



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5150

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CATEGORY: **Support Services, Safety Program**

EFFECTIVE: **1-29-62**

SUBJECT: **Classroom Safety**

REVISED: **4-29-05**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing classroom safety, including classroom, laboratory, and shop safety precautions; stray animals on school grounds; and animals in the classroom.
2. **Related Procedures:**

Bombs and explosions	EP 12
Disturbances and demonstration	EP 08
Emergencies	see <i>Emergency Procedures Manual</i>
Eye protection in schools	5155
Fire safety, general	5105
Hazardous material/waste, handling/storage/disposal	5120
Illness and minor injuries	6371
Instructional use of live vertebrate animals	4912
Security, general	5000
Use of turf fields at senior high schools	9229
Weapons	EP 06

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1500, F-2000, F-2350, G-2000, G-3000, H-7900, H-7920, I-1350, I-4400; Education Code Sections 35208, 51540; California Code of Regulations, Title 19, Sections 1020-1028 and Title 22, Section 12000.
2. Federal, state, and local environmental impact regulations require strict control of handling, storage, and disposal of all materials that have been designated as hazardous or toxic to human health or to the environment (Procedure 5120).
3. Releasing or “walking” animals on private or public property for purposes of relieving themselves is prohibited (Municipal Code 44.0304.1).

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Safety Office (safety regulations), Risk Management Department, Business Operations Division, Office of School Site Support; or the Office of Instructional Support (classroom responsibilities).

2. Responsibility for Safety

- a. *All employees* should be alert for safety hazards associated with school activities and property. Any such situation should be reported to the principal or designee. The most urgent and/or most common conditions that might occur and related detailed instructions are outlined below. *Teachers are obligated to give proper safety instruction and to enforce district safety procedures in classrooms.*
- b. In the event of an injury to a student, a teacher is protected by district liability insurance coverage *as long as the teacher has acted within the scope of his/her regularly assigned duties.* The teacher of science and industrial technology classes must determine which labs/activities are safe to perform based on the size of the room, the number of students, and the maturity level of the students. Potential safety issues, or conflicts between safety and curriculum needed to meet standards, should be brought to the attention of the principal or designee. See pages 2-3 of the “Science Safety Handbook for California Public Schools,” (E.2.)

3. **Emergency Procedures Posters.** Available online at <http://prod031.sandi.net/risk/Forms.htm>, posters must be filed in the principal’s office and posted permanently in each classroom, school office, custodial room, nurse’s office, and other appropriate places.

4. Secondary Schools—Classroom, Laboratory, and Industrial Technology Lab Safety Precautions**a. Science**

- (1) The “Science Safety Handbook for California Public Schools” provides detailed guidelines for safety in science classrooms and laboratories. It is available on-line at <http://csmf.ucop.edu/csp/downloads/safety.pdf>. Topics covered include general laboratory safety precautions; safety in biology, chemistry, and physics laboratories; additional safety practices related to eye safety; field trips; and use of animals in the classrooms. There are a number of useful appendices, including a “Safety Checklist for Science Instructional, Preparation, and Storage Areas.”
- (2) Every student shall be given safety instruction appropriate to the course taken, and shall pass a safety test before being able to work in the science laboratory. “Sample Safety Regulations for Science Students,” “Student Science Safety Contract,” and “Sample Science Laboratory Safety Test”

are available in Appendices F and G of the “Science Safety Handbook for California Public Schools.”

- (3) All teachers of secondary science shall attend a Science Safety workshop provided through the district or San Diego County Office of Education at least once every five years.

b. Industrial Technology

- (1) All students are to be given a written safety guidebook (C.4.a.[1]) to read and the teacher shall provide time to discuss various safety rules.
- (2) All students shall be given a tour of the shop/lab and the teacher shall indicate the location of fire extinguishers, eye-wash stations, fire blankets, emergency power shut-off switches, and any other emergency equipment available to students.
- (3) All students shall receive adequate instruction in the proper and safe use of tools, equipment, and material used in classroom, lab and shop instruction.
- (4) Teachers shall have a documented, ongoing safety program of instruction reminding students of safety and safe use of tools and equipment.
- (5) All students shall demonstrate their knowledge of the safety rules and guidelines by taking a safety examination. All students shall pass the safety test with 100 percent accuracy prior to working in the shop/lab. One hundred percent accuracy may be achieved by allowing students to take the exam as many times as necessary or by allowing students to miss 10 percent of the questions and have them accurately write the complete question and correct answer, either on the back of the original answer sheet or on a separate sheet of paper. Students are given safety instruction and are tested each year they participate in the class.
- (6) Both the original safety test and any correction sheets should be signed and dated by the student and retained on file at the site for three years. If the student transfers to another school in the district during the year in which the test was given, a copy of the test and any correction sheets should be attached to the transfer slip.

- c. **Clothing and hair length.** Loose-fitting and/or unbuttoned clothing and open-toed footwear shall not be worn in the shop/lab. Students with hair long enough to increase their risk of injury shall *provide* and wear suitable protective/restraining headgear while working in the shop/lab.
 - d. **Safety tests.** Test masters for each Industrial Technology area are available from the School-to-Career Office. Approximately 36 copies of the safety test should be in each shop. *Answer sheets* for the safety tests are also available from the School-to-Career Office.
 - e. **Equipment safety.** Unsafe equipment must be secured against use by students and promptly reported to the principal or designee for immediate repair or replacement.
 - f. **Welding and industrial gases.** Each site is responsible for tanks and for enforcement of safety precautions:
 - (1) Empty cylinders should be tagged immediately to avoid confusion with other cylinders in use.
 - (2) All compressed gas cylinders not in use must be properly secured and chained.
5. **Chemical Storage**
- a. Chemicals must be stored away from student access, in a preparation room separate from the student area or in a locked cabinet.
 - b. Chemicals should be stored according to chemical type (as opposed to alphabetically). Oxidizers must be isolated from flammables, and nitric acid must be isolated and not stored with other acids.
 - c. Flammables should be stored in a dedicated flammable storage cabinet, and acids in an acid storage cabinet. If nitric acid is kept, it must be stored in a separate cabinet.
 - d. Chemical work/storage areas require appropriate ventilation.

6. **Rockets and Missiles.** Interest in rocketry requires the district to frequently restate its position. Principals shall notify all teachers of the following regulations:
 - a. **Classroom/laboratory instruction.** Classroom demonstrations and laboratory activities in rocket propulsion should be limited to appropriate use of rubber balloons, light coiled springs, and low energy pneumatic devices.
 - b. **Extra-classroom and field instruction.** Safety-proven, commercially-manufactured model rocket engines and model rockets may be used in an instructional program under the following conditions:
 - (1) All launchings must be at a site approved by the San Diego City Fire Marshal.
 - (2) The supervisor in charge of a launch must possess a valid model rocket-launching permit issued by the San Diego Fire and Life Safety Services.
 - (3) All requirements of the “Science Safety Handbook for California Public Schools,” Section 6.C and Appendix Q, which includes state fire marshal’s regulations in California Code of Regulations Title 19, Sections 1020-1028, shall be met in their entirety.
 - c. Other preparation, development, testing, or use of solid or liquid chemical propellants and/or construction and use of rockets is prohibited.
 - d. Helium balloon launches or outdoor releases are prohibited.
7. **Poisonous Plants.** Information concerning safe handling of plants and trees is set forth in the “Science Safety Handbook for California Public Schools,” Section 7.F.
8. **Carcinogens and Reproductive Toxins.** Any substance used in a manner that would cause the threat of cancer or reproductive toxicity is not permitted on any district site. A list of carcinogens and reproductive toxins is available from the Safety Office, Risk Management Department, or on-line at www.calregs.com (Title 22, Section 12000).
9. **Other Dangerous Materials**
 - a. Handling, storage, and disposal of hazardous waste materials are covered in Procedure 5120.
 - b. Unless special authorization is given by the Office of Instructional Support, other dangerous materials of any type are not permitted on school grounds.

Falling within this provision are powder or other explosives, gasoline (except in auto and power mechanics shops), and carbon tetrachloride. Use and storage of combustible or inflammable materials are covered in Procedure 5105. Great care must be exercised in handling the following:

Acid, lye, or other caustic materials
Dangerous chemicals
Dangerous equipment
Dry ice
Electricity
Molten Metal
Paraffin (molten)
Steam

10. **Animals on School Grounds.** Due to health and safety concerns, all dogs are prohibited on school grounds, both during and after school hours, unless needed for an approved instructional program under the strict control of qualified instructors or handlers. Stray animals should be isolated from children, who must not be permitted to handle these animals. If identifiable, the owner should be requested to call for the animal; if the owner is not identifiable, the animal should be turned over to the Central County Animal Shelter ([619] 278–9760). If a student is bitten by any warm-blooded animal, the student is susceptible to rabies; the animal must be retained for observation and the County Department of Health Services shall be notified immediately. *Student care is outlined in Procedure 6371.* This section does not apply to dogs that have been specially trained for use as a guide, service or signal for the disabled, while such dogs are being used for such purpose.

11. **Animals in the Classroom**

- a. Instructional use of live vertebrate animals in elementary and secondary schools is governed by Procedure 4912.
- b. **Secondary schools.** For practices to be followed in care and use of animals in the classroom, including vivisection and experimentation, see the “Science Safety Handbook for California Public Schools,” Sections 4.M and 7.B.

Regulations and forms related to animal experimentation in Science Fair projects can be found in the rules and regulations for the Greater San Diego Science and Engineering Fair at www.gsdsef.org.

c. Elementary and secondary schools**(1) Limitations**

- (a) Animals are permitted at school only when needed for the instructional program and when under the strict control of qualified instructors or handlers.
- (b) Animals must be obtained from a reliable source and have written certifications that they are in good health and are not carriers of dangerous disease-causing organisms.
- (c) Hamsters, black widow spiders, rattlesnakes, and unbanded psittacine (parrot-like) birds are too dangerous to have at school. Domesticated white lab-type rats are safe but wild rats are not. (**Note:** Possession of gerbils is illegal in California.)
- (d) Wild animals or domestic pets shall not be brought to school by children. (Wild creatures should be released, sent to a zoo, or otherwise disposed of without the knowledge of small children.)

(2) Teacher responsibilities

- (a) Disapprove any student request to bring animal(s) to school.
- (b) Make proper arrangements for display animals and handlers.

(3) Animal care and feeding. Animals must be kept in a satisfactory shelter with suitable cages provided. Animals shall be humanely treated and must receive proper food, water, safety, and care. Animals shall be:

- (a) Fed appropriately.
- (b) Protected from overhandling or teasing by students.
- (c) Placed in cages in the classroom, with proper sunlight, heat, shade, and ventilation.
- (d) Not left in the building over a holiday or weekend unless the comfort and safety of the animal can be ensured.

- (4) **Pets at school.** Domestic pets shall not be allowed in classrooms or on school grounds.
- (5) **Laboratory animals.** Animals procured for use in the science program (such as mice) shall not be given to students to take home as pets. For humane disposal, animals may be taken to the San Diego Central Shelter, 5480 Gaines Street, between 9 a.m. and 5 p.m., Monday through Friday.
- (6) **Animal bites.** If a child is bitten by a pet while at school, the teacher immediately consults the nurse and/or principal (C.9.).

D. IMPLEMENTATION (See Section C.)

E. FORMS AND AUXILIARY REFERENCES

1. Emergency Procedures, Poster, <http://prod031.sandi.net/risk/Forms.htm>
2. Science Safety Handbook for California Public Schools, <http://csmp.ucop.edu/csp/downloads/safety.pdf> includes sample safety tests
3. Industrial Technology and Graphic Arts safety instruction, tests, and answer sheets, available from the School-to-Career Department
4. Common Plants and Trees of San Diego, Inventory Item 3473

F. REPORTS AND RECORDS

G. APPROVED BY

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