

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.

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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.  
33

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.

55  
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).

63  
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 judgment to determine  
67           how best to address the situation to protect the safety of everyone in the vicinity.  
68           Emergency procedures identified in a student's Behavior Intervention Plan shall  
69           be followed to the maximum extent possible under the circumstances. For minor  
70           threats or altercations or altercations involving young children, the employee shall  
71           intervene directly to end the fight or address the safety threat if the employee can  
72           do so safely. An employee who encounters a situation that cannot be managed  
73           safely and effectively by that employee immediately shall request assistance from  
74           other employees or administrative staff and shall take steps to remove bystanders  
75           from the area. Only the degree of force or physical control reasonably necessary  
76           shall be used to re-establish a safe environment.

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

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83           2.       **School Rules**

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

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88           3.       **Training for Staff and Students**

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

95  
96 School personnel must teach and review with students (1) safety procedures,  
97 including fire safety procedures; (2) precautions for handling chemicals or  
98 potentially dangerous equipment; and (3) appropriate responses to threats to  
99 school safety. **Middle and high school students must also be informed of the  
100 anonymous safety tip line and its purpose and function.**

#### 101 4. **Safety Equipment**

102  
103 School employees shall provide students and visitors with safety equipment as  
104 required by law and shall enforce school rules pertaining to wearing safety  
105 equipment. School employees shall wear and use appropriate safety equipment as  
106 required for the safe performance of their specific job assignments.

#### 107 5. **Planning for Emergencies and Conducting Fire Drills and Other Emergency 108 Drills**

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

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130 At 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 shall also  
133 conduct fire drills as required by law.

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135 6. **Reporting Suspicious Behavior Risks to the School Population**

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137 Students should notify any staff member of any acts of violence, harassment, or  
138 bullying, or any other unusual or suspicious behavior that may endanger safety.  
139 Middle and high school students may also use the anonymous safety tip line to  
140 report any risks to the school population or buildings. The board encourages any  
141 students, parent, or other member of the community with information about any  
142 risk or other threat to any students, employee, school, or school activity to contact  
143 the school system's anonymous tip line. Ongoing student education efforts will  
144 aim at minimizing any fear, peer pressure, embarrassment, or other impediments  
145 to students reporting potential problems.

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

151  
152 Every principal is required to investigate and act upon any report of such  
153 behavior, including, when appropriate, reporting criminal activities to law  
154 enforcement, the State Board, and the superintendent or designee (see policies  
155 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying,  
156 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure,  
157 and 4335, Criminal Behavior).

158  
159 ~~In addition, the school system shall develop and operate an anonymous tip line to~~  
160 ~~receive anonymous information on internal or external risks to school buildings~~  
161 ~~and school related activities. The board encourages any student, parent, or other~~  
162 ~~member of the community with information about any risk or other threat to any~~  
163 ~~student, employee, school, or school activity to contact the school system's~~  
164 ~~anonymous tip line.~~

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

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

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172 8. **Student Behavior Standards**

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

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176 Legal References: G.S. 14-208.18; 115C-36, -47, -105.49, -105.51, -105.53, -105.54, -166, -167,  
177 -288, -289.1, -307, -390.3, -391.1, -521, -524, -525; State Board of Education Policies SSCH-  
178 000, SCFC-005

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

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190 Other Resources: *Practical Information on Crisis Planning: A Guide for Schools and*  
191 *Communities*, U.S. Department of Education Office of Safe and Drug-Free Schools (January  
192 2007), available at <http://www2.ed.gov/admins/lead/safety/crisisplanning.html>

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