

CHAPTER 5

5.11 Safety Regulations and Procedures

5.11.1 Protection of Pupils

All school personnel shall exert extreme caution for the protection of pupils. This shall include physical, psychological, and moral protection.

5.11.1.1 Dealing with Strangers

All pupils shall be given instruction pertaining to the cautions to be exercised in dealing with strangers.

For policy concerning this, consult Section 5.1.4.7.

5.11.1.2 Interviews or Interrogations with Police and Other Officials

All officials are asked to consult the principal and/or superintendent before conducting an interview or interrogation involving a pupil during school hours. The parent or guardian of the child involved shall be notified of such.

5.11.1.3 Other Interviews with Pupils

An interview involving a pupil during school hours may be conducted only with the permission of the principal. The parent or guardian of the child involved shall be notified of such if the interview involved anyone other than school or school authorized persons.

5.11.1.4 Requests for Early Dismissals

See Sections 5.1.4.6 and 5.1.4.7.

5.11.1.5 Visitors in Buildings and Faculty/ Student Identification Cards

All visitors, regardless of purpose, are required to report to the principal's office before visiting pupils or personnel in the building.

In accordance with the goals of the Marshall County Schools Unified Plan in order to help assure the safety of Marshall County students, staff and community, it is the policy of the Marshall County Board of Education that an Identification Card Program will be instituted in Marshall County Schools. The identification program will begin with the 2000-2001 school year.

The identification of people who have access to our school facilities and buses is but one aspect of safety issues addressed by Marshall County Schools. Among the top priorities of the Governor's Task Force was the issue requiring identification badges for all employees, visitors, and secondary students. The practice of requiring identification badges can enhance safety and alert school personnel of the presence of potential safety issues. This policy is enacted so that all persons having legitimate business in the schools of Marshall County can be properly identified.

5.11.1.5.1 Responsibility

The principal and or designee of each school shall assure that all persons required to possess identification cards will be supplied with them. It shall be the responsibility of each teacher to report to the principal any violations of the policy. It shall be the duty of school staff to ensure that students produce and ID card when requested to do so. Initial identification cards will be provided by each school. The cost of replacement identification cards and accessories shall be the responsibility of the wearer.

5.11.1.5.2 Principles of Operation

The wearing of ID cards by school staff is optional but employees will be required to produce them when required as county activities passes. Volunteers, substitute teachers, student teachers, and all other persons doing business with Marshall County Schools shall be required to wear ID cards. When applicable, employee ID cards shall serve as activity passes to county activities/sporting events.

Visitors must report directly to the school office upon arrival. Visitor ID's will be numbered and returned upon leaving the building.

Identification badges will be displayed by individuals required to wear them on an outer garment so it is clearly visible above the waist on the front part of the body at all times. ID cards shall be worn by individuals required to wear them during the school business hours.

Students and adults will be responsible for the replacement cost of ID cards and accessories. The cost of replacing a lost or damaged ID card will be \$5.00 per card and \$1.00 for lost or damaged accessories.

Students in the five secondary schools will be provided with a photo ID card to identify them as a properly enrolled student at their school. The badge may contain a student number and/or bar code representing the student number to make certain administrative functions such as lunch charges and library checkouts more efficient. Any student who requests that the bar code be eliminated due to religious objections will be provided with an alternative ID badge.

The following information will be contained on each identification card:

1. Persons picture
2. Persons name
3. Employee title
4. Bar code
5. Bus number
6. Other information as required by the school

5.11.1.5.3 Corrective Measures

Students in grades seven (7) through twelve (12) shall be required to possess an Identification Card. This card shall be available for display upon request. Students failing to produce an ID card upon request will be handled under the school's assertive discipline procedure.

5.11.1.6 Hazardous Student Access Area

Effective November 15, 1974, all classrooms and work areas or laboratories in which students may be exposed to specific hazards as a result of the nature of the course or type of instruction being given at that time, shall be equipped with appropriate safety devices of industrial quality and specifications as defined under Section 6 of the Occupational Safety and Health Act of 1970. In addition, all persons who are assigned to or visit such areas shall be required to conform to personal protective equipment provisions of the above Act as defined in sub-part 1: 29-CFR1910.

Appropriate eye, face, or body shield devices shall be provided to all such classes of the Marshall County Public Schools by the Marshall County Board of Education. Students and teachers shall receive instruction to wear appropriate eye, face, or body shield devices while

a hazard persists in laboratories or elsewhere as part of laboratory and shop courses. Visitors or other persons entering a lab or shop area for the purpose of participating in or observing instructional activities as defined below shall be instructed to wear appropriate protective devices upon entrance.

Hazardous Areas - areas considered to be hazardous shall be those in which;

- 1) hot molten metals or other molten materials,
- 2) powered milling, sawing, turning, shaping, cutting, sanding, grinding, or stamping of any solid materials,
- 3) heat treatment, tempering or kiln firing of any metal or other materials,
- 4) gas or electric arc welding or other forms of welding processes and injurious radiations or other hazards not enumerated,
- 5) caustic or explosive materials, and hot liquids or solids....are utilized as part of the instructional program.

5.11.2 Playgrounds

5.11.2.1 Supervision

All playground and recreational facilities shall be under the supervision of the principal or his/her designee at all times the said facilities are in use during school hours.

5.11.2.2 Inspection

All recreation and play facilities should be inspected periodically to insure the safety of all pupils.

All defective equipment should be reported to the proper person for the correction of the hazard.

5.11.3 Fire Drills and Inspections

5.11.3.1 Inspection

Regular and periodic inspections of buildings and grounds should be made by the principal in cooperation with the custodian.

Any corrections that can be made immediately should be made.

All findings of the inspections are to be reported to the superintendent.

5.11.3.2 Fire Drills

All principals shall have a plan of execution for the required number of fire drills. A record shall be kept of all drills.

All schools are expected to comply with the regulations of the **Fire Drill Manual** and all directives of the superintendent pertaining to fire drills.

5.11.4 Civil Defense

Each school shall have a plan of procedure, designed by the principal in cooperation with Civil Defense officials and the county superintendent, which best fits the population and nature of that school.

5.11.5 Student Insurance

Each school year, accident insurance is offered to all pupils in Marshall County Schools. Annually, the Board of Education approves one commercial company to act as official agent for student insurance.

All pupils are urged to enroll for this coverage, it being understood that the individual shall bear the expense for providing coverage.

Also see Section 5.8.1.5.

5.11.6 Pupil Records

Refer to Appendix A and Addendum to Appendix A – **Procedures for the Collection, Maintenance, and Disclosure of Student Data.**

5.11.6.1 Maintenance of Data (Adopted 8/15/78) (Revised 5/12/03)

Directory information, academic grades, attendance records, and personally identifiable data will be maintained by the Marshall County Board of Education in perpetuity. The Marshall County Board of Education shall permit the parents of a student or an eligible student to inspect and review the education records of the student.

5.11.6.1.1 Rights Concerning Educational Records

Under Public Law 93-380 and Chapter 18 of the Code of West Virginia. As provided by Procedures for the Collection, Maintenance and Disclosure of Student Data, adopted by the West Virginia Board of Education, effective August 1978, and county policies, parents and eligible students have the following rights with regard to the education records collected, maintained, or disclosed by the Marshall County School System. As a parent or eligible student you have the following rights:

To inspect and review the education records of your child. Upon the written request of a parent or eligible student to the school's administrator, you will be provided an opportunity to examine education records within 45 days of said request.

To a response in regards to a reasonable request for an explanation and interpretation of education records.

To obtain copies of records where failure to obtain such a copy would prevent you from inspecting education records. Copies, when required, will be provided at a fee not to exceed actual cost of reproduction. A fee may not be charged if it prevents a parent or eligible student from inspecting and reviewing records.

To request, in writing to the school administrator, an amendment to the information contained in the education records you believe to be inaccurate, misleading or in violation of the student's privacy rights.

Marshall County Schools designates the following personally identifiable information as directory information:

Student's name, address, telephone listing, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Parents and eligible students will be effectively informed annually of the intention to publish such information and which categories it will include. They will have the opportunity to refuse to permit the designation of any or all of the categories of information with respect to that student as directory information. Such responses must be in writing and must be made within ten (10) calendar days

of the public notice of intent to publish.