

1 The Transylvania County Board of Education (the “board”) believes safe schools are critical to
2 creating a learning environment in which students can succeed. Staff and students share the
3 responsibility for taking reasonable precautions and following established safety measures to
4 create and maintain safe schools. The following safety measures must be implemented at each
5 school.

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7 **A. SUPERVISION OF STUDENTS**
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9 Students must be reasonably supervised while in the care and custody of the school
10 system. This supervision must occur throughout school hours, including during class,
11 between classes, on the playground, and during recess or lunch periods; during authorized
12 school field trips; and on school buses. Reasonable precautions should be taken to
13 protect the safety of students on school grounds and on buses before, during, and after
14 school.

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16 Students who are subject to policy 4260, Student Sex Offenders, and are receiving
17 educational services on school property must be supervised by school personnel at all
18 times.

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20 **B. SUPERVISION OF VISITORS**
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22 School administrators shall strictly enforce policies 5015, School Volunteers, and 5020,
23 Visitors to the Schools.
24

25 **C. SAFETY OF SCHOOL BUILDINGS AND GROUNDS**
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27 The board recognizes its duty to provide each of its employees with a workplace free
28 from recognized hazards that are causing or are likely to cause death or serious physical
29 harm.
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31 The superintendent and each building principal shall comply with all duties set out for
32 their respective positions in G.S. 115C-288(d) and G.S. 115C-525 to minimize fire
33 hazards. The principal is required to inspect school buildings, playgrounds, and
34 equipment for health, fire, and safety hazards on a regular basis, as required by law, and
35 to notify the superintendent immediately of unsanitary conditions or repairs needed to
36 meet safety standards.
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38 Any employee who observes any potential hazards must notify the principal or the
39 employee’s supervisor immediately.
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41 All warning systems must meet building and equipment codes required by law and must
42 be properly maintained. When necessary, proper signs indicating potential hazards or
43 recommended safety precautions must be posted.
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45 **D. ESTABLISHING PROCESSES TO ADDRESS POTENTIAL SAFETY CONCERNS AND**
46 **EMERGENCIES**

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48 1. Responding to Student Altercations and Other Threats to Safety
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50 All school system employees have a duty to be alert at all times to situations that
51 may pose a threat to the safety of students, employees, or visitors on school
52 property, at school events, or in other situations in which the students are under
53 the authority of school employees. Even an employee who does not have
54 responsibility for supervising students is expected to make an immediate report if
55 the employee observes or has reason to suspect that a situation poses a threat to
56 safety and no administrator, teacher, or other supervisory employee is present and
57 aware of the potential threat.

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59 Teachers, teacher assistants, coaches, and other employees with responsibility for
60 supervising students will use appropriate student behavior management
61 techniques to maintain order and discipline on school property, at school events,
62 and anywhere that students are under the employees' authority. Such employees
63 must enforce the Code of Student Conduct and address student behavior in
64 accordance with the school plan for management of student behavior (see policy
65 4302, School Plan for Management of Student Behavior).
66

67 When employees with responsibility for supervising students have personal
68 knowledge or actual notice of a student altercation or other situation that poses an
69 immediate threat to safety, they shall use their professional judgment to determine
70 how best to address the situation to protect the safety of everyone in the vicinity.
71 Emergency procedures identified in a student's Behavior Intervention Plan shall
72 be followed to the maximum extent possible under the circumstances. For minor
73 threats or altercations or altercations involving young children, the employee shall
74 intervene directly to end the fight or address the safety threat if the employee can
75 do so safely. An employee who encounters a situation that cannot be managed
76 safely and effectively by that employee immediately shall request assistance from
77 other employees or administrative staff and shall take steps to remove bystanders
78 from the area. Only the degree of force or physical control reasonably necessary
79 shall be used to re-establish a safe environment.
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81 Employees should take further action as appropriate in accordance with any
82 response protocols established by the principal or superintendent. All employees
83 are responsible for knowing and following such protocols to the fullest extent
84 reasonable under the circumstances at the time.
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86 2. School Rules
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88 The principal or designee shall develop rules to help prevent accidents in school

89 buildings, on school buses, and on school grounds.

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91 3. Training ~~for Staff and Students~~

92
93 Staff training must include detailed instruction on how to respond to a variety of
94 emergency situations. Staff should also be able to recognize and respond to
95 behavior, information, and related indicators that warn of impending problems. In
96 addition, middle and high school employees must receive adequate training on the
97 operation of the school’s anonymous safety tip line.

98
99 School personnel must teach and review with students (1) safety procedures,
100 including fire safety procedures; (2) precautions for handling chemicals or
101 potentially dangerous equipment; and (3) appropriate responses to threats to
102 school safety. Middle and high school students must also be informed of the
103 anonymous safety tip line and its purpose and function.

104
105 Training must be provided annually for all school system stakeholders (including
106 staff, students, parents, coaches, volunteers, and community members) on how to
107 recognize, and how and when to report, threats to the school population or
108 community.

109
110 4. Safety Equipment

111
112 School employees shall provide students and visitors with safety equipment as
113 required by law and shall enforce school rules pertaining to wearing safety
114 equipment. School employees shall wear and use appropriate safety equipment as
115 required for the safe performance of their specific job assignments.

116
117 5. Planning for Emergencies and Conducting Fire Drills and Other Emergency Drills

118
119 The board, in coordination with local law enforcement and emergency
120 management agencies, will adopt a school risk management plan relating to
121 incidents of school violence for each school in the school system. The
122 superintendent must provide the Department of Public Safety’s Division of
123 Emergency Management (“Division”) with emergency response information it
124 requests for the school risk management plan and updated emergency response
125 information when such updates are made. The superintendent must also provide
126 the Division and local law enforcement with schematic diagrams, including
127 digital schematic diagrams, of all school facilities and updates of the schematic
128 diagrams when the school system makes substantial facility modifications, such
129 as the addition of new facilities or modifications to doors or windows. Schematic
130 diagrams must meet any standards established by the Department of Public
131 Instruction for the preparation and content of the diagrams. In addition, the
132 superintendent shall provide local law enforcement with (1) either keys to the

133 main entrance of all school buildings or emergency access to key storage devices
134 for all school buildings and (2) updated access to school buildings when changes
135 are made to the locks of the main entrances or to the key storage devices.
136

137 At least one school-wide tabletop exercise and drill that meets the requirements of
138 state law and is based on the procedures documented in the school risk
139 management plan will be held annually at each school. Principals shall also
140 conduct fire drills as required by law.
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142 6. Reporting Risks to the School Population
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144 Students should notify any staff member of any acts of violence, harassment, or
145 bullying, or any other unusual or suspicious behavior that may endanger safety.
146 Middle and high school students may also use the anonymous safety tip line to
147 report any risks to the school population or buildings. The board encourages any
148 student, parent, or other member of the community with information about any
149 risk or other threat to any student, employee, school, or school activity to contact
150 the school system’s anonymous tip line. Ongoing student education efforts will
151 aim at minimizing any fear, peer pressure, embarrassment, or other impediments
152 to students reporting potential problems.
153

154 Maintaining a safe school environment that is conducive to learning requires staff
155 to be proactive in dealing with violence, harassment, and bullying. Staff members
156 must report immediately to the principal any information regarding unusual or
157 suspicious behavior or acts of violence, harassment, or bullying.
158

159 School officials shall investigate and act upon any report of such behavior,
160 including, referring reports to the school threat assessment team and when
161 appropriate, reporting criminal activities to law enforcement, the State Board, the
162 State Superintendent of Public Instruction, and the superintendent or designee
163 (see policies 1710/4020/7230, Discrimination and Harassment Prohibited by
164 Federal Law; 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct
165 and Reporting Process; 1726/4036/7237, Title IX Sexual Harassment Grievance
166 Process; 4040/7310, Staff-Student Relations; 4329/7311, Bullying and Harassing
167 Behavior Prohibited; 4335, Criminal Behavior; and 7232, Discrimination and
168 Harassment in the Workplace).
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170 7. Potential Threats of Registered Sex Offenders
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172 The principal of each school shall register with the North Carolina Sex Offender
173 and Public Protection Registry to receive e-mail notification when a registered sex
174 offender moves within a one-mile radius of the school.
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176 8. Student Behavior Standards

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Students are expected to meet behavior standards set forth in board policies.

E. THREAT ASSESSMENT TEAMS

In accordance with G.S. 115C-105.65, the superintendent shall establish a multidisciplinary threat assessment team for each school within the school system to identify, assess, and manage behavior of students or others who may pose a risk of violence or harm to self or others. The threat assessment teams will include, but are not limited to, individuals with expertise in counseling, instruction, school administration, and law enforcement. When practicable, at least one school psychologist, one staff member knowledgeable about and experienced in working with students with special needs, and one staff member knowledgeable about and experienced in working with students with disabilities will be assigned to each threat assessment team. If a school psychologist is not available, a licensed mental health professional may be assigned instead. A member of each threat assessment team will operate as team leader with the responsibility to ensure adherence to the threat assessment process, ensure proper documentation of reports of threats and threat assessment activities, and facilitate collaborative team discussions to ensure various perspectives are considered.

The superintendent shall designate a school system administrator to oversee the school system’s threat assessment program and to serve as liaison between the school system and the North Carolina Center for Safer Schools (CSS). The superintendent or designee shall also establish a committee composed of individuals with expertise in human resources, education, school administration, mental health, and law enforcement that will coordinate and monitor the threat assessment teams operating within the school system.

1. Training

All team members will receive behavioral threat assessment and management training annually prior to the start of the school year. Individuals who join the team in the middle of the school year must receive training within 60 calendar days of joining the team.

2. Assessment and Intervention

Unless the superintendent establishes a different classification system in the threat assessment protocols developed pursuant to subsection E.4 of this policy, threat assessment teams will use the levels of concern table listed in the behavioral threat assessment and management guidance issued by CSS in assessing the level of threat posed and forming a response to threats.

Upon determining that a student poses a threat, the threat assessment team will develop a written student support, intervention, and monitoring management plan

221 that establishes interventions and specifies required monitoring times of the
222 student based on the level of concern the student presents. To effectively manage
223 and mitigate potential risk, interventions must focus on building resilience and
224 protective factors for the student while also addressing safety concerns.

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226 3. Information Sharing
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228 Parents of a student or minor will be notified as soon as practicable that a threat
229 assessment will be or is being conducted on their child. The threat assessment
230 team will contact the parents and provide them the opportunity to participate in
231 the threat assessment. The team is not required to extend the invitation to
232 participate if the student or minor discloses abuse or neglect from the parent.
233 Once a threat assessment is completed, the team will provide its findings and
234 conclusions to the parents, including any interventions the team is recommending
235 be put in place for the well-being of their child and the school community and any
236 school system or community resources that may be useful for the parents in
237 seeking help for their child.

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239 When the threat assessment team learns that an individual has threatened specific
240 harm to an identifiable potential victim, the team will provide notice of the threat
241 to the potential victim and, if the potential victim is a student or minor, provide
242 notice to the parents.

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244 Any information sharing by, with, or between members of the threat assessment
245 teams will be done in accordance with the federal Family Educational Rights and
246 Privacy Act (FERPA) and any other applicable state or federal law. (See policy
247 2125/7315, Confidential Information). Members of a threat assessment team who
248 are not school system employees must sign a written agreement to adhere to the
249 responsibilities and requirements of FERPA before having access to student
250 records.

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252 4. Threat Assessment Protocols
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254 In consultation with CSS guidance and with established threat assessment teams
255 within the school system, the superintendent shall develop, implement, and update
256 threat assessment protocols and procedures that comply with the requirements of
257 G.S. 115C-105.65. At a minimum, these protocols and procedures will delineate
258 the roles and duties to be performed by designated threat assessment team
259 members, the expertise and training of professionals who will serve on threat
260 assessment teams, the steps to be followed in the threat assessment process,
261 including the implementation of interventions, supports, and community services,
262 the timeframe required to responsibly act upon reported concerns, and the
263 engagement of school resource officers and/or law enforcement in the threat
264 assessment process, and the process of documenting reports of threats and threat

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265 assessment activities. The protocols and procedures will differentiate between
266 assessment and intervention at the elementary, middle, and high school levels, as
267 appropriate.

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269 The superintendent or designee shall send a copy of this policy and the threat
270 assessment protocols and procedures to CSS when approved or revised. In
271 addition, the superintendent shall ensure that quantitative data on the activities of
272 all threat assessment teams is reported to CSS as required by G.S. 115C-105.65(g)
273 and CSS guidance.
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275 Legal References: 29 C.F.R. part 1904; G.S. 14-208.18; 95-129(1); 115C-36, -47, -105.49, -
276 105.51, -105.53, -105.54, -105.65, -166, -167, -288, -289.1, -307, -390.3, -391.1, -521, -524, -
277 525; 13 N.C.A.C. 7A .0301; 16 N.C.A.C. 6E .0107; State Board of Education Policy SCFC-005
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279 Cross References: Discrimination and Harassment Prohibited by Federal Law (policy
280 1710/4020/7230), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process
281 (policy 1725/4035/7236), Confidential Information (policy 2125/7315), Title IX Sexual
282 Harassment Grievance Process (policy 1726/4036/7237), School Improvement Plan (policy
283 3430), Staff-Student Relations (policy 4040/7310), Student Sex Offenders (policy 4260), Student
284 Behavior Policies (4300 series), Bullying and Harassing Behavior Prohibited (policy 4329/7311),
285 School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex
286 Offenders (policy 5022), Weapons and Explosives Prohibited (policy 5027/7275), Public
287 Records – Retention, Release, and Disposition (policy 5070/7350), Relationship with Law
288 Enforcement (policy 5120), Discrimination and Harassment in the Workplace (policy 7232),
289 Occupational Exposure to Hazardous Chemicals in Science Laboratories (policy 7265), Staff
290 Responsibilities (policy 7300), Security of Facilities (policy 9220)
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292 Other Resources: *Practical Information on Crisis Planning: A Guide for Schools and*
293 *Communities*, U.S. Department of Education, Office of Safe and Drug-Free Schools (January
294 2007), available at <http://www2.ed.gov/admins/lead/safety/crisisplanning.html>; *Behavioral*
295 *Threat Assessment and Management: Best Practice Guidance for North Carolina Behavioral*
296 *Threat Assessment and Management Teams for Harm Prevention*, N.C. Department of Public
297 *Instruction Center for Safer Schools (March 2024)*, available at [https://www.dpi.nc.gov/best-](https://www.dpi.nc.gov/best-practice-guidance-north-carolina-behavioral-threat-assessment-and-management-teams-harm)
298 [practice-guidance-north-carolina-behavioral-threat-assessment-and-management-teams-harm](https://www.dpi.nc.gov/best-practice-guidance-north-carolina-behavioral-threat-assessment-and-management-teams-harm)
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302 Revised: December 14, 2015; March 5, 2018; December 17, 2018; February 15, 2021; August 2,
303 2021; December 20, 2021; April 3, 2023; DATE
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