

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 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15 requirements shall remain in effect until repealed by the board or until the applicable guidance  
16 from DHHS is rescinded, whichever occurs first.

#### 17 18 **A. SUPERVISION OF STUDENTS**

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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.

26  
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.

#### 30 31 **B. SUPERVISION OF VISITORS**

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

#### 35 36 **C. SAFETY OF SCHOOL BUILDINGS AND GROUNDS**

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

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

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

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

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

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

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

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

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

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93 2. School Rules

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

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98 3. Training for Staff and Students

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

105

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

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112 4. Safety Equipment

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

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

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

133 Instruction for the preparation and content of the diagrams. In addition, the  
134 superintendent shall provide local law enforcement with (1) either keys to the  
135 main entrance of all school buildings or emergency access to key storage devices  
136 for all school buildings and (2) updated access to school buildings when changes  
137 are made to the locks of the main entrances or to the key storage devices.  
138

139 At least one school-wide tabletop exercise and drill that meets the requirements of  
140 state law and is based on the procedures documented in the school risk  
141 management plan will be held annually at each school. Principals shall also  
142 conduct fire drills as required by law.  
143

144 6. Reporting Risks to the School Population  
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146 Students should notify any staff member of any acts of violence, harassment, or  
147 bullying, or any other unusual or suspicious behavior that may endanger safety.  
148 Middle and high school students may also use the anonymous safety tip line to  
149 report any risks to the school population or buildings. The board encourages any  
150 student, parent, or other member of the community with information about any  
151 risk or other threat to any student, employee, school, or school activity to contact  
152 the school system's anonymous tip line. Ongoing student education efforts will  
153 aim at minimizing any fear, peer pressure, embarrassment, or other impediments  
154 to students reporting potential problems.  
155

156 Maintaining a safe school environment that is conducive to learning requires staff  
157 to be proactive in dealing with violence, harassment, and bullying. Staff members  
158 must report immediately to the principal any information regarding unusual or  
159 suspicious behavior or acts of violence, harassment, or bullying.  
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161 ~~Every principal is required to~~ **School officials shall** investigate and act upon any  
162 report of such behavior, including, when appropriate, reporting criminal activities  
163 to law enforcement, the State Board, **the State Superintendent of Public**  
164 **Instruction**, and the superintendent or designee (see policies **1710/4021/7230,**  
165 **~~Prohibition Against Discrimination, Harassment, and Bullying, 1720/4015/7225,~~**  
166 **~~Discrimination, Harassment, and Bullying Complaint Procedure, 1710/4020/7230,~~**  
167 **Discrimination and Harassment Prohibited by Federal Law; 1725/4035/7236,**  
168 **Title IX Sexual Harassment – Prohibited Conduct and Reporting Process;**  
169 **1726/4036/7237, Title IX Sexual Harassment Grievance Process; 4040/7310,**  
170 **Staff-Student Relations; 4329/7311, Bullying and Harassing Behavior Prohibited;**  
171 **and 4335, Criminal Behavior; and 7232, Discrimination and Harassment in the**  
172 **Workplace).**  
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174 7. Potential Threats of Registered Sex Offenders  
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176 The principal of each school shall register with the North Carolina Sex Offender  
177 and Public Protection Registry to receive e-mail notification when a registered sex  
178 offender moves within a one-mile radius of the school.

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180 8. Student Behavior Standards

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

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184 Legal References: G.S. 14-208.18; 115C-36, -47, -105.49, -105.51, -105.53, -105.54, -166, -167,  
185 -288, -289.1, -307, -390.3, -391.1, -521, -524, -525; State Board of Education Policies SSCH-  
186 000, SCFC-005

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188 Cross References: ~~Prohibition Against Discrimination, Harassment, and Bullying (policy~~  
189 ~~1710/4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy~~  
190 ~~1720/4015/7225), 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>

206  
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