Strength of Character and College Ready

Before & After School Programs
Fee Based

2019 – 2020
Parent Handbook
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# Bibb County Before & After School Programs

**Central Office Staff**
- Dr. Janice Flowers, Director
- Violetta Hudson, Secretary/Data Clerk
- LaDaphne Hall, 21st CCLC Program Coordinator
- Deborah Boatwright, Fee-Based Program Coordinator

## 2019 – 2020 Site Directory

### Elementary School Sites

<table>
<thead>
<tr>
<th>School</th>
<th>Site Address</th>
<th>Site Manager</th>
<th>Program Hours</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Alexander II Elementary</td>
<td>1156 College Street</td>
<td>Crystal Walker</td>
<td>Monday – Friday 6:50 – 7:50 AM</td>
<td>779-2700</td>
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<td></td>
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<td>Heidi Hintermaier</td>
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<td>Carter Elementary</td>
<td>5910 Zebulon Road</td>
<td>Christi Watson, Mary Stokes</td>
<td>Monday – Friday 3:30 – 6:00 PM</td>
<td>779-3350</td>
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<tr>
<td>Heard Elementary</td>
<td>6515 Houston Road</td>
<td>Anissa Brown</td>
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<td>Heritage Elementary</td>
<td>6050 Thomaston Road</td>
<td>LaPhelia Burnette</td>
<td>Monday – Friday 3:30 – 6:00 PM</td>
<td>779-4700</td>
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<td>Lane Elementary</td>
<td>990 Newport Road</td>
<td>Christina Franklin, Kayla Kittrell</td>
<td>Monday – Friday 3:30 – 6:00 PM</td>
<td>779-3150</td>
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<td>Northwoods Academy</td>
<td>709 Pierce Avenue</td>
<td>Barbara Schultz</td>
<td>Monday – Friday 3:30 – 6:00 PM</td>
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<td>Skyview Elementary</td>
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<td>Springdale Elementary</td>
<td>4965 Northside Drive</td>
<td>Jennifer Johnston, Amanda Jones</td>
<td>Monday – Friday 3:30 – 6:00 PM</td>
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<td>Vineville Academy</td>
<td>2260 Vineville Avenue</td>
<td>Leigh Childs, Angela Evans</td>
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Middle School Sites

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<td>Howard MS</td>
<td>6600 Forsyth Rd.</td>
<td>Mary Pioli</td>
<td>Monday - Friday 7:00 a.m. - 8:30 a.m.</td>
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<td>Veronica Hoskins</td>
<td>Monday – Friday 4:05 a.m. – 6:00 p.m.</td>
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<td>Miller MS</td>
<td>751 Hendley St.</td>
<td>Sharon Finch</td>
<td>Monday-Friday 7:00 a.m. – 8:00 a.m.</td>
<td>779-4050</td>
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<td>Rutland MS</td>
<td>6260 Skipper Rd.</td>
<td>Michele Cassimus</td>
<td>Monday-Friday 7:00 a.m. – 8:00 a.m.</td>
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<tr>
<td>Weaver MS</td>
<td>2570 Heath Rd.</td>
<td>Greta Renfus</td>
<td>Monday-Friday 7:00 a.m. – 8:00 a.m.</td>
<td>779-4650</td>
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</table>
General Policies & Procedures
Registration Policy

Bibb County Before & After School Programs (BASP) is a service, open to students attending participating schools.

Registration is be completed through the online system. The parent must complete both a Registration Form and Parent Agreement Form and submit it with a $10.00 (BSP) and/or a $25.00 (ASP) non-refundable registration fee for enrollment. Children will not be allowed to attend the ASAP until all forms have been completed. Individual school offices do not handle registration for the ASAP.

Students will be accepted in the program on a first come first serve basis. A new registration must be completed each school year. Registration must be completed by parent or guardian.

The registration link is: https://bcsdk12.ce.eleyo.com

Health and Safety Information

Pick-up Procedures:
All students must be signed in/out by the parent/guardian or a person designated by the parent/guardian according to the registration form. All person(s) picking up a student during the first two weeks of school will need to show their driver’s license for identification. Any person may be asked for I. D. at any time if the staff member does not recognize him/her as someone authorized on the registration form. If an unauthorized person shows up to pick up a student, the student will not be released. All students must be accounted for each day.

Late Pick Ups:
To ensure the safety and security of all students in the Before & After School Program, the Campus Police Department (779-2040) will be contacted by school officials should an emergency occur which threatens the welfare of students.

The Macon Police Department (751-7500) or Bibb County Sheriff’s Office (746-9441) will be contacted if a student has not been picked up within 15 minutes after your program end time.

In no case will staff transport a student to the campus police or to the student’s residence in his/her personal vehicle.

Injuries (See Policy JGFG attached)
If a child is injured in BASP, the following procedures will be followed:
   1. Follow first aid procedure immediately.
   2. Notify parents immediately.
   3. Notify Program Coordinator/BASP Director or Principal (if available) immediately.
   4. Complete the Accident/Incident Form and submit it to the BASP Director.

Site Safety Procedure Checklist
The following site safety procedures will be conducted each semester in October & February: 1) lockdown drill; 2) fire drill; 3) severe weather drill.
Attendance

All attendance will be entered daily.

Student Behavior & Discipline
Behavioral expectations in the Before & After School Program are consistent with the Bibb County School District’s Code of Conduct.

A student must receive **3 written notifications**, before the student can be dismissed from the program. The Site Manager and/or staff member will document attempts to contact the parent/guardian in regards to the discipline infraction. Parents of students who are picked up daily must be notified on the day the disciplinary infraction occurred. A copy of the discipline form must be forwarded to the Before & After School Office.

Snacks

1. BASP snacks consist of one wet (juice) and one dry (crackers/pretzels) item provided by School Nutrition. Snacks are reserved for student consumption only.
2. Each student must receive a snack in his/her hand. If the student does not want his/her snack, the snack can be placed on a sharing table.

Sample Weekly Schedule
Management must provide a “working” weekly programming schedule to include time, day, location, and supervising teacher for each academic and enrichment activity. Weekly schedules MUST be posted outside of each classroom used during afterschool hours – see next page.
### Anywhere Elementary School – SAMPLE
### Academic & Enrichment Schedule, 2012-2013

<table>
<thead>
<tr>
<th>Grades</th>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<td>Snack (Cafeteria)</td>
<td>Snack (Cafeteria)</td>
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<td></td>
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<td>Rm. 402 Ms. Alabama</td>
<td>Rm. 402 Ms. Alabama</td>
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The Before & After School Programs in Bibb County Schools are a service provided to children in grades K – 5 and their parents. The maximum daily teacher to student ratio is 1:15.
Facts to Understand:
1. Registration Forms will be completed at the beginning of each new school year. The required registration fee is due at the time of registration. Students may not participate until this fee is paid.
2. Late fees are $1.00 per child per minute after the program end time. Children whose parents fail to pick them up by the close of the program for THREE TIMES may be WITHDRAWN from the Before & After School Program.
3. Students remaining at the site fifteen (15) minutes after the program end time will be picked up by Campus Police. If Campus Police is unable to locate parents of students, the Campus Police office will notify DFACS.
4. Fee-based Before & After School Programs operate on a pre-paid tuition basis only.
5. Parents who do not keep tuition payments current will have their children WITHDRAWN from the program.
6. A late payment letter will be given to the parent/guardian after 2 weeks without payment and the student(s) CAN NOT return to the program until the delinquent amount has been paid in full.
7. Behavioral expectations in the Before & After School Program are consistent with the Bibb County School District’s Code of Conduct. Misbehavior that results in three written discipline reports can cause a student to be WITHDRAWN from the program.
8. If students have been withdrawn from the Before & After School Program as a result of misbehavior, late pick-up or lack of payment of tuition, and parents make no provision for Before & After School care, but leave them at school anyway, the school will contact the Campus Police Department for parental neglect and abandonment.

WE ARE COMMITTED TO PROVIDING A QUALITY BEFORE & AFTER SCHOOL PROGRAM FOR OUR STUDENTS. PARENTS AND SCHOOLS WORKING TOGETHER COOPERATIVELY CAN RESULT IN QUALITY PROGRAMS.

Accounting Procedures

Fee Structure and Financial Aid Operation
Fee-based programs are PREPAID. Our weekly fee is $50 per child for participation in BASP. The first week fees are non-refundable. There is a yearly non-refundable registration fee of $25 per child. This fee is subject to change from one year to the next. In some instances, school will not operate for a full week. Daily fees are available.

$10 per day, per child
$50 per week or $10 per day, per child

Payment Record:
Tuition payments are nonrefundable and are due by 6:00 p.m. on Friday prior to the upcoming week of service. Payments should be made online at https://bcsdk12.ce.eleyo.com. We strongly encourage online payments; however, payments may also be made in person by check or money order made payable to Bibb County School District. Parent name, address and phone number must be included on checks.
Department of Family and Children Services (DFCS) Childcare Participants
The Before & After School Program accepts payments through the childcare assistance program sponsored by the Bibb County Department of Family and Children Services/GACAPS.

1. The parent/guardian is responsible for corresponding with his or her caseworker to obtain the childcare certificate providing a copy to the Before & After School Program staff.

2. The Before & After School Program office will contact the Site Manager to update him/her about the approved certificate and start date for the student.

3. Parents are charged the contracted weekly rate. Daily fees do not apply to CAPS recipients.
Policies
Student Accident/ Illness

Should a child be injured, an effort should be made by the available personnel to contact the parents of the child for information and instructions. If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge should arrange for the child to be taken to a doctor or to a hospital for treatment. This action on the part of any of our personnel does not obligate the personnel or the schools to assume financial responsibility for the treatment of the child.

An “emergency care authorization” for every pupil shall be on file in the school office.

When a minor illness occurs, the child should be referred to a person designated to this duty. If the child must go home, a parent must be contacted for instructions. The child should not be permitted to start home alone, nor should the child be left home alone except with parental permission.

Accidents to students, no matter how slight, must be reported to the principal or supervisor immediately on an accident report form. Accident reports are to be maintained by the school principal.

Every school shall be provided with a first aid cabinet with first aid instructions attached. The cabinet shall be placed in a location which is readily accessible.

Bibb County School District

Date Adopted: 12/18/2014
Last Revised: 12/9/2014

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State Reference
O.C.G.A 19-09-0127
O.C.G.A 20-02-0142
O.C.G.A 20-02-1090

Description
Temporary written permission to seek emergency medical treatment or other services for children
Prescribed courses
Accident insurance for children on school buses
All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student whom the school has on file supporting medical documentation may carry at all times with parent/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student’s diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers and adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student’s diabetes medical management plan developed and implemented pursuant to state law. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in
perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

<table>
<thead>
<tr>
<th>Bibb County School District</th>
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**State Reference**

<table>
<thead>
<tr>
<th>Reference</th>
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<tr>
<td>O.C.G.A 16-13-0073</td>
<td>Labeling prescription containers of dangerous drugs</td>
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<tr>
<td>O.C.G.A 16-13-0075</td>
<td>Drugs to be kept in original container</td>
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<tr>
<td>O.C.G.A 20-02-0774</td>
<td>Self-administration of asthma medication</td>
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<tr>
<td>O.C.G.A 20-02-0776</td>
<td>Student retention and self-administration of auto-injectable epinephrine; liability of school system</td>
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<tr>
<td>O.C.G.A 20-02-0776.1</td>
<td>Administration of auto-injectionable epinephrine by school personnel</td>
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<tr>
<td>O.C.G.A 20-02-0776.2</td>
<td>Stock supply of auto-injectionable epinephrine; requirements; limited liability</td>
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<tr>
<td>O.C.G.A 20-02-0776.3</td>
<td>Stock supply of levalbuterol sulfate; requirements; limited liability</td>
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<tr>
<td>O.C.G.A 20-02-0776.4</td>
<td>Administration of levalbuterol sulfate by school personnel</td>
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<tr>
<td>O.C.G.A 20-02-0779</td>
<td>Care of students with diabetes; training of school employees; diabetes medical management plan; no liability for staff</td>
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<tr>
<td>O.C.G.A 26-04-0116.1</td>
<td>Licensed health practitioners authorized to prescribe auto-injectionable epinephrine for schools; pharmacists authorized to fill prescriptions</td>
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<td>Rule 160-4-7-.02</td>
<td>Free Appropriate Public Education (FAPE)</td>
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<td>Rule 160-4-8-.18</td>
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**Federal Reference**

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Policy
Infectious Diseases

No student shall be denied access to the educational programs of the Bibb County School District potentially contagious infection disease may be excluded from school where, in consultation with public health officials, School District officials determine that the student is likely to cause the infection of an uninfected individual if not excluded from school.

The Superintendent or designee is directed and authorized to develop and implement regulations or procedures related to the impact of infection diseases on school system management and operations. Such regulations or procedures shall ensure that the School District:

1. Provides employees with information, education, or training related to the transmission of infectious diseases;
2. Makes appropriate personal protective equipment (e.g., face masks, gloves) readily available for tasks associated with the evaluation and treatment of students with actual or potential infections;
3. Immediately counsels employees and students (and parents of such students) who are suspected of having an infectious disease of the need to obtain an appropriate medical evaluation;
4. Involves the school nurse, public health agency representatives, health care professionals, and school system administrators in operational decisions concerning an employee or student who has an infectious disease;
5. Establishes school exclusion and disease management protocols that are consistent with evidence-based guidelines developed by health authorities and the recommendations of the Georgia School Health Resource Manual;
6. Follows universal precautions when handling blood or other bodily fluids; and
7. Discloses student health-related information only as permitted or required by state and federal law.

Appeal of Exclusion Decisions

Any student with a potentially contagious infection disease who is excluded from school shall be provided with written notice of the following: (1) the suspected infectious disease; (2) the factual basis for such suspicion; (3) the source of any authority relied upon in deciding the exclude the student from school; (4) the duration of such exclusion; (5) any conditions that must be satisfied before returning to school; and (6) notice of the right to request an impartial appeal hearing if the period of exclusion will extend beyond 10 school days. Any student who appeals under this part shall be entitled to present and respond to evidence, examine and cross-examine witnesses, and, at his or her expense, be represented by counsel. The student's appearance at the hearing shall not be required and a parent, guardian, or representative may act on behalf of the student at the hearing.
Confidentiality

No School District employee shall disclose medical information about a student with an infectious disease, except as authorized or required by law. In addition, employees are prohibited from disclosing medical information about students to non-administrative personnel unless the parent or guardian consents to such disclosure or, in the determination of the school principal, the employee has a legitimate, educational interest in knowing the information.

Bibb County School District

Date Adopted: 12/18/2014
Last Revised: 12/9/2014

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**State Reference**

- O.C.G.A 20-02-0778
- O.C.G.A 24-12-0021
- O.C.G.A 31-12A-0004
- O.C.G.A 31-22-0009.1
- Rule 160-1-3-.03

**Description**

- Required information to parents of students regarding meningococcal meningitis
- Disclosure of AIDS confidential information
- Quarantine of diseased persons
- HIV tests - Who may perform test
- Infectious Diseases
Policy
Child Abuse or Neglect

All employees of the Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Bibb County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional relevant and necessary information when making the report.

Bibb County School District

Date Adopted: 12/9/2014
Last Revised: 7/16/2015

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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BODILY FLUID DISPOSAL PROCEDURE

What should be done to avoid contact with body fluids?
When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available in at least the office of the custodian, nurse or principal. Gloves are recommended when direct hand contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). If extensive contact is made with body fluids, hands should be washed afterwards. Gloves used for this purpose should be put in a plastic bag or lined trash can, secured and disposed of daily.

What should be done if direct skin contact occurs?
In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may not be immediately available (e.g., when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased.
Clothing and other non-disposable items (e.g., towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains (e.g., blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers (see page 4 of 4). Contaminated disposable items (e.g., tissue, paper towels and diapers) should be handled as disposable gloves.

How should spilled body fluids be removed from the environment?
These procedures should be reviewed to determine whether appropriate cleaning and disinfection steps have been included.
Many schools stock sanitary absorbent agents specifically intended for cleaning body fluid spills (e.g., ZGOOP, Parsen Mfg. Co., Philadelphia, PA). Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

Handwashing procedure
Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately 20 seconds.
Soap suspends easily removable soil and micro-organisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands.

Disinfectants
An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectant will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered by the Environmental Protection Agency for use as a disinfectant in medical facilities and hospitals.

Various classes of disinfectant are listed below. (Brand names are used only for examples of each type of germicidal solution and should not be considered an endorsement of a specific product).

- Hypochlorite solution (bleach) is preferred for objects that may be put in the mouth.
- Ethyl or isopropyl alcohol (70%)
- Phenolic germicidal detergent in a 1% aqueous solution (e.g., Lysol)
- Sodium Hypochlorite with at least 100 ppm available iodine (e.g., Wescodyne).
- Quaternary ammonium germicidal detergent in 2% aqueous solution (e.g., Tri-quat, Mytar or Sate).
- Idophor germicidal detergent with 500 ppm available iodine (e.g., Wescodyne).

**Disinfection of hard surfaces and care of equipment**
After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Nondisposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drain pipe. Remove gloves and discard in appropriate receptacles.

**Disinfection of rugs**
Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dust pan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dust pan and broom in disinfectant. If necessary, wash brush with soap and water. Dispose of no reusable cleaning equipment as noted above.

**Laundry instructions for clothing soiled with body fluids**
The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothes. Otherwise, wash and dry as usual.
If the material is bleachable, add ½ cup of household bleach to the wash cycle. If material is not colorfast, add ½ cup non-chlorox bleach (e.g. Clorox II, Borateem) to the wash cycle.
Licensed-Exempt Child Care Learning Facility

I have received and read the Fee-Based Parent Policies and Procedures Handbook. I agree to abide by the Before & After School Programs Parent Policies and Procedure Handbook and the Bibb County School District Policies and Administrative Directives. I have received an exact copy of this Policies and Procedures Handbook for my own records.

______________________________  _______________________
Parent/Guardian Signature        Date

______________________________  _______________________
Parent/Guardian Signature        Date

______________________________  _______________________
Site Manager Signature           Date