

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.

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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.

19  
20 **B. SUPERVISION OF VISITORS**  
21

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.  
36

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**  
43

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.

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82 **2. School Rules**

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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 board, in coordination with local law enforcement and emergency  
108 management agencies, will adopt a school risk management plan relating to  
109 incidents of school violence for each school in the school system superintendent  
110 shall develop system-wide plans and procedures to address emergency situations.  
111 The superintendent must provide the Department of Public Safety's Division of  
112 Emergency Management ("Division") with emergency response information it  
113 requests for the school risk management plan and updated emergency response  
114 information when such updates are made the School Emergency Response Plan.  
115 The superintendent must also provide the Division and local law enforcement  
116 with schematic diagrams, including digital schematic diagrams, of all school  
117 facilities and updates of the schematic diagrams when the school system makes  
118 substantial facility modifications, such as the addition of new facilities or  
119 modifications to doors or windows. Schematic diagrams must meet any standards  
120 established by the Department of Public Instruction for the preparation and  
121 content of the diagrams. In addition, the superintendent shall provide local law  
122 enforcement with (1) either keys to the main entrance of all school buildings or  
123 emergency access to key storage devices for all school buildings and (2) with  
124 updated access to school buildings when changes are made to the locks of the  
125 main entrances or to the key storage devices when changes are made to the  
126 devices.

127  
128 As appropriate, the superintendent shall consult with local law enforcement  
129 agencies and emergency responders to plan for and conduct emergency drills. At  
130 least one school-wide tabletop exercise and drill that meets the requirements of  
131 state law and is based on the procedures documented in the school risk  
132 management plan will be held annually at each school. Principals, with the

133 assistance of both law enforcement and emergency responders as appropriate,  
134 shall **also** conduct fire drills as required by law and shall conduct other emergency  
135 drills in accordance with school system emergency plans and procedures.  
136

137 **6. Reporting Suspicious Behavior**  
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139 Students should notify any staff member of any acts of violence, harassment, or  
140 bullying, or any other unusual or suspicious behavior that may endanger safety.  
141 Ongoing student education efforts will aim at minimizing any fear, peer pressure,  
142 embarrassment, or other impediments to students reporting potential problems.  
143

144 Maintaining a safe school environment that is conducive to learning requires staff  
145 to be proactive in dealing with violence, harassment, and bullying. Staff members  
146 must report immediately to the principal any information regarding unusual or  
147 suspicious behavior or acts of violence, harassment, or bullying.  
148

149 Every principal is required to investigate and act upon any report of such  
150 behavior, including, when appropriate, reporting criminal activities to law  
151 enforcement, the State Board, and the superintendent or designee (see policies  
152 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying,  
153 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure,  
154 and 4335, Criminal Behavior).  
155

156 In addition, the school system shall develop and operate an anonymous tip line to  
157 receive anonymous information on internal or external risks to school buildings  
158 and school-related activities. The board encourages any student, parent, or other  
159 member of the community with information about any risk or other threat to any  
160 student, employee, school, or school activity to contact the school system's  
161 anonymous tip line.  
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163 **7. Potential Threats of Registered Sex Offenders**  
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165 The principal of each school shall register with the North Carolina Sex Offender  
166 and Public Protection Registry to receive e-mail notification when a registered sex  
167 offender moves within a one-mile radius of the school.  
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169 **8. Student Behavior Standards**  
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171 Students are expected to meet behavior standards set forth in board policies.  
172

173 Legal References: G.S. 14-208.18; 115C-36, -47, -81.4, -105.49, -105.53, -105.54, -166, -288, -  
174 289.1, -307, -390.3, -391.1, -521, -524, -525; State Board of Education Policies HRS-A-000,  
175 TCS-P-005  
176

177 Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy  
178 1710/4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy  
179 1720/4015/7225), School Improvement Plan (policy 3430), Student Sex Offenders (policy 4260),  
180 Student Behavior policies (4300 series), School Volunteers (policy 5015), Visitors to the Schools  
181 (policy 5020), Registered Sex Offenders (policy 5022), Weapons and Explosives Prohibited  
182 (policy 5027/7275), Public Records – Retention, Release, and Disposition (policy 5070/7350),  
183 Relationship with Law Enforcement (policy 5120), Occupational Exposure to Hazardous  
184 Chemicals in Science Laboratories (policy 7265), Staff Responsibilities (policy 7300), Security  
185 of Facilities (policy 9220)

186  
187 Other Resources: ~~N.C. Center for Safer Schools 2013 Report to the Governor, available at~~  
188 ~~[https://www.ncdps.gov/div/JJ/CenterForSaferSchoolsReport2013-web\(1\).pdf](https://www.ncdps.gov/div/JJ/CenterForSaferSchoolsReport2013-web(1).pdf);~~  
189 ~~Practical Information on Crisis Planning: A Guide for Schools and Communities, U.S.~~  
190 ~~Department of Education Office of Safe and Drug-Free Schools (January 2007), available at~~  
191 ~~<http://www2.ed.gov/admins/lead/safety/crisisplanning.html>;~~ ~~Keeping North Carolina Schools~~  
192 ~~Safe and Secure, A Report to Governor Mike Easley from Attorney General Roy Cooper and~~  
193 ~~Secretary of Crime Control and Public Safety Bryan Beatty (November 2006), available at~~  
194 ~~[http://www.ncdoj.gov/getdoc/2158e7b1-bd55-4ca1-bdf4-80260f766926/Keeping-North-](http://www.ncdoj.gov/getdoc/2158e7b1-bd55-4ca1-bdf4-80260f766926/Keeping-North-Carolina-Schools-Safe-Secure.aspx)~~  
195 ~~[Carolina-Schools-Safe-Secure.aspx](http://www.ncdoj.gov/getdoc/2158e7b1-bd55-4ca1-bdf4-80260f766926/Keeping-North-Carolina-Schools-Safe-Secure.aspx)~~

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