

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**

8
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 **implement the**~~
11 ~~**strategies that** the North Carolina Department of Health and Human Services (DHHS) **advises be**~~
12 ~~**implemented by all schools to lower the risk of COVID-19 exposure and spread** applicable to~~
13 ~~individuals entering school grounds and facilities and will adhere to any requirements placed on~~
14 ~~the school system by DHHS. The superintendent or designee, in conjunction with appropriate~~
15 ~~health officials, shall develop protocols where necessary to implement **strategies recommended**~~
16 ~~**by** DHHS requirements. These temporary requirements **rules** shall remain in effect until~~
17 ~~repealed by the board or until the applicable guidance from DHHS is rescinded, whichever~~
18 ~~occurs first.~~ **In order to secure the health and safety of school system employees during the**
19 **COVID-19 pandemic, the school system will, in consultation with the local health department,**
20 **comply with provisions of applicable law.**

21 22 **A. SUPERVISION OF STUDENTS**

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

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

34 35 **B. SUPERVISION OF VISITORS**

36
37 School administrators shall strictly enforce policies 5015, School Volunteers, and 5020,
38 Visitors to the Schools.

39 40 **C. SAFETY OF SCHOOL BUILDINGS AND GROUNDS**

41
42 The board recognizes its duty to provide each of its employees with a workplace free
43 from recognized hazards that are causing or are likely to cause death or serious physical
44 harm.

45
46 The superintendent and each building principal shall comply with all duties set out for
47 their respective positions in G.S. 115C-288(d) and G.S. 115C-525 to minimize fire
48 hazards. The principal is required to inspect school buildings, playgrounds, and
49 equipment for health, fire, and safety hazards on a regular basis, as required by law, and
50 to notify the superintendent immediately of unsanitary conditions or repairs needed to
51 meet safety standards.

52
53 Any employee who observes any potential hazards must notify the principal or the
54 employee's supervisor immediately.

55
56 All warning systems must meet building and equipment codes required by law and must
57 be properly maintained. When necessary, proper signs indicating potential hazards or
58 recommended safety precautions must be posted.

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60 **D. ESTABLISHING PROCESSES TO ADDRESS POTENTIAL SAFETY CONCERNS AND**
61 **EMERGENCIES**

62
63 1. Responding to Student Altercations and Other Threats to Safety

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

73
74 Teachers, teacher assistants, coaches, and other employees with responsibility for
75 supervising students will use appropriate student behavior management
76 techniques to maintain order and discipline on school property, at school events,
77 and anywhere that students are under the employees' authority. Such employees
78 must enforce the Code of Student Conduct and address student behavior in
79 accordance with the school plan for management of student behavior (see policy
80 4302, School Plan for Management of Student Behavior).

81
82 When employees with responsibility for supervising students have personal
83 knowledge or actual notice of a student altercation or other situation that poses an
84 immediate threat to safety, they shall use their professional judgment to determine
85 how best to address the situation to protect the safety of everyone in the vicinity.
86 Emergency procedures identified in a student's Behavior Intervention Plan shall
87 be followed to the maximum extent possible under the circumstances. For minor
88 threats or altercations or altercations involving young children, the employee shall

89 intervene directly to end the fight or address the safety threat if the employee can
90 do so safely. An employee who encounters a situation that cannot be managed
91 safely and effectively by that employee immediately shall request assistance from
92 other employees or administrative staff and shall take steps to remove bystanders
93 from the area. Only the degree of force or physical control reasonably necessary
94 shall be used to re-establish a safe environment.

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

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101 2. School Rules

102
103 The principal or designee shall develop rules to help prevent accidents in school
104 buildings, on school buses, and on school grounds.

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106 3. Training for Staff and Students

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

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

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120 4. Safety Equipment

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

126
127 5. Planning for Emergencies and Conducting Fire Drills and Other Emergency Drills

128
129 The board, in coordination with local law enforcement and emergency
130 management agencies, will adopt a school risk management plan relating to
131 incidents of school violence for each school in the school system. The
132 superintendent must provide the Department of Public Safety's Division of

133 Emergency Management (“Division”) with emergency response information it
134 requests for the school risk management plan and updated emergency response
135 information when such updates are made. The superintendent must also provide
136 the Division and local law enforcement with schematic diagrams, including
137 digital schematic diagrams, of all school facilities and updates of the schematic
138 diagrams when the school system makes substantial facility modifications, such
139 as the addition of new facilities or modifications to doors or windows. Schematic
140 diagrams must meet any standards established by the Department of Public
141 Instruction for the preparation and content of the diagrams. In addition, the
142 superintendent shall provide local law enforcement with (1) either keys to the
143 main entrance of all school buildings or emergency access to key storage devices
144 for all school buildings and (2) updated access to school buildings when changes
145 are made to the locks of the main entrances or to the key storage devices.
146

147 At least one school-wide tabletop exercise and drill that meets the requirements of
148 state law and is based on the procedures documented in the school risk
149 management plan will be held annually at each school. Principals shall also
150 conduct fire drills as required by law.
151

152 6. Reporting Risks to the School Population

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154 Students should notify any staff member of any acts of violence, harassment, or
155 bullying, or any other unusual or suspicious behavior that may endanger safety.
156 Middle and high school students may also use the anonymous safety tip line to
157 report any risks to the school population or buildings. The board encourages any
158 student, parent, or other member of the community with information about any
159 risk or other threat to any student, employee, school, or school activity to contact
160 the school system’s anonymous tip line. Ongoing student education efforts will
161 aim at minimizing any fear, peer pressure, embarrassment, or other impediments
162 to students reporting potential problems.
163

164 Maintaining a safe school environment that is conducive to learning requires staff
165 to be proactive in dealing with violence, harassment, and bullying. Staff members
166 must report immediately to the principal any information regarding unusual or
167 suspicious behavior or acts of violence, harassment, or bullying.
168

169 School officials shall investigate and act upon any report of such behavior,
170 including, when appropriate, reporting criminal activities to law enforcement, the
171 State Board, the State Superintendent of Public Instruction, and the superintendent
172 or designee (see policies 1710/4020/7230, Discrimination and Harassment
173 Prohibited by Federal Law; 1725/4035/7236, Title IX Sexual Harassment –
174 Prohibited Conduct and Reporting Process; 1726/4036/7237, Title IX Sexual
175 Harassment Grievance Process; 4040/7310, Staff-Student Relations; 4329/7311,

176 Bullying and Harassing Behavior Prohibited; 4335, Criminal Behavior; and 7232,
177 Discrimination and Harassment in the Workplace).

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179 7. Potential Threats of Registered Sex Offenders

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

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185 8. Student Behavior Standards

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

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189 Legal References: 29 C.F.R. part 1904; G.S. 14-208.18; 95-129(1); 115C-36, -47, -105.49, -
190 105.51, -105.53, -105.54, -166, -167, -288, -289.1, -307, -390.3, -391.1, -521, -524, -525; 13
191 N.C.A.C. 7A .0301; 16 N.C.A.C. 6E .0107; State Board of Education Policy SCFC-005

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193 Cross References: Discrimination and Harassment Prohibited by Federal Law (policy
194 1710/4020/7230), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process
195 (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy
196 1726/4036/7237), School Improvement Plan (policy 3430), Staff-Student Relations (policy
197 4040/7310), Student Sex Offenders (policy 4260), Student Behavior Policies (4300 series),
198 Bullying and Harassing Behavior Prohibited (policy 4329/7311), School Volunteers (policy
199 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Weapons
200 and Explosives Prohibited (policy 5027/7275), Public Records – Retention, Release, and
201 Disposition (policy 5070/7350), Relationship with Law Enforcement (policy 5120),
202 Discrimination and Harassment in the Workplace (policy 7232), Occupational Exposure to
203 Hazardous Chemicals in Science Laboratories (policy 7265), Staff Responsibilities (policy
204 7300), Security of Facilities (policy 9220)

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206 Other Resources: *Practical Information on Crisis Planning: A Guide for Schools and*
207 *Communities*, U.S. Department of Education, Office of Safe and Drug-Free Schools (January
208 2007), available at <http://www2.ed.gov/admins/lead/safety/crisisplanning.html>

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213 2021; [DATE]