

EAST GIBSON SCHOOL CORPORATION

ANIMALS IN CLASSROOMS

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. No live animal will be allowed to stay in a classroom longer than five (5) weeks. At no time will animals considered dangerous be brought into the classrooms.

Service dogs are permitted on school busses and in classrooms to perform the functions for which they are trained. A dog's laminated identification card may be requested for verification.

When an animal is to be brought into a classroom a note will be sent home with the students notifying parents that an animal will be present. Parents are to notify the teacher or principal if their child is allergic to the animal. Upon such notice, the principal will confer with the teacher and determine what options are available which may include changing to a different species with no allergy problems or not having an animal in the classroom. If after an animal is brought into the classroom, the parent finds their student is allergic to the animal, the school will work with the parent and teacher to resolve the issue.

The principal, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal into the classroom.

Cleaning: Cages shall be cleaned by the teacher in charge of the animal and NOT STUDENTS on a routine basis to avoid offensive odors or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed.

All animals, including fish, are to be removed from the classroom during the summer and extended holidays.

When appropriate, teachers may allow students to handle and /or feed the animals.

VEHICLE IDLING POLICY

The purpose of this policy is to eliminate all unnecessary idling by corporation school buses such that idling time is minimized in all aspects of school bus operation and to reduce vehicle exhaust that has the potential to be drawn into the building.

This policy applies to the operation of every corporation owned school bus, and public and private vehicles on school grounds.

The school corporation shall post signs in areas where idling is prohibited.

Public and Private Vehicles Idling Time

1. Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than 3 minutes in locations where exhaust may be drawn into the building or while on school grounds.

Corporation Vehicle Idling Time

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.
2. School Buses will not idle (on school grounds or off school grounds) for longer than five (5) minutes unless:
 - A. There are extreme weather conditions (meaning 30 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus,
 - B. Longer idling time is necessary to facilitate the loading and unloading of students of special needs,
 - C. There are safety or emergency situations,
 - D. There are maintenance or mechanical inspections/repair issues requiring a longer time to facilitate the inspection/repair process, or
 - E. The bus is idling in traffic.
3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
4. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.
5. Bus schedules should be revised so that school bus caravanning can be avoided and the cleanest buses assigned to the longest routes.

CHEMICAL MANAGEMENT POLICY

This policy applies to all chemicals purchased for use in child occupied school buildings.

The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

The superintendent will be responsible for the implementation and enforcement of this policy.

Inventory

Each year, school corporation personnel as assigned by the superintendent or designee shall conduct a corporation-wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

Purchasing

Chemical purchases shall adhere to the following protocol.

1. This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - a. The Maintenance Director approves purchases.
 - b. Donated items such as hand sanitizers and any products employees want to bring into the school must be approved by school administration.
2. First in first out method will be followed. Over purchasing and stock piling are not permitted.
3. The least toxic chemical that is still effective for the job is to be selected. Material Safety Data Sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.
4. Chemicals listed on the Banned Chemical List shall not be purchased.

Material Safety Data Sheets (MSDS) will be available at the Central Office, Maintenance Director's office and the Storage Room. The MSDS books are to be updated annually and as new chemicals are purchased.

Use

1. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.
2. When possible, use of cleaning products should be performed when students are not present.
3. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.
4. Only properly trained staff may use hazardous chemicals. Staff will receive annually training and when required, certification (i.e. pesticide applicators).
5. Required notification procedures will be followed (i.e. pesticide notifications)

Storage

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.
6. All original containers will be labeled with the date received.

Disposal

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.

Spills, Explosions, and Accidents (including inhalation, ingestions, or direct contact)

1. Contact the Maintenance Director at 812-749-4833
2. Call 911
3. Call Indiana Poison Center at 1-800-222-1222

LEGAL REFERENCE: 410 I.A.C. 33-4-8

DATE ADOPTED: 11-14-11