

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.

6
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.

15
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.

19
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 superintendent and each building principal shall comply with all duties set out for
28 their respective positions in G.S. 115C-288(d) and G.S. 115C-525 to minimize fire
29 hazards. The principal is required to inspect school buildings, playgrounds, and
30 equipment for health, fire, and safety hazards on a regular basis, as required by law, and
31 to notify the superintendent immediately of unsanitary conditions or repairs needed to
32 meet safety standards.
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34 Any employee who observes any potential hazards must notify the principal or the
35 employee’s supervisor immediately.
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37 All warning systems must meet building and equipment codes required by law and must
38 be properly maintained. When necessary, proper signs indicating potential hazards or
39 recommended safety precautions must be posted.
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41 **D. ESTABLISHING PROCESSES TO ADDRESS POTENTIAL SAFETY CONCERNS AND**
42 **EMERGENCIES**
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44 1. **Responding to Student Altercations and Other Threats to Safety**

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

54
55 Teachers, teacher assistants, coaches, and other employees with responsibility for
56 supervising students will use appropriate student behavior management
57 techniques to maintain order and discipline on school property, at school events,
58 and anywhere that students are under the employees' authority. Such employees
59 must enforce the Code of Student Conduct and address student behavior in
60 accordance with the school plan for management of student behavior (see policy
61 4302, School Plan for Management of Student Behavior).

62
63 When employees with responsibility for supervising students have personal
64 knowledge or actual notice of a student altercation or other situation that poses an
65 immediate threat to safety, they shall use their professional judgement to
66 determine how best to address the situation to protect the safety of everyone in the
67 vicinity. Emergency procedures identified in a student's Behavior Intervention
68 Plan shall be followed to the maximum extent possible under the circumstances.
69 For minor threats or altercations or altercations involving young children, the
70 employee shall intervene directly to end the fight or address the safety threat if the
71 employee can do so safely. An employee who encounters a situation that cannot
72 be managed safely and effectively by that employee immediately shall request
73 assistance from other employees or administrative staff and shall take steps to
74 remove bystanders from the area. Only the degree of force or physical control
75 reasonably necessary shall be used to re-establish a safe environment.

76
77 Employees should take further action as appropriate in accordance with any
78 response protocols established by the principal or superintendent. All employees
79 are responsible for knowing and following such protocols to the fullest extent
80 reasonable under the circumstances at the time.

81
82 **2. School Rules**

83
84 The principal or designee shall develop rules to help prevent accidents in school
85 buildings, on school buses, and on school grounds.

86
87 **3. Training for Staff and Students**

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89 Staff training must include detailed instruction on how to respond to a variety of
90 emergency situations. In addition, staff should be able to recognize and respond
91 to behavior, information, and related indicators that warn of impending problems.
92 School personnel must teach and review with students (1) safety procedures,
93 including fire safety procedures; (2) precautions for handling chemicals or
94 potentially dangerous equipment; and (3) appropriate responses to threats to
95 school safety.

96
97 **4. Safety Equipment**
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99 School employees shall provide students with safety equipment as required by
100 law and shall enforce school rules pertaining to wearing safety equipment.
101 School employees shall wear and use appropriate safety equipment as required for
102 the safe performance of their specific job assignments.
103

104 **5. Planning for Emergencies and Conducting Fire Drills and Other Emergency**
105 **Drills**
106

107 The superintendent shall develop system-wide plans and procedures to address
108 emergency situations. The superintendent must provide the Department of Public
109 Safety's Division of Emergency Management ("Division") with emergency
110 response information it requests for the School Risk Management Plan and the
111 School Emergency Response Plan. The superintendent must also provide the
112 Division and local law enforcement with schematic diagrams, including digital
113 schematic diagrams, of all school facilities and updates of the schematic diagrams
114 when the school system makes substantial facility modifications, such as the
115 addition of new facilities or modifications to doors or windows. Schematic
116 diagrams must meet any standards established by the Department of Public
117 Instruction for the preparation and content of the diagrams. In addition, the
118 superintendent shall provide local law enforcement with emergency access to key
119 storage devices for all school buildings and with updated access to school
120 building key storage devices when changes are made to the devices.
121

122 As appropriate, the superintendent shall consult with local law enforcement
123 agencies and emergency responders to plan for and conduct emergency drills.
124 Principals, with the assistance of both law enforcement and emergency responders
125 as appropriate, shall conduct fire drills as required by law and shall conduct other
126 emergency drills in accordance with school system emergency plans and
127 procedures.
128

129 **6. Reporting Suspicious Behavior**
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131 Students should notify any staff member of any acts of violence, harassment, or
132 bullying, or any other unusual or suspicious behavior that may endanger safety.

133 Ongoing student education efforts will aim at minimizing any fear, peer pressure,
134 embarrassment, or other impediments to students reporting potential problems.
135

136 Maintaining a safe school environment that is conducive to learning requires staff
137 to be proactive in dealing with violence, harassment, and bullying. Staff members
138 must report immediately to the principal any information regarding unusual or
139 suspicious behavior or acts of violence, harassment, or bullying.
140

141 Every principal is required to investigate and act upon any report of such
142 behavior, including, when appropriate, reporting criminal activities to law
143 enforcement, the State Board, and the superintendent or designee (see policies
144 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying,
145 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure,
146 and 4335, Criminal Behavior).
147

148 *In addition, the school system shall develop and operate an anonymous tip line to*
149 *receive anonymous information on internal or external risks to school buildings*
150 *and school-related activities. The board encourages any student, parent, or other*
151 *member of the community with information about any risk or other threat to any*
152 *student, employee, school, or school activity to contact the school system's*
153 *anonymous tip line.*
154

155 7. **Potential Threats of Registered Sex Offenders**

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157 The principal of each school shall register with the North Carolina Sex Offender
158 and Public Protection Registry to receive e-mail notification when a registered sex
159 offender moves within a one-mile radius of the school.
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161 8. **Student Behavior Standards**

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163 Students are expected to meet behavior standards set forth in board policies.
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165 Legal References: G.S. 14-208.18; 115C-36, -47, -81.4, -105.49, -105.53, -105.54, -166, -288, -
166 289.1, -307, -390.3, -391.1, -521, -524, -525; State Board of Education Policies HRS-A-000,
167 TCS-P-005
168

169 Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy
170 1710/4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy
171 1720/4015/7225), School Improvement Plan (policy 3430), Student Sex Offenders (policy 4260),
172 Student Behavior policies (4300 series), School Volunteers (policy 5015), Visitors to the Schools
173 (policy 5020), Registered Sex Offenders (policy 5022), Weapons and Explosives Prohibited
174 (policy 5027/7275), Public Records – Retention, Release, and Disposition (policy 5070/7350),
175 Relationship with Law Enforcement (policy 5120), Occupational Exposure to Hazardous

176 Chemicals in Science Laboratories (policy 7265), Staff Responsibilities (policy 7300), Security
177 of Facilities (policy 9220)

178
179 Other Resources: *N.C. Center for Safer Schools 2013 Report to the Governor*, available at
180 [https://www.ncdps.gov/div/JJ/CenterForSaferSchoolsReport2013-web\(1\).pdf](https://www.ncdps.gov/div/JJ/CenterForSaferSchoolsReport2013-web(1).pdf);
181 *Practical Information on Crisis Planning: A Guide for Schools and Communities*, U.S.
182 Department of Education Office of Safe and Drug-Free Schools (January 2007), available at
183 <http://www2.ed.gov/admins/lead/safety/crisisplanning.html>; *Keeping North Carolina Schools*
184 *Safe and Secure*, A Report to Governor Mike Easley from Attorney General Roy Cooper and
185 Secretary of Crime Control and Public Safety Bryan Beatty (November 2006), available at
186 [http://www.ncdoj.gov/getdoc/2158e7b1-bd55-4cal-bdf4-80260f766926/Keeping-North-](http://www.ncdoj.gov/getdoc/2158e7b1-bd55-4cal-bdf4-80260f766926/Keeping-North-Carolina-Schools-Safe---Secure.aspx)
187 [Carolina-Schools-Safe---Secure.aspx](http://www.ncdoj.gov/getdoc/2158e7b1-bd55-4cal-bdf4-80260f766926/Keeping-North-Carolina-Schools-Safe---Secure.aspx)

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189 Adopted:

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