**KEOKUK CHRISTIAN ACADEMY**

**SERIES 800**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

800 Safety

 800.1 Building Access

 800.2 Visitor Information

 800.3 Student Supervision - Adult Responsibilities

 800.4 Recess Supervision

 800.5 Weapons

 800.6 Fires and Explosive Devices

 800.7 Tobacco, Alcohol, and Controlled Substances

801 Health - Student Health Records

 801.1 Student Immunization Information/Requirements

 801.2 Student Health Documents/Screenings

 801.3 First Aid

 801.4 Bloodborne Pathogens

 801.5 Recordkeeping

802 Facilities

 802.1 Handling of Chemicals

802.2 Facility Usage

802.3 Property Care

802.4 Animals/Pets in School

803 Equipment

**DISTRICT**

**POLICY NO. 800**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**SAFETY**

The safety of Keokuk Christian Academy’s staff and students is the school’s highest priority. Safety measures are implemented daily along with the use of monitoring equipment, such as (but not limited to) cameras.

**DISTRICT**

**POLICY NO. 800.1**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**BUILDING ACCESS**

Keokuk Christian Academy implements the following protocols regarding building access.

* Each employee will be issued a fob/keys to the outside entrances and to their classroom/office. Fobs/Keys are for after-hour professional use only and are not to be loaned to anyone.
* KCA teachers may access the facilities before 10PM and after 6AM Monday through Friday.
* Groups and individuals desiring to use school facilities are required to contact New Testament Christian Church as the facilities and grounds on which KCA is established is owned by the church.
* Faculty/staff members who misuse their keys/fobs will lose the privilege of having their

own school keys/fobs and maybe subject to disciplinary or termination based upon the circumstances.

* It is the faculty/staff member’s responsibility to make sure that the door you enter is still

locked when you enter and also locked when you leave. Do not leave a door unlocked while you are working in the building.

* Visitors will need to check in at the office before proceeding to their destination in the

school.

**DISTRICT**

**POLICY NO. 800.2**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**VISITOR INFORMATION**

The safety of our students while they are on campus is a primary concern at Keokuk Christian

Academy. All authorized adults who are on campus or in the school building during school hours are required to wear identification badges. Parents and visitors who come to volunteer, or who plan to be on campus or in the building for any reason, are to stop in the office to sign in and receive an ID badge to wear while on the premises. Before departing, parents and visitors are to record the sign-out time on the guest register. While it may take a few extra moments of time, we feel it is justified in keeping our campus a safe and secure facility.

**DISTRICT**

**POLICY NO. 800.3**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**STUDENT SUPERVISION - ADULT RESPONSIBILITIES**

All students must be supervised at all times. The safety of our students is one of our top

concerns, and supervision goes a long way in providing that safety. The administrator will provide a schedule of duties for each school year. This schedule of duties will include playground supervision, pick-up and dismissal supervision. It is the expectation of ALL KCA staff members to accept the responsibility to supervise ALL students, whether they are in your class, grade or not.

Keokuk Christian Academy staff will be assigned to directly supervise students during field trips, recess, lunch, classroom special activities, and any special KCA scheduled event. Supervision includes but is not limited to providing guidance to parent/volunteer chaperones, taking student attendance, explaining expectations, redirection, and contacting administrators for disciplinary action if a student’s negative behavior warrants it. All staff must be prompt when scheduled for duties. When going on off-campus trips, staff must make arrangements to trade duties so that the students remaining at school will be supervised.

**DISTRICT**

**POLICY NO. 800.4**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**RECESS SUPERVISION**

K-6 teachers will be assigned to supervise morning recess on an alternating basis with another teacher. During morning recess students should be given twenty minutes to play. Annually, the gym will be scheduled for two morning recess sessions - K-1 and 2-6. Staff should monitor student equipment use and require that students return equipment to the classroom or designated storage areas after each recess.

### **Indoor Recess**

During indoor recess duties, teachers should attempt to supervise as many students as possible. They should monitor student access to the recess closet and ensure that only one student is entering at a time. Teachers should stop students from doing anything that is risky or dangerous.

Students should ask the teacher for permission before using the restroom or leaving the gym. Students are never allowed in the kitchen or loft area during recess time. Students are not allowed above the first landing on the stairwell.

Students should wear appropriate footwear in the gym for the activity.

### **Dodgeball**

Dodgeball, scatterball, or other games that involve aggressive throwing may only be played indoors when it can be supervised and refereed by an adult. Because recess is a time when multiple activities are occurring, dodgeball is not an appropriate game for daily recess. The recess monitor cannot safely supervise the activity. Dodgeball may be played when the entire class can be supervised such as during P.E. class or special functions for older students.

### **Outdoor Recess**

Teachers should enforce the following rules for outdoor recess:

1. Students should not be on the top and outside of playground equipment.
2. No jump ropes should be used around the play structures.
3. No climbing up slides
4. No jumping out of or standing on swings. Students should also not “twist” on the swings.
5. Students must swing straight
6. Students should not throw wood chips
7. Students should never bite, push, shove, hit or kick
8. Students should always stay where they can be seen by teachers. They should never be around the NTCC air-conditioning unit.
9. Students should ask permission to go inside.

The recess monitor has the authority to implement additional rules, procedures and restrict playground activities should the need arise. Adults on duty outside will determine when to send the children in because of rain, when it is permissible to remove coats, etc. Classroom teachers should help students form fair teams, if this becomes necessary.

**DISTRICT**

**POLICY NO. 800.5**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**WEAPONS**

No one is allowed to bring, on school grounds or to any school activity or on any school transportation, any firearm, dangerous weapon, or dangerous instrumentality. A weapon includes, but is not limited to: firearms, BB or pellet weapons, knives (including pocket and decorative types), clubs, guns, chains, martial arts devices, and any other instrument that can be used to inflict bodily injury. Weapons and other dangerous objects cause material and substantial disruption to the school environment. They present a threat to the health and safety of students, employees, and visitors on the school premises or property within the jurisdiction of the school. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school property or onto property under the jurisdiction of the school or from students who are within the control of the school.

**DISTRICT**

**POLICY NO. 800.6**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**FIRES and EXPLOSIVE DEVICES**

Unless acting under the direct supervision and direction of a person authorized by the school administrator, there shall be no setting of fires or use of open flames (e.g., matches, lighters, candles, etc.) by students nor shall a student be permitted to possess or use fireworks or other explosive devices, including bombs or bomb-like devices.

**DISTRICT**

**POLICY NO. 800.7**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**TOBACCO, ALCOHOL, CONTROLLED SUBSTANCES**

All tobacco, alcohol, vaping, and controlled substances are prohibited on school grounds or within school facilities and on any off-campus, school-sponsored activity, including transportation vehicles.

**DISTRICT**

**POLICY NO. 801**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**STUDENT HEALTH RECORDS**

Records pertaining to medical needs are maintained in the office. Parents are asked to provide

medical information, such as health conditions, allergies, diagnoses, or medications, during

registration. Parents may view health records at any time. Routine screenings, such as hearing and vision screenings, will be announced. Parents wishing to not participate in certain screenings must notify the office secretary.

**DISTRICT**

**POLICY NO. 801.1**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**STUDENT IMMUNIZATION INFORMATION/REQUIREMENTS**

Keokuk Christian Academy will meet the standards set by the Iowa Department of Public Health.Children enrolled must comply with the immunization laws of the State of Iowa, or their parents are required to sign a religious exemption statement if immunization is contrary to their religious convictions. It is the responsibility of parents to do all within their power to maintain the health of their children, for the welfare of others at school. The administrator will not allow a child who is not compliant with the required immunization schedule to attend classes or any other school activities. School personnel will complete, coordinate, and maintain the records required by the State of Iowa in regard to prevention, control, and containment of communicable diseases in schools.

Students with medical or religious exemptions on file may be excluded from school and school

activities during an epidemic or emergent outbreak of communicable disease, as determined by the administrator or the state board of health.

Students are required to have the following immunizations before enrolling at KCA. Exceptions

can be made by the administrator for families who present a medical or religious exemption

certificate to the school.

* Diphtheria/Tetanus/Pertussis Polio
* Measles/Mumps/Rubella Hepatitis B
* Varicella
* Meningococcal and Tetanus/Diphtheria/Pertussis (entering 7th grade)

Immunization records will be audited annually. Parents will receive notification if their students do not have the required immunizations. Parents will receive written notification of required immunizations and the written notification will give parents 60 calendar days to fully immunize their students or to begin a series of immunizations, as needed. If, after the 60 calendar days, documentation has not been provided to the school, the students will be excluded from school and all school activities.

**DISTRICT**

**POLICY NO. 801.2**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**STUDENT HEALTH DOCUMENTS/SCREENINGS**

The following health documents or screenings (grade levels are indicated) are required by Iowa.

1. **Physical - Kindergarten**

Updated physical prior to starting Kindergarten is the fall.

1. **Immunization Record** (All grade levels - annual update required) **OR Exemption Form** (complete 1 time - covers all grade levels annually)

Iowa law requires immunization or exemption records to be on file BEFORE the student can attend school.

1. **Dental Screen**

 Iowa Department of Health requires Kindergarten and Ninth Grade dental screenings and

conduct annual school audits to ensure schools have records of student dental screens.

1. **Vision Screen**

Please present the Green Student Vision Card to your optometrist for a free student vision test. The optometrist will sign it for you to return to school. The screenings are reported to the Iowa Department of Public Health. Student Vision Cards are available in the office.

1. **Lead Level**

If your child was born outside of the State of Iowa, please also provide documentation that your child has had a normal lead level (this is routinely tested at a 12 month check-up).

After completion, parents may drop these documents off at the office.

**DISTRICT**

**POLICY NO. 801.3**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**FIRST AID**

There must always be at least one staff member in the building who is trained and certified in first aid, including CPR. Students becoming ill or injured at school will stay in the office until a parent or guardian can arrange for the student to be picked up.

When a student becomes ill or injured at school, the student’s parents will be notified by the office secretary, teacher, or the administrator as soon as possible after these individuals are made aware of the incident. While the school is not responsible for the treatment of an ill or injured student, it will have authorized school personnel present to administer emergency or minor first aid, if necessary. An ill or injured student will be turned over to the care of the parents, designee, or qualified medical personnel as quickly as possible.

For those students requiring medication during the school day, medication shall be administered only by qualified designees, who have been trained and certified by the State Department of Health guidelines. No medication will be administered without written authorization from the parent and the child’s physician. A written record of the administration procedure must be kept for each child receiving medication. Medication on school premises shall be kept in a locked storage space, which shall be accessible only to appropriate personnel.

Report all serious injuries to the administrator as soon as possible.

Adults on recess duty:

to get assistance for yourself and the injured child, please follow these procedures:

1. Instruct a trusted child to find the closest adult or communicate directly with the office staff. If you have a cell phone with you, call the office for assistance.
2. Stay with the injured child.
3. If you must, call 911. Use your cell phone, if it is available.

After the procedures have been followed, discuss what happened with the administrator. Complete and turn in to the administrator documentation the day of the injury. Also, injuries that may require follow-up by parents or healthcare professionals must be documented and kept in the student’s cumulative file.

All employees will provide aid to students who become injured or ill. Be familiar with your students’ health needs and know the location of first aid kits. Supply first aid for minor injuries, but still report the incident per procedure. For more serious injuries, bring the student to the office if it is safe to move them; if not, call the office and ask for staff to come. Take precautions when handling possible pathogens. Treat all blood and bodily fluid as potentially infected and use disposable gloves when treating students. Dispose of all contaminated waste in appropriate containers.

School personnel must notify parents as soon as possible any time an injury occurs and the need for a doctor’s exam is either obvious or in question. School personnel should call 911 for medical assistance if the need appears immediate and a parent cannot be reached. Other faculty/staff will continue to attempt to make contact with a parent until successful. Any students with injuries involving the head or eye will be given information to take home for possible follow-up care, and parents should be notified.

**DISTRICT**

**POLICY NO. 801.4**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**BLOODBORNE PATHOGENS**

All employees are required to complete annual training regarding bloodborne pathogens. Universal precautions will be observed in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material is considered infectious regardless of the perceived status of the source. Gloves will be worn when dealing with potential infectious material.

**DISTRICT**

**POLICY NO. 801.5**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**RECORDKEEPING**

All records required by the OSHA standard will be maintained by the administrator. Training records are maintained for at least 3 years from the date of training. They must include: dates of the training sessions, content of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

**DISTRICT**

**POLICY NO. 802**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**FACILITIES**

Keokuk Christian Academy operates largely from the educational wing of New Testament Christian Church located in Keokuk, IA. The school consists of a main office with an adjoining administrator’s office. Keokuk Christian Academy makes use of 8 classrooms with one being designated as the library. The school makes use of the church’s gym, a stand alone facility, to conduct lunch, physical education, and indoor recess. The church’s sanctuary is used weekly for Keokuk Christian Academy’s chapel services. Additionally, Keokuk Christian Academy has two playgrounds on the premises. One playground is enclosed for Preschoolers while the other is used by grades Kindergarten through 12th. The high school is housed within a modular classroom next to the gymnasium. New Testament Christian Church was built in 1979.

The school adheres to the following physical facilities and safety policies in this series..

**DISTRICT**

**POLICY NO. 802.1**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**HANDLING of CHEMICALS**

Schools are required to post warning signs in their buildings for areas that may contain hazardous chemicals. The signs are diamond shaped with four different colored divisions, each of which represents a particular type of hazard. A number (0 to 4) placed in each of the colored blocks indicates the degree of the hazard. The higher the number, the greater the hazard.

Schools are also required to keep lists of chemicals that are stored within our buildings. The chemical list is on file in the office. The administrator is responsible for storing the chemicals and cleaning supplies in order to ensure compliance with all state laws and regulations.

Students who will be working with hazardous chemicals as part of the instructional program will be properly instructed regarding the use of such chemicals prior to the activity.

**DISTRICT**

**POLICY NO. 802.2**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**FACILITY USAGE**

Keokuk Christian Academy (KCA) is a mission/ministry of New Testament Christian Church (NTCC). NTCC allows KCA to use the church's facilities and grounds. All facilities and grounds will be used for the purpose of serving the Body of Christ and for bringing glory to God. The KCA administrator must ensure:

* All requests to use facilities must taken to and be approved by NTCC per their policies
* Communicate NTCCs decision, either approval or denial, with the person(s) making the request to use the facilities

**DISTRICT**

**POLICY NO. 802.3**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**PROPERTY CARE**

As Christians, we have the responsibility to be good stewards of what God has given us. This means that we respect our own property and NTCC church’s facilities and grounds with proper care.

* Students should not write, mark, or purposely damage textbooks, desks, chairs, any school property, or any part of the building.
* In the gym, there will be no kicking, throwing, or hitting of balls against the walls, ceiling, doors, or things attached to the walls. There will be no hanging on the baskets or mats.
* Students are not allowed to climb on school property.
* Students who damage property will be billed for repairs or the cost of replacement.
* Students who cause destructive damage or show patterns of continued destruction or treating property poorly could jeopardize their ability to attend KCA

**DISTRICT**

**POLICY NO. 802.4**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**ANIMALS/PETS in SCHOOL**

No animals are allowed in the building without express permission and prior arrangement with the administrator.

**DISTRICT**

**POLICY NO. 803**

**SAFETY, HEALTH, FACILITIES, EQUIPMENT**

**EQUIPMENT**

The KCA administrator shall provide furnishings, technology, and other equipment to ensure the employees and constituents can accomplish effective Christian education.

All school equipment is intended for school use only. As a general policy, KCA does not loan or rent out any of its property including audiovisual and athletic equipment.