

# **HEALTH, SAFETY & SECURITY**

## **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. SCA employs two security officers.

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.

## **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.

## **EMERGENCY ACTION PLAN**

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.

## **EMERGENCY EVACUATION PLAN**

In the event the entire school must be evacuated, students will be relocated by SCA faculty and staff to Hendrix elementary recreation fields.

## **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 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](http://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 Warrior Overtime programs will be canceled.

In the event of a 2 hour delay, preschool will not attend school, but preschoolers who are registered for Warrior Overtime 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, please do not call the SCA voice mail system at as this would tie up our main phone line. Please use the other sources available. All classes will be dismissed from their assigned pick-up locations and should be picked up within 30 minutes. Warrior Overtime will be closed in the case of early dismissal. Please plan ahead and make emergency pick-up arrangements now to avoid confusion if and when the occasion arises.

## **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**

Numerous 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. High School students may keep epipen with them in a book bag that travels with them all day. 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.

### **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**

*Release of Students* -Students will not be released to anyone without 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 during the school day should call the school office at least a day in advance for approval.