

**AIR QUALITY CONTROL INFORMATION + POLICIES**  
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**ALLERGENS, IRRITANTS, MOLD, DUST**

- Ozone generators that are sold as air purifiers are not to be used in the classroom while students are present
- Scented candles or air fresheners are not to be used in classrooms
- Corrective action will be taken within 48 hours of discovery of water intrusion or mold
- School will be cleaned regularly and carpet vacuums will meet HEPA filtration standards
- Filters will be checked monthly and changed accordingly.

**CHEMICALS**

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

**Procedure**

- Inventory- Each year, the school maintenance conducts a site-wide chemical inventory. During the inventory, expired and unwanted chemicals are identified for proper disposal. Compliance with this policy is reviewed.
- Purchasing- Chemical purchases shall adhere to the following protocol:
  - Maintenance approves purchases and orders all materials.
  - Donated items such as hand sanitizers and any products staff want to bring into the school must be approved by school administration.
  - First in first out policy is followed. (over purchasing and stock piling are not permitted.)
  - The least toxic chemical that is still effective for the job is selected.. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green Chemistry is encouraged.
  - This school will not purchase chemicals listed on the Banned Chemical List.
- Use-
  - 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.
  - When possible, use of cleaning products should be performed when students are not present.
  - Areas where chemicals are being used will be properly ventilated.

- Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e., pesticide applicators).
- Required notification procedures will be followed (i.e., pesticide notifications)
- **Storage**- Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use. Storage areas will be properly ventilated.
  - Storage areas will be compatible with the chemicals being stored in them
  - Reactive chemicals will not be stored near each other.
  - Hazardous chemicals will be stored in locked areas at all times.
  - All original containers will be labeled with the date received
- **Disposal**-Unwanted, unused, and outdated chemicals should be identified as soon as possible, and no less than annually. They should be marked for disposal.
  - 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, ingestion, or direct contact). School – Outline steps staff should take in the event of one of these emergencies and include contact numbers
  - Evacuate students and staff from affected areas to limit potential exposure
  - Call 911
  - Call Indiana Poison Center at 1-800-222-1222

### **IDLING VEHICLES ON SCHOOL PROPERTY**

This policy is to limit vehicle emissions that might be brought into school buildings as mandated by 410 IAC 33-4-3. This will improve the health of students and staff through reduced exposure to these emissions.

This policy applies to all public and private vehicles on the school campus

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

Requirements:

- Drivers of vehicles are to turn off the engine if the vehicle is to be stopped for more than 5 minutes. (Engine cool down periods recommended by vehicle manufacturer may be followed)
- Teachers and school staff shall be informed of this policy at the start of each school year.
- During student / parent orientations, parents, and all students shall be informed of this policy.
- Any complaints of non-compliance are to be filed with the main office.
- Any complaints of non-compliance will be reviewed, and action taken as necessary.

### Exemptions:

- Use of defrosters, heaters, air conditioners, or any other equipment for health or safety concerns.
- Use of bus headlights or flasher warning lights for safety or visibility purposes.
- For other safety or emergency issues.
- If necessary due to cold temperatures, a vehicle may idle for a minimal time to warm the vehicle.
- If necessary to make emergency repairs to vehicles. (for example, jump starting another vehicle)

### **LIVE ANIMALS IN SCHOOL**

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. At no time will animals considered dangerous be brought into the classrooms.

When an animal is to be brought into a classroom a note will be sent home with the students of that class notifying the parents that an animal will be present. If known in advance this will be done at the beginning of the school year. It is up to the parents to notify the teacher or principal if their student is allergic to the animal. Upon such notice, the Principal will confer with the Teacher and determine what options are available or 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. If necessary, housekeeping will clean all surfaces in the classroom to remove any animal dander that may still cause an allergic reaction by the student.

Food and animal bedding shall be stored in appropriate sealable containers to avoid attracting pests. Examples of educational purposes where animals would be in the classroom for an extended period are:

- Animals used in health class to demonstrate effects of different diets.
- Animals used in biology to show developmental changes or diversity.
- Eggs incubated to show development.

Examples of educational purposes where animals are in the classroom for one day or less: Pets/animals brought into the classroom to allow students exposure to a variety of species. Pets/animals used to demonstrate obedience training. This is not a comprehensive list of appropriate uses.

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 (not students) on a routine basis as 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. When appropriate, teachers may allow students to handle and/or feed the animals.