

HEALTH AND SAFETY

The schools plan for the health and safety of all of our students. Teacher responsibilities for health and safety include:

- Observe students daily for health status, to note departures from normal health and possible signs of communicable diseases, and refer students to the office if concerns are noted
- Support and further the work of the school health and safety focus through health education in the classroom
- Assist in maintaining hygienic and sanitary conditions in the classroom, and to help prevent the spread of disease through healthful classroom practices
- Supervise snacks and lunches brought by students
- Model good hygiene and healthful practices
- Instruct students in the safe use of playground equipment, and in pedestrian safety

1. SUSPECTED CHILD ABUSE - REPORTING

All school personnel are mandated reporters of suspected child abuse and or neglect. Some indications of abuse may be - consistent suspicious bruises, children who are consistently dirty and unfed, students who are emotionally upset, sudden lack of attention and drop in grades.

Definition

Child abuse or neglect is any act or omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

- Physical abuse and/or corporal punishment
- Emotional abuse and/or deprivation
- Physical neglect and/or inadequate supervision
- Sexual abuse and/or exploitation

Legal Responsibility to Report Suspected Child Abuse/Neglect Immediately

The California Penal Code requires that any employee of the school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident to the Principal.

2. FIRE OR EARTHQUAKE PREPAREDNESS

During the school year there will be periodic fire and earthquake drills. In the event of a drill or actual emergency, faculty and staff members shall:

- * **Earthquake** - Implement action - DROP and COVER. Students are to be prepared to seek shelter under desks or other classroom furniture. They are to hold on to the leg of the furniture for security and to turn heads away from windows.
- * **Fire** - As soon as the signal is heard, students are to evacuate in a quick, orderly fashion. Classroom lights are to be turned off and classroom doors are to be shut.
- * **Lock Down** – If a situation arises where an act of violence occurs in the area of the school or there is a suspicious person on campus, teachers will be alerted via the PA or walkie talkies. This means that all classroom doors should be shut and locked. Students are to lie on their stomachs, flat on the floor, with feet facing the outside windows. Students are to remain on the floor until the next directions are given to the teachers.
- * Maps for evacuation routes are posted in each room of the school.
- * In the event of a real emergency, students are to put on the name tags provided in the classroom emergency pack. These tags have a sign out area on the back which would be utilized if students had to be held for special dismissal.
- * Emergency roll books should be brought to church for all Masses and to the hall for assemblies in the event of emergency evacuation.

3. CLASSROOM FURNITURE AND FLOORS

Teachers are to arrange classroom furniture in a manner that does not block clear passage through and out of the classroom.

Each classroom must be arranged in one of the following styles:

- rows
- cooperative groupings
- u-shaped

All aisles in the classroom must be clear.

4. VENTILATION

Teachers are to provide for adequate ventilation throughout the classroom. Windows and doors should generally be open (even in winter). When heaters are on, teachers are encouraged to have windows open – even a crack – to provide better ventilation for the children.

5. HALL PASSES

Students are required to have a hall pass to move throughout the buildings.

6. STUDENT ILLNESS/INJURY

Students are sent to the office for injuries. Teachers should notify the office on the intercom/walkie talkie of any injuries. Students who are seriously injured should not be moved. The office staff /principal will come to the child to assess the action that should be taken. An accident report is completed by a staff member who witnessed the injury and filed in the office.

7. USE OF THE RESTROOMS

Students may use the restrooms at the appropriate times if necessary. ALL children are taught and reminded to wash their hands after using the restroom.

8. HEAD LICE

When head lice are suspected/detected on students, the office is alerted. A head check is made of the entire class (and the teacher). Notification letters are sent home to parents of students in that class. Students identified to have lice may not return to school until the hair has been treated and there is no evidence of active lice.

9. TEACHER ILLNESS/EMERGENCY

At the beginning of the school year, teachers are to teach students what to do if the teacher has to leave the classroom for illness or for an emergency. The teacher reviews this procedure with the children several times throughout the year.

10. SECURITY PROCEDURES - VISITORS ON CAMPUS

Security for students is of utmost importance. Providing a secure school environment requires the help of all faculty, staff, and students. **Any persons** who enter the school throughout the day are to check in at the school office. Even if the persons are known to the school community, they are to stop at the office, sign in, and receive a badge to wear. This helps students to know that all persons are safe for them to encounter.

Classroom doors are to be unlocked at all times – except when leaving the classroom and at recess, lunch time and after school. This prevents intruders from entering and keeps unsupervised students out of the classroom.

Since our restrooms are a distance from supervised areas, students should generally not be sent to the restroom during class time unless absolutely necessary.

Under no circumstances should keys of any kind be left in, on, or around the desk, or given to students. Any student admitted to the school building after school hours must be accompanied by a teacher, coach, tutor and/or enrichment staff member.

11. MEDICAL APPOINTMENTS

Early dismissal for medical or dental appointments shall be granted when parents/guardians make a written request. Proper medical/dental notes are required on returning to school.

12. STUDENT MEDICATION

Student medication may only be administered **by the office staff and parents** must submit a doctor's directive for the medication. The Archdiocesan *Medication Authorization and Permission Form* must be submitted listing the specific times and dosages of the medication. **All medication is kept and administered in the school office.** The administration of medication is logged in the health log. Inhalers may be kept with the student, but parents need to submit the same paperwork indicating that their child is taking this medication.

Medication regulations apply to both prescription and non-prescription medications.

13. HIV/AIDS – STUDENTS

Infection with HIV in and of itself should not be a reason to exclude student from any Catholic elementary or secondary school, religious education program or institution of higher learning. However, educational and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others.

HIV/AIDS is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV will be admitted to our school.

Usually, these students are entitled to all rights and services accorded other students. Decisions about any changes in the educational program of a student who is infected with HIV shall be made on a case-by-case basis. Each situation will be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concern and compassion, community health and well being, and individual privacy and needs.

The pastor and principal will know the identity of the infected student. Parents/guardians of the student must approve the notification of any persons who would know the identity of the infected person. (Chapter 1.11 and 199.20 of

the California Health and Safety Code) All those involved will observe the utmost confidentiality.