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Palm Beach Gardens Elementary



Safety Patrol Handbook

Palm Beach Gardens Elementary Safety Patrol Handbook

Dear Parent & Patrol,

Welcome to the Safety Patrol Program at Palm Beach Gardens Elementary School. We hope this handbook will help answer any questions you might have about Safety Patrol.

There are many benefits to being 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.

Palm Beach Gardens 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 Palm Beach Gardens Dolphins. Palm Beach Gardens Elementary needs you and counts on you.

Thank you,

Your Patrol Supervisors

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.

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

Safety Patrol Handbook Form

Student Name: _____

After reading the handbook:

_____ **Yes, I still want to be on Safety Patrol**

_____ **No, I won't be on Safety Patrol**

Parent Signature*: _____ **Date:** _____

*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

In 4th grade, students fill out the application and write an essay describing their reasons for wanting to be on Safety Patrol, including qualities they may possess as a good Safety Patrol member. The student also must have a parent/guardian and their teacher sign the application. Teachers will sign the student's application based on the dependability, good behavior, consistency in academics and leadership. Students who are chosen based upon essay and rubric will be notified by letter. 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. Leadership
2. Reliability
3. Punctuality
4. Obedience to rules
5. Respect for others
6. Good Attendance record
7. Courtesy
8. Respect for classmates
9. Attitude of service to others
10. Responsibility

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.
 - a. Make certain that school safety patrol members follow correct procedures when directing students.
 - b. Report students who disobey school safety patrols and also report offending school safety patrol members.

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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 depend 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 at all times 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. (exceptions are Spirit Days and planned school events)
4. A Safety Patrol belt must be worn and visible while on duty.
5. Be polite and courteous while on duty.
6. Attend strictly to the task and do not permit attention to be diverted while on duty by any unnecessary conversation, by games or amusements, or by “horseplay.”
7. Know the procedures to follow in case of an accident or emergency.
8. Follow the chain of command (i.e. patrol member to Lieutenant to Captain to Patrol Supervisor).
9. 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 THE DOLPHIN SAFETY PATROL WORKS

On your application, you and your parent(s) chose for you to serve as either a morning patroller (7:30am-8:00am) or an afternoon patroller (1:50pm-2:15pm). You will have the same position for 6 weeks 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.

AM CAR DUTY: Safety Patrols will stand behind the red line 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, tell 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/HALL WAY 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 half-way down the flag pole.
- 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 them up when they're even a little bit wet).

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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). All students whose application is accepted will start out as Safety Patrol members. When the new school year starts and we see the levels of commitment and responsibility we will assign Captains and Lieutenants.

INSTALLATION:

A formal installation ceremony will be held at school to instill pride and reinforce the importance of your patrol's service to the school and community. Patrols will recite the Safety Patrol Pledge (Page 2 of Handbook) to create a spirit of shared responsibility and teamwork.

PATROLS ADDED LATER IN THE YEAR:

Patrols can be added to the roster during midterm or end of trimester periods throughout the 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 you know in advance that you will miss a duty, first try and find a replacement. If that doesn't work, notify a Patrol Supervisor and they will find a replacement for you.

If something comes up at the last minute, say you get sick, don't worry about finding a replacement. Instead notify a Safety Patrol Supervisor so we are aware of 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.

No more than 5 absences or 10 tardies for the entire school year. Extenuating circumstances will require a doctor's note.

SAFETY PATROL SCHEDULING:

Where and when students have duty depends on different factors. How a student comes to school and leaves is one such factor. If you come and leave school by car, you will be assigned to the carpool area. A bus rider cannot have Parent Pickup duty because they would not know when their bus leaves before parent pickup duty is done in the afternoon. To avoid these problems, bus riders will always be assigned to bus duty. They will start bus duty when their bus arrives in the morning and help out in the afternoon until their bus leaves. Students will get their new assignments every 6 weeks.

DRESS CODE:

Safety Patrol members are expected to dress in uniform and wear safety patrol belt at all times while on duty. 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.

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MEETINGS:

Safety Patrol Meetings will be held on the second and fourth Thursday of the month. A calendar will be provided. Meetings will be from 7:15-7:30am under the pavilion. We will discuss fundraisers, events, performance, concerns and awards. If you are not able to attend you are responsible for letting a Supervisor know and getting the information that was shared at the meeting.

The Patrol Captain presides at all meetings. The Lieutenant presides in the Captain's absence.

Patrol members wear belts and badges to meetings.

Agendas will be provided at every meeting and will be sent home to communicate "WHAT'S NEW" with the School Safety Patrols.

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., our nation's capital, in the Spring. 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 there are serious consequences for breaking the rules. Safety Patrols are held to a Merit/Demerit System.

Demerit points are awarded for:

- Leaving post with permission
- Failing to instill the Dolphin Way throughout our campus.
- Being tardy or absent without an acceptable reason
- Behavior unbecoming a patroller
- Arriving on duty without badge or belt
- Breaking safety rules
- Disobedience

After 3 demerit points are awarded the Patroller's belt will be confiscated. (Parents will be advised prior to any disciplinary action.)

*Please see Dolphin Demerit Form in the forms section of the handbook.

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GROUND FOR DISMISSAL:

GRADES:

If a student has a failing grade on his/her report card, he/she will be put on "probation". This means that we will send a note home with the student informing them that they are "off" duty for 3 weeks. After the three weeks, if the student can bring us a note from his/her teacher stating that the grade is improving, then he/she will be re-instated to duty. Should the student fail to raise his/her grade, then the student will be dismissed from Safety Patrol. When a student is put on probation for their grades, this is considered a "warning". If the grades don't improve the student will be dismissed from Safety Patrol.

If a student is consistently not doing his/her homework, they can also receive a "**Warning**" and (if no improvement) be removed from Safety Patrol. The same goes for behavior problems in class.

Number of allowable missing assignments per trimester:

- 1st trimester: 5 assignments
- 2nd trimester: 3 assignments
- 3rd trimester: 0 assignments

OFFICE REFERRAL:

If a student receives an office referral for anything other than physical aggression, they receive a "**Warning**". (Physical aggression results in immediate dismissal from Safety Patrol).

TARDIES and ABSENCES:

2 tardies = 1 absence

3 absences (with no substitute) = **warning**

DISMISSAL FROM SAFETY PATROL

Physical Aggression or School Suspension = Immediate dismissal

Upon earning 2 **warnings** = Immediate dismissal

AFTER DISMISSAL

A student who has been dismissed is not eligible for any parties or other benefits of Safety Patrol.

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.

RECOGNITION AND AWARDS:

Awards of Merit can be earned for exceptional service as a Safety Patrol. Awards will be presented at our Safety Patrol meetings and will be mentioned on the morning announcements. Certificates will be awarded to those Safety Patrols that go above and beyond in exhibiting the core values of the Safety Patrol Program.

Merit points are awarded for:

- Work in addition to regular duty
- Making constructive suggestions
- Attending events
- Additional contributions to teamwork.
- Conducting themselves to the highest level of service.

Palm Beach Gardens Elementary Patrol Demerit Form

Date: _____

Patrol Name: _____

Teacher Name: _____

Person Issuing Demerit: _____

Reason for Demerit:

- Failure to wear patrol belt
- Off post without permission
- Dress code violation
- Chewing gum or eating in school
- Playing/socializing on duty
- Work not turned in, lost or forgotten
- Inappropriate behavior reported by teacher
- Other: _____



Student signature: _____

Parent Signature: _____

Patrol Supervisor Signature: _____

Palm Beach Gardens Elementary Patrol Demerit Form

Date: _____

Patrol Name: _____

Teacher Name: _____

Person Issuing Demerit: _____

Reason for Demerit:

- Failure to wear patrol belt
- Off post without permission
- Dress code violation
- Chewing gum or eating in school
- Playing/socializing on duty
- Work not turned in, lost or forgotten
- Inappropriate behavior reported by teacher
- Other: _____



Student signature: _____

Parent Signature: _____

Patrol Supervisor Signature: _____

WARNING!

(2nd Offense)

Date: _____
Patrol Name: _____
Teacher Name: _____
Patrol Supervisor: _____
Principal: _____



Reason for Warning: _____

Date of Review: _____

Outcome of Review: _____

Parent Signature: _____

WARNING!

(2nd Offense)

Date: _____
Patrol Name: _____
Teacher Name: _____
Patrol Supervisor: _____
Principal: _____



Reason for Warning: _____

Date of Review: _____

Outcome of Review: _____

Parent Signature: _____



Dolphin

Certificate of Merit

Date

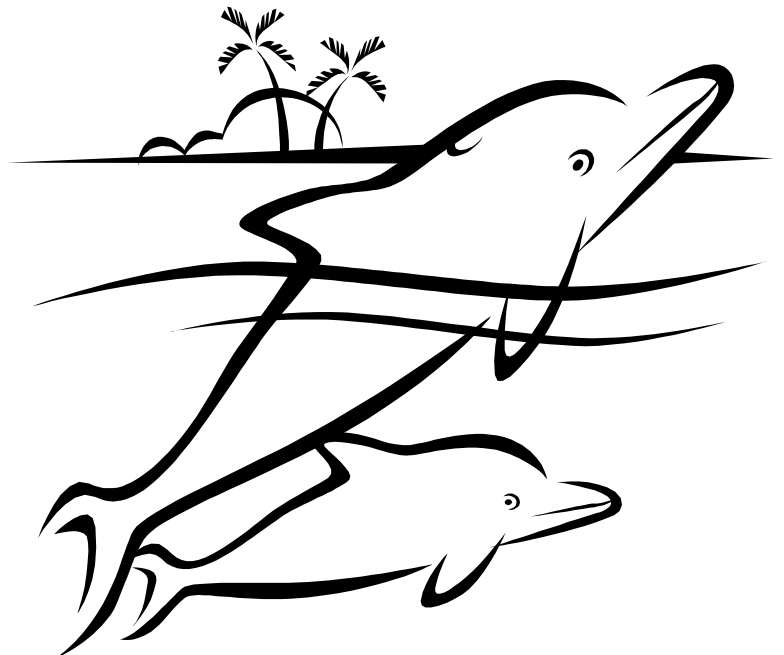
Name

Reason for Recognition

Patrol Supervisor

Patrol Supervisor

Principal



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SCHOOL SAFETY PATROL INSPECTION REPORT

To the Supervisor:

Date: _____

Your patrol was inspected this A.M. _____ or P.M. _____

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The items checked below were noted by the inspector:

- | | | |
|---|-----------|----------|
| 1. Patrols are using correct procedure. | Yes _____ | No _____ |
| 2. Patrols show serious attention to duty. | Yes _____ | No _____ |
| 3. Posts are manned according to schedule. | Yes _____ | No _____ |
| 4. Patrols are courteous. | Yes _____ | No _____ |
| 5. Patrols are receiving cooperation of students. | Yes _____ | No _____ |
| 6. Equipment appears to be properly cared for. | Yes _____ | No _____ |

Remarks: _____

Inspector: _____

PALM BEACH GARDENS ELEMENTARY

SCHOOL SAFETY PATROL APPLICATION FOR MEMBERSHIP

I _____ hereby apply for membership in the School Safety Patrols.

If accepted I will obey the pledge below and other rules and regulations of the Patrol.

- ✓ 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 practices of students.
- ✓ Strive to earn the respect of my fellow students.

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.

To the above I hereby sign my name,

Approval of parent or guardian

Having read the above pledge and explanation of the aims and duties of the Patrol outlined on this application, I hereby give my consent to have my son/daughter serve as a member of the School Safety Patrol at Palm Beach Gardens Elementary School, if accepted for this service.

Duty time preference: AM _____ PM _____ Bus rider: YES _____ NO _____

Parent/Guardian

Principal/Supervisor

Classroom Patrol Duty Sheet



Patrol's Name: _____

Duty Teacher: _____

Responsibilities:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____