

HEALTH, SAFETY & SECURITY

BLOOD BORNE PATHOGENS TRAINING AND PROCEDURES

Blood borne pathogen training is a control and training plan for blood borne pathogens as required by federal law. Essentially, this is a yearly training session which will be conducted during teacher in-service time or during faculty meetings. All faculty and staff will be educated on blood borne pathogens and the modes of transmission of such pathogens annually.

Personal protective equipment will be readily available for each employee to reduce the risk of exposure. An exposure is defined as: eye, mouth, other mucus membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Teachers caring for young students are most likely to come into contact with blood borne pathogens as a result of playground and PE accidents. Most accidents are bloody noses or lips, cuts and scrapes. Each teacher is equipped with a first aid kit that contains gloves, protective shields, and bandages for such occurrences.

- Procedure to implement when an accident occurs:
 - Insure the safety of the child.
 - First responder should wear gloves (and a protective shield, if necessary) from the responder's first aid kit, taking precautions to prevent exposure.
 - Keep others away from the general area.
 - When the situation is in hand, housekeeping should be called for cleanup.
 - Blood should be wiped up with paper towels, newspapers, etc. and materials bagged for proper sterile disposal.
 - Personal protective equipment should also be bagged properly for disposal.
 - Clorox should be used in the decontamination of the area of contamination.
- If an exposure has occurred:
 - Report the exposure immediately to the school office.
 - The exposure should be evaluated by a health care professional.
 - Person exposed should seek medical evaluation within one hour.
 - A request should be made for a report and evaluation of the source person's HBV and HIV status.
 - School personnel should record the incident in the blood borne pathogen exposure file. Records should list the person involved, date, time, treatment, and date for follow up treatment. These records are confidential.
 - The post exposure evaluation should document the confidential results of the treatment and whether further evaluation or treatment is necessary.

BUILDING SECURITY

Spartanburg Christian Academy's front door will remain locked at all times. Approved visitors will be buzzed in by the Receptionist. For security purposes, all school visitors must check in at the Receptionist's desk and have a visitor badge to be allowed on school hallways before school and during school hours. Visitors without badges will be asked to go to the Receptionist's desk for a badge.

Access to FBNS, and consequently to areas used by SCA, is normally limited to two outside doors. These are closely monitored by the administration and by video cameras. When special programs are scheduled, other entrances are opened but traffic in SCA areas are under increased surveillance. Front gym doors remain locked during the school day. The back gym door is on a timer according to class changes.

Classrooms are equipped with doors that lock to provide additional security for the occupants in an emergency. Procedures have been established to properly respond to emergencies.

Security badges will be issued through the facilities department. Please keep your badge with you while you are on campus and do not let anyone else borrow your badge. If your badge is lost or stolen, please notify the Facilities Director at once.

CHILD ABUSE POLICY

In accordance with South Carolina state law and SCA school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

What is Abuse/Neglect?

Neglect: Includes not providing the child with necessary food, clothing, shelter, education, health care or supervision appropriate to the child's age and development.

Physical Abuse: Includes non-accidental injuries, burns, bruises, broken bones or cuts as well as excessive corporal punishment.

Emotional Abuse: Means an injury to the child's intellectual or psychological capacity as evidenced by a discernable and substantial impairment to the child's ability to function.

Sexual Abuse: Includes adults engaging in sexual acts with children or involving children in pornography or prostitution.

Reporting Abuse/Neglect:

In South Carolina, individuals including school teachers, counselors, principals, and assistant principals are required by law to report when, in the person's professional capacity, he or she has reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect. A person mandated by state law to report cannot delegate that responsibility to anyone else. The individual who suspects that a child is being abused must make the report.

How to report Abuse/Neglect:

Call Child Protective Services at the Department of Social Services at 596-3001 or 585-1445 (after hours). As a reporter of child abuse or neglect, you may remain anonymous if you wish. Acting in good faith, you will be immune from criminal liability. It will help to write down specific observations and dates in preparing your report.

Training: SCA employees will receive training at teacher-in service at the beginning of each year.

EMERGENCY ACTION PLAN & PROCEDURES

Emergency preparedness drills such as fire, tornado, earthquake, lockdowns, etc. will be practiced frequently to ensure a proper and safe course of action in the event of an emergency. Teachers are equipped with emergency backpacks that include emergency supplies, emergency procedures and class rosters.

The school has prepared emergency backpacks for each classroom to be used during any type of emergency. Inside each packet are emergency supplies, an emergency action plan booklet, and a current class roll for every period of the day. Teachers should be familiar with each of these emergency procedures.

Teachers should review emergency procedures with students at the beginning of the school year.

All faculty, staff, students, visitors, etc. must participate in emergency drills (fire drill-exit building; tornado/earthquake drill-move to closest classroom/office without windows; etc.)

All teachers and staff members have a whistle attached to their badge. Should the need arise to clear the playground of students and move them in the building, teachers are to blow the whistle with three short blasts in order to let the students know to drop what they are doing and listen for the name of the building to enter. This procedure may be used other times and places during the day, for example, drop off, pick up, classroom time outside, walking to and from the gym, etc.

EMERGENCY DRILLS

OFF CAMPUS EMERGENCY (CODE GRAY)

1. Identify individual who requires first aid.
2. Call 911.
3. Contact school administration (578-4238).
4. Remain with injured individual.
5. Assign supervisory responsibilities to alternate personnel for all students.
6. If emergency involves a school bus (mechanical issue or traffic accident), the driver will notify the facilities director immediately to coordinate alternate transportation or bus repair. Everyone should stay on the bus if possible until another vehicle arrives or the bus is repaired.

EARTHQUAKE (CODE GREEN)

1. If inside, remain inside. If outside, move away from outer walls and utility lines and lie flat on the ground.
2. Those inside should take cover under a desk or table. If the table or desk moves, the student or teacher will move with the desk.
3. In the hallways, teachers and students will move into the nearest classroom and follow the above procedure.
4. Protect face and head from flying debris with arms, books, coats, etc.
5. Stay away from outside walls, glass and light fixtures.
6. In gym, seek cover in the inside hallway as quickly as possible.
7. Evacuate building using fire alarm procedures once outside safety has been determined.
8. Take emergency backpack.
9. Use emergency backpack once at designated area to alert school officials:
 - take roll
 - raise green card if all students are accounted for
 - raise red card if a student is missing or if extra students are with class
10. Report any injuries to school administration.
11. Remain outside until Headmaster gives the "all clear" signal.
 - *Avoid use of cell phones, walkie talkies, etc.
 - *Do not light matches or candles.
 - *Plan for alternate routes to evacuate building if needed.

EXPLOSION (CODE BROWN)

1. If explosion occurs prior to evacuation:
 - seek protection under desks if possible
 - cover heads with hands
 - get in facedown position on the floor
2. After flying debris ceases, listen for instructions from administration for evacuating building.
3. Take emergency backpack.
4. Use emergency backpack once at designated area to alert school officials:
 - take roll
 - raise green card if all students are accounted for
 - raise red card if a student is missing or if extra students are with class
5. Report any injuries to school administration.
6. All access to the building is denied.

FIRE (CODE ORANGE)

1. If fire is discovered and can be extinguished by a fire extinguisher, extinguish it.
2. Activate fire alarm.
3. Students evacuate classroom using designated route in single file line.
4. Take emergency backpack.
5. Proceed to designated area in orderly fashion. Teachers should walk near the end of the line.
6. Last student out of room should turn out lights and close the door.

7. Students not with assigned classes should be escorted out by the first teacher who sees them.
8. Use emergency backpack once at designated area to alert school officials:
 - take roll
 - raise green card if all students are accounted for
 - raise red card if a student is missing or if extra students are with class
9. In case the fire alarm fails, designated staff will use whistles to produce a continuing series of long, loud sounds from the whistles.
10. Remain outside until Headmaster gives the “all clear” signal.

HAZARDOUS MATERIALS (CODE GOLD)

External

1. Identify threat and notify administration.
2. Go inside.
3. Close all doors and windows.
4. Listen for instructions from administration.
5. Follow direction of emergency personnel for evacuation of the building.

Internal

1. Identify threat and notify administration.
2. Isolate persons who have been contaminated.
3. Listen for instructions from administration.
4. If deemed safe, evacuate using fire alarm procedures.

INCLEMENT WEATHER DURING SCHOOL (CODE WHITE)

1. Listen for Headmaster’s announcement including time of dismissal.
2. High school student drivers and siblings with permission slips on file will be dismissed immediately.
3. Please refer to the Inclement Weather Instructions distributed in November of each school year for dismissal locations and detailed instructions.
4. Students must be picked up no later than 30 minutes past announced closing time (including Extended Care students).
5. Emergency Closings will be communicated by email, text, school website, voicemail, TV and radio.

TORNADO, SEVERE THUNDERSTORM, & HURRICANE (CODE PURPLE)

1. Severe weather alarm will sound over intercom.
2. If danger is immediate, students take cover under desks in the fetal position with hands protecting faces and necks (see picture below).
3. If sufficient time exists, teachers move students into designated areas. Sit in fetal position with hands protecting faces and necks. The official designated area assignments are in the emergency action plan booklets. Please take note of designated areas noted there to cross reference these areas.

***DESIGNATED AREAS**

A Building:

A Building 2nd/3rd Floor Rooms: to 1st floor A Building, A-144, A-145, A-153, A-154 (if needed, hallways in front of main elevators/bathrooms)

Band Room: to Alto Robing Room

B Building:

B Building Rooms 1113, 1114, 1118: to B-1144

B Building Rooms 1124, 1128, 1130, 1135, 1144: stay in room

Motor Playroom: to B building 1st floor hallways

Room 1207 and 1215: to B building 1st floor B-1130

Room 1216 and 1219: to B building 1st floor B-1124

Room 1220 and 1223: to B building 1st floor B-1128

Room 1227 and 1230: to B building 1st floor B-1135

B Building 3rd Floor Rooms: to 1st floor A Building, A-144, A-145, A-153, A-154 (if needed, hallways in front of main elevators/bathrooms)

Media Center: to B Building 1st floor hallway

C Building:

C Building Rooms 111, 107, 110, 125, 210: to Room C-111

C Building Rooms 113, 119, 122, 123, 208: to Room C-113
C Building Rooms 201, 203, 204, 205, 211: to C building 1st floor hallway
Elementary Computer Lab: to C Building 1st floor hallway

Other Areas:

Rock: CityLights Room

Gym: to inside locker rooms

Fellowship Hall: to B building 1st floor hallways

Athletic Building & Well: to 1st floor hallway of athletic building

Sanctuary: to hallways in A building in front of main elevators

4. Take emergency backpack.
5. Students not with assigned classes should be escorted by the first teacher who sees them.
6. Use emergency backpack once at designated area to alert school officials:
 - take roll
 - raise green card if all students are accounted for
 - raise red card if a student is missing or if extra students are with class
7. Students outside should report back to the building.
8. In case the alarm fails, designated staff will use whistles to produce a continuing series of short, loud sounds from the whistles.
9. If severe weather occurs as school is being dismissed, the Headmaster will determine whether or not students may be released to vehicles.



VIOLENT ASSAULT (CODE YELLOW)

1. Notify school administration of assault.
2. Maintain order and move students away from the scene.
3. Move perpetrators and witnesses to separate areas and hold until administration arrives.
4. No attempt should be made to remove victims.

NATIONAL/STATE EMERGENCY (CODE BLACK)

1. Listen for instructions made through intercom.
2. If deemed necessary by administration, assemble students and proceed to assigned rooms quickly and orderly (take coats if necessary); close door behind.
3. Take the following to designated area: emergency backpack, student contact info and first aid kit.
4. If students are in electives, proceed to designated areas (elective teachers will take students to designated areas).

***DESIGNATED AREAS**

3K-4K–B1135

5K-1st–B1144

2nd-3rd–B1124

4th–B1128

5th-6th–B1130

7th-8th–Band Room

9th-A144 & A145

10th-A153 & A154

11th-Women's Robing Rooms

12th-Men's Robing Room

If after school hours, Extended Care will assemble in B1135

5. Use emergency backpack once at designated area to alert school officials:
 - take roll

- raise green card if all students are accounted for
 - raise red card if a student is missing or if extra students are with class
6. Stay in designated area until administration gives all clear.

LOCKDOWN/INTRUDER (CODE RED)

1. Announcement will be made: “SCA is in lockdown. Follow lockdown procedures.”
2. Refrain from using telephones. Emergency use only.
3. Lock all classroom doors and windows, close blinds, cover door window with magnet.
4. Allow no student to exit classroom regardless of reason.
5. Allow no student to enter classroom unless under the escort of an administrator or FBNS security officer.
6. If in...
 - fellowship hall, close fellowship hall doors
 - gym, go into any open room with lock (office, etc.) or locker rooms
 - Rock, shut main hallway doors and go into nearest classroom
 - playground/outside, go into gym (see gym instructions)
 - athletic building, go into weight room or coach’s office
 - hallway, go into nearest classroom or enclosed area
7. Move students away from doors and windows, turn off lights and remain alert for further instructions.
8. Explain to students that an emergency situation exists and their safety depends upon following instructions.
9. Use emergency backpack to account for every student in class. Make list of missing students and their location if known and slide list under door so an administrator may pick it up.
10. Ignore all bells or fire alarms until conditions are lifted.
11. Report any unusual happenings to administration via the intercom.

BOMB THREAT (CODE BLUE)

1. Announcement will be made informing of threat.
2. If deemed safe to move outside, fire alarm will be pulled.
3. Follow fire procedures.
4. Take emergency backpack.
5. Do not touch anything that looks suspicious.
6. Report suspicious items to school administration once at designated area.
7. Use emergency backpack once at designated area to alert school officials:
 - take roll
 - raise green card if all students are accounted for
 - raise red card if a student is missing or if extra students are with class
8. Remain outside until Headmaster gives “all clear” signal.
 - *Radios, cell phones, beepers and all other similar equipment must be turned off.

Additional Notes for Emergency Drills

- After all students are accounted for, the “all clear” signal will sound. Students may then return to class in a quiet and orderly manner.
- If a class is unduly slow or follows wrong procedure, that class should practice another drill the same day (first part of recess) in order to avoid repeating the same error at the next drill.
- Occasionally, an exit will be blocked to provide the faculty and students an experience of changing emergency routes as may be necessary in case of a real emergency.
- If a teacher is not with her class at the time of a drill or actual emergency, she should go to her class to help if it is in close proximity, or if not, go to the closest designated area and assist other classes.

EMERGENCY EVACUATION PLAN

In the event the entire school and surrounding area must be evacuated, students will be transported by the SCA buses to Boiling Springs First Baptist Church.

EMERGENCY RESPONSE PLAN

Control of Visitors

During an emergency, all visitors except emergency workers will be prohibited from entering the building. Visitors must wait outside the main office door until admitted by administrative personnel.

Lockdown Procedure

During an emergency situation, other than natural emergencies, the school will be alerted by a pre-arranged signal known to all faculty and staff. Upon receipt of the alert, the teachers will follow lockdown procedures. Halls will be cleared of all personnel, except administrative and emergency workers.

If evacuation is necessary, one of two methods will be used. If conditions are safe enough, the building will be evacuated according to fire drill procedures. If the situation dictates the exercise of caution, an administrator or emergency worker will lead each class to safety.

Medical Assistance

The North Spartanburg EMS and SRMC will be notified immediately upon the implementation of an emergency response plan.

Spartanburg Regional Medical Center (SRMC) will be the designated hospital for SCA in the event such facilities are needed.

Accountability for students

Teachers will insure that all students under their care are accounted for and safe. If evacuation is ordered, a roster will be taken to account for all students.

As soon as circumstances permit, parents of students will be informed of the situation, using whatever means of communication are available, and will be advised concerning pick-up of their children. Students will not be released to parents without the knowledge of the SCA Administration. The classroom teacher and members of the administration will remain on-site until all students have been picked up by parents or guardians.

EMERGENCY SCHOOL CLOSING

If it becomes necessary to close school or dismiss early due to inclement weather conditions or another emergency situation, please tune in to one of the following TV stations: WSPA, WYFF, or FOX.

In addition to the TV stations, closing information will also be on the following as soon as a decision is made:

- School voice mail system: 578-4238
- SCA Website: www.scawarriors.org
- When needed, SCA email, text and/or phone call directly to parents

SCA will not necessarily follow any local school district for delays or closings. Decisions in this area will be made as early as possible to assist parents in making arrangements.

If we are open and you determine the conditions too hazardous for driving, please use your discretion. Students will not be penalized in this situation. If SCA classes are canceled, all Extended Care programs will be canceled.

In the event of a 2 hour delay, preschool will not attend school, but preschoolers who are registered for Extended Care may report to school at 9:00 am. No SCA students should arrive to school before 9:00 am during a 2 hour delay. In the event of a 1 hour delay, preschool will report to school at 9:30 am.

In the case of early dismissal after students have arrived to school, parents should not call the voice mail system at 578-4238 as this will tie up the main phone line. Parents should use the other sources available. All classes will be dismissed from their assigned pick-up locations and should be picked up within 30 minutes. Extended Care will be closed in the case of early dismissal. Parents should plan ahead and make emergency pick-up arrangements in advance to avoid confusion if and when the occasion arises.

In the event of a 1 hour delay, faculty and staff should report to school 1 hour after their regular arrival times.

In the event of a 2 hour delay, faculty and staff should report to school 2 hours after their regular arrival times.

FIELD TRIPS

Parents attending overnight trips will be required to have a background check completed by the school. The cost of the background check will be the parent's responsibility. Parents are also required to attend chaperone training prior to the trip.

FIRST AID TRAINED STAFF

Staff members trained and certified in emergency first aid, CPR and AED are always on the school premises during school hours.

HEALTH SERVICES

Health Room

The health room is equipped with one cot and basic equipment to administer first aid for all students. The primary responsibility of the school is to administer first aid and medications. SCA employs a full-time attendant for the health room.

The health room facilities are limited in space and are used by the entire student body, therefore, parents are to:

- Furnish the school with updated names and phone numbers of contact people (in addition to parents) as well as updated parents' work and cell phone numbers.
- Come promptly when notified of a student's illness or injury.
- Do not request that the student be allowed to rest in the health room for the remainder of the day. SCA cannot provide continuous care for long periods of time. When the school contacts the parents, the staff believes it necessary for the student to go home.
- Parents are asked to impress upon their students that requesting medications for headaches and upset stomachs should not become habitual. If a student is requesting medications often, parents will be encouraged to seek medical advice.

Illness

Students should be fever, nausea, vomit and diarrhea free for at least 24 hours before returning to school.

Students who are vomiting, have episodes of diarrhea or have a temperature of 100 degrees or above will not be allowed to remain at school. Students who become ill at any time during the school day may obtain a pass from the teacher and report to the health room. Parents will be called to pick up the student and should pick up the student immediately. Parents who can not leave work immediately to pick up a child should make prior arrangements for emergencies.

Parents must come in to the school office and sign the student out. If this procedure is not followed and the student leaves without checking out, the student will be charged with cutting school. No student will be allowed to drive home without parental permission.

Students with contagious diseases, such as pink eye or strep throat must be on antibiotics and fever free for 24 hours before returning to school.

Upon having the following diseases, a child must have written consent from either a physician or the health department to return to school or be subject to school office approval for re-admittance: chicken pox, measles, mumps, bacterial pneumonia, tuberculosis, whooping cough, pin worms, scabies, ring worm and impetigo.

Students who are unable to participate in physical education must have a note from the parents or a doctor's excuse. A doctor's excuse will be necessary after two consecutive class periods where the student is unable to participate.

Students not feeling well in the morning should stay home so other students are not infected or exposed. Students who are vomiting, having diarrhea, or running a fever should not be given medication and sent to school.

Medicine Control

All student medications will be locked in the health room/offices. No medication (prescription or non-prescription) will be administered unless it is accompanied by a completed *Medicine Dispense form* giving permission for the school to administer the medicine. Forms are to be completed at the beginning of every school year for daily medications and as needed for any additional medications.

Tylenol, Ibuprofen, Tums, Benadryl, and cough drops will be available through the health room. Permission for the office to administer these medications is given on the *SCA Enrollment form*. If a child requires any other medication through the year (i.e. allergy or sinus medication, antibiotics) it must be brought to the health room. The medication must have the child's name and a completed medication form with proper dosage and administration times. SCA cannot administer medication to a student from a container that has another child's name (siblings included) on the prescription label.

Guidelines for Students with Severe Allergies (bee stings, peanuts and other severe food allergies):

- Student must provide two epipens for school. One epipen will stay with the school nurse and the other will stay with the teacher to have in the classroom. The school nurse can administer an epipen. Middle and high school teachers have been trained on administering an epipen.
- SCA is not a peanut free school and the school cafeteria is not a peanut free facility. However, there are precautions teachers take when there is a known severe allergy in the classroom:
 - The allergy is posted in the classroom.
 - All parents in the class are advised of the allergy.
 - All snacks are brought from home with no sharing.
 - On birthdays and for special class events, the parent of the child with the allergy usually provides an appropriate snack for his or her own child.
 - Most severe food allergy students bring their own lunch from home.
 - If another student brings an item the allergic child may potentially have a reaction to, that child will be placed at a different table in the classroom or cafeteria.
- Parents must inform SCA of the allergy and if the allergy is just for ingested products or an airborne/touch allergy.
- If the allergy is airborne/touch, SCA has the right to refuse admittance due to liability.

First Aid Kits

All teachers have first aid kits which provide supplies to assist them in control of bleeding, disinfecting, and bandaging minor wounds, caring for insect bites, and attending other minor mishaps. If additional aid is needed, the student will be sent to the health room.

Teachers are responsible, by law, for students entrusted to their care. Any accident which occurs in the classroom, on the playground, in the gymnasium or on a school-sponsored activity is to be reported immediately. An *Accident Report form* must be filled out when the child is taken to the School Nurse or school office (see the faculty web page for form).

Minor

If a minor injury occurs, first aid supplies are available in each classroom. Each class is equipped with a first aid kit that includes a thermometer, Band-Aids, and other supplies to treat minor problems. Teachers should utilize these supplies before sending students to the health room. Send requests for restocking kits to the School Nurse.

Serious Injury

If a serious injury has occurred, use the intercom or teacher's aide to alert the office. Calmly control the situation and seek help. Do not move the student until proper medical help determines the status of the injury. Complete an *Accident Report form* following the incident and turn it in to the School Nurse.

Internal Medicines

At the beginning of school, parents must complete a *Medicine Dispense form* for students who need to take medication in the health room. All medication must be in the prescription bottle with instructions for administering dosage. All parents will be called prior to administration of any medication if so-noted on the *Medicine Dispense form*. The School Nurse will only issue over-the-counter medication after notification of parents. Any time there is a question about a student's medicine, check with the School Nurse.

Illness at School

- If a student complains of illness during the school day, the teacher should assess the problem and try to determine if a child is really ill before sending the student to the health room.
 - Ask where the student feels bad.
 - See if his face is pale.
 - Students sometimes think they can get out of class by pretending to be ill. If the student does not really seem ill, have him put his head on the desk and rest awhile. The teacher should keep a check on the student to see if he is actually ill.
 - Feel his head to see if he is hot. Teachers should take temperatures using the thermometer and covers provided in the first aid kits.
- If a student has a fever of 100° or more, he should be sent to the health room and a parent will be called to pick up the student.
- Students should be fever free and free from vomiting/diarrhea for 24 hours before returning to school.
- If a student appears to be sick to his stomach, get him to the wastebasket if there is not time to rush to the restroom. The intercom and/or teacher's aide can assist in the situation. Do not leave your room unattended. If you must leave, ask another teacher to watch your class while you are gone.
- If a student faints or has any kind of blackout, assist the child first, then call for assistance immediately. The teacher will need to be very calm. Do not let other students out of their chairs; keep them seated and tell them to put their heads down while the "emergency" is going on. After it is over, assure the students that the ill child is all right.
- If a child is allergic to an insect sting, get him to the health room immediately when stung. If he seems allergic to some food, but you are not sure, check with the Nurse.
- Students with nose bleeds need to be sent to the restroom to use cold, wet paper towels. If bleeding persists, alert the health room.
- Ice packs are only for serious injuries. Many times, a cold wet towel from the restroom will suffice.
- Elementary students may not call their parents; the Nurse will make all calls home. Sick middle and high school students wishing to call parents must come to the health room to do so.
- Be alert for "test day illness" or "do not have work done illness."
- Students must have a note from their teacher when coming to the health room because of illness. Preschool/kindergarten students should be brought to the office by a teacher or assistant.

OFF LIMIT AREAS

- Students are not permitted in teachers' workrooms.
- Students are not permitted in offices or classrooms without adult supervision.
- Students are not to disturb classes in session by looking in or waving in front of classroom windows or doors.
- The elevators are not for student use except for approved health reasons or in performing the duties of a teacher's aide.
- Students must remain in areas designated for SCA. Other areas of the building and grounds are off-limits.
- Students are not allowed on campus (including the gym) after 3:30 p.m. without adult supervision.

STUDENT INSURANCE

All students are covered under a blanket accident policy with AIG/Sadler Sports during school hours and activities. This policy is a secondary coverage which will back up the parents' primary carrier. Should a situation arise without a primary coverage, AIG/Sadler Sports becomes the primary. This policy is funded by the registration fee, and there is no deductible. All accidents must be reported to the school office immediately and claims submitted within six weeks from the date of release from the physician. Call the School Nurse or Athletic

Secretary for claims information. The policy covers medical expenses resulting from injuries sustained at school or school sponsored functions only.

STUDENT SECURITY

Due to increased numbers of parents and students who do not want addresses and phone numbers published, teachers will provide an opportunity for parents to approve the publication of this information. Teachers will make this list available to parents at the beginning of the year. Parents needing additional copies will need to contact the teacher.

Release of Students -Students will not be released to anyone without written authorization from the parents or guardians. Parents must sign students out at the Receptionist's desk.

VISITORS

For security purposes, all school visitors must check in at the Receptionist's desk and have a visitor badge to be allowed on school hallways during school hours. Visitors without badges will be asked to go to the office for a badge.

Parents or other adults wishing to visit classes, should call the school office at least a day in advance for approval.