

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of Education Services
Policies and Procedures**

OES SECURITY

Effective Date: February 1, 2007

Original Effective Date: February 1, 2007

Reference:

Purpose:

This policy provides the Office of Education Services (OES) Superintendent's guidance and direction to OES School Directors for the development and implementation of OES School Security Policy/Procedures to ensure a secure environment for the students entrusted to our care.

The DHHS Office of Education Services' Security Policy applies to the North Carolina School for the Deaf, Eastern North Carolina School for the Deaf and the Governor Morehead School.

Policy:

1. Roles and Responsibilities:

- a. **OES Superintendent's Office:** Provide guidance and support to OES Schools in the management of campus security. Develop and implement an OES Security Policy to ensure a timely and consistent response to security issues at all OES schools.
- b. **OES Schools:** Provide a secure school environment, provide guidance and support to the staff, the students and their families. Develop and implement School Security Procedures consistent with OES Policy to ensure a timely and consistent response to security issues.
- c. **DHHS:** Provide assistance and guidance in all contract security issues. Develop, review and participate in the Security Request for Proposal (RFP) and contract approval process. Provide guidance and support in the management of the OES Security Policy.
- d. **School Director:** The School Director shall seek input from and coordinate actions with appropriate school personnel to include the School Security Point of Contact. The School Director shall report the situation to the OES Superintendent prior to any actions other than immediate emergency responses required and make recommendations for a proposed course of action. The School Director will provide the OES Superintendent a written after action review for all security situations to document the responses and improve future responses.

e. **Security Points of Contact (POC)**

OES	Licensure and Support Coordinator	919-855-4430
ENCSD	Safety Director	252-237-2450x257
GMS	Safety Director	919-715-1476
NCSO	Safety Director	828-432-5389
DHHS	Safety and Benefits Manager	919-733-2662

f. **School Security Points of Contacts:** Report to school command/response center to handle communications and coordination of response efforts; make radio/telephone/PA/visual intercom or TV Bulletin announcements as information becomes available; coordinate contract security/Local Law Enforcement Agency involvement as required and documents all actions taken.

g. **School Parents/Guardians:** Be an active partner with their school to ensure student compliance with School Security Policies and Procedures. Assist the school with providing a secure school environment by supporting their student's education, understanding and implementation of school security policies/procedures.

h. **Staff/Volunteers:** Follow all OES Security Policies and School Policies/Procedures. Provide a safe and secure environment for all students in their care.

i. **Students:** Follow and abide by all OES Security Policies and School Policies/Procedures.

2. **Campus Security Procedures:**

All OES School Directors shall develop Security Procedures which address the following security concerns:

a. **Weapons and Dangerous Instruments:** No one shall possess, handle, or transmit any weapon, facsimile of a weapon, or other object that can reasonably be considered or used as a weapon or dangerous instrument. This does not apply to anyone who finds a weapon or dangerous instrument on school property or receives it from another person on school property and who immediately reports the weapon or dangerous instrument to school or law enforcement authorities. (see Code of Conduct)

Definitions:

Dangerous Instruments: Any object that is possessed, handled, transmitted, or used for the purpose or intent of causing or attempting to cause physical injury. (See 2 A, Page 2)

Educational property: Any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any school under the jurisdiction of OES.

Employee: A person employed by an OES School, whether the person is an adult or a minor.

Facsimile of a Weapon: Any copy of a weapon that could reasonably be perceived to be a real weapon.

Firearm: Any gun, rifle, shotgun, pistol, starter pistol, firearm silencer, or part thereof, or any powerful explosive, including dynamite, nitroglycerin, trinitrotoluene, blasting cap, or any firearm or destructive device defined by 18 U.S.C. § 921 or G.S. 14-269.2 (b) and (g). (See 2 A, Page 2)

Anyone who has knowledge that anyone possesses or intends to bring a firearm on any school campus or to any school activity shall report this information to school authorities immediately.

Possess: Having the power or intent to control a prohibited item or substance and shall include, but is not necessarily limited to, the possession of a prohibited item or substance in a student's automobile, locker, book-bag, or desk, dorm room or on a student's person.

Probable Cause: When there are grounds for suspicion that a crime has been committed, and the good of the community requires that the matter be examined, there is probable cause for making a charge against the accused, and searching for evidence in connection with the crime.

Probable Cause is required to obtain a search warrant. A search warrant must be obtained from local law enforcement officials prior to a search of students' living areas and personal belongings. (Dorm Room, Book Bag, Suitcase)

Reasonable Suspicion: Based on a belief that a student/employee is in violation of this policy from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based on, but not limited to, one (1) of the following:

- Direct observations of unacceptable conduct or erratic behavior by student/employee which may pose a threat to safety or health.
- A report of observed policy violation provided by a reliable and credible source.
- An on-campus occurrence where there is evidence to indicate the occurrence, in whole or in part, may have been the result of violation of this policy.
- Physical evidence that a student/employee is in violation of this policy.

Reasonable Suspicion is required to search school property (Classrooms, lockers, desks) and a student's person.

School : NC School for the Deaf, Eastern NC School for the Deaf, Governor Morehead School.

School Administrator: School Director, School Principal, or their designee.

Student: A person enrolled in a school or a person who has been suspended or expelled within the last five years from a school, whether the person is an adult or a minor.

Switchblade knife: A knife containing a blade that opens automatically by the release of a spring or a similar contrivance.

Use: The consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means.

Weapon: Any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, straight razors, razors, razor blades (except cartridge razors used solely for personal shaving), box cutter and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance. (See 2 A, Page 2)

This section shall not apply to:

A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;

A person exempted by the provisions of G.S. 14-269(b);

Firefighters, emergency service personnel, North Carolina Forest Service personnel, and any private police or sheriff employed by an educational institution, when acting in the discharge of their official duties; or

The person comes into possession of a weapon by taking or receiving the weapon from another person or by finding the weapon.

The person delivers the weapon, directly or indirectly, as soon as practical to law enforcement authorities.

b. Drugs:

No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, inhalant or other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior.

c. Prescription Medication:

All prescribed medications must be accounted for and administered in accordance with school policy. The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed.

d. Tobacco:

The Office of Education Services supports state laws that prohibit the selling or distribution of tobacco products to minors and federal laws prohibiting smoking in all school buildings.

"Tobacco Product" is defined as including cigarettes, cigars, blunts, biddies, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.

"Tobacco Use" includes smoking, chewing, dipping, or any other use of tobacco products.

In support of OES commitment and state and federal law, all students are prohibited from using or possessing any tobacco products or tobacco paraphernalia such as lighters or matches. Students may not possess, display, or use any tobacco products at any time on school premises, including school vehicles, or while participating in school-related events, both indoor and outdoor and both on and off school property.

The School Director will identify programs or opportunities for students to gain a greater understanding of the health hazards for the tobacco user and the impact of tobacco use on efforts to provide a safe school environment.

e. Vandalism:

Vandalism is defined as any malicious attempt to harm or destroy any school/state property, equipment, computer programs, and/or data of anyone connected to the server and/or the Internet. This includes, but is not limited to, the uploading, creating, or transmitting of computer viruses.

Vandalism will result in cancellation of privileges and possible compensation for damages incurred due to disruption of services or equipment, and may result in expulsion or suspension from the school and criminal prosecution.

3. Penalties(As outlined in the Code of Conduct)

It should be noted that disciplinary options are not provided for the first infraction, second infraction, third infraction, etc. The unique nature of our students demands that the consequences match the developmental level of the student committing the infraction and the potential hazard created by the infraction. The critical factor is that the first infraction calls for with each succeeding infraction an increasingly progressive disciplinary response. Each response should be designed to communicate to the student that his/her behavior is unacceptable and that he/she is being given an opportunity to practice the correct behavior. Discipline can be assigned by the instructional and residential staff, in accordance with the NC Procedures Governing Programs and Services for Children with Disabilities, and/or the OES Student Code of Conduct as referenced below.

Levels of infractions and subsequent penalties are defined in the OES "Student Code of Conduct" and referenced below.

Level I Behaviors do not require documentation, but repeated incidents of specific behaviors may be documented on a Student Behavior Log in order to qualify for a Level II Behavior. All Level II Behaviors shall be documented on a Student Behavior Log to be kept by the instructional or residential staff. Level III and IV Behaviors shall be documented on the Student Incident Report form and handed in to their direct supervisor immediately.

Level II – Moderate:

This level includes the disturbance/disruption of student/s success in the learning process. This behavior requires the instructional or residential staff member to repeat what has been taught or demonstrated. It should be reported and documented on the student's Behavior Log to provide evidence for repetition of misbehaviors.

Examples of Level II security related issues include, but not limited to, the following behaviors:

- Disruption/disturbing the learning process
- Non-compliance to staff members' request
- Stealing (Less Than \$25.00)
- Disrespect for property of the school and property of others
- Repeated incidents of Level I misbehaviors

Recommended Disciplinary Actions:

- Warning by adult
- Corrective instruction
- Parent contact
- Student conference
- Removal of privileges
- Class/residential management plan
- In-school suspension/in-dorm suspension
- Alternative learning center/detention hall
- Behavior intervention plan for repeated behaviors

b. Level III – Severe:

This level of behavior constitutes an increase in the intensity and frequency of Level II behaviors and should be considered serious or chronic. This level focuses on the disruption of the instructional or residential program. Staff shall complete Student Incident Form and give to immediate supervisor as soon as possible.

This level requires immediate attention and direct referrals to the Principal/Assistant Principal and/or Residential Life Director/Coordinator.

Examples of Level III security related issues include, but is not limited to, the following behaviors:

- Harassment, abuse, intimidation, bullying of others
- Engaging in harassment motivated by race, color, religion, natural origin, disability, or age and directed toward another student or employee
- Intimidation - teasing others, scaring others, and making threats, name-calling, mimicking, and spreading hurtful rumors. Cornering or blocking an individual's movement
- Bullying - includes, but is not limited to, name calling, taunting, ethnic or racial slurs, or derogatory statements. Bullying can include emotional and sexual behavior.
- Stealing (\$25 - \$100)
When a student steals from another student, the instructional, support, or residential staff person must report this violation to the Principal or other appropriate administrator who must send notification to the parent/guardian.
- Physically aggressive behavior/fighting (exclusive of Level IV Physical assault)
- Use and/or possession of tobacco or tobacco products
- Consistent reporting of Level II behaviors

Recommended Disciplinary Actions:

- Direct referral to Principal and/or Residential Life supervisor
- Parent contact
- Parent/teacher/residential staff conference
- Alternative learning center
- In-school suspension/in-dorm suspension
- Alternative classroom/detention hall
- Referral made for counseling sessions
- Behavior intervention plan for repeated behaviors
- Suspension
- Referral for educational and medical assistance for tobacco use

c. Level IV - Dangerous/Illegal:

This level of behaviors demands the immediate attention of the Administrator. This behavior may result in the removal of the student from school grounds because the behavior has placed other students and staff members at great risk of physical or emotional harm. Contact shall be made directly to the area community agencies by the School Director as appropriate to aid in investigation of the situation.

Examples of Level IV Behavior are as follows:

- Use, possession, sale, distribution, or exchange of illegal or prescription drugs or alcohol
- Arson
- False fire alarms or bomb threats
- Physical assault - unlawful control over the freedom of movement of any person and/or any other conduct that threatens or endangers the health and safety of others
- Use, possession, sale, distribution, or exchange of firearms or
- Possession of dangerous weapons - any tool or instrument capable of inflicting bodily harm
- Destruction of school or personal property
- Forging or falsifying information that causes loss and/or harm to others
- Stealing (More Than \$100)
- Forced entry and/or unauthorized use of campus facilities or property
- Assisting/allowing unauthorized person to enter building/facilities
- Inciting others to violence and disruptions
- Consistent reporting of Level III behaviors

Recommended Disciplinary Actions:

- Immediate referral to the Administrator
- Immediate contact with community agencies, law enforcement, Department of Social Services, etc.

- Immediate removal of student from school grounds
- Immediate contact with parent or guardian
- Out Of School Suspension
- Long term suspension or expulsion
- Behavior Intervention Plan for Repeated Behaviors

It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school. This does not apply to a BB gun, stun gun, air rifle, or air pistol.

It shall be a Class I felony for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property. This does not apply to a BB gun, stun gun, air rifle, or air pistol.

It shall be a Class G felony for any person to possess or carry, whether openly or concealed any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property or to a curricular or extracurricular activity sponsored by a school. This does not apply to fireworks.

It shall be a Class G felony for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property. This does not apply to fireworks.

It shall be a Class 1 misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, sling shot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.

It shall be a Class 1 misdemeanor for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, sling shot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.

It shall be a Class 1 misdemeanor rather than a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extracurricular activity sponsored by a school if:

- The person is not a student attending school on the educational property or an employee employed by the school working on the educational property; and
- The person is not a student attending a curricular or extracurricular activity sponsored by the school at which the student is enrolled or an employee attending a curricular or extracurricular activity sponsored by the school at which the employee is employed; and
- The firearm is not loaded, is in a motor vehicle, and is in a locked container or a locked firearm rack.

Motor Vehicles:

- Driving vehicles on campus is a privilege, not a right. Residential and day students must have annual approval by the Director to have a vehicle on campus. Parent/guardian must complete and sign a vehicle permission form and submit it to the Principal and Director of Residential Life for their approval before submitting to the School Director. Once permission approval is granted, the following rules apply:
- Only students/staff with an operator's license will be permitted to have a motor vehicle on campus. The motor vehicles of residential students will remain on campus and be used as transportation to and from school on weekends, holidays, or special home-goings per the Principal and/or Residential Life Director's written approval.
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- The motor vehicle of day students will be used only for transportation to and from school and special school activities per the Principal and/or Residential Life Director's written approval. Under special circumstances, certain students may be permitted to drive their motor vehicles to and from the mainstream program or to and from an off-campus Occupational Course of Study work site with written permission from the Principal and with written parental consent.
- Under unique circumstances, certain students may request written permission from the Principal or Director of Residential Life to leave campus for reasons other than listed in this section. Such reasons may include medical appointments, going home due to illness or death in the family, etc. Driving off campus to eat a meal, attend an away game, to socialize, go shopping, etc. is not permitted. Any student who drives off campus without administrative authorization will immediately have his/her on-campus driving privileges revoked for the remainder of the school year.

- Residential students will come to the campus, park, and lock the motor vehicle in the designated area and will depart the school grounds immediately at the end of the school week.
- Day students will come to the campus, park, and lock the motor vehicle in the designated area and will depart the school grounds immediately at the end of the school day.
- Any student driving at any time in an irresponsible manner will have his/her motor vehicle privileges revoked for the remainder of the school year.
- The school will not be responsible for any damage to a motor vehicle while it is on campus.
- Permission to have a motor vehicle on campus for students is good for one (1) school year only. This permission must be requested each year.
- A student with a previously revoked permission to have a motor vehicle on campus may submit a written request to the Director to have the permission restored at the beginning of the following school year. The student's behavior, suspensions, grades, maturity, and other factors shall be considered by the Director in determining whether to restore on-campus driving privileges.

4. Education Requirements:

Students:

Annual Security Policy/Procedures review.

Staff:

Security Policy/Procedures training; Initial upon employment, and annually thereafter.

Parents/Guardians:

Annual Review, by a mailing of school Security Policy and Procedures.

5. OES Staff Response For Security Issues:

During School Hours:

Staff:

The reporting employee shall immediately notify their supervisor. The supervisor notifies the School Director.

School Director:

The School Director responds as required by the time available and the potential hazard to student and staff. The School Director shall seek input from and coordinate actions with appropriate school personnel to include the School Security Point of Contact to develop a course of action. The School Director shall report the

situation to the OES Superintendent prior to any actions other than immediate emergency responses required and make recommendations for a proposed course of action. The School Director will provide the OES Superintendent a written after action review for all security situations to document the responses and improve future responses.

The School Director shall administer any immediate responses required, meet with the student(s), implement any disciplinary action required, and implement any guidance that comes from the OES Superintendent.

The OES School Superintendent will contact the Security Point of Contact in the DHHS Safety and Benefits Office.

After School Hours:

If an incident occurs after school hours during Administrative Watch, the person on Administrative Watch shall ensure the School Director is notified using the schools normal notification process.

School Director:

The School Director responds as required by the time available and the potential hazard to student and staff. The School Director shall seek input from and coordinate actions with appropriate school personnel to include the School Security Point of Contact to develop a course of action. The School Director shall report the situation to the OES Superintendent prior to any actions other than immediate emergency responses required and make recommendations for a proposed course of action. The School Director will provide the OES Superintendent a written after action review for all security situations to document the responses and improve future responses.

The School Director shall administer any immediate responses required, meet with the student (s), implement any disciplinary action required, and implement any guidance that comes from the OES Superintendent.

The OES School Superintendent will contact the Security Point of Contact in the DHHS Safety and Benefits Office.

6. Staff Issues:

Staff issues/alleged incidents are immediately reported to the employee's direct supervisor and the supervisor reports to the School Director.

The School Director responds as required by the time available and the potential hazard to student and staff. The School Director shall seek input from and coordinate actions with appropriate school personnel to include the School Security Point of Contact to develop a course of action. When the situation permits, the School Director shall provide a status report of the current situation and recommendations for the proposed course of action to the OES Superintendent. The School Director shall administer any immediate responses required, meet with

the employee (s), implement any disciplinary action required, and implement any guidance that comes from the OES Superintendent.

Disciplinary actions against employees subject to GS 115C-325 shall be administered pursuant to “Disciplinary Action and Grievance Procedures for DHHS Educators.”

Disciplinary actions against employees subject to the State Personnel Act shall be administered pursuant to Section 7 of the State Personnel Manual and DHHS Disciplinary Action Guidelines.

The OES School Superintendent will contact the Security Point of Contact in the DHHS Safety and Benefits Office.

Disciplinary Action, Suspension, and Dismissal:

Disciplinary Action - An educator/employee may be disciplined by management for cause related to work performance deficiencies and/or work rule or conduct violations. The kind and degree of disciplinary action taken shall be determined by management based on sound and considered judgment.

Educators:

Grounds for Disciplinary Action, Dismissal, and Demotion. (Chapter 115C, Educators) A career educator may be disciplined, dismissed, or demoted for one (1) or more of the following causes:

- Inadequate performance
- Immorality
- Insubordination
- Neglect of duty
- Physical or mental incapacity
- Habitual or excessive use of alcohol or non-medical use of a controlled substance as defined in Article 5 of Chapter 90 of the General Statutes
- Conviction of a felony or a crime involving moral turpitude
- Advocating the overthrow of the government of the United States or of the State of North Carolina by force, violence, or other unlawful means
- Failure to fulfill the duties and responsibilities imposed upon educators by the General Statutes of the state
- Failure to comply with such reasonable requirements as the secretary, superintendent, or division/facility/school/program may prescribe;
- Any cause which constitutes grounds for the revocation of a career educator’s certificate;
- A justifiable decrease in the number of positions due to reorganization, decreased enrollment, or decreased funding;
- Failure to maintain his/her certificate in a current status;
- Failure to repay money owed to the state in accordance with the provisions of Article 60, Chapter 143 of the General Statutes;

- Providing false information or knowingly omitting a material fact on an application for employment or in response to a pre-employment inquiry.

School Staff (Non Educators):

Grounds for Disciplinary Action, Dismissal, and Demotion. (Chapter 126, State Employees) the following:

Unsatisfactory job performance, including grossly inefficient job performance, related to:

- the quality of work
- work habits
- the quantity of work
- promptness
- the timely performance of work
- the accuracy of the work
- any other factors that, in the opinion of the supervisor, are appropriate to determine whether an employee’s performance constitutes unsatisfactory job performance
- the performance or work plan and the appraisal
- absenteeism
- ability to follow instructions, directions, or procedures
- the appropriateness of work performed
- related analysis, decisions, or judgment

Unacceptable personal conduct:

- conduct for which no reasonable person should expect to receive prior warning;
- job-related conduct which constitutes a violation of State or federal law;
- conviction of a felony or an offense involving moral turpitude that is detrimental to or impacts the employee’s service to the State;
- the willful violation of known or written work rules;
- conduct unbecoming a State employee that is detrimental to State service;
- the abuse of client(s), patient(s), student(s) or person(s) over whom the employee has charge or to whom the employee has a responsibility or of an animal owned by the State;
- absence from work after all authorized leave credits and benefits have been exhausted;
- falsification of a State application or in other employment documentation.
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7. Search and Seizure Procedures:

To maintain order, security, and discipline in the schools and on school campuses, school authorities may search a student/staff, student/staff lockers, student/staff automobiles, or school computers under the circumstances outlined below and may

seize any illegal, unauthorized, or contraband materials discovered in the search. The use of hand-held or walk-through metal detectors to check a student's person or personal effects is permitted.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Student Searches:

Upon establishment of reasonable suspicion by school administrators and with prior approval of the School Director and approval from the OES Superintendent, the search shall be conducted by a school administrator of the same sex, with an adult witness and shall only consist of the student emptying their pockets, along with a pat down. Search authority shall be limited to the School Director, School Principal, or their designee.

Student Residential Rooms:

Upon establishment of probable cause by school administrators and with prior approval of the School Director and approval from the OES Superintendent, a search warrant must be obtained from local law enforcement officials prior to the search of a student's residential room. Search authority shall be limited to the School Director, School Principal, or their designee.

Student Lockers:

Upon establishment of reasonable suspicion, school administrators have the right to search a student locker with prior approval of the School Director and approval from the OES Superintendent. Search authority shall be limited to the School Director, School Principal, or their designee. This action should be witnessed by another school administrator. In the case of a single locker search the student should be present.

Automobile Searches:

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interior of any vehicle may be inspected whenever a school administrator has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant, by school administrators with the prior approval of the OES Superintendent.

School Computers:

School computers and any data they contain remain under control of the school and are subject to inspection at any time.

Metal Detector:

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; on every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Seizure of Illegal Materials:

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Drug/Explosives Detection Dog:

Probable Cause and Reasonable Suspicion are not required to do a complete inspection of all lockers or to conduct a random locker inspection. If deemed necessary, a drug/explosives detection dog may be brought in to inspect lockers.

Drug/Explosives Detection Dogs can be taken into the classroom if warranted. Consideration shall be made to student removal during this process to prohibit student exposure to the dog for safety and health concerns.

Contract Security:

Contract Security will respond as defined in current contract and Quick Response Cards. Contract Security's primary role is to observe and report, any other use shall have prior discussions and approval with the school director, the security contractor and the OES Security Point of Contact.

8. Local Law Enforcement Agencies: (LLEA)

LLEA shall be contacted for any immediate responses required in an emergency situation or as directed in written school emergency response procedures. All other requests to LLEA for assistance shall require prior approval of the OES Superintendent. (i.e. Wilson City Police, Broughton Hospital Police, Capitol Police)

9. Additional School Required Procedures:

All OES School Directors shall develop and implement response procedures for the subjects listed below. This list is not an all inclusive list and should be supplemented as necessary for each individual school's needs.

OES Provided Procedures:

(Procedure items shall not be deleted; however steps may be added to any procedure to modify it for a school's need.)

- **Runaway/Missing Student - Staff Response Procedures**
- **Weapons/Drugs found on Campus**
- **Campus Disturbance/Observed Acts of Violence**
- **Bomb Threat Procedures**
- **Internal and External Evacuation Procedures**
 - **Severe Weather Procedures**
 - **Shelter in Place Procedures**
- **Fire Evacuation Procedures**
- **Search Procedures**

Required School Developed Procedures:

- **Immediate Campus-Wide Notification to Staff, Students and Visitors**
- **Campus Access to Visitors/Vehicles**
 - **Unauthorized Vehicles Response Procedures**
 - **Unauthorized Persons Response Procedures**
 - **Large Scale Events**
- **Overall Campus Accessibility**
- **Recurring Periodic Campus Lighting Surveys**

OES Provided Emergency Procedures/Flip Charts/Quick Reaction Cards:

The examples below shall be used in the development of school response procedures and flip charts, each school will need to modify the content to meet their individual needs.

Missing Student Staff Response Procedures:

Staff responsible for missing student:

Notifies one of the following:

- The School Director's Office, School Safety Office, or School Principal's Office, with a description of student, the last know location and any possible destination.
- Ask other student for possible ideas as to the missing student's location.
- Begins to search for student

School Directors Office:

- Set up a command/response center where all communication goes. (Dir Off, Safety Office, etc)
- School Director- Reports to the command/response center and coordinates overall response. Contacts OES Superintendent, and Local Law Enforcement Agency (LLEA), parents, etc., as required.
- Command/response center handles acts as a clearinghouse to pass information to all involved in the search via available communication systems. All notifications to OES Superintendent, Local Law Enforcement agency, will be at the direction of the School Director.
- Communicate to the campus the description of student last know location and possible destination if possible.
- Identify the amount of time and steps taken locally prior to notification of OES Superintendent and LLEA, based on a reasonable amount of time for a complete campus search.

School Security Point of Contact (POC)

Report to command/response, assist school director with coordination of search efforts and maintain a log of all actions for school director's report to the OES superintendent.

Interpreter:

Reports to command/response center and is ready to assist with a staff person familiar with the student's specific needs, to facilitate communications with outside agencies or other personnel not familiar with the student communications needs when the student is located. A vehicle should be available to take interpreter to location of student once located.

School Principal:

Coordinates search of school buildings

All Other School Staff:

All maintenance vehicles with radios will survey campus; all other staff will survey their respective areas of responsibility, any pertinent information shall be provided to command/response center.

Student Missing/Unauthorized Absence Flip Chart/Procedure:

STUDENT MISSING/UNAUTHORIZED ABSENCE – Code ???

IMMEDIATE RESPONSE

1. Notify immediate supervisor
2. Search immediate area
3. Search likely places student might go.
4. Contact School Directors Office.

IF NOT FOUND WITHIN ??? MINUTES

1. Advise School Director of current status.
2. Request assistance from adjoining buildings
3. Request a thorough campus wide search

IF NOT FOUND DURING THOROUGH SEARCH

Refer to School Procedures for “Missing or Lost Students, additional procedures to initiate

FOLLOW-UP ACTION

Notification and Documentation - Refer to Schools/OES Policy/Procedures.

Weapons/Drugs Found on Campus Flip Chart/Procedure:

Weapons/Drugs/Tobacco Found on Campus

Immediate confiscation

Immediate notification to Supervisor

Immediate notification to School Director

The School Director Shall:

Activate school lockdown/shelter in place procedures as necessary.

Follow OES Security Policy procedures

Campus Disturbance/Observed Acts of Violence Flip Chart/Procedure:

**Campus Disturbance / Violence / Danger
Campus Lockdown Procedures**

Staff Observes - internal demonstrations / disruptive staff / unauthorized individuals

STAFF Will:

Notify the School Directors Office:

Give the following information

- a. Your name
 - b. Your location (NCSD building name)
 - c. Situation that exists
 - d. If there are any injuries
- Contact AD Watch (430-5300) as required;
 - No attempt should be made to use physical restraint with person committing the violent act;
 - Students, staff & visitors remain in immediate area with the doors locked;
 - In a hostage situation, under no circumstances will anyone offer themselves in exchange for a hostage.

Law enforcement will assume command upon arrival

All Staff and Students Remain in their area until an “ALL CLEAR” is given

Bomb Threat Flip Chart/Procedure:

Bomb Threat

Person receiving the call:

1. Note time of call.
2. Remain calm.

Identity and location of the caller:

1. Background noise – traffic – machinery – music – etc.
2. Tone of voice – loud – high – deep.
3. Speech – fast – slow – nasal – slurred – stutter – etc.
4. Manners – calm – angry – emotional – etc.
5. Sex – Male – Female
6. Language – good – fair – poor – accent – etc.

After caller hangs up:

1. Notify School Director's Office with the exact situation.
2. Activate Building Evacuation Procedures as required by situation.

Evacuate building immediately

1. Do not shut doors, windows, etc.
2. Account for staff/students by roll call and head count.

Do not return to area until "ALL CLEAR" is given

Internal and External Evacuation Flip Chart/Procedure:

Severe Thunderstorm / Tornado

**A. Severe Thunderstorm WATCH:
(Thunderstorms are expected to develop)**

1. Inform employees in your area concerning the "Watch."
2. Designate someone to monitor the telephone.
3. Conduct a role-call and head count of staff and students.
4. Continue on-campus activities with students/staff safety in mind.

**B. Severe Thunderstorm WARNING:
(Thunderstorms developing in area)**

1. Move all students to inside of building.
2. Stay clear of open doors, windows, metal, electricity, etc.
3. Prepare to move to designated areas if Tornado occurs.
4. Remain in designated area until "All Clear" is given.

**C. Tornado WATCH:
(Tornados are expected to develop)**

1. Inform employees in your area concerning the "Watch."
2. Designate someone to monitor the telephone.
3. Conduct a roll-call and head count of staff and students.
4. Continue on-campus activities with students/staff safety in mind.

**D. Tornado WARNING:
(Tornados are developing in immediate area)**

1. Move all students to designated areas in building.
2. Close all doors, drapes, curtains, etc.
3. Seat students on floor where possible with back to wall.
4. Use blankets, coats, etc. to cover body.

Remain in designated area until an "All Clear" is given

Fire Evacuation Flip Chart/Procedure:

Fire Discovered with No Alarm

Immediate Response

1. Pull nearest fire alarm device.
2. Communicate to coworkers the nature and location of fire.
3. Begin evacuation.

Check all rooms and close all doors and windows if possible

Evacuate to designated area outside

Account for staff and students by head count and roll-call

Extinguish fire if possible or call

XXX-XXXX.

Give the following information

- a. Your name.
- b. Your location (building name).
- c. Situation that exists.
- d. If there are any injuries.

Do not return to area until “ALL CLEAR” is given

Fire Evacuation Flip Chart/Procedure:

Fire Alarm Received

Immediate Response

1. Check fire alarm panel (where applicable) for fire location.
2. Begin evacuation.
3. Check all rooms / close all doors and windows if possible.
4. Evacuate to designated area outside of building.
5. Account for staff & students by head count & roll-call.

If fire or smoke wasn't visible during evacuation

- A. Staff member re-enter building and look for fire/smoke.
- B. If no fire/smoke is found, reset alarm and return to area.

If fire or smoke is present – Extinguish fire if possible or call:

XXX-XXXX

Give the following information

- a. Your name.
- b. Your location (building name).
- c. Situation that exists.
- d. If there are any injuries.

Do not return to area until “ALL CLEAR” is given

Shelter in Place Flip Chart/Procedure:

Shelter in Place

Campus-Wide Event Notification:

School Directors Office Shall:

Notify Campus to Activate Shelter in Place Procedures

Localized Event:

Staff Shall Contact School Director:

Give the following information:

- e. Your name.
- f. Your location (building name).
- g. Situation that exists.
- h. If there are any injuries.

Activate Shelter in Place Procedures.

No attempt should be made to exit the Building

Students, staff & visitors remain in your immediate area with the doors locked

Local Emergency Management Authorities will assume command upon arrival

Remain in your area until an “ALL CLEAR” is given

Search Procedures Flip Chart/Procedure

School Search Procedures (Weapons/Drugs/Tobacco)

Staff Response; Observation in Plain Sight:

Immediate confiscation

Immediate notification to Supervisor

Immediate notification to School Director

The School Director Shall:

Follow OES Security Policy procedures prior to contact with local law enforcement agencies.

Follow OES Security Policy for any disciplinary actions required.

Staff Response; Reasonable Suspicion or Probable Cause:

Reasonable Suspicion is required to search school property, (Classrooms, lockers, desks) a student's person and belongings outside of their living areas.

Probable Cause is required to obtain a search warrant. A search warrant is required to search student living areas and personal belongings therein.

Immediate notification to Supervisor

Immediate notification to School Director

The School Director Shall:

Contact the OES Superintendent prior to any search, and for guidance in obtaining a search warrant when probable cause exists.

Coordinate with the OES Superintendent prior to drug/explosives detection dog inspections.

Ensure that the student is present when searching an individual student's locker, personal belongings or personal living space.

Ensure that the appropriate school administrative staff is present for observation prior to the search of an individual student.

Follow OES Security Policy procedures prior to contact with local law enforcement agencies.

Follow OES Security Policy for any disciplinary actions required.