

The safety of the students entrusted to our care is paramount and, to that end, the following policy/procedures will apply to all students in the system.

A. SUPERVISION:

1. It is the responsibility of each principal to see that every child in his/her school, or on any field trip is under responsible supervision from the beginning of the school day until proper departure from the school.
2. Children will not be allowed to leave the school without proper parental permission.
3. Children will not leave the bus, except at school or home, without parental consent and prior approval of the principal.

B. CLASSROOM SAFETY EQUIPMENT:

1. Children will not participate in any of the following, or similarly dangerous instruction without proper protective equipment; including, but not limited to, eye protection, rubber aprons and gloves.
 - a. While working with molten metal or other molten materials, students must wear torch goggles or a welding hood and safety glasses, leather aprons, and leather gloves.
 - b. While milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials, students must wear safety glasses, a face shield when grinding or shaping, and hearing protection if they are the operator.
 - c. While using heat treatment, tempering or kiln process, students must wear leather or canvas aprons, leather/canvas gloves, and safety glasses.
 - d. While using gas, electric or any other welding process, students must wear a welding helmet with safety glasses, leather aprons, and leather gloves.
 - e. While repairing or servicing of any automotive vehicle, students must wear safety glasses.
 - f. While using caustic or potentially explosive materials, students must wear rubber aprons, long rubber canvas-backed gloves, and safety goggles.
 - g. While using finishing materials and solvents, students must wear safety goggles, gloves which will not melt, and a cloth apron.
 - h. While using acids and caustic chemicals, students must wear rubber aprons, long rubber canvas-backed gloves, and safety goggles.
 - i. Exposure to radiation and other emission hazards should be controlled through appropriate ventilation or other approved methods.

Page 2 of 3 - JGF - STUDENT SAFETY

2. Children participating in all or similar activities listed in (B1) above will be under the supervision of properly trained professional educators. None of the above will be allowed by the school administration when a substitute teacher is in the classroom/laboratory.
3. Only children who are officially enrolled in classes when the activities in B1 are occurring should be present in the classroom, whether before, during, or after class hours.
4. Each school involved in vocational and science instruction shall keep eye protection equipment available that is clean, in good working order, durable, capable of being disinfected and that meets the requirements stated in "Practice of Occupational and Educational Eye and Face Protection", American National Standards Institute, 787.1-1968.
5. Any student or teacher whose vision requires the use of eyeglasses shall be provided protective eyewear that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.
6. Each and every teacher involved in the instruction of any of the activities covered in (B1) above must include as a part of the classroom instruction, proper safety procedures and the requisite steps to deal with an accident during the course of instruction.
7. All caustic materials used in any course of instruction shall be clearly marked to facilitate handling and prevent accidents.
8. **If at any time a ground fault breaker is tripped in a classroom or lab setting, do not reset. The tripped ground fault breaker should be reported to the school's maintenance technician or Facilities, Maintenance and Operations to test the breaker before resetting.**

C. PLAYGROUND EQUIPMENT

1. All system playground equipment shall be inspected annually by a trained individual, certified to perform such inspections, and a record of this inspection kept on file at the school and the Buildings and Grounds Department.
2. Supervising teachers will make daily cursory safety inspections to detect obvious or blatant safety defects on playground equipment; marking any such defect, preventing further use until repaired and initiating a Work Order to have it repaired.
3. The principal, as the building administrator, shall make periodic inspections to identify any safety hazards in the school, taking the appropriate steps to address observed problems. In the event of an illness or injury

to any students, the school will notify the parents of the student's condition and determine the parent's direction for medical treatment. If a parent cannot be contacted, the administrator has the authority to determine appropriate medical treatment. Such treatment should be limited to the immediate care required until the parent or guardian can be contacted.

D. BUILDING SECURITY

1. All entrances to school shall remain locked throughout the school, restricting entry only through the main front entrance. Exceptions must be approved by the Superintendent or Superintendent's designee.
2. The school should use volunteers to man front entrances to greet and direct visitors to the school. Due to varying availability of volunteers in schools, the manning of front entrances is strongly encouraged, not mandated.
3. Random metal detection searches in middle and high schools are required. Refer to CCBOE Policy JCAB.
4. All vehicles driven by personnel and students must be identified with tag, sticker, or other methods as deemed appropriate by the system.

E. STUDENT CONDUCT

1. The school shall enforce the zero tolerance policy for drugs, weapons and violence. Refer to CCBOE policy JD and the Code of Conduct.
2. The school shall encourage students to report incidents to school administration or to the system hot line if anonymity is desired.

F. CRISIS MANAGEMENT PLAN

1. The school shall maintain an up-to-date Crisis Management Plan. The plan shall be reviewed quarterly with the Crisis Management Team and annually with all staff.

PROCEDURE: NO

ADOPTED: 1/7/92

REVISED: 11/12/96, 10/12/99, 6/13/00