

## **Policy Code: 6310 SCHOOL SAFETY**

Safe schools are critical to creating a learning environment in which students can succeed. Staff and students share the responsibility for taking reasonable precautions and following established safety measures to create and maintain safe schools. The following safety measures must be implemented at each school.

### **A. Supervision of Students**

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

Students who are subject to policy 4262, Student Sex Offenders, and are receiving educational services on school property must be supervised by school personnel at all times.

### **B. Supervision of Visitors**

School administrators shall strictly enforce policies 2110, Use of Volunteers, and 2100, Visitors to Schools.

### **C. Safety of School Buildings and Grounds**

The superintendent and each building principal shall comply with all duties set out for their respective positions in [G.S. 115C-288\(d\)](#) and [G.S. 115C-525](#) to minimize fire hazards. The principal is required to inspect school buildings, playgrounds, and equipment for health, fire, and safety hazards on a regular basis, as required by law, and to notify the superintendent immediately of unsanitary conditions or repairs needed to meet safety standards.

Any employee who observes any potential hazards must notify the principal or the employee's supervisor immediately.

All warning systems must meet building and equipment codes required by law and must be properly maintained. When necessary, proper signs indicating potential hazards or recommended safety precautions must be posted.

### **D. Establishing Processes to Address Potential Safety Concerns and Emergencies**

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

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

Teachers, teacher assistants, coaches, and other employees with responsibility for supervising students will use appropriate student behavior management techniques to maintain order and discipline on school property, at school events, and anywhere that students are under the employees' authority. Such employees must enforce the Code of Student Conduct.

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

## 2. School Rules

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

## 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 superintendent shall develop system-wide plans and procedures to address emergency situations. 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 by March 1, 2017 as required by state statute. 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.

#### Fire Drills

It shall be the duty of the principal to conduct a fire drill during the first week after the opening of school and thereafter at least one fire drill each calendar month, in each building in the principal's charge, where children are assembled. Fire drills shall include all pupils and school employees, and the use of various ways of egress to simulate evacuation of said buildings under various conditions, and such other regulations as shall be prescribed for fire safety by the Commissioner of Insurance, the Superintendent of Public Instruction and the State Board of Education. A copy of such regulations shall be kept posted on the bulletin board in each building.

#### Other Emergency Drills

The Superintendent will insure that special drill activities will be planned by the principals to assure orderly movement and assembly of students in the safest available building area.

### 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.

1. School officials shall investigate and act upon any report of such behavior, including, when appropriate, reporting criminal activities to law enforcement, the State Board, the State Superintendent of Public Instruction, and the superintendent or designee (see policies 4405/5120, Discrimination and Harassment Prohibited by Federal Law, 4406/5122, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, 4407/5123, Title IX Sexual Harassment Grievance

Process, 5135, Staff-Student Relations, 4408/5124, Bullying and Harassing Behavior Prohibited, and 4409/5126, Discrimination and Harassment in the Workplace).

**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 REF: [29 C.F.R. part 1904](#); [G.S. 14-208.18](#); [95-129\(1\)](#); [115C-36](#), [-47](#), [-105.49](#), [.51](#), [.53](#), [.54](#), [-166](#), [-167](#), [-288](#), [-289.1](#), [-307](#), [-390.3](#), [-391.1](#), [-521](#), [-524](#), [-525](#); [13 N.C.A.C. 7A.0301](#); [16 N.C.A.C. 6E.0107](#); State Board of Education Policies [SSCH-000](#), [SCFC-005](#)

CROSS REF: Visitors to Schools (Policy 2100), Use of Volunteers (Policy 2110), Public Records Request (Policy 2210), Relationship with Law Enforcement (Policy 2600), Discrimination and Harassment Prohibited by Federal Law (Policy 4405/5120), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (Policy 4406/5122), , Title IX Sexual Harassment Grievance Process (Policy 4407/5123), Staff-Student Relations (Policy 5135), , Bullying and Harassing Behavior Prohibited (Policy 4408/5124), and, Discrimination and Harassment in the Workplace (Policy 4409/5126), Student Sex Offenders (Policy 4262), Student Behavior policies (4200series), Registered Sex Offenders (Policy 5022), Weapons Prohibited on School Property (Policy 5165), Injury and Loss Prevention (Policy 5255), Duties of Principals, Teachers & Custodians in Facilities Services & Operations Programs (Policy 6200), Buildings and Grounds Security (Policy 6300)

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**Edenton-Chowan Schools**