

SAFETY PLAN



REGENTS
SCHOOL OF OXFORD



REGENTS SCHOOL OF OXFORD

SAFETY MANUAL 2022-2023

I will lie down and sleep in peace,
for you alone, O Lord, make me dwell in safety.
Psalm 5:8

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HEALTH AND SAFETY INTRODUCTION

The safety of each student at Regents School of Oxford campus is of primary importance. Safety shall not be compromised and shall guide all actions. The objective is to maintain a safe environment for all students, faculty and staff. The safety program will be coordinated by the Head of School, but safety is the responsibility of everyone. Therefore, the school will initiate proper training and awareness of safety issues related to the workplace.

The Head of School will do an annual campus inspection with quarterly follow-ups to ensure the safety of the campus environment. We count on you as Faculty and Staff to report all dangerous situations to the School office immediately. Any personal injury must be reported to the administration immediately and an accident report filed.

Visitors are always welcome at Regents School of Oxford; however, to ensure the safety of all students, visitors are required to check in with the office to obtain a visitor's pass. If you see a person on campus with whom you are unfamiliar, please approach them in order to find out their purpose for visiting the campus. Once you have welcomed them, escort them to the School Office for assistance. If for any reason you feel unsafe or unsure about the individual, immediately notify the administration or in their absence, call 911.

Every precaution is taken to maintain a safe and secure campus; however, we require that you secure your personal belongings. Items may be stored and locked in the approved office areas. You are not allowed to work on site by yourself or after hours since the campus is isolated.

GENERAL SAFETY POLICY

The Head of School and Staff will maintain a safe environment for students and staff at all times. The Head of School will ensure safety procedures are clearly explained and implemented constantly by all those employed by Regents School of Oxford.

The following policies are to be completed by the Faculty and Staff:

1. All Faculty and Staff of the School will have a current First Aid and Pediatric CPR certification.
2. First Aid Kits, a copy of the Safety Manual, and Disaster Kits will be maintained in one designated place on campus in the School Office, and be readily accessible to staff, but kept out of the reach of students.
3. The First Aid Kit and a copy of each child's emergency consent form (signed by the parent) will be taken on all field trips or any trip away from campus. In order to maintain confidentiality, the Emergency Consent Forms must be kept in a locked cabinet in the School Office.
4. A diagram of the Evacuation Plan will be posted near the exits in each classroom and office.
5. A fire drill, building evacuation, and a lockdown drill shall be practiced once a semester and the drills will be documented in the Safety Manual located in the office.
6. Facility exits are clearly marked with visible, approved EXIT signs. Aisles, hallways, and other exits shall be kept free of obstacles. Each exit path must have a minimum of a three feet walkway.
7. There must be at least one annual inspection of all fire extinguishers by an outside contractor.
8. Items of potential danger to students or any other cleaning agent (i.e. flammable liquids, toxic materials, aerosols, detergents, etc.) must be kept in the original containers with the original label intact.

BASIC CLASSROOM SAFETY RULES

1. No one should stand on chairs, desks, tables, bookcases, etc. Only use a proper ladder to reach items out of reach. Do not sit on the edge of chairs. Do not sit on a straight chair tilted back toward or against a wall. Do not sit on student tables or desks. Adults should only sit in approved chairs for adults.
2. Keep the work area clean and free of loose objects, wires, and rubbish since these are stumbling or slipping hazards.
3. Be aware of walking surfaces and their conditions. Extra care may be required to prevent an accident. Example: Students laying or sitting in the floor can be a tripping hazard.
4. Do not reach too high for something that may fall on you. Ask for help. If a ladder is used, be sure it is well secured.
5. Never leave an unsafe condition unguarded or unmarked even temporarily.
6. When picking up a load, evaluate whether or not you need help or special equipment. Do not lift a load alone if you have any doubt of your ability to lift it. Use proper lifting techniques to prevent injuries. When carrying the object, make sure you can see over it.
7. Learn location of fire extinguishers and know how to use them.
8. Chairs, waste baskets, electric cords, and other articles should not be left where they will become a tripping hazard.
9. Walk slowly and cautiously up and down stairs. Use handrails whenever possible. Running in halls, stairways, and sidewalks is not allowed.
10. Do not stand in front of closed doors which could be opened suddenly.
11. Use caution when opening a door outward. Someone could be standing or walking in the hallway or sidewalk.
12. All electrical equipment should be turned off when not in use.
13. On all hand-operated paper cutters, the blade shall be left in the “down” position and locked when not in use.
14. Approved ladders or other safety support should be used to reach materials on higher shelves, bulletin boards, or other high elevations.
15. Desk drawers, cabinet doors, and filing drawers should not be left open while unattended. Pull only one drawer out at a time. Heavier items should be loaded in the lower file drawers or shelves to prevent the file or shelf from tipping over.
16. Broken glass or other similar material should be thoroughly wrapped before disposal into a waste can. There should be no glass objects on campus.
17. Promptly report all defective materials that need repair or replacement. Example: broken chairs, desks, light fixtures, etc.
18. Promptly report anything that could possibly be a safety hazard. Please report any safety hazard to the office and to the Head of School.

STUDENT ABUSE POLICY

The State of Mississippi requires Regents School of Oxford to report allegations of suspected student abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision, or neglect have occurred.

While the school is expected to communicate with parents regarding the well-being of their student, the administration acts on behalf of the student in cases of suspected abuse in accordance with State law. The School may undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting. It is the school's policy not to advise parents in advance of making a report to legal authorities in cases where the student's safety is endangered.

The Head of School will make such reports that are in the best interests of the affected student once reasonable suspicion is established.

Procedure:

1. Knowledge or suspicion of student abuse or neglect shall be reported immediately to the Head of School.
2. The Head of School shall inform and consult the School Board President, then report the situation.
3. The School may undertake an inquiry to obtain additional information about the situation.
4. The Head of School shall immediately thereafter report what is known to the appropriate State agency (i.e.: Student Protective Services) whenever there is reasonable basis for believing that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision, or neglect have occurred.
5. The Head of School shall inform one or more of the teachers of the report, if advisable, on a need-to-know basis.
6. The School and the Head of School shall cooperate to the extent required by the state agency.
7. The Head of School shall instruct the School personnel involved to speak only with the Head of School about the matter.
8. The teacher involved and the parents of the student involved will be encouraged to speak only with the Head of School and the School Board about the matter, and to encourage the teacher thereafter to leave the entire matter in the hands of the Head of School and School Board.

CHILD PROTECTION POLICY

This policy provides clear direction to staff and others about expected codes of behavior in dealing with child protection issues. It makes explicit our school's commitment to the development of good practice and sound procedures. This ensures that child protection concerns and referrals may be handled sensitively, professionally and in ways which support the needs of the child.

Regents School of Oxford has a mission statement which states that we believe that each member of the community has a unique and equal worth. We foster mutual care and respect for all. Our aims include a desire to encourage in students a sense of responsibility, self worth and confidence and recognition that we are an integral part of the community.

Our school fully recognizes the contribution it can make to protect all students and support students in school. There are three main elements to our Child Protection Policy.

1. Prevention: We promote a positive school atmosphere, teaching and pastoral support to students.
2. Protection: We follow agreed procedures; ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns.
3. Support: To students and school staff and to those who may have been abused.

School Commitment

We recognize that for students and their siblings, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps all, and especially those at risk of, or suffering from, abuse.'

Therefore, Regents School of Oxford will:

1. Establish and maintain an ethos where students feel secure and are encouraged to talk, and are listened to.
2. Ensure that students know that there are adults in the school who they can approach if they are worried or are in difficulty.
3. Include in the curriculum material which will help students develop Christ-centered attitudes to the responsibilities of adult life, particularly with regard to child-rearing, parenting skills and violence free relationships.
4. Ensure that every effort will be made to establish effective working relationships with parents and colleagues.

Roles and Responsibilities

All adults working with or on behalf of students have a responsibility to safeguard students. There are, however, key people within schools who have specific responsibilities under Child Protection procedures. The responsibilities of the Head of School are to ensure there is a trained designated teacher for child protection, for monitoring that procedures are followed appropriately, and that staff training is kept up to date.

Professional Confidentiality

Confidentiality is an issue which needs to be discussed and fully understood by all those working with students, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child.

1. We ensure that parents, teachers, staff and every adult working in, or associated with the school understands the need for confidentiality, through raising awareness to the policy, through training and by direct advice from the designated teacher.

2. A teacher can never guarantee confidentiality to a child as they have a legal duty to share information with the Head of School to ensure the child's, and related student's protection, referrals to outside agencies may be appropriate to ensure this safety.
3. Should a child ask that a disclosure be kept a secret, a teacher should advise the student that the information may need to be shared with others.
4. It may be that information relating to a child about whom there are concerns, needs to be passed to others to enable appropriate support for the student or for the protection of other students.
5. It may also be the case that information is not given in the interest of a student's safety or other student's safety.

Records and Monitoring

Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concerns held about a child or students within our school, the status of such records and when these records should be passed over to other agencies.

- General concerns about welfare and behavior of students are kept in the Head of Schools files in the office.
- Teachers notified to monitor students and staff are asked to monitor students when we have concerns and report issues to the designated teacher who collates responses and decides on appropriate procedure to be followed.
- The Staff is briefed as to the status of these records in respect of parental access and files are given to social services or to the designated teacher of the receiving school, if a child transfers or leaves.

Supporting Students at Risk

Regents recognizes that students who are abused or who witness violence may find it difficult to develop a sense of self worth and to view the world in a positive way. This school may be the only stable, secure and predictable element in the lives of students at risk. Whilst at school, their behavior may still be challenging and defiant and there may even be moves to consider suspension or exclusion from school. It is also recognized that a minority of students who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.

This school will endeavor to support students through:

1. The curriculum, to encourage their reliance on Christ in all things.
2. The school ethos, which promotes a positive, supportive and secure environment and which gives all students and adults a sense of being respected and valued.
3. A consistent approach, which recognizes and separates the cause of behavior from that which the child displays. This is vital to ensure that all students are supported within the school setting.
4. Regular liaison with other professionals and agencies who support the Students and their families.
5. A commitment to develop productive, supportive relationships with parents.
6. The development and support of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations.

Safe Schools, Safe Staff

Regents School of Oxford will ensure that all adults, whether members of staff, volunteers or involved in the transportation of students will be subject to the appropriate level of vetting procedures.

1. Staff should avoid physical contact with students and should always respect the need for personal space.
2. Seek advice from Head of School when working in a one-to-one situation with a student, ensure colleagues are aware and available, and doors are left open. Ensure the environment is non-threatening, safe for all parties and free from risk of allegations being made.
3. Counseling and/or giving advice to students/young people about sexual matters is provided by the parents of that student. When questions arise of this nature the teacher should direct the student back to their parents and their pastors.
4. Regents School of Oxford is committed to working closely with all parents to safeguard the welfare of students.
5. The school will support teachers in respect of civil liberties, disciplinary action and criminal prosecution in response to any professional act undertaken to protect students.
6. The school constantly aims to reduce the possibility of abuse by school staff and other professional workers or anyone else working within the school setting, through its safe recruitment practice (interview questions always include issues of child protection and background checks) and regular communications to staff.

Use of Photographic Images of Students by Schools

We live in an age in which technology has vastly increased the use, and potential misuse, of photography and safety issues surrounding the use of photographic images in school needs to be considered. There will be occasions when staff / parents wish to take photographic images of students and young people celebrating the achievement of students and the school, as part of the curriculum and in extra school activities. This can enhance self esteem for students and young people, and their families and so is welcomed.

However, in addition, individuals have the right to respect for private and family life and there will be families who do not wish their whereabouts to be made public. We are mindful of confidentiality issues especially in relation to students living in care or with adoptive families, and in situations involving Child Protection and Domestic Abuse.

Where it is appropriate to use images of students we should:

1. Obtain the active consent of students and parents
2. Be able to justify the production of such images
3. Specify how the material will be used
4. Ensure that the names of young people are not printed with photographs which could identify individuals without parental consent
5. Plan in advance, visits by newspaper employees to school and ensure a senior member of staff is aware that images are being taken and for what purpose
6. Avoid making images in one to one situations
7. Ensure that all images are available for scrutiny in order to screen for acceptability
8. Make arrangements for storage and disposal of all materials including any unused images
9. Make parents and relatives aware that any photographs or video film they take at school events are likely to contain images of students who will not have given their permission to be filmed or

photographed. Such images should not be circulated more widely than the family. A note to this effect should be printed on event programs or tickets.

WORKPLACE VIOLENCE PREVENTION POLICY

The purpose of this policy is to establish guidance and procedures for preventing and addressing threats and/or violence at the School. Staff, as well as substitutes, volunteers, parents, students, and visitors are expected to follow these guidelines while on the School campus. The School is committed to promoting a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior. Such behavior must be reported immediately and dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The possession of firearms, ammunition, and dangerous or deadly weapons on the School's campus is prohibited.

Certain workplace violence is preventable and acts of violence in the workplace often have warning signs. Prevention of violence in the workplace greatly enhances the learning environment, job satisfaction, and productivity by allowing staff to safely interact with students, parents, volunteers, visitors, substitutes, and other staff. Additionally, preventive measures reduce costs related to work-related injuries. Staff reports of potential or actual incidents of violence, proactive administrative involvement, specialized training, and early intervention is necessary to identify and diffuse potentially violent situations.

As used in this policy, violence is defined as unwanted or hostile physical contact, threat, or harassment that may occur between or among employees, substitutes, students, parents, volunteers, or visitors.

1. Physical attack is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, or the throwing of objects.
2. Threat is the expression of a present or future intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the individual communicating it has the present ability to do harm and without regard to whether the expression is contingent, conditional, or future.
3. Threatening behavior is any behavior that is provocative or unsafe and which, by its very nature, could cause physical or other harm to any person or property. It may or may not include an actual physical attack.
4. Harassment is behavior or communication designed or intended to intimidate, menace, or frighten another person.
5. Property damage is behavior or acts that contribute to the willful destruction or damage of private or School property.
6. The environment at RSO must be one in which all individuals are free to work, learn and develop relationships without fear of intimidation or humiliation as a result of unwanted or unacceptable behavior from others.

It is essential to the well-being of all that students, teachers, and staff members treat each other with due respect for rights, individuality and personal dignity.

Violence in the Workplace

If an individual shows anger or hostility:

1. Stay calm, move slowly, maintain eye contact, and ask the person to sit down and listen attentively.
2. Ask the person questions relevant to his or her complaint, such as “what can I do to help?”
3. Acknowledge the person’s concerns and try to find solutions.
4. Avoid threatening responses such as finger pointing or invading personal space.
5. Speak slowly, softly, and clearly. Avoid being defensive.
6. Set ground rules/boundaries, such as “when you shout at me, I can’t understand what you’re saying.”
7. If students are present, move students to a safe place, if possible.

If you feel the anger is escalating:

1. Alert other staff by signaling a co-worker to get assistance from administration.
2. If administration is not on campus, get assistance from another adult.
3. If students are present, move students to a safe place, if possible.

If an individual begins threatening or becomes violent without a weapon:

1. Signal a co-worker to assist.
2. Contact administrator or call 911.
3. If students are present, move students to a safe place, if possible

If an individual with a weapon threatens physical violence:

1. Stay calm.
2. Quietly signal for help.
3. Co-worker should call 911.
4. Stall for time, maintain eye contact, and keep talking.
5. Follow directions from the person with the weapon.
6. Do not risk harm to yourself or others.
7. Never try to grab the weapon.
8. Watch for a safe chance to escape to a safe area.
9. If students are present, move students to a safe place, if possible.

If it is unclear that an individual is allowed to pick up a particular student:

1. Check the emergency folder which list the persons authorized by the parents to pick up their student.

2. If that person is not on the pickup list, the parent needs to send a written note to the office authorizing that person to pick up their student.
3. Any person picking up should be prepared to present a picture I.D., if requested by a staff member.
4. In the rare event it is not possible for the parent to send written authorization or fax that authorization to the School, an administrator must approve the release of the student. A copy of the person's identification must be made before the student is released.
5. If one parent is not permitted to pick up a student, a copy of the legal documents must be on file in the office.

If an unauthorized person attempts to take a student:

1. Immediately signal co-worker for assistance.
2. Notice details about that person – man or woman, height and build, hair and eye color – and write down details about their car – license plate number, color/make of car
3. Refer the person to Administration or call 911.

Telephone threats:

1. Keep calm. Keep talking.
2. Don't hang up.
3. Ask the caller to repeat the message and write it down.
4. Repeat questions if necessary.
5. For a bomb threat, ask where the bomb is and when it is set to go off.
6. Listen for background noise and write down a description.
7. Write down whether it is a man or woman; pitch of voice, accent; anything else you hear.
8. Try to get the person's name, exact location, and telephone number.
9. Notify administration.
10. Signal a co-worker to immediately call 911.

All communications with the media will be handled by the Head of School. All communication amongst the staff can be handled through cell phone to cell phone or calling extensions.

FOOD SERVICE WORKER SAFETY RULES

1. To Prevent Falls:
 - Use an approved step ladder.
 - Keep floors dry and free of litter.
 - Clean up spilled food, water, or grease at once.
 - Request immediate repair of any hazard such as a broken floor tile, fallen wires, etc.
 - Keep traffic aisles and passages clear, including electrical cords
2. To Prevent Burns:
 - On the range, turn pan handles so that the pan handles can't be knocked off or caught on clothes and pulled off.
 - Always use dry flame proof pot holders to remove pans from range.
 - To avoid scalds, tilt lids away and get help to remove.
 - Prepare a place to put hot pots and pans before moving them from the range or oven. Move hot food on a cart. Do not have pots and pans too full.
 - Keep papers, plastic aprons, and other flammable materials away from hot areas.
 - Pull rack out part way or use puller to remove items from the oven.
 - Use pots and pans with sturdy handles.
 - Pour hot fat into a metal container and allow it to cool before moving to store.
3. To Prevent Cuts:
 - Keep knives sharp and stored separately in a locked drawer.
 - Use tools for the purpose for which they were made. (Ex. Do not use cleavers or knives to open cans or knife blades as a screw driver.)
 - Cut away from, never toward the body.
 - Be sure the can opener leaves no jagged edges on cans.
 - Sweep up broken glass. To pick up very small pieces, use wet towels, wrap all broken glass in paper. Dispose of properly.
 - Collect all sharp tools on a tray and wash each item separately from other utensils.
 - Use plastic or paper for drinking glasses in the kitchen, never glass.
4. In Using Equipment
 - Always have hands dry and stand on dry floor when turning electrical equipment on and off.
 - Have all electric cords and plugs in good working order.
 - Follow manufacturer's instructions of all equipment.
 - Be careful when handling, slicing, chopping, grinding, and mixing equipment.
 - Keep hands and spoons away from moving parts as in using mixers.
 - Turn off electric switches when equipment is not in use.
 - Always unplug electrical equipment by grasping plug, not cord.
5. Clothing
 - Wear protective, comfortable, low heel shoes, properly cleaned and in good repair.
 - Have pockets flat and high enough to avoid catching on door knobs or equipment.
 - Avoid large, loose sleeves, neckties, and strings or decorative clothing that get caught in equipment.
6. Lighting
 - Have all light bulbs in kitchen covered.
 - Have all work areas well lighted. Request replacement of burned out bulbs.
7. Fire Hazards
 - Keep fire extinguishers in convenient and visible locations.

- In case of fire evacuate the building and call for help.
 - Keep exhaust fan and hood clean.
 - If grease should catch fire, cover immediately to smother.
 - Use proper cooking temperatures to avoid excessive heat.
 - Do not use water on electrical fires.
 - Do not use excessive water around electrical outlets or equipment.
 - Even damp cloths can be a hazard.
 - Never use ovens or food warmers as a way to dry dish towels.
8. Other Hazards
- Keep all toxic or poisonous substances clearly marked. Never store toxins with food supplies, dishes, or utensils.
 - Keep drawers and doors closed.
 - Do not carry heavy cans, boxes, or other objects, but place on a cart for transport.
 - Do not overcrowd or overload shelves.
 - Discard broken or defective utensils.
 - Move cautiously rather than too hasty.
 - Open boxes, crates, and cases with caution.
 - All unauthorized personnel should be excluded from the kitchen.

Peanut Allergy Awareness Policy

Regents strives to be a peanut and tree nut free environment. We have some students with severe nut allergies and exposure to any nut product could have serious effects on their health. Therefore, we ask that you take extreme caution whenever food is sent into school, as we are looking out for the safety of our entire school community. Peanut allergy claims more lives a year than any other allergy. As there is no cure, the solution is complete avoidance of the food allergen. We understand that this may be an inconvenience for some families whose students eat peanut butter and jelly sandwiches for lunch, but we are sure that you will agree and cooperate with this awareness policy once the severity of these allergies is understood.

The answer is simple, this type of allergy is so severe that if a student or staff member does not wash his/her hands properly after exposure to nuts and touches something that the student with the allergy later touches, it may cause an allergic reaction. Some student's allergies are so severe that they will react to the peanut oils in the air.

OFFICE SAFETY RULES

All faculty and staff should exercise caution in the office areas of the school and be considerate of the needs of others in our small office space.

1. Heavy items should be loaded in lower file drawers to prevent the file from tipping over.
2. Drawers (file, desk, etc.) should never be left open. Always use the handle to open and close them. Pull only one drawer out at a time.
3. Office machines should be unplugged before adjusted, lubricated, or cleaned.
4. Electrical machines and connections should not be touched with wet hands or operated on damp floors.
5. Office machines should be equipped with three-wire grounded circuit (three pronged plug) or be double insulated. Care should be exercised that the grounded wires are properly connected before the machines are operated.
6. Office machines should be properly secured so there is no danger of falling.

Safe Lifting Procedures

1. Size up the load. Do not attempt to lift a load alone if you have any doubt of your ability to lift it.
2. Always make sure your footing is secure.
3. Place feet close to the base of the object to be lifted.
4. Get a good grip on the load.
5. Bend your knees. Keep your back straight.
6. Keep the load close to your body.
7. Be sure you can see past the load.
8. In team lifting, cooperate with your partner when carrying a long object. With a two-person carry, both should carry from the same side.
9. When putting down a load, take care and reverse the lifting procedures.
10. Never tell a student to lift or carry an object. Always ask the student if he or she would be willing and capable of carrying the object.

SCIENCE SAFETY RULES

1. Involve students in the pre-lab safety training phase to plan actions in case of an accident.
2. Provide verbal and written safety instructions to students.
3. Take steps to insure student accountability.
4. Document students' understanding of proper safety practices prior to each lab activity.
5. Have an understanding of the potential hazards of all materials, process and equipment that will be used.
6. In your lesson plans document safety measures, you take as part of your teaching.
7. Be familiar with location and use of safety equipment such as fire extinguishers, eyewash, etc.
8. Document and report accidents to the Head of School.
9. Model safety behavior for the students.
10. Post safety rules and procedures.
11. Instruct students in the proper use of safety equipment.
12. Never overlook any infraction of a safety procedure.
13. Be aware of common poisonous materials.
14. Review safety procedures personally and with students before each activity.
15. Establish clear safety rules based on safety standards and anticipate events.
16. Consider individual student's differences in maintaining safety.
17. Be aware of current safety research and regulations.
18. Have an established procedure in getting help when an accident or injury occurs.
19. Never leave students unsupervised.
20. Routinely inspect for potential hazards on a monthly and bi-annual basis.
21. Report existing and potential hazards to the Head of School in writing.
22. Post emergency phone numbers in the Science Lab. (Example: 911, Poison Control, Hazardous Spills, etc.)
23. Lock unoccupied Science rooms.
24. Lock Science storage cabinets.
25. Store hazardous materials in the proper place.
26. Use the Science classroom only for Science classes.
27. There should be no eating in the Science Lab.

28. Routinely inventory all equipment and materials.
29. Keep all equipment in working order.
30. Do not permit students to use broken or unsafe equipment.
31. Routinely inspect equipment for hazards.
32. Store and maintain supplies and equipment in a manner that promotes safety.
33. Transport hazardous materials in suitable secondary containers.
34. Do not permit unauthorized persons in the storage cabinets.
35. Unwanted chemicals should be properly disposed of.
36. Do not permit students to take Science materials home.
37. Report missing materials to the Head of School.

RECESS MONITORING GUIDELINES

- Plan ahead! Be prepared to be outside promptly. Students should not be on the playground unsupervised.
- Dress appropriately for the weather. This will help keep you comfortable and be a good example to the students.
- Ensure you have the necessary equipment, e.g., a watch, the recess bell or whistle, etc.
- Roam the playground; do not stay in one area. Roving will assist in observing all the children.
- Basic Recess Rules:
 - (1.) Take turns on all equipment.
 - (2.) Use all play equipment for only its designed purpose.
 - (3.) Each class is responsible for the play equipment issued to the class.
 - (4.) Kindness to others, especially younger students, is mandatory.
 - (5.) No games involving shoving, tackling, and general rough play will be allowed.
 - (6.) Request permission from the recess teacher before going inside.
 - (7.) No running on pavement.
 - (8.) Remember to stay out of the off-limits areas.

Hallway Monitoring Guidelines:

Teachers not on recess duty are responsible to informally monitor the hallways or cottages. When classes are dismissed for recess, teachers are to go into the hall and ensure the students are reasonably quiet while exiting the building. Prior to the students' return into the building, teachers need to be outside their rooms to quiet students as they return to class.

Lunchtime/Special Meal Monitoring Guidelines:

- Before you come to eat lunch in Café Regents, remind the students of expected behavior and spend some meaningful time praying.
- Students and teachers should sit at the tables together.
- Students need to remain seated except to throw away trash or get necessary items for their lunch.
- Monitor the clean-up of the table.
- Teachers should establish their own guidelines for student use of the microwaves.
- Each class is responsible for cleaning their area including the table, benches and floor.
- You may eat outside when weather permits. The clean up responsibilities are the same.

OUTDOOR SAFETY RULES

1. Daily make sure the field and playground is clean and free from debris such as sticks, rocks, and broken glass.
2. Carefully supervise students to be sure they are safe.
3. Look out for tripping hazards like exposed concrete footings, tree stumps, or rocks.
4. Make sure elevated surfaces, like platforms and ramps, have guard rails to prevent falls.
5. Check field regularly to see that equipment and surfaces are in good condition.
6. Students may not stand on picnic tables and benches.
7. Students should not climb trees.

8. Students should not sit on metal railings.
9. Students should not run on sidewalks.
10. Students should open doors slowly and carefully at all times.
11. Students should leave all sharp objects like pencils in the classroom.
12. Shoe laces should be tied at all times.
13. Students should be encouraged to play actively without pushing, shoving, punching, pulling, or hitting other students.
14. Contact sports are not permitted. Ensure that the football games are flag or touch football games.

STUDENT ACCIDENT REPORTS

Student injuries that occur during any Regents School of Oxford sponsored activity should be reported to the office by school personnel. This includes accidents on buses, or while loading and unloading buses. If you have a question about the incident we encourage the teacher or staff member to go ahead and fill out the incident report. We will err on the side of being over cautious with student injuries on campus.

The teacher or staff member on duty must complete an accident report for any accident under his/her supervision. Small abrasions, which require therapeutic Band-Aids or ice packs, need not be reported. Any significant injury should be reported. If you wonder if it should be reported, it probably should. Types of accidents to report would include injuries such as: any blow to the head, cuts, punctures, any eye injury, hard falls, or any fall which would cause any significant swelling, abrasion or bruising. Some calls are judgment calls, but we encourage you to report questionable injuries.

The form should be done in duplicate. The copy should be sent home to the parents and the original should be given to the office within 24 hours of the event. These records are very important since problems may arise months later from a small injury. We need records to document our care not only for liability purposes, but also for insurance claims.

1. Keep documentation to reflect efforts made to contact parent/guardian.
2. Submit Student Accident Reports to the office the same day the accident occurs. If the office is closed, submit it the next morning.
3. Be sure the child has a copy to take home the day of the accident.
4. When preparing accident reports remember...
 - Describe the accident but make no assessment of responsibility or liability.
 - Review accident to determine what on site action, if any, should be taken to prevent accidents of a similar nature.
 - Refer parents to the Head of School if they have questions concerning medical bills, negligence on the part of the school personnel, insurance claims, etc.
 - Report any serious injuries to the Head of School in person or by telephone as as soon as possible and follow up with a written report.

Employees should never indicate that Regents School of Oxford will or will not pay for any medical expenses.

Emergency Medical Procedures

In the event of a medical emergency, the School has obtained complete emergency information for each student. This includes permission by the parent or guardian for the school to call the stated physician or another source of care if the parent or guardian cannot be reached and the parent's hospital preference in the event of emergency.

When an accident occurs, stay calm and keep others calm. Assess the situation carefully but quickly for the following problems:

1. Stopped breathing
2. Loss of consciousness
3. Laceration (cut) profusely bleeding.
4. Unusual swelling of any body part.
5. Unusual swelling or obvious dislocation of any joint.

6. Extreme pain associated with any body part.

Any other suspicious behavior associated with an accident no matter how unimportant it may seem at the time.

Treat the injury as necessary using CPR or First Aid until help arrives or until transport can be accomplished (as in case of a life-threatening emergency).

BLOOD BORNE PATHOGENS

The OSHA/VOSH 1010.1030 Blood Borne Pathogens Standard was issued to reduce the occupational transmission of infections caused by micro-organisms sometimes found in human blood and certain other potentially infectious materials.

All employees who are exposed to blood and other potentially infectious materials as a part of their job duties are included in this control policy. This program is accomplished by:

1. Identifying and designating employees with occupational exposures
2. Identifying tasks and procedures that may present an exposure hazard
3. Using universal precautions
4. Providing appropriate personal protective equipment
5. Offering free Hepatitis B vaccine
6. Communicating potential hazards to employees through information and training

Methods of Compliance

1. All human blood and certain human body fluids are treated as if known to be infectious for blood borne pathogens (including HIV and HBV).
2. Hands should be washed with soap and water as soon as possible after exposure.
3. When hand-washing facilities are not accessible, an appropriate antiseptic hand cleaner should be used.
4. Hands should be washed as soon as possible after removal of gloves.
5. Hands and any other skin should be washed with soap and water (or flush mucous membranes) as soon as possible following contact with potentially infectious materials
6. Eating, drinking, applying cosmetics and handling contact lenses are prohibited in areas where there is a reasonable likelihood of occupational exposure.
7. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on counter tops where blood or other potentially infectious materials are present.
8. All procedures are to be performed in a manner to minimize splashing, spraying, etc., of infectious materials.

Personal Protective Equipment

1. All personal protective equipment will be provided, cleaned, and disposed of by the school at no cost to the employees. Employees shall wear personal protective equipment when doing procedures in

which exposure to the skin, eyes, mouth, or other mucous membrane is anticipated. The articles to be worn will depend on the expected exposure. Gloves, masks, and eye protection are available.

2. All personal protective equipment shall be removed before leaving the work area and placed in assigned containers for decontamination or disposal.
3. Gloves shall be worn in the following situations:
 - When it can be reasonably anticipated that hands will contact human blood or other potential infectious materials, mucous membranes, and non-intact skin.
 - Disposal gloves shall not be reused
4. Protection for eye/ nose/mouth - Employees shall wear masks in combination with eye protection devices or chin-length face shields whenever splash, spray, droplets of blood, or other potential infectious materials may be generated, and eye, nose, or mouth contamination can be reasonably anticipated.

Post Exposure Evaluation Follow-up

1. Employees who experience an exposure incident must immediately report their exposure to the office.
2. Following a report of an exposure incident, a confidential medical evaluation shall be made immediately available to the exposed employee.

Signs and Labels

1. Biohazard labels shall be attached to containers of regulate waste containing blood or other potential infectious material.
2. The labels shall also be attached to containers used to store, transport, or ship blood or other potential material.

ASBESTOS SAFETY

Asbestos is well recognized as a health hazard and is highly regulated by both OSHA and EPA. Once a year all staff, parents, and anyone working on Regents School of Oxford Campuses must be given a letter stating that we do or do not have asbestos.

Any outside contractors must be aware of any asbestos located on our campus. They also should be trained on how to work with asbestos. A program of labeling and training is to be provided to any employee who may be exposed to asbestos while performing their duties.

LEAD BASED PAINT

Lead based paint is paint that contains lead, a highly toxic ingredient that inhibits rust and improves the durability of the paint coating.

The ingestion of lead paint chips or the inhalation of lead based paint dust can cause lead poisoning. The symptoms of lead poisoning among students include: behavior changes, appetite suppression, weight loss, sleep disturbance, hyperactivity, attention disorder, and hearing impairment. Exposed students are more likely to have learning disabilities and require special education. The effect of lead on mental development is most severe among students under the age of six years.

The Consumer Products Safety Commission banned the interior use of lead paint in 1978.

There are no lead based paint issues on our campus. Any lead paint has been contained. However, we should be cautious of toys and painted items donated or brought from home by students.

BUILDING SECURITY RULES

1. Report stolen or missing keys immediately.
2. Do not give anyone the security codes for the building alarms.
3. Keep all equipment not in use in a locked storage area.
4. Lock all exterior doors that are not essential to safety.
5. Make sure that all door locks and window latches are in good working order.
6. Keep trees and shrubs trimmed so that windows and doors are visible.
7. If you see a stranger in your building, determine who they are and why they are there.
8. Check all exterior lighting monthly to insure proper functioning. Replace all blown bulbs immediately.
9. Exterior gates and entrances should be secured properly.
10. At night, window coverings should be closed to prevent easy “casing” by would be burglars.
11. Make sure all Regents School of Oxford property is clearly marked with the school name.
12. Make sure your security system is on and working before leaving the building.
13. If you notice window or damaged property, report this to the Head of School for proper repairs.

VEHICLES AND DRIVERS

In Case of Accident:

1. Check for injuries and administer First Aid if possible.
2. Call the school office.
3. When you call give the following information: Your name, vehicle license number, number of passengers, injuries, location of accident (include street names and markers), and description of the accident.
4. Keep yourself and passengers calm.
5. Keep passengers in the vehicle, except in cases where fire or smoke is present.
6. Do not move the vehicle unless ordered to do so by police.
7. Do not admit responsibility for the accident as this could prove liable in a lawsuit.
8. Do not discuss the accident with the press.
9. Do not leave the accident scene until told to do so by the police or school office.
10. If you are charged (given a traffic ticket), or found “at fault” on the police accident report, immediately advise your director.

HAZARDOUS CHEMICALS PLAN

The purpose of this plan is to identify typical hazardous chemicals used at Regents School of Oxford, assign responsibility for communicating hazards associated with exposure to these chemicals to employees and students, and establish procedures mitigating those hazards through a hazard communications program.

The following list provides a brief synopsis of typical activities occurring at Regents School of Oxford where occupational exposures to hazardous chemicals may occur.

Operations and Maintenance: Exposures to solvents, and petroleum products during maintenance and custodial operations.

School Cook: Exposure to solvents, refrigerants and disinfectants during food preparation and storage.

Art Education: Exposure to solvents, paints, inks, bonding agents, and petroleum products during hands on training.

Science Education: Exposure to acids, bases, and solvents during laboratory work.

First Aid Administrator: Exposure to antiseptics during First Aid procedures.

Identification of Hazardous Chemicals

The Head of School is responsible for the surveying of Regents Christian Facilities to determine what hazardous chemicals are in use. Following the survey, the Head of School is responsible for preparing and maintaining a chemical inventory list, listing hazardous chemicals in use.

Labeling of Hazardous Chemicals

Hazardous chemicals used at Regents School of Oxford are normally labeled by the manufacturer and delivered with label intact. Personnel receiving shipments of chemicals are responsible for insuring packages received are properly labeled. Personnel who repackaging chemicals for any reason are responsible for labeling the new package to convey the identity of the material and appropriate hazard warnings.

Material and Safety Data Sheets (MSDS)

Head of School will ensure that MSDS corresponding with each entry on the chemical inventory list is maintained at the facility. The MSDS will be posted in an area accessible to all employees.

Employee Training

The Head of School is responsible for ensuring that initial and refreshers training for hazardous communications are provided for their employees. Initial training will be made a matter of record on the new employees processing checklist. Refresher training will normally be scheduled to coincide with annual in-service training.

Student Training

Hazardous communication training for students will be a normal part of the curriculum for those classes where exposure to hazardous chemicals is part of an institutional plan. This hazardous communication training is a responsibility of the instructor.

The following topics should be covered, as appropriate, during initial and refresher training on hazardous communications.

1. Location and contents of Hazardous Communication Plan.
2. Location of Facility Chemical List and MSDS.
3. Use of chemical safety equipment.
4. Chemical spills immediate action and First Aid.
5. Understanding of MSDS sheets.

WORKPLACE FIRE SAFETY

Fire safety in the workplace is just as important as fire safety in the home. Review the following workplace fire safety checklist to make sure your environment at work meets safety conditions and that you are prepared in case of an emergency.

1. Know the fire escape route at work. Each workplace building must have at least two means of escape, remote from each other, to be used in a fire emergency.
2. Fire doors must not be blocked or locked to prevent emergency use when anyone is in the building.
3. Escape routes from the building must be clear and free of obstructions and properly marked with Exit signs.
4. Only approved fire extinguishers are permitted for use in the workplace. They should be kept in good operating condition and should be used only by employees trained to do so.
5. Emergency action plans are required describing the routes to be used.

Fire Prevention Inspections

The following guide should be used by the building Maintenance Supervisor and to conduct inspections of fire extinguishers.

1. Inspect all fire extinguishers once a year. Supervisor should document inspections on a tag that is attached to the fire extinguisher.
2. Make sure extinguishers are clearly visible and not hidden by posters or plants.
3. Make sure that furniture and equipment does not block access to extinguisher.
4. Check to be sure the safety pin is in place and secured by a break-a-way seal.
5. Check the pressure gauge to insure the extinguisher has the proper charge.
6. Look inside the nozzle to make sure nothing has been inserted that would disable the extinguisher. Check the rubber hose for cuts.
7. Clean off all dust and dirt from fire extinguishers and brackets.
8. Document all inspections and correct any deficiencies.

EMERGENCY PLAN FOR NATURAL DISASTER

Should an emergency occur, the best reaction is one that has already been thought out beforehand. This is the reason the school holds regular fire drills so that, should a fire break out, the students will do what they've practiced, instead of panicking.

- In the event of a major accident on the school grounds, an adult should remain on the scene while the Headmaster is informed. All staff members should be familiar with basic first aid.
- A professional medical person should only move students with unknown or severe injuries.
- Any emergency should be reported to the school office immediately. Safety of the student is the highest priority at all times.

Drills Occurrence and Procedures

The procedures are to be followed as closely as possible. The step-by-step procedure for leaving the building will be explained to each class by the classroom teacher at the beginning of the school year. It should be reviewed periodically by the teacher.

- Fire Drill Occurrence – fire drills will be held at least once a month. The teachers will be notified as to the specific time a fire drill is to be held. The students will be notified only before the first drill of the school year. The Headmaster is solely responsible for the direction and execution of the drills. He is also responsible for ensuring that all students have left the building.
- Tornado Drill – This will be conducted each fall and spring. The teachers will be notified as to the specific time a fire drill is to be held. The students will be notified only before the first drill of the school year. The Headmaster is solely responsible for the direction and execution of the drills. He is also responsible for ensuring that all students have left the building.

Fire

A fire drill is scheduled each month. Actual dates will be posted at the start of each year and on the weekly Faculty and Staff Calendar. For fire drills, each teacher should refer to his/her plan to know how to get students to the far side of the Playground area. Specialists should be aware of fire exit routes in each area they are teaching. Plans are usually by the light switch. A map is located in each classroom and the procedure is written below.

What students must do:

1. Immediately form a line at the fire exit door.
2. Hands behind the back.
3. Listen to the teacher for instructions! Only the teacher may talk.
4. Follow the teacher.
5. Walk quickly and quietly.
6. Stay in line.
7. Stop and stand when and where the teacher instructs.
8. Return to class following the teacher in a line with hands behind the back and no talking.

What the teacher must do:

1. Be responsible for seeing that no student is left in the classroom and the doors are closed.
2. Take the attendance roster with you.
3. Remain calm, give clear, concise instructions.
4. Maintain order.
5. Check the bathrooms nearest classroom.
6. Check overall classroom.
7. Exit through the Fire Exit Door.
8. Lead students to the evacuation area.
9. Take an immediate head count.
10. Check with the assistant/aide for her count if some students were outside with her.
11. Give the OK to the Head of School.
12. Return to the class and review the Fire Drill performance with the students.

Please be aware of faculty and staff members who may not be on campus to fulfill their responsibilities and fill in as appropriate. If the sound alternates, a lockdown or lockdown drill is in progress. Lock the classroom doors and move the students to a safe location within the classroom, cover windows, and wait for administration to give an “all-clear” signal.

Tornado

In the event of a Tornado, follow these guidelines:

1. Lead students to designated areas quickly as shown on the tornado evacuation map.

2. Assume kneeling position against the wall, place head down and cover head with hands.
3. Monitor noise level so that instructions can be heard.
4. If at Lunch: Available teachers will direct student to the designated hallways.
5. While moving between classes: Students should report back to their previous class to take appropriate shelter.
6. While outside: Enter building at appropriate entrance and take shelter with other students.

When the storm passes:

1. Be prepared to evacuate, if advised to do so.
2. If anyone has been injured, provide such first aid as is possible and contact 911 if necessary and Office Staff.

Earthquake

In the event of an Earthquake, follow these guidelines:

1. Stay in the current location unless otherwise advised by an administrator.
2. Office Staff - Shut off or disconnect any electrical or gas operated appliances.
3. Take protective action:
 - Account for all students. If someone is missing, notify Office Staff as soon as possible after shaking ends.
 - Keep students away from windows, bookshelves and outside walls.
 - Teachers should stand in doorframes for additional protection.
 - Take shelter under desks, tables and heavy furniture.
 - Move from under light fixtures and other suspended objects.
 - Students are to remain quiet.
 - Do not attempt to leave building while the ground is shaking.

If outdoors:

1. Account for all students. If someone is missing notify Office Staff as soon as the shaking ends.
2. Move away from the building to an open space.
3. Avoid overhead wires and utility poles.
4. Lie flat, face down and wait for ground to stop shaking.
5. Do not enter the building until authorized to do so.

If in a car:

1. Remain in car.

If in the Gym:

1. If shelter under a table or desk is not available, move to an inside wall or corner.
2. Kneel against an inside wall and cover head. Turn away from the windows.

After shaking has subsided, be prepared to evacuate into fire drill location. A signal will be given to evacuate by administrators. Follow the building evacuation plan.

Power Outage

In the event of a power outage, follow these guidelines:

1. If possible, continue classroom instructions.
2. Keep students in your classroom until given notice that it is safe to switch classes or allow restroom breaks.
3. The Office Staff will contact you when there is adequate information to communicate.
4. All Teachers/Staff who do not have class, report to the Office to help relay information and check on classes in session.

Building Evacuation

Building Evacuation procedures will be followed at any time in which the students and faculty must exit the building for safety reasons. The students need to remain quiet during the course of evacuation.

Main meeting place for all occupants of the building is the lower parking lot away from the building. The Office Staff will check the building before exiting to assure everyone has exited. *Do not attempt to re-enter the building to find students!*

Evacuation during Class time:

1. Leave the building quickly and quietly through the closest exit. Follow the escape route for your location. Emergency Evacuation Plans are posted inside classrooms.
2. **Teachers exit last, grab a class roster, and close the door.**
3. When arriving outside, take attendance. If a student is missing, inform the Office Staff.
4. Wait for an “All-Clear” signal before re-entering the building.

Evacuation during lunch time:

1. Students in the lunchroom will leave the building through the closest exit and meet all students on the far side of the playground area.
2. The Office Staff will bring Sign In-Out Log and Daily Attendance Sheet.
3. As you leave the building, close all doors behind you.
4. Inform Office Staff if you realize that a student is missing.

Evacuation between class periods:

1. Students and Teachers exit the building at the nearest exit.
2. Students gather near the teacher from their previous class on the lower parking lot. (This teacher would be most familiar with attendance since the students were just dismissed.)
3. Inform Office Staff if you realize that a student is missing.

Evacuation prior to first class:

1. Students and Teachers exit the building at the nearest exit.
2. Students gather near the teacher for their first hour class on the far side of the playground.
3. Inform Office Staff if you realize that a student is missing.

Main meeting place for all occupants of the building is the far side of the playground. The Office Staff will check the building before exiting to assure everyone has exited. When exiting the building for a Fire Drill or actual Fire, allow students to exit first and close doors behind you. Emergency Evacuation Plan is posted inside your classroom.

If room is filled with smoke, get down on all fours and crawl to exit.

When need to pass through a door that is shut, first feel the wooden portion of the door to see if it is cool. Fire extinguishers are located on the wall, in the Main Office next to the restrooms.

Don't be a hero...you are valuable to us! Protect yourself and your students and get out of the building.

Sick Students

Sick students are not admitted to school and should be sent home if they become sick at school. Isolate the student but maintain supervision and ask the school secretary to call the parent. The office will send “an exposure notice” home with all students who have come in contact with the contagious student, as defined by Department of Health and Communicable Disease Fact Sheets. In cases where isolation and supervision are not both possible, the student can be brought to the main office until the parent arrives. Moderately sick students are admitted if they are considered non-contagious. Moderately sick students who attend must meet the following requirements:

- The student's oral/nasal airway shall be clear enough to allow the student to participate in regular class activities without the persistent interruption of sneezing, coughing and/or wheezing.
- The student shall not have a fever or oral temperature of 100 degrees Fahrenheit or more. A fever of 100 degrees or more indicates that the student will not only be uncomfortable at school but also is contagious. The office staff should take temperatures and the parents should be

notified of any temperature of 100 degrees Fahrenheit or more and asked to come for their student. Students must be fever free for 24 hours without medication before returning to school.

- The student's skin shall not have any open, weepy or draining areas (such as occur in impetigo, chicken pox and other skin infections). In the case of major abrasions or scratches, sufficient protection of the wound from infection, such as a large telfa bandage or tape with gauze cover, is acceptable as long as the area remains dry and no drainage is detectable through the bandage. When the student is found to have ringworm, parents should be notified. The area of the body where this fungus exists must be kept completely under cover of clothing or bandage. It is suggested that the parent contact a physician for certain diagnosis and treatment. The student shall be free of any total body rash which consists of red, raised (swollen), itchy spots/patches. The student shall not have any rash that prevents him/her from participating in routine class activities.
- The student should be free of persistent loose stools (diarrhea), especially when the student is unable to control his bowel habits consistently.
- The student should not have any watery drainage from his/her eyes, especially when conjunctivitis (pink eye) is suggested. The same shall apply to the student's ears.
- In the case of a sore throat, the student should be able to swallow adequately without persistent pain.
- All students under the direct care of a physician for any illness (especially communicable diseases) shall be required to present a note or plan of care for the student (i.e., medicines, ointment or dressing change instructions). This shall be given by the student's parent to the teacher upon the student's return to school.
- If a student is treated for an accident that occurs at school and is returned to school that day, clearance from the doctor is required. The receiving teacher should be made aware of any follow-up before the parent leaves.

Smoke-free and Alcohol-free Campus

Staff and visitors to Regents School of Oxford are not allowed to smoke on campus at any time. Alcohol shall not be consumed or maintained on campus at any time.

Lice Policy

Students are not routinely checked for lice and nits (eggs) but if and when lice are identified, all student heads must be checked. It is important that all eggs be removed after treatment of student to prevent re-infestation and also to help determine between old and new infestation.

If lice or nits are found:

1. Parents will be called to pick up their student (student will be isolated until parents arrive.)
2. Student's name is to be logged in, date indicated, and staff's name signed. A lice information sheet should be given to the parent.
3. The parent must present his/her student to the office upon return to school and wait for the student to be cleared for admission.
4. Student will not be readmitted to school with lice or any sign of nits.

SCHOOL CLOSING

In the event of an emergency school closing, all faculty, staff and parents will be notified through the Parent Alert system by which they will receive an email and text message. Please be sure the office has your correct contact numbers.

In general, when Oxford and Lafayette public schools close due to natural emergencies, we will also close. If an emergency condition arises after the school day begins or when students are arriving at school, we will take all possible precautions to assure the students' safety while action is being taken to close school. We will ensure that students are taken home by parents or other designated persons. If parents are not home or are unable to come for them, we will keep students in a safe location.

Office Use Guidelines:

Since teachers are not expected to personally accompany each student to the office, certain guidelines are to follow to ensure that the students use the office correctly.

- Phone-Use—Calls should be limited to critical needs.
- First Aid – The office contains a number of first aid materials. Should a student require first aid at any time, a teacher or other adult (not other students) should accompany the injured student to the office whenever possible. If possible, the accompanying adult should administer aid.

Students should be discouraged from being in the office without some specific reason. Students should never remove items from the office without permission from the secretary. If items are borrowed, it is expected that they are for a specific class use and will be returned promptly.

Release of Students

Teachers are not to release a student to anyone without prior notice from the school office. The teachers and the Headmaster have the responsibility for and temporary custody of all the children while they are at school.

The school office should be made aware of any instance of the legal parent or guardian removing a child during normal school hours. It is incumbent upon the teacher to ascertain that the office has been so informed. Parents must sign students in and out with the office.

A child is never to be released to a person who is not known to the teacher without written permission from the child's parents or written instructions from the office.

Special requirements and/or restrictions regarding authorized drivers, guardians, etc. relating to carpools and field trips must be placed in writing in the office and with each teacher(s) involved.

In the event of an atypical dismissal (i.e. abbreviated school day, emergencies, dismissal from pep rallies or assemblies, etc.,...), students must return to the classroom with their teacher prior to being released.

SOCIAL MEDIA POLICY

Employees may not voluntarily and intentionally write, send, read, or receive data through the internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of actual or perceived race, color, citizenship or immigration status, sex, disability, pregnancy, national or ethnic origin, genetic information, military service, or affiliation, age, or any other characteristic that is protected by law.

Regents' employees are expected to maintain a high level of professional decorum with regard to use of the computers and internet for non-business activities. Occasional use for nonbusiness purposes is expected (e.g. Ordering a book from Amazon.com, etc.), but this type of activity should be done with discretion and so as not to detract from regular duties. Regents does not allow the unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material on the internet. As a general rule, if employees did not create the material, do not own the rights to it, or have not received authorization for its use, they may not put the material on the internet. Employees are ultimately responsible for any material they have created for circulation on the internet.

In the event that an employee uses the internet in a way that violates the law and/or Regents' policies, he/she will be subject to disciplinary action, up to and including termination of employment. He/she may also be held personally liable for violating this policy. Prohibited activities that violate this internet policy may include, but are not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the school's time and resources for personal gain
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material or proprietary information outside of the school
- Violating copyright, patent, or trademark laws, including but not limited to the unauthorized downloading of software or other content

- Engaging in unauthorized transactions that may incur a cost to the school or initiate unwanted internet services
- Sending or posting messages or material that could damage the school's image or reputation
- Transmitting, posting, or publishing, displaying or otherwise participating in the viewing or exchange of material that is obscene, sexually explicit or provocative, pornographic, profane, threatening, or harassing
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Vandalizing data of another computer user
- Refusing to cooperate with a security investigation
- Using the school's network for any illegal activity, including but not limited to violation of child pornography laws
- Using the internet for gambling
- Jeopardizing the security of the school's electronic communications systems, including intentionally transmitting computer viruses or malware
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the school
- Using another person's system account or email account
- Failing to keep passwords confidential All email and internet usage guidelines apply to any devices utilized in Regents' facilities, including personal electronic devices.

Personal electronic devices can only be connected to the internet through the Regents-provided guest wireless networks. Connectivity to the Regents network through a physical connection or secure wireless connection (using Regents login) is prohibited. Personal access points, aircards, or other connecting devices that provide access to the internet via a connection not provided by the Regents technology coordinator is prohibited.

Social Networking Policy

Parameters and Context Social media networking (e.g. Facebook, Twitter, Instagram, Youtube, etc.) and blogging has the potential to bridge the work life and personal life of employees and thus, some cross over may occur and lead to conflict. The school's interest is in defining the educational and work-related contexts of such social networking and blogging for the personal protection of our employees, students, and the school community as a whole.

Key Principles

Interacting online with each other, with students, with alumni, and with others outside of the school community is essentially no different than interacting with these groups face-to-face. Employees are required to maintain the principles of respect, dignity, prudence, professionalism, concern for and protection of children, and safety in all interactions. With specific regard to social networking, all employees must:

- Understand that he/she is accountable for his/her postings and other electronic communications. This includes responsibility for any online activities conducted with a school email address, or while using school property, networks, resources, or other similar means of transmission which can be traced back to the school
- Exercise appropriate discretion when using social networks for personal communications (such as with friends, colleagues, parents, former students, etc.) that can in any way impact his/her role at the school with the knowledge that that adult behavior on social networks may be used as a model by our parents. Employees who choose to list or reference their work affiliation (where permitted in this

policy) on a social network, blog, or similar venue should treat all such communications with the same care and discretion as they would on their professional network

- Err on the side of caution when interacting online, remaining cognizant that social networking activities may be visible to past, current, or prospective students, parent's colleagues, and community members and thus will directly or indirectly reflect the school positively or negatively, which will affect current students and community members
- Keep in mind that the uneven power dynamics of the school, in which adults have implied power over former students, continues to shape those relationships after the end of the school day and year, and even after graduation. Employees must act in a manner that always respects and never exploits the power inherent in these relationships
- Balance the right of individual free expression with the valid interests of the school in promoting and presenting its mission, culture, and values to the community at large as reflected by the public actions and statements of its employees

Please be aware that the school considers discretion and prudent judgment in online social networking activities to be a serious matter with regard to protecting the school, its students, and employees. As such, violation of this policy may lead to corrective action, up to and including termination of employment.

Guidelines:

- Classroom/Professional Use of Social Networking: Faculty are expected to limit class activities to school-sanctioned online tools (including social networks and blogs). Please contact our Technology Administrator for a current list. New social networking tools and features are being continually introduced which may or may not be appropriate for course use. Employees who find a new networking tool that he/she thinks will be useful in the classroom should contact the Technology Administrator and request/receive approval of the tool/resource prior to using it. Note: Employees are reminded that social networking sites are increasingly interconnected in ways that may be largely outside the direct control of the users on any given site. Therefore, cautions regarding posting of inappropriate content to any networks, as described in further detail in the remainder of this policy, should be carefully observed.
- "Friending" Students, Alumni, or Parents: Do not initiate or accept social network friend requests from current students (of any age) or former students under the age of 18. Use professional discretion when "friending" alumni age 18 and over. When doing so, recognize that many former students have online connections with current students (including younger siblings and underclassmen friends), and that information shared between school-related adults and recent alumni is likely to be seen by current students as well. Employees are urged to use caution when "friending" parents of current or prospective students due to the inherent conflicts of interest that this may raise.
- Use of Social Networks for School-Sanctioned Clubs and Organization: With the approval of the Upper School Director, the sponsors of clubs and organizations for School of Rhetoric students may set up a social network group page for the purpose of disseminating information to club members and parents.
- Use of Social Networks for Development/Alumni Relations Purposes: The school may determine that it is in its best interests to establish or maintain a social networking presence for development, alumni, relations, internal marketing, or other schoorelated purposes. All official contacts or postings to this site or sites will be initiated under the sole direction of the Administration.
- School-Related Friends (Co-workers, supervisors, and subordinates): Employees are asked to use good judgment when making and/or accepting "friend" (or "link" or "connection") requests to or

- from school colleagues. Employees in supervisor/subordinate relationships are particularly encouraged to use caution, due to the potential for both parties to feel awkward or pressured to accept the request for business purposes and thus potentially impacting the work and social relationships (as well as possibly raising conflict of interest, unequal treatment, discrimination, or similar concerns). Always respect the privacy of others in the school community.
- **Non-School Related Friends:** Remind all other members of your network of your position as an educator whose profile may be accessed by current or former students as well as other members of the school community. Please ask them to monitor their posts to your network accordingly. Conversely, be judicious in your postings to all friend sites and act immediately to remove any material from your site that may be inappropriate and or in violation of this policy. This includes but is not limited to being “tagged” in photos on the sites of friends or others, especially where the photos may indicate or imply activities not appropriate for viewing by students and other members of the school community.
 - **Groups in Your Social Network:** All employees are asked to use good judgment in visibly and publicly associating only with social networking groups consistent with the mission and reputation of the school. This provision is not intended to limit valid intellectual discourse on a wide variety of subjects or viewpoints. (See #9 Online Identity and Posting to Blogs provision below for further details)
 - **Privacy Settings and Content:** Exercise care with privacy settings and personal profile content to ensure that posted content does not reflect poorly on the school in any way or otherwise create a conflict of interest. Content should be placed thoughtfully and reviewed periodically. On most sites, privacy settings can be changed at any time to limit access and search-ability. Your privacy settings should be changed when necessary.
 - **Online Identity and Posting to Blogs:** As a vibrant academic community, we encourage all employees to maintain active interest and engagement in a wide range of activities, intellectual pursuits, causes, missions, and the like – including social, political, religious, and civic-oriented groups, organizations, blogs, publications, etc. However, this must be balanced with the school’s right to manage public communications issued directly or indirectly in its name or on its behalf. With specific reference to posting messages to blogs (i.e., meant to broadly include a variety of discussion-type forums viewable on the internet), employees may not post messages indicating or implying a connection to the school in any way without the prior written consent of the Head of School. Example: If an employee chooses to post a personal message on a blog, he/she must not sign the post “John or Jane Doe, Faculty Member, Regents School of Oxford” but rather “John or Jane Doe”. Similarly, when making personal, non-work related posts to blogs, employees should not use their school email address in the message or for reply purposes, as this may inadvertently and inappropriately imply approval of the message’s content by the school. Employees are asked to append the following to all blog posts: “The views expressed are mine alone and do not represent the views of my employer or any other person or organization.”
 - **Time on Social Sites:** Employees should refrain from using social networking or blogging sites for personal use during work hours except for incidental usage. Employees are primarily expected to limit this activity to off hours except in the case of explicitly class-related use of these sites. In no case may use of social networking resources interfere or impede the employee’s completion of his/her job duties and responsibilities to the school, our students, and other members of the school community.
 - **Protecting Confidential Information:** All employees are reminded that the school requires all confidential information to be protected at all times and to be disclosed only pursuant to school policy or as otherwise required by law. Accordingly, no electronic communications, social networking posting, or blog posting may communicate any confidential information. If an employee believes that

he/she may have inadvertently revealed confidential information in a post, blog, etc., the employee is required to communicate this immediately to the Head of School.

- Use of Logos, Trademarks, and Intellectual Property: Employees are not permitted to use the school's logo, trademarks, official photographs, and all other intellectual property or proprietary materials of the school in any postings without the written consent of the Head of School.
- Transparency: Employees should never misrepresent themselves or the school in any social networking or blogging posts. The school will never ask an employee to misrepresent themselves or their position in the school on behalf of the school.
- Use of the Social Network Sites in Background Checking: Employees directly involved in the interviewing or hiring of new employees should not themselves research candidates via the internet and/or social networking sites for hiring/screening purposes because he/she may notice information about the candidate which is in a category protected under Equal Employment Opportunity laws. Due diligence in hiring, however, requires that someone check online sources for readily obtainable information about the candidate's past and present activities. This non-protected information can then be given to the appropriate hiring manager.
- Illegal Activities: Employees are prohibited from engaging in illegal activities or accessing websites with illegal or otherwise prohibited content when using school networks or school equipment while on or off school property, during or after work hours, or while directly or indirectly representing the school in any way.