

**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 technical education laboratories; technology education laboratories; visual arts classrooms and science laboratories.
 - 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.

Administration 1500.3

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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 <https://marylandpublicschools.org/about/Documents/DCAA/Science/MDScienceSafetyManual>.
2. Students must take a safety test with score of 100% or return a safety agreement/contract signed by the teacher, student, and parent.
3. Students must demonstrate an understanding regarding safety related to the specific lab procedures prior to being permitted to participate in the lab activity.

C. Career Technical 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. Students must achieve a satisfactory score as determined by industry standards on the safety exam in order to be cleared to participate in related lab setting activities.
2. Students must demonstrate an understanding regarding equipment operation and lab procedures prior to being permitted to use the equipment.
3. Instructors or other CCPS employees specifically trained in industry-specific safety standards 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 to provide training for students.
5. Where applicable and appropriate, uniform requirements and/or restrictions on student dress above and beyond the standard student dress code will be enforced in accordance with industry-standard safety procedures. This includes but is not limited to wearing items such as appropriate footwear, gloves, eyeglasses, and/or other clothing specific to the industry.

D. NJROTC/NNDC

1. Procedures regarding safety within the NJROTC/NNDC programs are provided in the Regulations for Citizenship Development (RCD) Program, which is published by Commander, Naval Science Training Command (NSTC-M 5761.1B).
2. Each instructor of the NJROTC/NNDC 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 5761.1B).

E. Art

1. Art teachers must follow the safety guidelines and operator's manual for all supplies, materials, and equipment used in the art classroom, including but not limited to kilns and dark room equipment.

2. Teachers are responsible for informing students of all applicable safety procedures.
3. These procedures must be followed in all curricular, co-curricular, and extracurricular-visual art courses and-programs.

F. Theatre and Stagecraft

1. Teachers must follow the safety procedures delineated in the Calvert County Public Schools Technical Theatre Safety Manual.
2. Teachers are responsible for informing students of all applicable safety procedures within the Calvert County Public Schools Technical Theatre Safety Manual.
3. These procedures must be followed in all curricular, co-curricular, and extracurricular-theatre courses and-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.