



point of view.  
**Safety** [ ]  
possible dan  
from risk or

# STUDENT SAFETY HANDBOOK

IVY COLLEGIATE SCHOOL

# Table of contents

Introduction to school safety policies and procedures	1
Emergency response plan	2
Fire drills & lockdown drills	3
Bullying prevention and response	4
Accident reporting and first aid	5
Safety in the classroom and on campus	6
Student health and wellness	7
Safety for Culture Day trips and other off-campus activities	8
Crisis management plan	9
Resources for support	10

# Introduction to school safety policies and procedures

Welcome to Ivy Collegiate School! The safety and well-being of our students, staff, and visitors is our top priority. To ensure that our school is a safe and supportive learning environment for all, we have developed a set of policies and procedures to follow in case of an emergency or other safety concern.

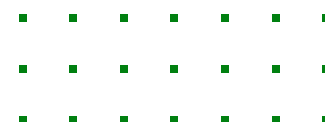


It is important for everyone in our school community to familiarize themselves with these policies and procedures, and to understand their role in maintaining a safe environment. Please take the time to read through this handbook carefully, and do not hesitate to contact a school administrator or other designated staff member if you have any questions or concerns.

Thank you for your cooperation and commitment to school safety at Ivy Collegiate School. Together, we can create a safe and welcoming environment for all members of our community.

# ERP:

## Emergency Response Plan



Our emergency preparedness and response plan outlines the steps that we will take in the event of a variety of emergencies, including natural disasters, medical emergencies, and security threats. All staff members have received training on this plan and are prepared to implement it in the event of an emergency.

In the event of an emergency, the following steps will be taken:

1. **Alert:** Staff members will be alerted to the emergency through a designated notification system, such as an intercom announcement or text message.

2. **Evacuate:** If necessary, staff members and students will be directed to evacuate the building in an orderly and calm manner, following the designated evacuation routes and procedures.

3. **Shelter:** If it is not safe to evacuate the building, staff members and students will be directed to shelter in place, following the designated sheltering procedures.

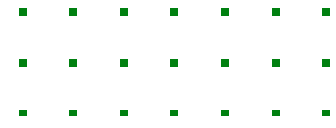
4. **Respond:** Staff members trained in first aid and emergency response will provide assistance to anyone in need, following the school's first aid and emergency response protocols.

5. **Notify:** The school administration will notify the appropriate authorities, including the police and fire department, and will coordinate with them to ensure the safety of everyone in the school community.

6. **Communicate:** The school administration will communicate with parents, guardians, and other stakeholders to keep them informed about the situation and any necessary next steps.

We hope that we never have to use our emergency preparedness and response plan. However, it is important that we are prepared to respond to any emergency that may arise. By working together and following our established procedures, we can ensure the safety of everyone in our school community.

# Drills



## Fire drills

**Alert:** The fire alarm will sound, alerting staff and students to evacuate the building.

**Evacuate:** Staff members and students will calmly and quickly evacuate the building, following the designated evacuation routes and procedures.

**Account:** Staff members will take attendance outside of the building to ensure that all students are accounted for.

**Re-enter:** Once the all-clear signal is given, staff and students will re-enter the building in an orderly manner.

---

## Lockdown drills

**Alert:** The lockdown alarm or an announcement from a school administrator will alert staff and students to lock down the school.

**Secure:** Staff members will secure their classrooms and ensure that all students are in a safe and secure location.

**Stay quiet:** Staff and students will remain quiet and remain in their secure location until the all-clear signal is given.

# Bullying prevention and response

Bullying of any kind is not tolerated at our school, and we have established policies and procedures in place to prevent and address bullying behavior.

## Prevention:

- Education: Staff members will educate students about what bullying is, the impact it has on individuals and the school community, and how to stand up to and report bullying behavior.
- Modeling: Staff members will model respectful and inclusive behavior and encourage students to do the same.
- Monitoring: Staff members will monitor student interactions and intervene if necessary to prevent bullying behavior.

## Response:

- Reporting: Students and staff members are encouraged to report any incidents of bullying to a school administrator or designated staff member.
- Investigation: All reported incidents of bullying will be investigated promptly and thoroughly.
- Consequences: Students who engage in bullying behavior will be held accountable for their actions and may face disciplinary consequences, including counseling, mediation, and/or further disciplinary action as appropriate.
- Support: Students who have experienced bullying will be provided with support, including counseling and other resources as needed.





# Accident reporting and first aid

In the event of an accident or injury, it is important that we have procedures in place for reporting and providing first aid.

## Accident Reporting:

- Notify a school administrator or designated staff member: In the event of an accident or injury, staff members and students should immediately notify a school administrator or designated staff member.
- Complete an accident report: The school administrator or designated staff member will complete an accident report, documenting the details of the accident and the actions taken.
- Notify parents/guardians: If a student is involved in an accident or injury, the school will notify the student's parents/guardians as soon as possible.

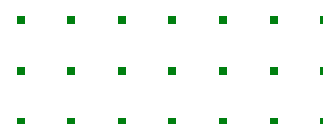
## First Aid:

- Trained staff: Several staff members at Ivy Collegiate School are trained in first aid and are equipped with a first aid kit.
- Providing first aid: Staff members will provide first aid to anyone in need, following the school's first aid protocols and guidelines.
- Seeking medical attention: If necessary, the school will call for medical assistance and/or transport the injured individual to a medical facility for further treatment.

By following these procedures, we can ensure that accidents and injuries are properly reported and that anyone in need receives timely and appropriate first aid. It is important that everyone in the school community knows how to report an accident or injury and where to find first aid assistance.



# Safety in the classroom and on campus



## Classroom



**Supervision:** Staff members will provide supervision for students at all times, including during breaks and transitions.

**Emergency procedures:** Staff members will review the school's emergency procedures with students and post them in the classroom for reference.

**Safety equipment:** Staff members will ensure that necessary safety equipment, such as fire extinguishers and first aid kits, are readily available and in good working order.

**Student conduct:** Staff members will establish and communicate clear expectations for student conduct in the classroom, and will intervene as necessary to address any unsafe or disruptive behavior.

## Campus



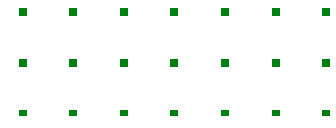
**Supervision:** Staff members will provide supervision for students while they are on campus, including during breaks, lunch, and other times when students are not in the classroom.

**Safety equipment:** The school will maintain necessary safety equipment, such as security cameras and lighting, on campus to ensure the safety of students, staff, and visitors.

**Student conduct:** Students will be expected to follow the school's code of conduct while on campus, and staff members will intervene as necessary to address any unsafe or disruptive behavior.



# Student health & wellness



At Ivy Collegiate School, we recognize the importance of student health and wellness in supporting academic and personal success. To promote the health and well-being of our students, we have established a number of policies and procedures related to student health and wellness.

**Immunizations:** Students will be required to have up-to-date immunizations in accordance with national policies.

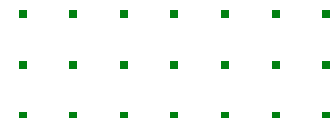
**Medications:** Students who require medications during the school day will be required to have a written request from a healthcare provider and to follow the school's policies for administering medications.

**Health education:** Staff members will provide health education to students, covering topics such as nutrition, physical activity, mental health, and personal hygiene.

**Support services:** The school will provide support services, such as counseling services, to assist students with their health and wellness needs.

By promoting student health and wellness, we can support the overall well-being and success of our students. If you have any questions or concerns about your child's health and wellness, please do not hesitate to contact a school administrator or designated staff member.

# Safety for Culture Day trips and other off-campus activities



At Ivy Collegiate School, we believe that Culture Day trips and other off-campus activities can be a valuable and enriching part of the educational experience. To ensure the safety of our students, staff, and chaperones during these activities, we have established a number of policies and procedures to follow.

**Planning:** Before any field trip or off-campus activity, the school administration and staff members will carefully plan and prepare to ensure the safety of all participants. This includes arranging transportation, securing necessary permissions and releases, and communicating with chaperones and parents/guardians.

**Chaperones:** All field trips and off-campus activities will be supervised by chaperones.

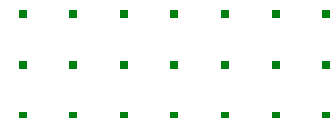
**Communication:** Staff members will ensure that all chaperones have a way to communicate with the school or emergency services, such as a phone or walkie-talkie.

**Emergency procedures:** Staff members will review the school's emergency procedures with students and chaperones before departing for the field trip or activity, and will ensure that everyone knows what to do in case of an emergency.

**Safety rules:** Staff members will establish and communicate clear safety rules and expectations for student conduct during field trips and off-campus activities.

By following these policies and procedures, we can ensure the safety of our students, staff, and chaperones during Culture Day trips and other off-campus activities.

# Safety for Culture Day trips and other off-campus activities

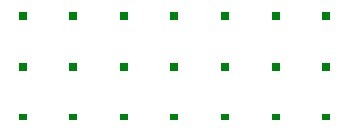


In the event of a crisis, the following steps will be taken:

1. **Alert:** Staff members will be alerted to the crisis through a designated notification system, such as an announcement or Kakao message.
2. **Evacuate:** If necessary, staff members and students will be directed to evacuate the building in an orderly and calm manner, following the designated evacuation routes and procedures.
3. **Shelter:** If it is not safe to evacuate the building, staff members and students will be directed to shelter in place, following the designated sheltering procedures.
4. **Respond:** Staff members trained in first aid and emergency response will provide assistance to anyone in need, following the school's first aid and emergency response protocols.
5. **Notify:** The school administration will notify the appropriate authorities, including the police and fire department, and will coordinate with them to ensure the safety of everyone in the school community.
6. **Communicate:** The school administration will communicate with parents, guardians, and other stakeholders to keep them informed about the situation and any necessary next steps.
7. **Support:** The school will provide support and resources, such as counseling and other mental health services, to assist students and staff members in coping with the crisis.

We hope that we never have to use our crisis management plan. However, it is important that we are prepared to respond to any crisis that may arise.

# Resources for support



At Ivy Collegiate School, we understand that students, staff, and families may need support and assistance from time to time. To help meet these needs, we have compiled a list of resources.

**Counseling services:** Our guidance counselor ([guidance@ivycollegiateschool.org](mailto:guidance@ivycollegiateschool.org)) is available to provide support and assistance to students, staff, and families who may be experiencing emotional or mental health concerns. The ICS Wellness Council also provides peer-mediated support.

**Health services:** Teachers are available to provide medical support and assistance in minor medical cases such as a scraped knee or a bloody nose. Other conditions will be referred to one of the clinics in the neighborhood, and medical emergencies will be supported by one of the local hospitals.

**Community resources:** There are many community resources available to support the needs of students, staff, and families. These may include local mental health agencies, social service organizations, and other support groups.

If you or someone you know is in need of support or assistance, please don't hesitate to reach out to one of the resources listed above. We are here to support you and are committed to helping our school community thrive.

# Contact Information

☎ 032 567 1258

✉ [guidance@ivycollegiateschool.org](mailto:guidance@ivycollegiateschool.org)



[www.ivycollegiateschool.org](http://www.ivycollegiateschool.org)