

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

6
7 **Temporary Requirements to Prevent COVID-19 Spread**

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9 ~~In order to secure the health and safety of school system employees during the COVID-19~~
10 ~~pandemic, the school system will, in consultation with the local health department, comply with~~
11 ~~provisions of applicable law.~~

12
13 **A. SUPERVISION OF STUDENTS**

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

21
22 Students who are subject to policy 4260, Student Sex Offenders, and are receiving
23 educational services on school property must be supervised by school personnel at all
24 times.

25
26 **B. SUPERVISION OF VISITORS**

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

30
31 **C. SAFETY OF SCHOOL BUILDINGS AND GROUNDS**

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

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

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

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

50
51 **D. ESTABLISHING PROCESSES TO ADDRESS POTENTIAL SAFETY CONCERNS AND**
52 **EMERGENCIES**

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

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

64
65 Teachers, teacher assistants, coaches, and other employees with responsibility for
66 supervising students will use appropriate student behavior management
67 techniques to maintain order and discipline on school property, at school events,
68 and anywhere that students are under the employees' authority. Such employees
69 must enforce the Code of Student Conduct and address student behavior in
70 accordance with the school plan for management of student behavior (see policy
71 4302, School Plan for Management of Student Behavior).

72
73 When employees with responsibility for supervising students have personal
74 knowledge or actual notice of a student altercation or other situation that poses an
75 immediate threat to safety, they shall use their professional judgment to determine
76 how best to address the situation to protect the safety of everyone in the vicinity.
77 Emergency procedures identified in a student's Behavior Intervention Plan shall
78 be followed to the maximum extent possible under the circumstances. For minor
79 threats or altercations or altercations involving young children, the employee shall
80 intervene directly to end the fight or address the safety threat if the employee can
81 do so safely. An employee who encounters a situation that cannot be managed
82 safely and effectively by that employee immediately shall request assistance from
83 other employees or administrative staff and shall take steps to remove bystanders
84 from the area. Only the degree of force or physical control reasonably necessary
85 shall be used to re-establish a safe environment.

86
87 Employees should take further action as appropriate in accordance with any

88 response protocols established by the principal or superintendent. All employees
89 are responsible for knowing and following such protocols to the fullest extent
90 reasonable under the circumstances at the time.

91
92 2. School Rules

93
94 The principal or designee shall develop rules to help prevent accidents in school
95 buildings, on school buses, and on school grounds.

96
97 3. Training for Staff and Students

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

104
105 School personnel must teach and review with students (1) safety procedures,
106 including fire safety procedures; (2) precautions for handling chemicals or
107 potentially dangerous equipment; and (3) appropriate responses to threats to
108 school safety. Middle and high school students must also be informed of the
109 anonymous safety tip line and its purpose and function.

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111 4. Safety Equipment

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

117
118 5. Planning for Emergencies and Conducting Fire Drills and Other Emergency Drills

119
120 The board, in coordination with local law enforcement and emergency
121 management agencies, will adopt a school risk management plan relating to
122 incidents of school violence for each school in the school system. The
123 superintendent must provide the Department of Public Safety's Division of
124 Emergency Management ("Division") with emergency response information it
125 requests for the school risk management plan and updated emergency response
126 information when such updates are made. The superintendent must also provide
127 the Division and local law enforcement with schematic diagrams, including
128 digital schematic diagrams, of all school facilities and updates of the schematic
129 diagrams when the school system makes substantial facility modifications, such
130 as the addition of new facilities or modifications to doors or windows. Schematic
131 diagrams must meet any standards established by the Department of Public

132 Instruction for the preparation and content of the diagrams. In addition, the
133 superintendent shall provide local law enforcement with (1) either keys to the
134 main entrance of all school buildings or emergency access to key storage devices
135 for all school buildings and (2) updated access to school buildings when changes
136 are made to the locks of the main entrances or to the key storage devices.
137

138 At least one school-wide tabletop exercise and drill that meets the requirements of
139 state law and is based on the procedures documented in the school risk
140 management plan will be held annually at each school. Principals shall also
141 conduct fire drills as required by law.
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143 6. Reporting Risks to the School Population
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145 Students should notify any staff member of any acts of violence, harassment, or
146 bullying, or any other unusual or suspicious behavior that may endanger safety.
147 Middle and high school students may also use the anonymous safety tip line to
148 report any risks to the school population or buildings. The board encourages any
149 student, parent, or other member of the community with information about any
150 risk or other threat to any student, employee, school, or school activity to contact
151 the school system's anonymous tip line. Ongoing student education efforts will
152 aim at minimizing any fear, peer pressure, embarrassment, or other impediments
153 to students reporting potential problems.
154

155 Maintaining a safe school environment that is conducive to learning requires staff
156 to be proactive in dealing with violence, harassment, and bullying. Staff members
157 must report immediately to the principal any information regarding unusual or
158 suspicious behavior or acts of violence, harassment, or bullying.
159

160 School officials shall investigate and act upon any report of such behavior,
161 including, when appropriate, reporting criminal activities to law enforcement, the
162 State Board, the State Superintendent of Public Instruction, and the superintendent
163 or designee (see policies 1710/4020/7230, Discrimination and Harassment
164 Prohibited by Federal Law; 1725/4035/7236, Title IX Sexual Harassment –
165 Prohibited Conduct and Reporting Process; 1726/4036/7237, Title IX Sexual
166 Harassment Grievance Process; 4040/7310, Staff-Student Relations; 4329/7311,
167 Bullying and Harassing Behavior Prohibited; 4335, Criminal Behavior; and 7232,
168 Discrimination and Harassment in the Workplace).
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170 7. Potential Threats of Registered Sex Offenders
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172 The principal of each school shall register with the North Carolina Sex Offender
173 and Public Protection Registry to receive e-mail notification when a registered sex
174 offender moves within a one-mile radius of the school.
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176 8. Student Behavior Standards

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

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180 Legal References: 29 C.F.R. part 1904; G.S. 14-208.18; 95-129(1); 115C-36, -47, -105.49, -
181 105.51, -105.53, -105.54, -166, -167, -288, -289.1, -307, -390.3, -391.1, -521, -524, -525; 13
182 N.C.A.C. 7A .0301; 16 N.C.A.C. 6E .0107; State Board of Education Policy SCFC-005

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184 Cross References: Discrimination and Harassment Prohibited by Federal Law (policy
185 1710/4020/7230), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process
186 (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy
187 1726/4036/7237), School Improvement Plan (policy 3430), Staff-Student Relations (policy
188 4040/7310), Student Sex Offenders (policy 4260), Student Behavior Policies (4300 series),
189 Bullying and Harassing Behavior Prohibited (policy 4329/7311), School Volunteers (policy
190 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Weapons
191 and Explosives Prohibited (policy 5027/7275), Public Records – Retention, Release, and
192 Disposition (policy 5070/7350), Relationship with Law Enforcement (policy 5120),
193 Discrimination and Harassment in the Workplace (policy 7232), Occupational Exposure to
194 Hazardous Chemicals in Science Laboratories (policy 7265), Staff Responsibilities (policy
195 7300), Security of Facilities (policy 9220)

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197 Other Resources: *Practical Information on Crisis Planning: A Guide for Schools and*
198 *Communities*, U.S. Department of Education, Office of Safe and Drug-Free Schools (January
199 2007), available at <http://www2.ed.gov/admins/lead/safety/crisisplanning.html>

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