

SECTION 340
SCHOOL SAFETY POLICY
(Employee and Student Care and Safety)

341 Staff Student Relationship Professional and support Staff members, because of their proximity to Students, are frequently confronted with situations which, if handled incorrectly, could result in liability to the School and personal liability to the Staff member. Compliance with the following guidelines will minimize that possibility.

- Each Staff member shall maintain a standard of care for supervision, control, and protection of Students commensurate with assigned duties and responsibilities.
- A Staff member should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- A Staff member shall provide proper instruction in the safety matters presented in assigned curriculum guides.
- Each Staff member shall immediately report to the Superintendent or his/her designee any accident or safety hazard s/he detects.
- A Staff member shall not send students on any personal errands.
- A Staff member shall not associate with Students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.
- This provision should not be construed as precluding a professional or Staff member from associating with Students in private for legitimate or proper reasons.
- If a Student comes to a Staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the Staff member may help the student make contact with certified or licensed individuals in the community or the facility who specialize in the assessment, diagnosis, and treatment of the Student's problem. Under no circumstances should a Staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the Student's problem or behavior.
- A Staff member shall not transport Students in a private vehicle without the approval of the or his/her designee. Such approval shall be granted for emergencies only or pursuant to a Parental consent and waiver, and shall not operate to subject the School to liability for accidents or injuries.
- A Student shall not be required to perform work or services that may be detrimental to his/her health.
- Possession of weapons or any device designed to inflict bodily harm by any Staff member, Student or visitor while on School grounds, on a School vehicle, or at a School sponsored event is prohibited and shall result in suspension or dismissal of the Student or the employee.

Pursuant to the Ohio laws, each Staff member shall report immediately to the Superintendent and the Principal any sign of suspected child abuse or neglect. The Superintendent or his/her designee shall follow required procedures for reporting suspected child abuse or neglect to proper legal authorities.

The School has written and posted fire, tornado and emergency safety procedures. The Principal or Superintendent shall see that the procedures are reviewed with Students and Staff members.

Students shall not be left unattended. If a teacher leaves the classroom another Staff person must be left in charge.

In class projects, experiments and similar activities, which could have some measure of potential danger, must first be approved by the Superintendent or his/her designee. If approved, the Staff member must provide intensive close supervision of the project.

Chemicals and chemical products shall be secured and placed in locked storage units. (See School procedure manual for further specific actions to be taken regarding hazardous chemicals).

See Section 400s for more health, safety, and welfare policies.

All accidents on School property, on School transportation, and at School-sponsored events must be reported to the Superintendent or his/her designee immediately. An accident report form must be completed as soon as possible following the accident and submitted to the Superintendent or his/her designee. These reports will be compiled, summarized, and submitted to the Board quarterly.

R.C. 4123.5; R.C. 4123.511.

The main office or the nurse office shall have a first aid kit for treating minor injuries. Minor scratches and cuts may be attended to in the classroom or School office. When a student is more seriously injured, the Superintendent or his/her designee shall contact the parent or guardian. If medical treatment is indicated, appropriate steps shall be taken. The child's health form should be taken from the file and be available for examination. Teachers shall not administer medication to students.

Once the squad is called, they have the authority to determine if transport to a hospital is needed. The School shall notify the parent or guardian regarding the accident and the action taken.

Parents are responsible for notifying School officials if a student has any special medical needs. FLANC personnel will not address any needs requiring the services of a trained professional. In most instances, the special medical needs will result in limited participation in certain activities and classes rather than any treatment being administered. In all instances, the Superintendent or his/her designee will make the final decision as to how the School will handle any special needs requests.

Any Staff member acting in his or her official capacity who knows or reasonably suspects that a child has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates child abuse or neglect shall immediately report the suspicions to the Principal and to the proper authorities as required by law, and the Superintendent or his/her designee. The Staff member shall make such a report to the public children services agency or a municipal or county peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred. The Superintendent or his/her designee shall then investigate and, if necessary, contact the appropriate authorities on his or her own behalf. The identity of a reporting Staff member shall be kept confidential to the fullest extent permitted by law. The identity of the Student and any information pertaining to the report shall not be shared with any unauthorized person.

R.C. 2151.421; R.C. 3319.073.

The Board authorizes the incidental transportation by private vehicle of School students. Any such transportation must be approved in advance and in writing by the Superintendent or his/her designee. The parent of the participating student will be given, upon request, the name of the driver, the owner of the vehicle, and the description of the vehicle.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board or its contracted Management Company, if any; an approved volunteer; the parent of a student enrolled in the School; and the holder of a currently-valid license to operate a motor vehicle in the State of Ohio ("Approved Driver").

No person shall be permitted to transport students if s/he does not possess and maintain automobile liability and personal injury insurance.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the Superintendent or his/her designee.

Guidelines for Transportation of a Student in a Private Vehicle

These guidelines are to be followed whenever an Approved Driver will be transporting students by a private vehicle whether it is in his/her vehicle or another private vehicle:

1. Determine that transportation by School vehicle is unavailable or not feasible.
2. Obtain written consent from each student's parent using **Appendix 347-A-Parental Consent for Transportation by Private Vehicle Permission Form**. No student shall be allowed to ride in the vehicle without his/her parent's written consent.
3. Submit **Appendix 347-B- Request for Transportation by Private Vehicle** to the Superintendent or his/her designee for his/her approval prior to the trip. Attach the parent consent forms to the request form.
4. The Approved Driver shall keep a copy of each student's Emergency Medical Authorization Form.
5. The Approved Driver shall provide the School office with a list of names of the students who will be riding in the vehicle.

This guideline does not apply if an Employee regularly uses his/her vehicle or another private vehicle to transport School students. In such case, the School employee must comply with the Ohio Pupil Transportation Operation and Safety Rules of OAC 3301-83 et seq.

Emergency School Evacuation

The School has a written and posted set of procedures which will insure the health and safety of students and employees in the event an evacuation of the School is necessary.

See also Policy 424 Emergency Preparedness and Evacuation; Appendix 424-A Safety and Health Plan Emergency Drills; Policy 428 Bomb Threat Policy; Appendix 428-A Bomb Threat Form and Checklist; and Policy 447 School Emergency Management Plan.

Emergency School Closing/Inclement Weather

The School will follow the decisions of the Superintendent or his/her designee regarding weather related closings. Information about the School closing will be posted on the School telephone system. The Superintendent or his/her designee may close the School, delay the opening of the School, or dismiss School early when such actions are required for the protection of the health and safety of students and employees. In the event School is closed no School related activities will be held.

Threatening Behavior Towards Staff Members

The Board believes that all Staff Members should work in an environment free of threatening speech or actions. Threatening behavior that consists of words or deeds that intimidate the Staff Member or cause anxiety concerning his/her physical well-being are strictly forbidden. Any student, parent, visitor, Staff Member, representative of the School, vendor of the School or guest, invitee, or trespasser who is found to have threatened a member of the Staff will be subject to discipline or reported to the authorities. The Superintendent or his/her designee shall implement the guidelines, outlining the appropriate procedures for prompt and effective action on any reported incidents and shall report such incidents to the Superintendent.