

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.  
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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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45           1.       **Responding to Student Altercations and Other Threats to Safety**

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

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

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

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

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84           2.       **School Rules**

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

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3. **Training for Staff and Students**

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

4. **Safety Equipment**

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

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

The board, in coordination with local law enforcement and emergency management agencies, will adopt a school risk management plan relating to incidents of school violence for each school in the school system. The superintendent must provide the Department of Public Safety's Division of Emergency Management ("Division") with emergency response information it requests for the school risk management plan and updated emergency response information when such updates are made. The superintendent must also provide the Division and local law enforcement with schematic diagrams, including digital schematic diagrams, of all school facilities and updates of the schematic diagrams when the school system makes substantial facility modifications, such as the addition of new facilities or modifications to doors or windows. Schematic diagrams must meet any standards established by the Department of Public Instruction for the preparation and content of the diagrams. In addition, the superintendent shall provide local law enforcement with (1) either keys to the main entrance of all school buildings or emergency access to key storage devices for all school buildings and (2) updated access to school buildings when changes are made to the locks of the main entrances or to the key storage devices.

At least one school-wide tabletop exercise and drill that meets the requirements of state law and is based on the procedures documented in the school risk management plan will be held annually at each school. Principals shall also conduct fire drills as required by law.

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## 6. Reporting Suspicious Behavior

Students should notify any staff member of any acts of violence, harassment, or bullying, or any other unusual or suspicious behavior that may endanger safety. Ongoing student education efforts will aim at minimizing any fear, peer pressure, embarrassment, or other impediments to students reporting potential problems.

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

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

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

## 7. Potential Threats of Registered Sex Offenders

The principal of each school shall register with the North Carolina Sex Offender and Public Protection Registry to receive e-mail notification when a registered sex offender moves within a one-mile radius of the school.

## 8. Student Behavior Standards

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

Legal References: G.S. 14-208.18; 115C-36, -47, ~~-81.4~~, -105.49, -105.53, -105.54, -166, ~~-167~~, -288, -289.1, -307, -390.3, -391.1, -521, -524, -525; State Board of Education Policies ~~HRS-~~ ~~ASSCH-000~~, ~~TCS-PSCFC-005~~

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 1710/4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy 1720/4015/7225), School Improvement Plan (policy 3430), Student Sex Offenders (policy 4260),

177 Student Behavior policies (4300 series), School Volunteers (policy 5015), Visitors to the Schools  
178 (policy 5020), Registered Sex Offenders (policy 5022), Weapons and Explosives Prohibited  
179 (policy 5027/7275), Public Records – Retention, Release, and Disposition (policy 5070/7350),  
180 Relationship with Law Enforcement (policy 5120), Occupational Exposure to Hazardous  
181 Chemicals in Science Laboratories (policy 7265), Staff Responsibilities (policy 7300), Security  
182 of Facilities (policy 9220)

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184 Other Resources: *Practical Information on Crisis Planning: A Guide for Schools and*  
185 *Communities*, U.S. Department of Education Office of Safe and Drug-Free Schools (January  
186 2007), available at <http://www2.ed.gov/admins/lead/safety/crisisplanning.html>

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