

SAFETY

SECURITY

A student whose verbal or written comments, including e-mail messages that include a threat to another student or a member of the faculty shall be:

- † Immediately suspended from the school, after the parents have been informed of the situation.
- † Be seen by a psychologist at the parents' expense and by the school counselor, both of whom will be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child will be expelled from the school. If it is the opinion of those who evaluate the child that the child did not seriously intend to do harm to others, the child may be allowed to return to the school.
- † If allowed to return to the school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from the school.

The Department of Schools should be informed in these cases. The school may submit to the police an informational report.

EMERGENCY SCHOOL CLOSINGS

The policy of the school with regard to school closings in cases of emergencies is to follow the decisions of the public school district in which the school is located. Parents should listen to broadcasts and keep their children home on days when the local public schools are closed. More specific information can be found at the website for the Department of School by logging in at www.miamiarch.org and following prompts.

In case of emergencies, decisions about the release of students from school are up to the sole discretion of the Principal. Parents should refer to the parent-student handbook emergency dismissal procedures.

FIRE SAFETY

School safety policy requires that all classes have fire drill practice once a month. Teachers instruct students how to behave during this time, keeping in mind that safety and speed are essential in case of a real emergency.

Fire extinguishers are located in the required number of classrooms. Every schoolroom contains a fire escape map.

The school has a fire alarm system. The proper municipal officials routinely inspect the school facilities.

MEDICATION PROCEDURES

The administering of medicine to a child is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physician if it is possible to prescribe medication so that it can be administered at home. Only when absolutely necessary is the school willing to accept responsibility for administering medications, and then under the following guidelines:

1. The school will never administer/dispense medicines (including over the counter drugs) to students without specific authorization by both a licensed physician and the parent of the students. An “Authorization of Medication” form must be completed and submitted by the parent. The name of the medication and dosage must be indicated on this form.
2. All medication must be brought to the office with an authorization signed by the parents.
3. Only prescription medication can be brought to school and must be stored in the school office; no over-the-counter medication is allowed, unless written authorization is submitted by the doctor.
4. Prescription medication must be in the original bottle that must be labeled and must have the exact dosage.
5. The school will not dispense medication. Students are responsible for their own medication.
6. All medications will remain in a secure location. (By exception, students who are asthmatic may carry a prescribed inhaler with them during the school day.)
7. A written log will be kept of dispensed medication.

SICKNESS

Students who are very ill or have infectious or contagious illnesses should not attend school. St. Bartholomew Catholic School reserves the right to ask that a student be taken home or to be taken to a doctor if such a sickness is suspected. They may include, but are not limited to pink eye, lice, chicken pox, measles, etc.

INJURIES AND ACCIDENTS

All accidents or injuries occurring on school grounds should be reported immediately to the teacher in charge or to the school office. Parents and emergency services may be contacted if the seriousness of the injury so warrants. An injury report will be completed for documentation of serious injuries and a copy sent to the parents.

For this exact reason, it is essential that the school office have up-to-date information on each student's Emergency Contact card.