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## **CARROLL COUNTY PUBLIC SCHOOLS ADMINISTRATIVE REGULATIONS**

### **BOARD POLICY GBG: HEALTH AND SAFETY**

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#### Health Department Inspections

The Carroll County Health Department has the authority to conduct periodic inspections of Carroll County Public Schools' facilities. Generally, two (2) inspections are conducted annually, one (1) in the fall and one (1) in the spring.

The first inspection is a general inspection covering the food preparation and serving areas, restrooms, classrooms, playground, etc.

The second inspection specifically focuses on food service areas. Concession stands are inspected along with the school's regular food service area(s).

The inspector completes a standard form and leaves it with the cafeteria manager and principal. These individuals should correct general housekeeping items or minor repairs, etc. within the capabilities of in-house staff. Items not correctable at the local school level should be forwarded to the Supervisor of Plant Maintenance for action.

It is the responsibility of the building administrator to notify the Maintenance Department if corrective action is not taken within a reasonable time span.

A summary report of all school inspections is forwarded to the Director of Facilities at the end of each inspection period or at least annually. The follow-up on the report is conducted by the Coordinator of School Safety.

#### School Based Administration

In addition, school administrators are responsible for establishing a School Safety Committee. School administrators should monitor the operation of the committee as it addresses its charge of promoting a safe school environment. The school safety committee is to conduct a minimum of two (2) safety inspections per year (fall and spring). The school safety committee is to submit in May a written report of any safety violations to either the Director of Elementary Schools or the Directors of Middle and High Schools. The committee should also review the manner in which Fire Marshal citations and past Safety Committee cited violations have been addressed. The school administration is responsible for seeing that action is taken to rectify those safety concerns.

#### Health Education

Maryland law requires that Carroll County Public Schools and the Carroll County Health Department cooperate to provide adequate health service, instruction in health education, and a healthy school environment.

Toward that end, the Carroll County Public Schools= Health Services provides trained personnel to implement plans for the health and safety of the students. Included in the responsibilities of these trained individuals are:

1. Assessment of acute illnesses and injuries and the initial management of these conditions
2. Utilization of nursing skills for students with special health concerns
3. Promotion of healthy living practices
4. Maintenance of student health records to assure minimum compliance with state regulations
5. Assistance with vision, hearing and scoliosis screening
6. It is our belief that a child with outstanding health problems is unable to reach his/her full potential. It is the goal of the School Health Services to assist in maintaining an environment which is most conducive to learning.

### Photo ID Procedure

Effective September 27, 1999, all FTE employees and visitors will be required to display a Board issued ID Card while in or on CCPS-owned or leased facilities. Employees must sign an "ID Card Agreement" that prevents employees from lending, transferring, copying, giving possession of, misusing, modifying, or altering in the ID Card in any way.

Employees will pay the cost for any replacement badge and return the card to the Department of Human Resources upon leaving employment with Carroll County Public Schools.

Regular hourly employees will be issued a "Temporary" badge for display. Hourly employees who do not work a regular schedule or are "on call" will be issued a "Temporary" badge at the start of their assignment.

With the exception of Board of Education meetings, all visitors must sign in with the receptionist and be issued a "Temporary" badge. Visitors must return badges to the reception desk and sign out upon leaving the building. Visitors who wish to attend Board meetings may do so without check-in.

**LOST CARDS SHOULD BE REPORTED TO THE MAINTENANCE DEPARTMENT AS SOON AS POSSIBLE. DURING WORK HOURS CALL EXTENSION 3199. FOR AN EMERGENCY DURING EVENINGS, WEEKENDS, AND HOLIDAYS, CONTACT SUPERVISOR OF PLANT MAINTENANCE, CELL PHONE NUMBER 443-375-2700.**