

KEARNS HIGH SCHOOL

Memo No. 21

August, 2016

SUBJECT: STUDENT SAFETY

This memo is to reiterate the importance of student safety. There is nothing more important in the operation of a school or in daily activities of the staff than to insure the safety of each student. No activity should be planned or situation occurs where students are asked to perform a task where their safety may be in jeopardy.

Students are to be conscientiously supervised at all times. This means that students are not to be left unattended in a classroom, committee meeting, work session, lunch room, assembly, or any other school related program. No student group is to be allowed access to the building or facility for meetings, practice or rehearsals without the faculty sponsor, advisor or teacher present with the group at all times. To do so is to provide an unnecessary opportunity for an accident.

Specifically, students are not to move equipment, transport heavy materials, be permitted to use or operate unsafe equipment, or be asked to assist in doing so.

If an accident should occur, every effort must be made to administer first aid and to contact the office and the parents. Contact with the parents must be made immediately by a school staff member. An accident report should be completed and given to the secretary in the main office.

Care must be exercised to be sure all equipment teachers are responsible for is always in safe operating condition. If it is not, a report must be made immediately to have it repaired. This can be done through a work order with the main office. In the interim, while equipment is waiting for repair to make it safe, it should be made unavailable for students so as to prevent unnecessary accidents. This may be of specific importance to the Physical Education area or in the Stage area.

It is the responsibility of all school staff to talk frequently about the importance of safety and to practice good safety habits and to be alert that students do also.