

**Administrative Procedures for Policy 1500 (Administration)
Regarding Safety and Health
Curricular and Extracurricular Programs**

- I. Use of protective eye and face devices within curricular programs
 - A. As required by regulation 13A.06.06.01 in the Code of Maryland Regulations, protective eye and face devices shall be available for all students, teachers, and visitors within all career and technology education laboratories; technology education laboratories; visual arts classrooms; science laboratories; and ceramics, photography, and printmaking classrooms where activities enumerated in that regulation occur.
 - B. Students, teachers, and visitors will be required to use the protective eye devices in all circumstances outlined in regulation 13A.06.06.01 in the Code of Maryland Regulations.
 - C. These protective eye devices will meet the specifications of the American National Standard: Practice for Occupational and Educational Eye and Face Protection, Z87.1-1979 and OSHA Safety and Health Standard 29 CFR 1910.133.
 - D. Responsibilities
 1. The principal shall ensure that a supply of protective eye and face devices is available and that sanitizing cabinets are available and functioning.
 2. The content supervisor shall ensure that teachers are informed of the regulation by discussing it with departmental staff at the beginning of each school year.
 3. The teacher shall inform students of the regulation, instruct students regarding proper procedures for using the protective eye and face devices, ensure that students properly use protective eye and face devices, supervise the storing and sanitizing of the protective eye and face devices, and monitor the inventory and condition of the protective eye and face devices.
- II. General Safety Procedures
 - A. All employees working in curricular and extracurricular programs will become familiar and comply with all procedures that accompany Policy 1500 Regarding Safety and Health.
 - B. In addition to those general procedures, certain curricular and extracurricular programs have specific and specialized guidelines as listed below.
- III. Safety Procedures for Curricular Programs – It is the responsibility of the assigned content supervisor to ensure that the teachers who instruct in the following curricular programs have access to and follow the safety guidelines referenced below.
 - A. Technology Education

1. Teachers must provide instruction on the proper use of each piece of equipment.
2. After students receive this instruction, they must take and pass a safety exam before being allowed to use the piece of equipment.

B. Science Classrooms

1. Teachers must follow the guidelines as stated in the Maryland State Science Safety Manual which can be referenced through <http://mdk12.msde.maryland.gov/instruction/curriculum/science/safety/index.html>.
2. Students must take and pass a safety test with score of 100% or return a safety agreement/contract signed by the teacher, student, and parent.

C. Career Technology Education (CTE) programs at the Career and Technology Academy (CTA)

1. All programs of study taught at the Career and Technology Academy require students to participate in a safety unit and related exam.
2. Students must demonstrate an understanding regarding equipment operation and lab procedures prior to being able to use the equipment.
3. Instructors must be present at all times when students are engaged in equipment operation.
4. When available, teachers must use the industry certified online safety courses related to a specific program of study.

D. NJROTC

1. Procedures regarding safety within the NJROTC programs are provided in the Regulations for Citizenship Development (RCD) Program, which is published by Commander, Naval Science Training Command (NSTC-M 5761.1A).
2. Each instructor of the NJROTC program must have a copy of this document.
3. When taking part in firing range activities, the instructor is responsible for training the students in proper safety procedures as outlined in the Regulations for Citizenship Development (RCD) Program which is published by Commander, Naval Science Training Command (NSTC-M 5761.1A).

E. Art

1. High school art teachers must follow the safety guidelines in the Art Safety Manual published by MSDE.
2. Instructors are responsible for informing students of all applicable safety procedures within the Art Safety Manual

F. Drama and Stagecraft

1. Teachers must follow the safety procedures delineated in the Calvert County Public Schools Technical Theatre Safety Manual.

2. These procedures must be followed in all extracurricular drama programs.

IV. Safety Procedures for Extracurricular Programs

A. Athletics

1. Middle school and high school coaches and administrators must follow the guidelines put forth by the National Federation of State High School Association Sports Rule Books.
2. Each middle/high school Athletic Director must give each coach a rule book for his/her sport each year.