

1 The Transylvania County Board of Education (the “board”) believes safe schools are critical to
2 creating a learning environment in which students can succeed. Staff and students share the
3 responsibility for taking reasonable precautions and following established safety measures to
4 create and maintain safe schools. The following safety measures must be implemented at each
5 school.

7 **Temporary Requirements to Prevent COVID-19 Spread**

9 In order to secure the health and safety of school system students and employees during the
10 COVID-19 pandemic, the school system will enforce the requirements of the North Carolina
11 Department of Health and Human Services (DHHS) applicable to individuals entering school
12 grounds and facilities and will adhere to any requirements placed on the school system by
13 DHHS. The superintendent or designee, in conjunction with appropriate health officials, shall
14 develop protocols where necessary to implement DHHS requirements. These temporary
15 requirements shall remain in effect until repealed by the board or until the applicable guidance
16 from DHHS is rescinded, whichever occurs first.

18 **A. SUPERVISION OF STUDENTS**

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

27 Students who are subject to policy 4260, Student Sex Offenders, and are receiving
28 educational services on school property must be supervised by school personnel at all
29 times.

31 **B. SUPERVISION OF VISITORS**

33 School administrators shall strictly enforce policies 5015, School Volunteers, and 5020,
34 Visitors to the Schools.

36 **C. SAFETY OF SCHOOL BUILDINGS AND GROUNDS**

38 **The board recognizes its duty to provide each of its employees with a workplace free
39 from recognized hazards that are causing or are likely to cause death or serious physical
40 harm.**

42 The superintendent and each building principal shall comply with all duties set out for
43 their respective positions in G.S. 115C-288(d) and G.S. 115C-525 to minimize fire
44 hazards. The principal is required to inspect school buildings, playgrounds, and

45 equipment for health, fire, and safety hazards on a regular basis, as required by law, and
46 to notify the superintendent immediately of unsanitary conditions or repairs needed to
47 meet safety standards.

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

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

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56 **D. ESTABLISHING PROCESSES TO ADDRESS POTENTIAL SAFETY CONCERNS AND**
57 **EMERGENCIES**

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59 1. Responding to Student Altercations and Other Threats to Safety

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

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70 Teachers, teacher assistants, coaches, and other employees with responsibility for
71 supervising students will use appropriate student behavior management
72 techniques to maintain order and discipline on school property, at school events,
73 and anywhere that students are under the employees' authority. Such employees
74 must enforce the Code of Student Conduct and address student behavior in
75 accordance with the school plan for management of student behavior (see policy
76 4302, School Plan for Management of Student Behavior).

77
78 When employees with responsibility for supervising students have personal
79 knowledge or actual notice of a student altercation or other situation that poses an
80 immediate threat to safety, they shall use their professional judgment to determine
81 how best to address the situation to protect the safety of everyone in the vicinity.
82 Emergency procedures identified in a student's Behavior Intervention Plan shall
83 be followed to the maximum extent possible under the circumstances. For minor
84 threats or altercations or altercations involving young children, the employee shall
85 intervene directly to end the fight or address the safety threat if the employee can
86 do so safely. An employee who encounters a situation that cannot be managed
87 safely and effectively by that employee immediately shall request assistance from
88 other employees or administrative staff and shall take steps to remove bystanders

89 from the area. Only the degree of force or physical control reasonably necessary
90 shall be used to re-establish a safe environment.

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

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97 2. School Rules

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

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102 3. Training for Staff and Students

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104 Staff training must include detailed instruction on how to respond to a variety of
105 emergency situations. Staff should also be able to recognize and respond to
106 behavior, information, and related indicators that warn of impending problems. In
107 addition, middle and high school employees must receive adequate training on the
108 operation of the school's anonymous safety tip line.

109
110 School personnel must teach and review with students (1) safety procedures,
111 including fire safety procedures; (2) precautions for handling chemicals or
112 potentially dangerous equipment; and (3) appropriate responses to threats to
113 school safety. Middle and high school students must also be informed of the
114 anonymous safety tip line and its purpose and function.

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116 4. Safety Equipment

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

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

124
125 The board, in coordination with local law enforcement and emergency
126 management agencies, will adopt a school risk management plan relating to
127 incidents of school violence for each school in the school system. The
128 superintendent must provide the Department of Public Safety's Division of
129 Emergency Management ("Division") with emergency response information it
130 requests for the school risk management plan and updated emergency response
131 information when such updates are made. The superintendent must also provide
132 the Division and local law enforcement with schematic diagrams, including

133 digital schematic diagrams, of all school facilities and updates of the schematic
134 diagrams when the school system makes substantial facility modifications, such
135 as the addition of new facilities or modifications to doors or windows. Schematic
136 diagrams must meet any standards established by the Department of Public
137 Instruction for the preparation and content of the diagrams. In addition, the
138 superintendent shall provide local law enforcement with (1) either keys to the
139 main entrance of all school buildings or emergency access to key storage devices
140 for all school buildings and (2) updated access to school buildings when changes
141 are made to the locks of the main entrances or to the key storage devices.
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143 At least one school-wide tabletop exercise and drill that meets the requirements of
144 state law and is based on the procedures documented in the school risk
145 management plan will be held annually at each school. Principals shall also
146 conduct fire drills as required by law.
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148 6. Reporting Risks to the School Population

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150 Students should notify any staff member of any acts of violence, harassment, or
151 bullying, or any other unusual or suspicious behavior that may endanger safety.
152 Middle and high school students may also use the anonymous safety tip line to
153 report any risks to the school population or buildings. The board encourages any
154 student, parent, or other member of the community with information about any
155 risk or other threat to any student, employee, school, or school activity to contact
156 the school system's anonymous tip line. Ongoing student education efforts will
157 aim at minimizing any fear, peer pressure, embarrassment, or other impediments
158 to students reporting potential problems.
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160 Maintaining a safe school environment that is conducive to learning requires staff
161 to be proactive in dealing with violence, harassment, and bullying. Staff members
162 must report immediately to the principal any information regarding unusual or
163 suspicious behavior or acts of violence, harassment, or bullying.
164

165 School officials shall investigate and act upon any report of such behavior,
166 including, when appropriate, reporting criminal activities to law enforcement, the
167 State Board, the State Superintendent of Public Instruction, and the superintendent
168 or designee (see policies 1710/4020/7230, Discrimination and Harassment
169 Prohibited by Federal Law; 1725/4035/7236, Title IX Sexual Harassment –
170 Prohibited Conduct and Reporting Process; 1726/4036/7237, Title IX Sexual
171 Harassment Grievance Process; 4040/7310, Staff-Student Relations; 4329/7311,
172 Bullying and Harassing Behavior Prohibited; 4335, Criminal Behavior; and 7232,
173 Discrimination and Harassment in the Workplace).
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175 7. Potential Threats of Registered Sex Offenders

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

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181 8. Student Behavior Standards

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

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185 Legal References: 29 C.F.R. part 1904; G.S. 14-208.18; 95-129(1); 115C-36, -47, -105.49, -
186 105.51, -105.53, -105.54, -166, -167, -288, -289.1, -307, -390.3, -391.1, -521, -524, -525; 13
187 N.C.A.C. 7A .0301; 16 N.C.A.C. 6E .0107; State Board of Education Policies ~~SSCH-000~~,
188 SCFC-005

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190 Cross References: Discrimination and Harassment Prohibited by Federal Law (policy
191 1710/4020/7230), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process
192 (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy
193 1726/4036/7237), School Improvement Plan (policy 3430), Staff-Student Relations (policy
194 4040/7310), Student Sex Offenders (policy 4260), Student Behavior Policies (4300 series),
195 Bullying and Harassing Behavior Prohibited (policy 4329/7311), School Volunteers (policy
196 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Weapons
197 and Explosives Prohibited (policy 5027/7275), Public Records – Retention, Release, and
198 Disposition (policy 5070/7350), Relationship with Law Enforcement (policy 5120),
199 Discrimination and Harassment in the Workplace (policy 7232), Occupational Exposure to
200 Hazardous Chemicals in Science Laboratories (policy 7265), Staff Responsibilities (policy
201 7300), Security of Facilities (policy 9220)

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203 Other Resources: *Practical Information on Crisis Planning: A Guide for Schools and*
204 *Communities*, U.S. Department of Education, Office of Safe and Drug-Free Schools (January
205 2007), available at <http://www2.ed.gov/admins/lead/safety/crisisplanning.html>

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207 Adopted: September 21, 2015

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209 Revised: December 14, 2015; March 5, 2018; December 17, 2018; February 15, 2021; [DATE]