

**Safety Patrol Handbook**

**A Guide for Safety Patrol Members**

**School Year**

**2019-2020**



**Student’s Evidence of Understanding Safety Patrol Rules and Duties**

You have received the Safety Patrol Handbook and will be required to show understanding and pass a Safety Patrol quiz. Passing is showing 80% or higher knowledge of what it takes to be a Franklin Academy Safety Patrol.

Understand the following:

* Duty Responsibilities for all posts
* Responsibilities of a Safety Patrol
* Understand Absences
* Know the required dress code
* What are the expectations for classroom assignments, classwork, projects and homework



Dear Franklin Academy Parent(s) and Potential Safety Patrol,

Welcome to the Safety Patrol Program at Franklin Academy Charter School at Boynton Beach Campus. We hope this handbook will help answer any questions you might have about Safety Patrol.

There are many benefits to be a member of Safety Patrol, such as learning responsibility, leadership, commitment and the satisfaction of helping others, just to name a few. We appreciate teaming with you to teach these life lessons to your child.

Franklin Academy Safety Patrol membership is an honor and a privilege. It is a job commitment and service to your school throughout the year. You must display leadership qualities and be responsible. You will assist with morning student drop-off or afternoon pick-up. Your duties will include opening/closing doors, being courteous to adults and children, assisting students and monitoring appropriate student behavior in the hallways before and after school, and taking care of the U.S. and State flags. Whether you are on-duty or off-duty, you should observe the school rules and set a good example for fellow students. Franklin Academy Charter School needs you and counts on you.

Thank you,  
Franklin Academy Safety Patrol Sponsor

**PARENT SECTION**

Parents of students desiring to be Safety Patrollers should read the handbook and sign the form below, ensuring that you will be aware of what is expected of both you and your child. Parents we will be counting on you for your commitment to help volunteer at Patrol events, fundraising opportunities, and getting your Safety Patrol to school on time for their post.

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*Please cut here & return bottom portion. Please keep the handbook in a safe place for reference throughout the year.*

**Safety Patrol Handbook Acknowledgement Form**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After reading the handbook:

\_\_\_\_\_No, I won’t be on Safety Patrol

\_\_\_\_\_Yes, I want to be on Safety Patrol

Parent Signature\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Print Name\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*By signing above, I certify that I have read and understand the sections in the handbook especially those labeled “**Absences”**, **“Meetings”**, **“Safety Patrol Duties**”, and  **“Grounds for Dismissal from Safety Patrol”.**

**SELECTION OF MEMBERS**

4th Grade selection will occur in the end of the third quarter with teachers recommending students who posse the qualities of a Safety Patrol as identified below.

5th Grade applications will be available by the end of August in 5th grade. Students will complete an application with two written recommendations from teachers, coaches, or mentors. All applications must have a parent/guardian signature.

*\*If a student received a detention or suspension in 4th grade, the student may apply after the first six (6) weeks of school. The application must be completed with two teacher signatures.*

Selection of patrols is based on the completion of the application and teacher/administration input. If there are too many students who have applied to Safety Patrol, the students not chosen will be placed on a waiting list.

Desirable qualities to keep in mind when selecting members of the school safety patrol are:

1. Dependability
2. Positive behavior – representing Franklin Academy while on campus and off during field trips
3. Academic Responsibility – completing assignments and homework in all subjects including specials
4. Observes school, classroom and teacher rules
5. Responsible and Safety
6. Punctuality
7. Good Attendance record
8. Respectful
9. Leadership
10. Attitude of service to others
11. Courtesy – considers the feelings of others

**PATROL RESPONSIBILITIES**

The patrol member’s job is to remind students of safety rules learned in the classroom and to guide them in making safe choices at our school and when representing Franklin Academy Charter School. Patrols receive instructions in guidelines and procedures during their training. Duties of all patrols are listed below:

* Set a good example and encourage other students to also observe safety rules.
* Report for duty on time with proper equipment. Patrols will not be permitted to perform their duties if they are not wearing a patrol safety belt. The belt should be worn at all times.
* In their role of encouraging students to observe safety rules, patrols can have a significant, positive influence on their schoolmates. Patrols influence other students both formally as part of their regular duties, as well as informally because they serve as student role models of appropriate and safe behavior.

**THE PATROL OFFICERS:**

**The Patrol Captain**

The duties and responsibilities of the position of Patrol Captain are such that they provide a unique opportunity for students with leadership qualities to further develop and exercise these talents under the control of the Patrol Supervisor. Careful attention should be directed to the Captain’s ability to apply discipline, fairly and impartially, while maintaining the respect of the members of the patrol. The principle duties of the Patrol Captain are:

1. Assign patrol members to their posts –  
   See that they report on time and keep a record of their attendance. If a patrol member is absent and no substitute is available, the Captain should assign the Lieutenant to fill in or the Captain should take the post in emergencies.
2. Make daily inspections –  
   Make sure that each school safety patrol member wears the proper equipment and that it is kept in good, clean condition and properly stored when not in use.
3. Supervise the operations of the school safety patrol.
   1. Make certain that school safety patrol members follow correct procedures when directing students.
   2. Report students who disobey school safety patrols and report offending school safety patrol members.
4. Make safety talks –  
   Make presentations to the Safety Patrol student body at regular patrol meetings in the form of a “Captain’s Report”.
5. Report accidents and violations –  
   Report all accidents and violations to the Patrol Supervisor.

**The Patrol Lieutenant**

The Lieutenant is second-in command of the patrols and assumes the duties when the Patrol Captain is absent and assists when the Patrol Captain is present. When additional supervision is needed in a particular area or at a particular post the Lieutenant will assume this role. Whenever an officer must assume the rank of a higher officer, an acting officer must be appointed to fill the vacancy.

**The Patrol Member**

The school safety patrol member, under the direction of the Lieutenant or Captain, assists with the safe management of students throughout the school. The safety of the patrol member’s classmates depends upon the patrol member’s acceptance of his/her responsibilities. The need for punctuality and strict attention to duty should be impressed. Hence, membership on a patrol helps develop attention to duty, alertness, dependability, qualities of leadership, and a sense of social obligation. The school safety patrol member must always follow the instructions given by the officers. The general rules of conduct for a patrol officer member are as follows:

1. Report to post on time and remain during the prescribed period or until properly relieved.
2. Perform duties as outlined and do not exceed authority.
3. Wear uniform (dress code and belt with badge) daily.
4. A Safety Patrol belt must be worn and visible while on duty.
5. Be polite and courteous.
6. Adhere strictly to the task and do not permit friends to stand and visit with you while you are on duty or allow a non-patrol member to wear or use the equipment for which you are responsible.
7. Make sure that you get to class on times each morning after duty.
8. Know the procedures to follow in case of an accident or emergency.
9. Follow the chain of command (i.e. patrol member to Lieutenant to Captain to Patrol Supervisor).
10. Notify the Patrol Captain or other designated person in advance of anticipated absence.

***Safety Patrol Pledge***  
I promise to do my best to...  
Report for duty on time, perform my duties faithfully,  
Strive to prevent accidents, always setting a good example myself,  
Obey my teachers and officers of the patrol,  
Report dangerous student practices, strive to earn the respect of fellow students*.*

**HOW SAFETY PATROL OPERATES**

On your application, you and your parent(s) chose for you to serve as either a morning patroller (7:00am-7:25am) or an afternoon patroller (2:10pm-2:40pm). You will have the same position for the semester and then you will be assigned to a new post.

Safety Patrol students help maintain discipline and orderliness inside/outside of the school during arrival/dismissal. They keep students safe by reminding them not to run, helping them if they have fallen or dropped something, escorting students to/from their vehicles to open/close doors and assisting teachers and staff during arrival/departure time.

**RAINY DAY GUIDLINES:**

Light rain only: All posts will be on duty with rain gear as needed.

Any lightning or thunder:

\*Inside duties will remain the same.

\*Outside duties- May be suspended and adults will do the duty for you. Someone will come to the outside duties and let

you know what to do.

**AM CAR DUTY:** Safety Patrols will stand behind the curb on the sidewalk and wave cars toward the front of the line. When the car approaches your area, wait until it comes to a complete stop. Once the car has stopped, open the door and let the student(s) out. Make sure they are completely out of the car, tells the driver to have a nice day and gently close the door.

**PM CAR DUTY:** Safety Patrols will report to cafeteria and stand post at the door to outside, next to the adult on duty, or they will be posted at a column under the breezeway. When a student’s number is called, he/she will check out with the adult on duty and exit the cafeteria. At this time, the Safety Patrol will escort the student to their awaiting car. If you are posted at one of the columns you will be waving cars forward and making sure that students adhere to standing behind the red line on the sidewalk to ensure everyone’s safety.

**CLASSROOM DUTY:** Safety Patrols that are assigned to a classroom will adhere to the responsibilities given by their assigned teacher. They will be expected to arrive on time daily and complete their duties as outlined by the teacher.

**DOOR/HALLWAY DUTY:** Safety Patrols will perform their duty cheerfully by greeting and being courteous to all staff, parents, students, and visitors. Be attentive and make sure that you are timely opening the doors and that you are maintaining excellent behavior in all areas of the school.

**PM BUS DUTY:** Safety Patrols will ensure students walk safely to the bus from the school exit adhering to the Dolphin Way. School Safety Patrols will be posted at each door helping students board the bus safely. Before busses are dismissed a “Last Call” will be sounded and all patrols with board their bus ready to depart campus.

**FLAG DUTY:** The Safety Patrol will respectfully raise and lower the U.S. Flag following the listed standards:

Always work with a partner. It’s a 2-3 person job.

•Get the flag from the main office.

•Treat the flag with respect and never let it touch the ground.

•If you’ve been instructed to fly the flags at half-mast, make sure you take them all the way to the top of the flag

pole before bringing them halfway down the flagpole.

•If it’s raining, flags are not put up.

•When lowering the flag take care not to let it touch the ground.

•Return flag to the main office.

•If the flags are wet, ask an office staff member where you should hang it to dry (NEVER fold the flags up when

they’re even a little bit wet).

**EMERGENCY PROCEDURES:**

In the event of an injury accident or emergency at the post, the member should observe the following directions:

1. Never leave the post. Dispatch messengers to the school office stating the location, nature, and seriousness of the

accident.

2. Keep all students clear of the area.  
3. Wait for adult help to arrive and let them know what happened.

4. Make a full report to Patrol Captain and Patrol Supervisor.

**TRAINING:**

4th Graders will shadow a Safety Patrol towards the end of the school year for a few weeks. They will be required to attend the meetings and will be referred to as “SPITs” (Safety Patrols in Training). When SPIT’s begin 5th grade they will start out as the first Safety Patrol members for the year. As the new school year begins, we see the levels of commitment and responsibility of the patrols and will assign Captains and Lieutenants.

**PATROLS ADDED LATER IN THE YEAR:**

Patrols may be added to the roster after the beginning of the school year. However, if added after the first trimester they may not be eligible to attend the trip to Washington, DC because of payment requirements.

**ABSENCES:**

If a student is not going to be on post, email notification must be made to the Safety Patrol Sponsor prior to the assigned time of the duty. If something comes up at the last minute, say you get sick and must leave early, email the Safety Patrol Sponsor as soon as you are aware, so we know what happened. Remember, one of the character traits Safety Patrol reinforces is responsibility. Safety Patrol members are encouraged to take responsibility for their assigned duty.

If notification to the Safety Patrol Sponsor is not made prior to the absence, it will be considered an unexcused absence. No more than 5 unexcused absences or 10 tardies are allowed. Extenuating circumstances will require a parent, student and safety patrol sponsor conference.

**DRESS CODE:**

Safety Patrol members are always expected to dress in uniform and wear safety patrol belt and badge while on Franklin Academy Charter School Boynton Beach campus. Their belt should be clean and well taken care of. It should be fitted and worn appropriately. It is a badge of honor and should be treated as such. Students will not be allowed on post if the patrol is not in proper uniform.

**FUNDRAISING:**

School Safety Patrols run primarily on fundraising. It is vital that all Safety Patrols take their fundraising seriously and put forth an effort to support their school. The funds go towards the trip to Washington D.C. and Jamestown. Parents can help by volunteering their time or by donating items to our events. Remember that the more help we receive from all parties involved the more successful our fundraisers will be.

**DISCIPLINE:**

Patrol members must understand the expectations and the consequences for not following the rules. Safety Patrols are held to a Merit/Demerit System.

Demerit points are awarded for:

•Leaving post without permission

•Failure to instill the Franklin Academy way throughout our campus.

•Being tardy or absent from post while attending school

•Behavior unbecoming a patroller

•Arriving on duty without badge or belt

•Breaking safety rules

•Disobedience

*\*3 demerit point = 1 Write-up*

**SAFETY PATROL RUBRIC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **WARNING** | **PROBATION** | **SUSPENSION** | **TERMINATION** |
| **Missing Work**  ***\*Assignments, Projects or Homework*** | **First 5** | **Second 5** | **15Total** | **Upon administrative review** |
| **Write-up**  ***\*3 demerits equal***  ***1 write up*** | **1st referral** | **2nd referrals** | **3rd referrals (suspension with review)** | **Upon administrative review**  **\**Physical aggression results in immediate administrative review for termination.*** |
| **Tardies/Absences From Post**  ***\*2 tardies equals 1 absence*** | **2 absences** | **4 absences** | **5 absences** | **Upon administrative review** |

**AFTER DISMISSAL FROM SAFETY PATROL**

A student who has been dismissed must return their belt and badge to the safety patrol sponsor and is not eligible for any parties or other benefits of Safety Patrol. This includes the Washington D.C. Safety Patrol Trip. Deposits, payments and fundraising monies will be forfeited and not returned.