving your school and classmates, several appreciation activities are provided through the Chippewa Falls Area School Safety Patrols, Inc. These activities are listed in the handbook.

*Ralph Cushman*

## **Table of Contents**

1. Role of the School Safety Patrol
2. Pledge, CFSSP, Inc. and Approvals
3. Never Stop Traffic
4. Cold Weather Guidelines
5. Traffic Cones
6. Patrol Responsibilities
7. Rules
8. Annual Activities
9. Parental Consent
10. Student Contract
11. Safety Patrol Authorization and Laws
12. Equipment
13. Addendums
14. Interesting Facts

**email:** [safetypatrol@chipfalls.k12.wi.us](mailto:safetypatrol@chipfalls.k12.wi.us)

**School District Web Site:** <http://cfsd.chipfalls.k12.wi.us>

**Chippewa Falls Area School Safety Patrols. (CFSSP, Inc.)**

This corporation was organized to promote safety and to aid and assist the betterment of the school safety patrols in the public and private schools within the boundaries of the Chippewa Falls School District. During the 2005-2006 school year, the corporation with the help of Parent Teacher Organizations (PTOs) assumed the responsibility for the equipment as well as the reward activities. Donations are accepted.

**This handbook has the approval of:**

Ralph Coughman  
Safety Patrol Advisor

Thomas Hughes  
Chippewa Falls Area  
Unified School District

Wendy Stelter  
Chippewa Falls Chief of Police

James Kowalczyk  
Chippewa County Sheriff

Revised August 2010

## **Never Stop Traffic**

A patrol member should never stop traffic. Only police and adult crossing guards have the authority to stop vehicles. The law does not give a school safety patrol member that authority. Patrol members hold back only classmates. (See section on laws)

Before allowing classmates to cross, be sure cars are far enough away and are not going fast. Look for a **safe gap** in traffic. A driver needs a long distance to stop a car.

- The driver must see people crossing.
- The driver must decide to stop.
- The driver must put on the brake.
- The driver must take hold and stop the car.
- Road and weather conditions play a factor.

**All this takes time.**

Be sure you allow enough time for your classmates to safely cross the street. Again, it takes at least 10 seconds to cross an average street. Your school and the police department depend on you to protect your classmates.

## **Cold Weather Guidelines *Below Zero Degrees***

We live in an area with cold winters. Students and parents expect the Safety Patrol to be at their post every school day. These cold weather guidelines are set to insure uniformity among all schools in the district. WAYY Radio and WEAU-TV are the official designated sources for temperatures.

**Temperatures to -10 degrees, patrols go to their post as usual.** (actual temperatures)

**Temperatures -10 to -20 degrees, patrols will stay at their post half of their assigned times and rotate.** (actual temperatures) (see note below)

**Temperatures -20, patrols will not be at their posts.** (actual or wind chill temperatures)

**Note** about the minus 10 to minus 20 temperatures guideline, **all** the assigned patrols for the day will report to the school at the regular time. (This **may** require additional patrols on cold days.) Half of the patrols would go to their post for half of the time. About the “half-way” point the patrols at their post would be replaced with warm patrols. Patrols would not leave their post until relieved making sure the post is always attended. All street crossing posts must have a patrol. Most distances from the school are long walks, using the “half-way” point of the assigned times will minimize multiple patrol switching. A **post** is your assigned crossing.

Note to principals: Parents should be aware that at temperatures of -20 or below there will be no patrol on duty. Parents expect a patrol to help their children safety cross the intersections. A note in the student handbook or newsletter would accomplish this notice.

## **Traffic Cones**

Some of the elementary schools are located on streets with high volume or in an area where vehicles tend to exceed the speed limits. In these areas the patrols use **Fluorescent “Yellow-Green” Traffic Cones** to increase their advisability. The cones are placed on the street just out from the curb area near the crosswalk before and after school. These cones are expensive and need special care. They can be destroyed if run over by a vehicle or can be broken in extremely cold weather. When leaving your post after morning patrol, place the cones on school property and away from the edge of the road. After school, when leaving your post, place them inside the school in an assigned location.

## **Safety Patrol Responsibilities**

Check your schedule to be certain of your assignment date and time.

Patrols are at their post by 7:30 AM and 2:30 PM. *(May change by school.)*

Afternoon Patrols leave your classroom to be at your post by 2:30 PM.

Follow proper flagging and holding techniques. See the section on “rules.” Special assignment patrols will follow instructions for the assignment they are on. Greeter or bus line duties are examples of “special assignments.”

Always be alert. Watch for approaching vehicles and students. Ask others to walk on the sidewalks and in crosswalks. Ask those with bicycles to walk their bicycle in the crosswalk and follow other school rules pertaining to bicycles.

As a patrol, your behavior is an example for all students to follow.

If you cannot patrol, you must call a substitute. This is in the contract you signed.

The official **yellow-green safety patrol vest** must be worn over other clothing while performing your duties. The Velcro fronts must be closed and properly worn. The safety patrol poncho or rain coat may be worn in place of the vest on rainy days. Safety patrol lime-yellow belts may be worn on special assignments. Safety patrol flags are florescent yellow or “yellow-green” as permitted by a recent change in State Law.

## **RULES FOR WORKING AT YOUR ASSIGNED POST:**

Your post is your assigned position. You should go to that post and be there on time. A good patrol is always on-the-job. Make your school and classmates proud of the way you appear and act both at your post and during the school day.

Dress neatly and cleanly. Keep your patrol equipment clean and properly worn or used. Be polite. You are a leader and a role model; other students look up to you. Walk to your post with the flag straight up. If you are late walk fast, do not run.

Patrols are on duty to help others cross the street safely. When you are at your post waiting for students to arrive, stand erect one foot back from the curb in line with the left crosswalk line. The left crosswalk line is the one closest to on coming traffic. Hold your flag in your right hand and straight up in the "attention" position.

When classmates approach your post, put your flag down to your right, across the sidewalk to hold them back.

The left hand should be under the flag, fingers and palm facing the street. If the flag is struck, the flag, not the patrol will be pulled toward the vehicle.

Tell your pedestrians to wait until you tell them to cross. Pick a time when there is a "safe gap" in traffic and move your flag into the street. Place your left foot into the gutter, the right foot out about 12 inches but not on the traveled portion of the road. Your flag should be extended out to your right. Always face traffic. *A one-way street is an exception. But always face traffic.* Remember; do not step back onto the curb until the walkers are completely across the street. Remember, it takes about 10 seconds to walk across a street. If a car approaches your crossing, tell those that have not entered the crosswalk, to "please wait". Then step back (like a "robot") on the curb with your flag extended to your right to hold students back until the next safe gap. If a parked vehicle blocks your view, a patrol may step out only far enough to see around it. Do not leave your post until all students within a **reasonable sight** of your post have crossed. You may have to wait for them.

On busy crossings, a patrol should be on each side of the street to effectively warn vehicular traffic that children are present in the crosswalk. Proper use of the flag will help keep the patrol and other students safe.

## Annual Activities

### **Safety Patrol Mini-Camp**

The Chippewa Falls Schools Safety Patrols, Inc. with the cooperation of the Chippewa Falls Unified School District, Halmstad Elementary School, the Chippewa Falls Police Department, McDonald's Restaurant and Chippewa Yellow Bus Co. sponsor a training session during the week before school starts in the Fall. This training session is called a "mini-camp." This camp is entirely voluntary and all safety patrols from all Chippewa Area Schools are encouraged to attend.

Attending this mini-camp will enable the patrols to go on patrol on the first day of school. Halmstad School has a bus drop off lane camp participants use to simulate a city street.

The training session includes: classroom lecture and discussion, a video, a visit by a police officer and some on-street practical activity. Each patrol receives a certificate of completion and a Mini-Camp T-shirt. Patrols are bussed to McDonalds for a complementary lunch.

### **Movie-a-Month**

Micon Cinemas will provide each safety patrol with a pass for one movie a month during the school year. This pass will reward the patrol for the job they volunteer to do. This pass privilege is revokeable. To keep the pass each safety patrol **must** follow the student contract they signed at the beginning of the school year. It is not transferable to anyone else and is the property of the Chippewa Falls Area School Safety Patrols, Inc. Some movies are advertised as no passes accepted. This pass will be issued **after** the student contract is signed and returned to the school.

### **Roller Skating Party**

A back to school roller-skating party is held at Skate America. Admission, pizza, soda and regular roller skates are provided by the CFSSP, Inc. A friend may come at his or her own expense. This event is usually held in October. Wear your "mini-camp" T-shirt as identification, it will be your admission to this event.

### **Christmas Party**

The CFSSP, Inc. Board of Directors sponsors a Christmas Party prior to the holiday break. This event is held at the Pizza Hut immediately after school. The Pizza Hut of Chippewa Falls co-sponsors this event.

### **Safety Patrol Scholarship**

At the end of each school year, The Chippewa Falls Rotary Club awards one \$500 Scholarship in the form of a \$500 U S Savings Bond to a qualifying patrol. To apply for this scholarship, a patrol must have signed and fulfilled the provisions of their "student contract," and complete an essay.

An official Safety Patrol – Rotary Club application form and topic for the essay will be available about April 15th, and **must** be returned by May 15th. The essay will be judged by an independent committee and will be awarded by a Rotarian at the year-end honors and awards program at the recipient's school.

### **Safety Patrol Congress**

The purpose of the congress is to recognize and reward students who faithfully serve as school safety patrols during the course of the school year. These students are positive role models and recognized as leaders by their peers. The Wisconsin Safety Patrol Congress is a special event that expresses our appreciation for your hard work and dedicated service. This event is co-sponsored by the Wisconsin Dells Chamber of Commerce, and the Wisconsin Department of Public Instruction. About 5000 patrols from around the state attend this event. The patrols and chaperons travel to Wisconsin Dells, the site of the Congress, by coach bus. This event is for regular patrol members. Patrols **must wear** the ID Lanyard that will be issued to them. It **will** be visible at all times!

The individual school's PTO or parent organization assumes the responsibility for the cost of this event. All meals, travel, and admissions are included. This event is subsidized by the CFSSP, Inc.

### **Year-End Picnic**

At the end of the school year the Chippewa Falls patrols are invited to join Eau Claire and other area patrols at a picnic in Carson Park in Eau Claire. The Eau Claire Building and Construction Trades Council sponsors this event. Besides food, pop and ice cream there are drawings for many prizes. The CFSSP, Inc. contracts with Chippewa Yellow Bus Co. to provide transportation. Regular and sub patrols are invited to this picnic. Patrols **must wear** the "T-shirt" presented to them at the mini camp earlier in the year



I understand the nature of the school activities in which my son/daughter will be participating and that he/she is expected to abide by all school regulations, and those specific to each event, during the course of the activity. Copies of rules for the Wisconsin Dells trip will be provided prior to this event.

I hereby give permission for my child, \_\_\_\_\_ to participate in the activities described on the front side of this form.

In the event of an accident, illness or other circumstance requiring medical treatment, such treatment may be procured for my son/daughter without financial obligation to the school district or system or the sponsor, the Chippewa Falls School Safety Patrols, Inc. I do further authorize emergency treatment to be initiated at any medical facility to which my son/daughter has been transported.

I further agree that if my son/daughter receives medical treatment and/or is hospitalized, his/her name shall be released to school officials upon their request.

IMPORTANT MEDICAL INFORMATION ADVISORS SHOULD KNOW:

---

EMERGENCY CONTACT PERSON(S) AND TELEPHONE NUMBERS:

---

THIS FORM SHALL BE KEPT BY THE TEACHER/ADVISOR/CHAPERON DURING FIELD TRIP ACTIVITIES AND A COPY LEFT AT THE SCHOOL OFFICE.

Signature of Parent/ Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Home phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

City \_\_\_\_\_ Email \_\_\_\_\_

Consent to Photograph

Safety patrols are occasionally photographed for news releases. One release is a full page advertisement printed in the Chippewa Herald on Memorial Day weekend thanking the patrols. In order to be certain your child's privacy is not infringed upon, please sign below giving permission to use photos as described above.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Patrol Members Pledge

*I promise to do my best to...*

**Report to duty on time.**

**Perform my duties faithfully.**

**Strive to prevent accidents, always setting a good example myself.**

**Obey my patrol advisor and teachers.**

**Report dangerous student practices.**

**Strive to earn the respect of fellow students.**

## Student Contract

As a Safety Patrol member, I agree to the following: *(This form changes to fit each school.)*

- I will be present at my post at 7:30AM and at 2:30PM.
- I will perform my Safety Patrol duties to the best of my abilities.
- I will receive no failing grades on my first and second trimester report cards.
- I will accept responsibility to call another Safety Patrol to sub for me when absent or tardy from school.
- I will treat safety patrol equipment and the property of others with respect.
- I will always represent my school in a positive way by demonstrating respect, responsibility, kindness and leadership on-duty, while performing my Safety Patrol duties and when off duty, during the school day.

I, \_\_\_\_\_, agree to follow the above expectations and

Student name printed

fully understand that I may be suspended or removed from the Safety Patrol if I violate any of the above items.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

**Completed form is kept on file in the school office.**

## **Safety Patrol Authorization**

The Chippewa Falls School Safety Patrol was authorized by the Board of Education and the Chief of Police, during the 1930-31 school year and continues under that authority to this day.

## **State Laws Pertaining to Safety Patrol**

### ***Flags used by safety patrols:***

346.41(2) "No person shall place or maintain nor shall any public authority permit upon any highway any traffic control device bearing thereon and advertising except that a federal or florescent yellow flag, not less than 20 inches nor more than 24 inches square and bearing either the words "Safety Patrol" or "School", attached to a light weight pole 8 feet or less in length maybe used by members of School Safety Patrols standing adjacent to but off the roadway to warn traffic that children are about to cross the roadway.

### ***Authorization:***

118.10 "School Safety Patrols. Any school board may organize school safety patrols and, with the permission of the parents, appoint pupils as members thereof for the purpose of influencing and encouraging the other pupils to refrain from crossing public highways at points other than at regular crossings and for the purpose of directing pupils not to cross highways at times when the presence of traffic would render such crossing unsafe. Nothing in this section authorizes or permits the use of any safety patrol member for the purpose of directing vehicular traffic, nor may a safety patrol member be stationed in that portion of the highway intended for the use of vehicular traffic, but this section shall not effect any plan in operation on July 11, 1939, under which a junior police patrol directs traffic under the authorization, supervision and control of either the sheriff's department or the chief of police or traffic department of the police department of any city, town or village. No liability shall attach to the school district or any individual, school board member, school district administer, teacher or other school authority by virtue of organization, maintenance or operation of a school safety patrol organized, maintained and operated under this section."

Note: Restates s. 40.63

346.24 Crossing at uncontrolled intersection or crosswalk. (1) At an intersection where traffic is not controlled by traffic control signals or by a traffic officer, the operator of a vehicle shall yield the right of way to a pedestrian, or to a person riding a bicycle or electric personal assistance mobility device in a manner which is consistent with the safe use of the crosswalk by pedestrians, who is crossing the highway within a marked or unmarked crosswalk.

(2) No pedestrian, bicyclist or rider of an personal mobility device shall suddenly leave the curb or other place of safety and walk, run or ride into the path of a vehicle which is so close that it is difficult for the operator of the vehicle to yield.

340.01(10) "Crosswalk" means either of the following, except where signs have been erected by local authorities indicating no crossing:

(a) Marked crosswalk. Any portion of the road clearly marked for pedestrian crossing by signs, lines or other markings on the surface; or

Unmarked crosswalk. In the absence of signs, lines or markings, that part of the road, at an intersection, which is included within the transverse lines which would be formed on such roadway by connecting the corresponding lateral lines of the crosswalks on opposite

- (a) sides of such roadway or in the absence of a corresponding sidewalk on one side of the roadway, that part of the roadway which is included within the extension of the lateral lines of the existing sidewalk at right angles to the center line thereof, except in no case does an unmarked crosswalk include any part of the intersection and in no case is there an unmarked crosswalk across a street at an intersection of such street with an alley.

**Other laws pertaining to vehicle traffic in school areas:**

346.57(4) Fixed limits. In addition to complying with the speed restrictions imposed by subs (2) and (3), no person shall drive a vehicle at a speed in excess of the following limits unless different limits are indicated by official traffic signs:

- (a) Fifteen miles per hour when passing a schoolhouse at those times when children are going to or from school or are playing within the sidewalk area at or about the school.
- (b) Fifteen miles per hour when passing an intersection or other locations properly marked with a "school crossing" sign of a type approved by the department when any of the following conditions exists:
  - 1. Any child is present
  - 2. A school crossing guard is present within the crosswalk area at the intersection...

**Equipment and dress code:**

Standard uniform for Safety Patrol Members in the Chippewa Falls Area Unified School District, public and parochial schools, is: yellow-green traffic vest with "safety patrol" wording affixed to it and a AAA School Safety Patrol Badge on it. A safety patrol raincoat may be worn in place of the vest on raining days.

A yellow-green safety patrol belt may be worn for non-traffic duties, such as special assignments within the school building, or when assisting with bus lines etc.

Florescent Yellow and "Yellow Green" are the same color.

### Addendum #1 Care and cleaning of equipment.

Flags are an important piece of equipment. They should not be used to chip ice, damage street signs or light poles, or dragged on the ground or snow. (*Remember your student contract!*) If they do get dirty, they should be removed from the metal post and cleaned (in a washing machine or by hand) with laundry detergent. They should be line dried. The lettering on the flag is screen printed with a rubber type ink and the heat from a dryer could damage the print.

**Vests** also are expensive! Because the badges are permanently attached, the vest should be carefully hand washed with a small amount of laundry detergent and line dried.

**Badges** should need little or if any care. Do not clean them with an abrasive cleaner like Comet, A-Jax or other powdered cleanser. They can be carefully waxed with car wax or furniture polish. Be careful not to get any on the vest!

**Rain Ponchos** should be hung on a plastic clothes hanger when not in use. Hanging them on a hook will cause a hole to appear in the rubberized material.

The preferred method of cleaning is wiping with a damp cloth. They can be hand washed using laundry soap and warm (not HOT) water. Line dry, do not put in the dryer!

### Addendum #2 In case of an accident:

Do not leave your post unattended. Get the help of an adult. If there are two patrols at a post, only one of them should seek help. The remaining patrol should protect the scene if someone appears to be injured. An adult in the school should call for emergency services.

As soon as possible make notes of what happened. Try to collect make and color of vehicle, license number, male or female driver, direction vehicle went and a description of what happened. Do this soon before you forget any of the facts!

### Addendum #3 Incidents while at your post:

Occasionally, incidents happen near our schools. Safety patrols are sometimes given verbal or other inappropriate abuse by people passing by, or in parked cars, high school students, vehicles driving recklessly and so on. If these incidents are serious or repetitious, they should be reported to the principal who will decide if the police should be notified. On the "strength" of the complaint and information from the safety patrol action may result in a traffic citation or arrest. If the principal or school authority feels the incident important they will require a written statement as-soon-as possible while information is fresh. See addendum #3 for some of the information needed. If it is determined the police are needed they should be called immediately.

## Interesting Facts about Safety Patrols

The safety patrol is a voluntary group of students helping younger students cross streets in elementary schools across the United States. The official School Safety Patrol program was organized in 1920 by the American Automobile Association. In the early years it was called "Junior Police" or "Junior Safety Patrol." As of 1995, safety patrol members were located in 76 percent of the communities in all 50 States and Canadian provinces. There are about 500,000 members of the safety patrol program in more than 50,000 schools.

Former safety patrol members include Presidents Jimmy Carter and Bill Clinton; Dr. Gary S. Becker, Nobel Prize-winning economist; U.S. Senator John Warner; former Michigan Governor William Milliken; Joe Garagiola, member of the Baseball Hall of Fame; Lee Iacocca, former Chairman of the Chrysler Corporation, and; Chief Justice Warren E. Burger, along with 21 astronauts. Many local police, sheriff's and deputy sheriff's were once members of the safety patrol, either in our area or their home towns.

Today, generally, each school that has a safety patrol provides a staff member that organizes and supervises the safety patrol. Members of the patrol take a post at school crossings and work to ensure the safety of fellow students. In Chippewa Falls a volunteer coordinator provides training, safety lectures, and an ongoing supervision. School staff members provide direct supervision and support, while some of the equipment for the safety patrol is provided by the American Automobile Association, some "localized" equipment such as the flags and safety vests, are purchased by the Chippewa Falls School Safety Patrols, Inc., or donated by local businesses. Early, the role of students in the junior safety patrol was to "teach safety and role model it." Student members were taught, and still are, to "direct children, not traffic." Chippewa Falls and most other safety patrols have no authority to direct traffic. Originally the patrols had the authority to stop traffic. When the law changed, the only known Wisconsin city where the safety patrol can stop traffic is Eau Claire!

Growing from concern for the well-being of students walking to school, the Chicago Motor Club pioneered the concept of School Safety Patrols in 1920. The Omaha Police Department in Omaha, Nebraska instituted one of the first safety patrols in the United States in 1923. The Junior Safety Patrol was instituted in Seattle, Washington in 1928. The junior safety patrol movement took hold in the 1930s. Chippewa Falls organized its Safety Patrol in the 1930-1931 school year, under the direction of Police Officer Jack Hedrington. Members of the Safety Patrol were originally all boys and called "patrol boys". They were formally identified by a badge and a white cloth Sam Browne belt. Today both boys and girls serve as safety patrols and wear a fluorescent lime/yellow reflector vest or lime/yellow Sam Browne belt.

The CF Police Department, in 2005 withdrew from elementary school related safety programs including the Safety Patrol, for budget reasons. The Chippewa Falls School District and the CFASSPs Inc. with volunteer help currently guide the patrols.

In 2009, The Chippewa Falls Safety Patrol Advisor, contacted State Senators and Representatives serving our area and as a result the fluorescent yellow became an official safety patrol color authorized by law. 346.41(2)

In May of 2010, Patrol Lauren Micolichek received the AAA National Life Saver Award for her heroic actions at Southview School in April of 2009. She received her award medal in Washington, DC. At that same awards ceremony, the Chippewa Falls school district patrol advisor, Ralph Cushman, received the 2010 AAA National Safety Patrol Advisor of the Year Award.

Some of the above information is from Wikipedia