

## **ARTICLE II: BUILDING & CUSTODIAL SERVICES**

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## **POLICY 4-2.1 SAFETY OF SCHOOL FACILITIES**

### **Generally**

Providing safety measures against the hazards of fire, inclement weather and accidents is the responsibility of each Poquoson City school principal, as well as of each Poquoson City School Board employee and student. The division superintendent and principals shall enforce safety measures mandated by all applicable law and School Board policies.

### **Inspections**

The principal and head custodian of each school shall make at minimum one inspection per month of fire escapes, emergency exits, playgrounds, playground equipment and any other areas critical to the safety of students and staff. The principal, the custodian and/or custodial supervisor shall also inspect daily for plant cleanliness. The principal or head custodian of each school shall annually inspect fire extinguishers and tag them once inspected. Principals shall notify the division superintendent when fire extinguishers have been discharged.

### **Procurement Plan**

The School Board shall, in consultation with the local building official and the state or local fire marshal, develop a procurement plan to ensure that all security enhancements to public school buildings are in compliance with the Uniform Statewide Building Code (§36-97 et seq.) and Statewide Fire Prevention Code (§27-94 et seq.)

### **Emergency Training**

Emergency evacuation plans of buildings shall be developed and disaster drills at each school shall be conducted annually in accordance with Board of Education guidelines, including specifically the school crisis, emergency management, and medical emergency response plans designed for each school pursuant to School Board Policy 4-2.2. Evacuation routes for students shall be posted in each room. Any division wide or public elementary or secondary school-specific school building evacuation plan, policy, or protocol shall include provisions that seek to maximize the opportunity for students with mobility impairments to evacuate the school building alongside their non-mobility-impaired peers.

### **First Aid/CPR**

Each Poquoson City Public School shall establish and make known to the staff procedures for the handling of emergencies due to sudden illness or injury to students or employees. Each school and school vehicle shall be equipped with appropriate first aid equipment. Further medical attention to students is the responsibility of the parents or guardian, or of someone the parents or guardian designate to act in case of emergency.

An employee of a school board or of a local health department approved by the local governing body to provide health services pursuant to §22.1-274 who, while on school property or at a school-sponsored event, (i) renders emergency care or assistance to any sick or injured person; (ii) renders or administers emergency cardiopulmonary resuscitation (CPR); cardiac defibrillation, including, but not limited to, the use of an automated external defibrillator (AED); or other emergency life-sustaining or resuscitative treatments or procedures that have been approved by the State Board of Health to any sick or injured person; (iii) operates an AED, trains individuals to be operators of AEDs, or orders AEDs; or (iv) maintains an AED, shall not be liable for civil damages for ordinary negligence in acts or omissions on the part of such employee while engaged in the acts described in this paragraph.

Each school principal shall ensure that staff, knowledgeable in safety procedures, is available. In any school building with an instructional and administrative staff of ten or more, there shall be at least three instructional or administrative employees who have current certification or training in emergency first aid,

cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator. In any school building with an instructional and administrative staff of fewer than ten, there shall be at least two instructional or administrative employees who have current certification or training in emergency first aid, CPR, and the use of an automated external defibrillator. A school nurse or other qualified staff member may administer emergency aid.

The School Board shall develop a plan for the placement, care, and use of an automated external defibrillator in every public elementary and secondary school in the school division and shall place an automated external defibrillator in every public elementary and secondary school in the school division.

All employees shall be notified as to where first aid supplies and emergency equipment is stored.

## **Reporting of Hazards**

### Safety Hazards

It is the duty and responsibility of each School Board employee to assure that all equipment and grounds are free from hazardous conditions. Any perceived hazard shall be reported immediately to the Facilities Department for inspection and corrective action.

### Hazardous Chemicals

The division superintendent shall approve and issue regulations to ensure that employees are made aware of hazardous chemicals either used in their job or stored near their job site and shall name a designee to evaluate and label toxicity of all materials used in the division in accordance with criteria established by the Virginia Department of Education and state and federal law and/or regulations.

## **Fire Drills**

As required by Virginia law, every Poquoson City public school shall conduct fire drills during the school session in accordance with the requirements of the Statewide Fire Prevention Code (Va. Code §27-94 *et seq.*). No fire or evacuation drills shall be conducted during periods of mandatory testing required by the Board of Education.

## **Lock-Down Drills**

As required by Virginia law, every Poquoson City public school shall conduct at least one lock-down drill during the first 20 school days of each school session and at least one additional lock-down drill after the first 60 days of the school session, in order that students and teachers may be thoroughly practiced in such drills. Every school shall provide the parents of enrolled students with at least 24 hours' notice before the school conducts any lock-down drill, provided, however, that nothing in this section shall be construed to require such notice to include the exact date and time of the lock-down drill.

Pre-kindergarten and kindergarten students shall be exempt from mandatory participation in lock-down drills during the first 60 days of the school year. Each pre-kindergarten and kindergarten student shall participate in each lock-down drill after the first 60 days of each school year.

## **Potable water; lead testing**

The School Board shall develop and implement a plan to test, and if necessary, remediate potable water from sources identified by the U.S. Environmental Protection Agency as high priority for testing, including bubbler-style and cooler-style drinking fountains, cafeteria or kitchen taps, classroom combination sinks and drinking fountains, and sinks known to be or visibly used for consumption. Such plan shall be consistent with guidance published by the U.S. Environmental Protection Agency or the Department of Health. The School Board will give priority in the testing plan to schools whose school building was constructed, in whole or in part, before 1986. The School Board shall submit such testing plan and report

the results of any such test to the Department of Health. The School Board shall take all steps necessary to notify parents if testing results indicate lead contamination that exceeds 10 parts per billion.

### **Mold testing**

The School Board shall develop and implement a plan to test and, if necessary, a plan to remediate mold in public school buildings in accordance with guidance issued by the U.S. Environmental Protection Agency. The School Board shall (i) submit such testing plan and report all steps necessary to notify school staff and the parents of all enrolled students if testing results indicate the presence of mold in a public school building at or above the minimum level that raises a concern for the health of building occupants, as determined by the Department of Health.

### **Water management program**

The School Board shall maintain a water management program for the prevention of Legionnaires' disease at each public school building in the school division. The School Board shall validate each water management program on at least an annual basis to maintain the health and decency of such buildings. Each school shall maintain files related to its water management program, including the results of all validation and remediation activities, and make such files available for review.

### **Electronic Room Partitions**

No school employee shall open or close an electronic room partition in any school building unless (i) no student is present in such building, (ii) (a) no student is present in the room or area in which such partition is located and (b) such room or area is locked or otherwise inaccessible to students, or (iii) such partition includes a safety sensor that automatically stops the partition when a body passes between the leading edge and a wall, an opposing partition, or the stacking area. Any annual safety review or exercise for school employees shall include information and demonstrations, as appropriate, regarding electronic room partitions.

### **Carbon Monoxide Detectors**

Each public school building built before 2015 and that houses any classroom for students shall be equipped with at least one carbon monoxide detector.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-78, 22.1-137, 22.1-137.2, 22.1-137.3, 22.1-137.4, 22.1-138, 22.1-138.2, 22.1-253.13:2.P, 22.1-274.1, 22.1-274.4, 22.1-278.1, 22.1-279.8, 22.1-280.1; Acts of Assembly, 2006, Chapter 309; Virginia Board of Education Regulations Governing School Facilities and Safety, 8 VAC 20-131-260, and Governing Criteria to Identify Toxic Art Materials, 8 VAC 20-530-10.

*Adopted: November 2002*

*Revised July 2004, August 2006, August 2013, August 2014, August 2016, August 2017, June 2020, August 2021, August 2023, August 2024*

## **POLICY 4-2.2 SCHOOL CRISIS, EMERGENCY MANAGEMENT, MEDICAL EMERGENCY RESPONSE PLANS, AND THREAT ASSESSMENT TEAMS**

The Poquoson City School Board is committed to providing a safe and secure learning and working environment for all students and staff. To fulfill that commitment to safety, the principal of each school shall develop and implement a comprehensive school safety and crisis, emergency management, and medical emergency response plan, which will comply with and enforce all applicable state and federal laws, rules and administrative procedures. The plan shall include the following elements:

1. A **Prevention Plan** set forth in the Crisis Management Handbook maintained in each school, which includes measures designed to:

- a. Raise student and staff awareness about school safety and provide appropriate means for reporting concerns about safety. Written procedures to follow in emergencies (such as fire, inclement weather, injury, illness, and violent or threatening behavior) shall be outlined in the Crisis Management Handbook and discussed with students and staff during the first week of each school year. Students and staff should also be clearly informed of all disciplinary rules, with particular emphasis on those bearing on safety.
- b. Train professional staff to recognize the warning signs that may precede violent conduct and provide a process for referring students in need of help.
- c. Make use of community resources, including parents and the local law enforcement departments, in developing strategies for keeping the schools and community safe.
- d. Identify and respond to potential safety concerns. Each school within the school division shall conduct a school safety audit as further outlined below. The division superintendent shall maintain a list of division schools that which have completed the safety audit.
- e. Equip all exit doors with panic hardware as required by the Uniform State Building Code.
- f. Have space available for the proper care of students who become ill.

2. A **Response Plan**, which ensures immediate and effective action in a crisis or potential crisis situation:

a. The School Board shall ensure that every school within the school division develops a written school crisis emergency management plan consisting of the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including the following:

- i. natural disasters, including fire, flood, tornadoes or other severe weather;

- ii. loss or disruption of power, water, communications, or shelter;
- iii. bus or other accidents;
- iv. medical emergencies, including cardiac arrest and other life threatening medical emergencies;
- v. student or staff member deaths;
- vi. explosions;
- vii. bomb threats;
- viii. gun, knife, or other weapon threats;
- ix. spills or exposures to hazardous substances;
- x. the presence of unauthorized persons or trespassers;
- xi. the loss, disappearance, or kidnapping of a student;
- xii. hostage situations;
- xiii. violence on school property or at school activities;
- xiv. incidents involving acts of terrorism;
- xv. other incidents posing a serious threat of harm to students, personnel, or facilities; and
- xvi. imminent risk of suicide by students.

In developing this plan, schools may consult the model crisis plan and emergency plan developed by the Virginia Board of Education.

The Poquoson City School Board shall include the chief law-enforcement officer, the fire chief, the chief emergency medical services official, the executive director of the relevant emergency medical services council, and the emergency management official of the locality, or their designees, in the development of the written school crisis, emergency management, and medical emergency response plans. The School Board, the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the relevant regional emergency medical services council, and the emergency management official of the locality, or their designees, shall annually review the written school crisis, emergency management, and medical emergency response plans. The School Board shall have the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Code of Virginia §2.2-3705.2. The division

superintendent shall certify this review in writing to the Virginia Center for School and Campus Safety (the Center) no later than August 31 of each year.

b. All schools must have contingency plans for emergencies that include staff certified in Cardiopulmonary Resuscitation, the Heimlich Maneuver, and emergency first aid. In addition, the school administration shall ensure that the school has:

- i. Written procedures for responding to emergencies, including outside threats to safety and security such as bomb threats or threatening conduct by persons not part of the school community.
- ii. Written procedures for responding to violent, disruptive or illegal activities by students or others within the school community while on school property or during a school-sponsored activity. Specific procedures shall be established for responding to verbal or physical threats and other forms of threatening conduct.
- iii. Procedures for responding to medical emergencies.

3. A **Crisis Communication Plan**, which shall ensure effective communication during a crisis. The plan shall require that the following elements be made a part of each school's written safety and crisis management plan:

- a. A process by which employees can notify the principal or other administrator of an existing emergency.
- b. A process by which the principal or other administrator can notify the school community of an existing emergency and of immediate action to be taken, if any.
- c. Designation of a person or persons to handle immediate emergency tasks, including calling 911 and disabling school bells.
- d. Protocol for notifying persons outside the school of an existing emergency and for fielding incoming inquiries and visits during and following an emergency.

4. A **Medical Emergency Response Plan** that describes the components of a medical emergency response plan developed in coordination with local emergency medical services providers, the training of school personnel and students to respond to life-threatening emergency, and the equipment required for this emergency response.

### **Threat Assessment Teams**

The School Board hereby establishes threat assessment teams for the assessment of and intervention with Poquoson City Public School students whose behavior may pose a threat to the safety of school staff or students consistent with the model policies developed by the Center. The division superintendent may establish a committee charged with oversight of the threat assessment

teams operating within the division, which may be an existing committee established by the division. The committee shall include individuals with expertise in human resources, education, school administration, mental health, and law enforcement.

The division superintendent shall establish, for each school, a threat assessment team that shall include persons with expertise in counseling, instruction, school administration, and law enforcement, and in the case of any school in which a school resource officer is employed, at least one such school resource officer. New threat assessment team members shall complete an initial threat assessment training and all threat assessment team members shall be required to complete refresher threat assessment training every three years.

Threat assessment teams may be established to serve one or more schools as determined by the division superintendent. Each team shall (i) provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self; (ii) identify members of the school community to whom threatening behavior should be reported; (iii) implement policies adopted by the local school board; and (iv) collect and report to the Center quantitative data on its activities using the case management tool developed by the Center.

Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, a threat assessment team shall immediately report its determination to the division superintendent or his designee. The division superintendent or his designee shall immediately attempt to notify the student's parent or legal guardian. Nothing in this policy shall preclude school division personnel from acting immediately to address an imminent threat.

### **School Safety Training**

At least one administrator at each public school in the division must complete school safety training for public school personnel conducted by the Center in accordance with subdivision A1 of § 9.1-184, but only if the training is available online.

### **Division Safety Official**

The division superintendent shall annually designate a PCPS employee as the division safety official whose duty is to receive all reports required pursuant to subsection A of § 19.2-83.1 and §§ 19.2-291.1 and 19.2-299.3 and shall include such designation in the collated packet of school safety audits submitted to the Virginia Center for School and Campus Safety pursuant to this policy. The designation required by this policy shall include updated contact information for the division safety official, including (i) a current mailing address; (ii) a current working daytime phone number; (iii) a current functional email address; and (iv) a current functional fax number. It shall be the duty of the division superintendent to update contact information required by this subsection within 48 hours of any change to such contact information.



**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-78, 22.1-272.1, 22.1-279.8; Virginia Board of Education Regulations Governing School Facilities and Safety, 8 VAC 20-131-260.

*Adopted: November 2002*

*Revised June 2003, August 2006, July 2007, August 2013, August 2014, September 2022, August 2023*

## **POLICY 4-2.3 PLANS FOR BUILDINGS AND MANAGEMENT OF BUILDINGS AND GROUNDS**

### **Plans for Buildings**

No public school building or addition or alteration thereto, for either permanent or temporary use, shall be advertised for bid, contracted for, erected, or otherwise acquired until the plans and specifications therefor (i) have been approved in writing by the division superintendent and (ii) are accompanied by a statement by an architect or professional engineer licensed by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects that such plans and specifications are, in his professional opinion and belief, in compliance with the regulations of the Board of Education and the Uniform Statewide Building Code; and (iii) have been reviewed by an individual or entity with professional expertise in building security and crime prevention through building design. The division superintendent's approval, architect's or engineer's statement, all reviewers' comments, and a copy of the final plans and specifications shall be submitted to the Superintendent of Public Instruction.

### **Management of Buildings and Grounds**

Poquoson City School Board properties shall be maintained in good physical condition: safe, clean, sanitary, comfortable, and convenient. The division superintendent assumes the general responsibility for the care, custody, and safekeeping of all school property, establishing such procedures and recommending to the School Board the employment of personnel as may be necessary to discharge this responsibility. At the building level, the principal is responsible for overseeing operation and maintenance of the school plant and for the proper care of school property by the staff, students, and patrons. Additionally, the division superintendent or his/her designee is responsible for ensuring that documentation of any pesticide application (including the target pest, the formulation applied, and the specific location of the application) is maintained.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-70, 22.1-79(3), 22.1-140, 22.1-293(D); Virginia Board of Education Regulations Governing School Facilities and Safety, 8 VAC 20-131-260.

*Adopted: November 2002*

*Revised: July 2009, June 2010, August 2019*

## **POLICY 4-2.4 MAINTENANCE OF SCHOOL FACILITIES**

### **Generally**

To meet its responsibility of properly maintaining all school buildings at maximum efficiency, the Poquoson City School Board directs that all buildings be inspected annually and any necessary repairs and maintenance completed. Each inspection shall generate a report including major and minor maintenance items for care of the building and grounds.

### **Preventative Maintenance**

The School Board believes that a proper program of preventative maintenance is a requirement for efficient, economic building operation. The division superintendent or his/her designee is directed to maintain a proper preventative maintenance program and to make budget recommendations that include adequate funds to sustain this program. Such maintenance efforts shall be supervised by the maintenance department.

### Painting

The maintenance department shall schedule and supervise the periodic, regular painting of school division property.

### Equipment

The division superintendent or his/her designee shall develop procedures for providing routine maintenance and repair of School Board equipment. Such maintenance and repair generally shall be performed by School Board employees. The maintenance department may employ outside consultants and contractors for repair or maintenance of equipment for which the school division has no qualified personnel and in those circumstances in which it is more economical to employ outside consultants. Building principals shall be responsible for the inspection of equipment in their buildings and for reporting the results to the maintenance department. All school board equipment shall be placed on a replacement schedule and the division superintendent shall include in his recommended budget funds to maintain the replacement schedule.

### Playground Equipment

When any playground equipment is installed on School Board property, the School Board assumes ownership of that equipment unless specifically stated otherwise by agreement. For this reason the maintenance of the playground equipment installed by a school or community group will be the responsibility of the School Board. Once installed on School Board property, the principal of the school will have the responsibility to inspect the equipment on a regular basis, not less than monthly, and shall order its repair or removal from the school property when appropriate. The principal may also restrict or deny the use of such equipment until such time as it is restored to safe condition.

### **Vandalism**

The School Board urges staff, students and the public to cooperate in the reduction of vandalism by reporting incidents of vandalism and the name of any person(s) believed to be responsible. The School Board may institute action and recover from parents/guardians up to \$2500 for damages suffered by reason of the willful or malicious destruction of, or damage to, public property by their minor child. In addition, any student who vandalizes School Board property shall be subject to disciplinary action as prescribed in the Student Code of Conduct.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§8.01-43, 18.2-138, 22.1-78, 22.1-79(3), 22.1-253.13:7.B.3, 22.1-279.8, 22.1-293(B).

*Adopted: November 2002*

*Revised: July 2004*

**POLICY 4-2.5 SECURITY OF BUILDINGS AND GROUNDS**

The division superintendent and building principals shall be responsible for seeing that Poquoson City Public Schools facilities are secure when schools are not in operation.

See Superintendent's Regulation 4-2.5 A and B.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended §§22.1-70, 22.1-293.

*Adopted: November 2002*

## **POLICY 4-2.6 ACCOMODATIONS FOR THE DISABLED**

### **Generally**

The Poquoson City School Board shall seek to ensure that the facilities of the school division are made accessible and usable by people with disabilities in accordance with all applicable state and federal law.

### **New Facilities**

Plans for new buildings and renovations or alterations of existing buildings will offer such design and accommodations as to make the newly constructed buildings and renovated or altered areas accessible to people with disabilities. The School Board shall require that construction plans for new buildings and renovations or alterations to existing buildings meet accessibility standards as required by applicable law.

**LEGAL REFERENCE:** Rehabilitation Act of 1973 42 U.S.C., §§504; Americans with Disabilities Act of 1990, 42 U.S.C. §§12101-12213.

*Adopted: November 2002*

*Revised: April 2020*

## **POLICY 4-2.7 CONSERVATION OF RESOURCES**

The increasing demand for world-wide natural and manmade resources is a matter of concern to the Poquoson City School Board. In light of the shortages of certain vital resources, the division superintendent may develop appropriate regulations for the conservation of natural gas, water, electricity, gasoline, and other petroleum resources and general resources such as paper products.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended §§22.1-78.

*Adopted: November 2002*

## **POLICY 4-2.8 SCHOOL CLOSINGS**

The division superintendent or his/her designee may order the closing, the delay in opening or the early dismissal of any or all Poquoson City public schools in order to protect the safety and welfare of students, staff and patrons. Unless school board employees are notified that their work schedule is changed due to adverse weather or emergency conditions, all employees shall work according to the terms of their contract.

See Superintendent's Regulation 4-2.8.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-70, 22.1-78.

*Adopted: November 2002*