

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: May 28, 2013

AGENDA ITEM No. 13-05-(2)-09

ACTION ITEM: (Y/N) Y

SUBJECT: Board Policy Subcommittee Recommendations – 2nd Reading Approvals

INFO. CONTACT: Dr. Marcie Holland/Patrick Rhodes PHONE: 919-732-8126

**ATTACHMENTS:**

1. Policy # 2122: Complaints Against Individual Board Members (New)
2. Policy # 3420: Student Promotion and Accountability (Revised)
3. Policy # 3550: Animals In The Schools (Revised)
4. Policy # 4600: Student Fees (Revised)
5. Policy # 5020: Visitors to the Schools (Revised)
6. Policy # 5025: Prohibition of Alcoholic Beverages (New)
7. Policy # 7270: School Safety (Revised)

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**PURPOSE:** The purpose of this agenda item is to provide the board an opportunity to approve new and revised policies on 2<sup>nd</sup> Reading Approval.

**BACKGROUND:** The Orange County Schools Board of Education Policy Subcommittee met on April 19, 2013. Members of the Subcommittee Donna Coffey, Brenda Stephens, Debbie Piscitelli are supported by the board attorney and administrative staff.

Board of Education Policy #2410 states "It is through the development and adoption of written policies that the Board shall exercise its leadership in the operation of the school system; it is through the study and evaluation of reports concerning the execution of its written policies that the Board shall exercise its control over school operations."

During the April 19, 2013, meeting, the Policy Subcommittee recommended revisions to current policies and the addition of new policies. The revised and new policies are as follows:

- Policy # 2122: Complaints Against Individual Board Members (New)
- Policy # 3420: Student Promotion and Accountability (Revised)
- Policy # 3550: Animals in the Schools (Revised)
- Policy # 4600: Student Fees (Revised)
- Policy # 5020: Visitors to the Schools (Revised)
- Policy # 5025: Prohibition of Alcoholic Beverages (New)
- Policy # 7270: School Safety (Revised)

These policies were approved by the board for 1<sup>st</sup> Reading Approval on May 13, 2013 and are being brought back for 2<sup>nd</sup> Reading Approval.

**FINANCIAL IMPACT:** There is no financial impact associated with this agenda item.

**RECOMMENDATION:** The Superintendent recommends the Board of Education approve the revised and new policies listed above for 2nd Reading Approval.

**COMPLAINTS AGAINST  
INDIVIDUAL BOARD  
MEMBERS**

*Date Reviewed/Approved:*

*Policy Number: 2122*

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*Rescinds Policy Number:*

*Issued:*

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To protect the integrity of the Board and to assure that individual members of the Board uphold the highest standards of professionalism, in keeping with the paramount duty to serve as role models for students, staff, and other members of the educational community, the Board shall review any complaints and concerns regarding the conduct of individual Board members and shall take appropriate action based on the results of the review. The Superintendent and members of the Board shall promptly notify the Board Chair of any complaints or concerns relating to the conduct of an individual board member, including any complaints or concerns that if true would amount to a violation of the Code of Ethics for Board members (Policy 2120), the laws prohibiting conflicts of interest (Policy 2121), or other applicable policies or laws. The Board Chair, in consultation with the Superintendent and School Board Attorney, shall arrange for an appropriate review of any complaint or concern alleging or implicating a violation of ethics, law or policy by a Board member. At a minimum, the review shall afford the accused Board member an opportunity to respond to the concerns or complaints. The Board Chair is free to enlist the services of outside professionals to assist in the review as appropriate.

The Board Chair will notify all members of the Board of the outcome of any review under this policy. If the review establishes a violation of ethics, law or policy by a Board member, the Board Chair, after consulting with the Board attorney, may take action including: a written or verbal reprimand of the offending Board member; referral to the full Board to consider further action including censure or a request for resignation; and referral to the Orange County District Attorney for consideration of criminal charges and possible removal from office. In accordance with law, the full Board shall take any action during open session in a Board meeting.

If the complaint or concern is directed at the conduct of the Board Chair, the Vice Chair on the Board shall serve in the role of the Board Chair for the purpose of this policy.

Legal References: G.S. 115C-36, -50, 14-230

Cross References: School Board Member Code of Ethics (Policy 2120), School Board Member Conflict of Interest (Policy 2121)

Adopted:

# STUDENT PROMOTION AND ACCOUNTABILITY

Date Reviewed/Approved: 04/18/11 Policy Number: 3420

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Rescinds Policy Number: IDDB, IHE, IHE-R

Issued: 2/28/79, 4/28/86, 4/25/88, 9/3/96,  
12/6/04, 3/17/08, 02/15/10

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## A. PURPOSE

The Board believes that students should progress to the next level of study only after they are proficient in their knowledge and application of the current curriculum level. To the extent reasonably possible, students should be given as much time or as little time as they need to be proficient at a particular level of study. Students will be promoted to the next level of study as described in this policy.

## B. STUDENT PROMOTION STANDARDS

The Superintendent shall develop (1) proposed promotion standards and (2) a process to be used in determining a student's readiness to progress to the next level of study and shall submit the standards and process to the Board for approval. The standards will be based, in part, upon proficiency in reading. The standards and process must provide multiple criteria for assessing a student's readiness to progress to the next level of study, such as standardized test scores, formative and diagnostic assessments, grades, a portfolio of the student's work and, when appropriate, accepted standards for assessing developmental growth. The standards and process will incorporate all state law and State Board of Education policy requirements, including those for the assessment and promotion of third grade students.

Principals shall ensure that the promotion standards are used by teachers and school administrators in assessing each student's readiness to progress to the next level of study. Principals have the authority to promote or retain students based upon the standards approved by the Board and any applicable standards set by the State Board of Education.

To reduce the number of students who do not meet promotion standards, the Board directs school administrators and teachers to use personal education plans as required.

## C. DIPLOMA STANDARDS

To receive a North Carolina high school diploma, a student must complete the requirements set forth in policy 3460, Graduation Requirements.

## D. APPEALS OF PROMOTION DECISIONS

### 1. Appeal to the Superintendent

Within five workdays of receiving the principal's written decision to promote or retain a student, the student's parents may appeal the decision to the Superintendent. The Superintendent may overturn the principal's decision only upon a finding that the principal's decision was arbitrary and capricious (i.e., without a rational basis) or was otherwise an abuse of discretion.

The Superintendent must render a decision within 10 workdays of receiving the appeal. The Superintendent may support the principal's decision, remand it back to the principal for consideration of additional issues or reverse the decision.

The superintendent's findings must be in writing and must be provided to the parents.

2. Appeal to the Board of Education

The Superintendent's decision to promote or retain a student may be appealed to the Board in accordance with the procedures set forth in subsection E.5 of policy 1740 Student and Parent Grievance Procedure.

E. PROMOTION STANDARDS FOR STUDENTS WITH DISABILITIES

To the extent possible, students with disabilities must be held to the same promotion standards as all other students. However, for students who take alternative assessments in lieu of the end-of-grade (EOG) or end-of-course (EOC) tests, promotion decisions must be based on criteria recommended by the Individual Education Plan (IEP) team.

All intervention strategies and other opportunities, benefits and resources that are made available to students without disabilities must be made available to those students with disabilities who are subject to the student promotion standards. Such opportunities must be in addition to the special education services provided to the student.

F. ACCELERATION

Some students may need less time to learn the curriculum. Teachers are encouraged to challenge these students by expanding the curriculum, providing opportunities to explore subjects in greater detail or providing different types of educational experiences. To challenge a student sufficiently, the principal may reassign the student to a different class or level of study and/or may identify concurrent enrollment or other curriculum expansion options (see policy 3426, Dual Enrollment).

The principal, after consulting with the professional staff and the student's parents, may determine that skipping a grade level is appropriate. If permitted by state law and State Board policy, credit toward high school graduation may be awarded for advancement or placement out of a high school course. The Superintendent shall provide any additional criteria necessary to make a determination of whether credit may be awarded.

G. REPORTING REQUIREMENTS

1. Superintendent's Report to the Board

At least on an annual basis, the Superintendent shall provide the Board with the following information for each school:

- a. aggregate student performance scores on state-mandated tests and any other standardized tests used by a school or the school system;

- b. the number and percentage of students retained and/or not meeting the standards for their grade level;
- c. the number and percentage of third grade students exempt from mandatory third grade retention by category of exemption as listed in state law; and
- d. remedial or additional educational opportunities provided by the school system and the success of these efforts in helping students meet promotion standards.

2. Report to the North Carolina State Board of Education and Department of Public Instruction

Pursuant to statutory requirements and standards established by the Department of Public Instruction, all required information regarding student performance will be provided annually to the State Board of Education and the Department of Public Instruction.

3. Publication on the School System Website

Information about the reading performance of third grade students will be posted on the school system website in accordance with state law.

## H. RESOURCES

Consistent with the objective of improving student performance, the Board will provide schools with maximum flexibility in the allocation of state funds. School personnel are expected to budget financial resources in a manner that will meet the standards established in this policy. The Board will consider requests to transfer funds from other funding allotment categories to intervention strategies as part of the school improvement plan submitted by school officials. All funds will be used in a fiscally sound manner in accordance with policy 8300, Fiscal Management Standards.

## I. NOTIFICATION TO PARENTS

The Superintendent or designee shall provide information regarding promotion standards to all students and parents. In addition, if a kindergarten, first grade, second grade or third grade student (1) is demonstrating difficulty with reading development; (2) is not reading at grade level; or (3) has a personal education plan under G.S. 115C-105.41, the student's teacher shall provide the student's parents timely written notice advising that if the student is not demonstrating reading proficiency by the end of third grade, the student will be retained, unless exempt from mandatory retention for good cause. Parents are encouraged to help their children meet the promotion standards and will have opportunities to discuss the promotion standards and procedures with teachers and the principal. Information provided to parents should be in the parents' native language when appropriate foreign language resources are readily available.

The teacher of a student who does not meet promotion standards must notify the student's parents that the student has failed to meet the standards for progression to the next level of study and must provide the parents with information concerning retesting, intervention, review and appeal opportunities. When a student is to be retained, the principal shall provide the student's parents written notice of the retention and, if the student will be retained in accordance with G.S. 115C-83.7(a) for failure to demonstrate reading proficiency, (1) written notice of the reason the student is not eligible for a good

cause exemption as provided in G.S. 115C-83.7(b) and (2) a description of proposed reading interventions that will be provided to the student to remediate identified areas of reading deficiency. Teachers shall provide parents of students retained under G.S. 115C-83.7(a) at least monthly written reports on student progress toward reading proficiency. The evaluation of a student's progress will be based upon the student's classroom work, observations, tests, assessments and other relevant information.

**J. CHILDREN OF MILITARY FAMILIES**

As required by the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5), school administrators have the authority to exercise flexibility in waiving course or program prerequisites or other preconditions for the placement of children of military families in courses or programs offered by the school system.

**Legal References:** G.S. 115C-36, -45(c), -47, -81, -83.2, -83.6, -83.7, -83.8, -83.9, 83.10, -105.21, 105.41 -174.11, -288(a), -407.5; State Board of Education Policies GCS-J-002, GCS-J-003

**Cross References:** Student and Parent Grievance Procedure (policy 1740), Goals and Objectives of the Educational Program (policy 3000), Dual Enrollment (policy 3426), School Improvement Plan (policy 3430), Graduation Requirements (policy 3460), Extracurricular Activities and Student Organizations (policy 3620), Fiscal Management Standards (policy 8300)

**Other Resources:** Guidelines for Testing Students Identified as Limited English Proficient, N.C. Department of Public Instruction Division of Accountability Services/North Carolina Testing Program (September 2010); North Carolina Read to Achieve: A Guide to Implementing House Bill 950/S.L. 2012-143 Section 7A (N.C. Department of Public Instruction 2013)

## **PROCEDURE FOR STUDENT PROMOTION AND ACCOUNTABILITY**

### **LOCAL PROMOTION STANDARDS**

Promotion Standards are based on the belief that students should meet grade level proficiency and graduation requirements in order to be promoted to the next grade level or to graduate from high school.

#### **K-8 Promotion Standards:**

Students are required to meet local and state standards for promotion in grades K-8 that include:

- Demonstrated proficiency on local and state assessments
- Classroom performance on final progress reports/report cards
- Attendance requirements as set forth in Board policy

In determining the best educational interests of a pupil, appropriate grade placement decisions shall be based upon the mastery of critical knowledge and skills including reading, writing and mathematics and consideration of social, emotional and physical needs. Staff will also discuss the child's potential success at the next grade level.

#### **High School Promotion Standards:**

High school students in the Orange County Schools shall be promoted from grade to grade by attaining credits that are earned through successful completion of high school courses. While promotion in high school is determined by course credits earned, in order to stay on track for graduation, a student must take the necessary coursework as set forth by the State Board of Education and the local Board of Education.

High school course promotion standards:

- To be promoted from grade 9 to grade 10: a minimum of six (6) credits.
- To be promoted from grade 10 to grade 11: a minimum of twelve (12) credits.
- To be promoted from grade 11 to grade 12: a minimum of twenty (20) credits.
- Passing grades as reflected on the student's report card.
- Performance on NC End-of-Course tests (final exams will count 25% of the final grade).
- Minimum of Level 3 on state required End-of-Courses assessments.

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*Issued:*

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**Process for Determining a Student's Readiness for Promotion**

Principals and teachers will annually notify parents through consultation and timely notification of grade level promotion standards. This shall be accomplished by:

- Providing grade level guides to parents of elementary students at the beginning of each school year that outline all grade level expectations.
- Meeting with parents at the first reporting period as required by Board policy 3415-Assessing, Grading and Reporting Progress to share each student's report card performance.
- Annually notifying students and parents in grades 6-12 of graduation requirements as defined in the middle and high school course planning guide.
- Providing parents with an interim report on student's progress at the midpoint of each grading period.
- Notifying parents of any student in danger of not meeting promotion standards by letter at the midpoint of the third marking period .
- To be promoted from grade 11 to grade 12: a minimum of twenty (20) credits.
- Passing grades as reflected on the student's report card.
- Performance on NC End-of-Course tests (final exams will count 25% of the final grade).
- Minimum of Level 3 on state required End-of-Courses assessments.



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*Rescinds Policy Number: IKJ**Issued: 2/28/79, 12/06/2004, 03/25/2013*

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Animals may be brought into the classroom on a limited basis and only for educational purposes. However, they must be appropriately housed, humanely cared for, and properly handled. Persons bringing animals into the school should receive prior permission from the principal.

1. Teachers are to check with the school nurse regarding any known allergies existing among students in the classroom prior to granting permission. If allergies exist, parents must be contacted for further direction.
2. Teachers must assume primary responsibility for the humane proper treatment of any animal in the classroom.
3. Only the teacher or students designated by the teacher are to handle the animals.
4. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.
5. Teachers with questions regarding proper care, feeding, and handling of animals should contact the appropriate individual likely to have knowledge of appropriate care and treatment of animals.
6. Animals are not to be transported on school buses except when complying with Board Policy 4202 Service Animals.
7. If a staff member or student has been bitten by an animal where skin has been pierced, the incident must be reported immediately to the school office by the supervising adult. Principals are to notify public health authorities and parents, and to have the animals safely segregated from staff and students. Public health authorities will determine the appropriate term of confinement of the animal and method of observation.

Cross References: Service Animals (policy 4202), Policy 5020 Visitors in Schools.

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*Rescinds Policy Number:**Issued: 11/03/80, 11/17/04, 06/22/12,*

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The Board of Education wishes to offer to the extent practical its educational programs without charging fees. Before any fee may be charged it must be approved by the Board.

The Superintendent will submit the schedule of fees to the Board each year for approval and the approved fee schedule will be submitted to the State Superintendent of Public Instruction. Any fees imposed for participation in instructional programs will be waived or reduced for students who demonstrate real economic hardship. The Superintendent will be responsible for establishing procedures to review request for fee waivers or reductions, including the process for appeals.

1. The Board will hold student fees to a minimum.
2. The Superintendent or designee may authorize fee waivers or reductions in individual cases based on demonstrated economic hardship. A student whose family unit has a monthly income from all sources other than from governmental agencies which is less than that show in tables developed and supplied annually by the U.S. Office of Management and Budget as the official poverty threshold and are used by the Orange County Department of Social Services in determining eligibility for food stamps shall be deemed to have an economic hardship and shall be entitled to a waiver of fees. These income levels are subject to annual review by the Board in order to make appropriate adjustments to reflect changes in the cost of living and other economic factors.
4. All applications for waiver or reduction of fees shall be handled in a confidential manner and no public reference shall be made by any school personnel to the fact that a student has not paid a fee or fees or has applied for or received a waiver or reduction with regard to the payment of fees.
5. Each principal will publish or post the schedule of fees and notify students and parents of the availability of and the process for requesting a fee waiver or reduction.
6. Once fees have been paid, any student transferring to another school within the school system will not be assessed additional fees for the same services in the new school for that school year.
7. Fees annually approved by the Board shall be collected and accounted for through school or school district accounts.

Legal References: N.C. Const. art. IX, § 2(1); G.S. 115C-47(6), -216(g), -384

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*Rescinds Policy Number:*

*Issued:*

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The board encourages the community and parents to be involved in and support the schools and the educational program of the schools.

**A.     OPPORTUNITIES TO VISIT THE SCHOOLS**

To encourage involvement, the following opportunities are provided to visit the schools.

1.     Visitors are welcome to observe and learn about the educational program at each school subject to reasonable rules developed by school administrators.
2.     Visitors are encouraged to use school facilities made available to the public, such as media centers or meeting spaces, as provided in policy 5030, Facility Use.
3.     Visitors are invited to attend school events that are open to the public, such as athletic events, musical programs, and dramatic productions.

**B.     REQUIREMENTS OF VISITORS TO THE SCHOOLS**

While the school board welcomes visitors to the schools, the paramount concern of the board is to provide a safe and orderly learning environment in which disruptions to instructional time are kept to a minimum. The superintendent and each principal shall establish and enforce reasonable rules to address this concern.

1.     All school visitors during the school day must report immediately to the administrative office at the school to request and receive permission to be in the school. Each principal shall ensure that signs are posted in the school to notify visitors of this requirement.
2.     School visitors are expected to comply with all school rules and school board policies, including policy 5025, Prohibition of Alcoholic Beverages; policy 7250, Use of Tobacco Products; and policy 7275, Weapons and Explosives Prohibited.
3.     Persons who are subject to policy 5022, Registered Sex Offenders, must comply with the provisions of that policy.
4.     Unless specifically approved through policy 3550 (Animals in Schools) or policy 4220 (Service Animals), visitors to any school system property are prohibited from bringing animals of any kind within or on the premises of school facilities.

**C.     ADDITIONAL REQUIREMENTS OF PROBATION OFFICERS**

To minimize disruption to student learning and school operations, the board establishes the following additional requirements for visits by probation officers during the school day:

1.     Probation officers may not visit students on school property during school hours unless the visit is conducted through the Division of Community Corrections' School Partnership Program.
2.     Visits by probation officers must be authorized in advance by the school principal or designee or be the result of a request for assistance by a guidance counselor or school resource officer. The principal or designee at each school shall coordinate with probation officers to plan and schedule visits to occur at times least disruptive to the student's academic schedule and to school operations.

3. To protect the privacy of students, the principal or designee shall designate a private area for probation officers to meet with students away from contact with the general student population. Initial contact with the student will be made by a designated school employee, who shall direct the student to the private area to meet with the probation officer.
4. Probation officers may not initiate direct contact with any student while the student is in class or between classes.
5. All visits must be conducted in accordance with this policy and any additional guidelines developed by the superintendent or designee.

**D. UNAUTHORIZED, DISRUPTIVE OR DANGEROUS VISITORS**

If a school employee becomes aware that an individual is on a school property without having received permission or that an individual is exhibiting unusual, threatening or dangerous behavior, the employee must either direct the individual to the administrative office or notify the principal, designee or school resource officer, depending on the circumstances.

If a school employee suspects that an individual is on school property in violation of policy 5022, Registered Sex Offenders, the employee must immediately notify the principal, designee or school resource officer.

Students will be instructed to notify a school employee of any unusual or suspicious behavior by visitors. School employees shall inform the principal or designee immediately of a student's report of suspicious behavior on the part of a school visitor.

When an individual disrupts the educational environment, acts in a disorderly manner, damages school property, or violates board policy or the law, the principal or designee has authority to:

1. order the individual to leave school property;
2. notify law enforcement; or
3. take any other action deemed appropriate under the circumstances.

Failure to comply with a request to leave school grounds may result in the filing of trespass charges or other charges as appropriate against the offending individual.

The superintendent, upon recommendation from the principal, may deny an individual permission to come onto school grounds or enter a school facility for up to one school year if the individual is guilty of disruptive or dangerous behavior on school grounds.

Legal References: G.S. 14-132, -132.2, -159.11, -159.12, 159.13, -208.18; 115C-46.2, -523, -524, -526

Cross References: Registered Sex Offenders (policy 5022), Prohibition of Alcoholic Beverages (policy 5025), Use of Tobacco Products (policy 7250), Weapons and Explosives Prohibited (policy 7275), Facility Use (policy 5030)

Adopted:

Legal References: G.S. 14-132, -132.2, -159.11, -159.12, -159.13; 115C-523, -524, -526

**PROHIBITION OF  
ALCOHOLIC BEVERAGES**

*Date Reviewed/Approved:*

*Policy Number: 5025*

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*Rescinds Policy Number:*

*Issued:*

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The Board prohibits the possession or consumption of alcoholic beverages, including beer, malt liquor and wine, on property owned or occupied by the school system. Any person who violates this policy will be asked to leave the school property immediately and, if he or she fails to do so, will be arrested and prosecuted for criminal trespass, disorderly conduct or any other charge that may be appropriate.

Student conduct is further governed by policy 4325, Student Substance Abuse. Employee conduct is further governed by policy 7240, Drug Free Workplace.

Legal References: G.S. 18B-103, -301; 115C-36, -40, -47

Cross References: Student Substance Abuse (policy 4325), Facility Use (policy 5030), Drug Free Workplace (policy 7240)

Adopted:

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*Rescinds Policy Number:**Issued:*

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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 4260, 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 5015, School Volunteers, and 5020, Visitors to the 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**

**a. Responding to Student Altercations and Other Threats to Safety**

Employees have a duty to provide reasonable supervision of students. Employees shall be alert at all times and, at a minimum, immediately report situations that may pose a threat to the safety of students or any other person on school system property, at school events or any other situation in which students are under the authority of school employees.

Employees with personal knowledge or actual notice of a student altercation are expected to take reasonable measures to maintain a safe school environment. Reasonable measures include but are not limited to issuing verbal directives to end the altercation, immediately reporting the situation to the administration or other appropriate authority, using reasonable force, and removing bystanders from the immediate area.

For purposes of this policy, reasonable force is the use of limited physical contact or restraint to the extent necessary to re-establish a safe environment. Employees shall follow any additional instructions or guidance from supervisors in implementing this policy.

b. School Rules

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

c. 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.

d. Safety Equipment

School employees shall provide students 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.

e. Planning for Emergencies and Conducting Fire Drills and Other Emergency Drills

The superintendent shall develop system-wide plans and procedures to address emergency situations. As appropriate, the superintendent shall consult with local law enforcement agencies and emergency responders to plan for and conduct emergency drills. The superintendent must provide local law enforcement and emergency management agencies with copies of floor plans of all school buildings and site plans showing campus boundaries and access points.

Principals, with the assistance of both law enforcement and emergency responders as appropriate, shall conduct fire drills as required by law and shall conduct other emergency drills in accordance with school system emergency plans and procedures.

f. 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 7230, Prohibition Against Discrimination, Harassment and Bullying, and 7225, Discrimination, Harassment and Bullying Complaint Procedure.)

g. 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.

h. 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, -166, -288, -289.1, -307, -390.3, -391.1, -521, -524, -525; State Board of Education Policies HRS-A-000, TCS-P-005

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 7230), Discrimination, Harassment and Bullying Complaint Procedure (policy 7225), School Improvement Plan (policy 3430), Student Sex Offenders (policy 4260), Student Behavior policies (4300 series), School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Weapons and Explosives Prohibited (policy 7275), Public Records (policy 5070), Districts Relations with Law Enforcement (policy 5120), Occupational Exposure to Hazardous Chemicals in Science Laboratories (policy 7265), Staff Responsibilities (policy 7300), Buildings and Grounds Security (policy 9225)

Other Resources: Practical Information on Crisis Planning: A Guide for Schools and Communities, U.S. Department of Education Office of Safe and Drug-Free Schools (January 2007); Keeping North Carolina Schools Safe and Secure, A Report to Governor Mike Easley from Attorney General Roy Cooper and Secretary of Crime Control and Public Safety Bryan Beatty (November 2006)

Adopted: