

1 The Transylvania County Board of Education (the “board”) encourages the community and
2 parents to be involved in and support the schools and the educational program of the schools.

4 **Temporary Restrictions on Nonessential Visitors to School Facilities**

6 In order to secure the health and safety of school system students and employees during the
7 COVID-19 pandemic and in accordance with the requirements of the North Carolina Department
8 of Health and Human Services (DHHS), nonessential visitors will not be allowed access to
9 school buildings before, during, or after the school day when school is in session.

11 This restriction will not apply to visitors or employees who need to access the school system
12 central office in order to process paperwork, to attend meetings with school officials, or who
13 want to attend a meeting of the board of education or other public meetings being held at the
14 central office.

16 Parents and guardians will be allowed to enter the main entrance of a school facility and access
17 the lobby and/or front office in order to sign a student in or out or to drop off items such as
18 lunches, medication, or items that will be needed during the school day. To the greatest extent
19 possible, parents and school employees are encouraged to arrange conference calls or use other
20 electronic means to conduct conferences and meetings about a student’s educational program.
21 However, parents may have access to other locations within a school facility, as needed, to attend
22 scheduled conferences and meetings related to their child’s educational needs.

24 School employees will conduct symptom screening of any person entering a school building, as
25 required by DHHS, including parents, students, and all other visitors.

27 These temporary restrictions shall remain in effect until repealed by the board or until the
28 applicable guidance from DHHS is rescinded, whichever occurs first.

30 **A. OPPORTUNITIES TO VISIT THE SCHOOLS**

32 To encourage involvement, the following opportunities are provided to visit the schools.

- 34 1. Visitors are welcome to observe and learn about the educational program at each
35 school subject to reasonable rules developed by school administrators.
- 37 2. Visitors are encouraged to use school facilities made available to the public, such
38 as media centers or meeting spaces, as provided in policy 5030, Community Use
39 of Facilities.
- 41 3. Visitors are invited to attend school events that are open to the public, such as
42 athletic events, musical programs, and dramatic productions.

44 **B. REQUIREMENTS OF VISITORS TO THE SCHOOLS**

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46 While the school board welcomes visitors to the schools, the paramount concern of the
47 board is to provide a safe and orderly learning environment in which disruptions to
48 instructional time are kept to a minimum. The superintendent and each principal shall
49 establish and enforce reasonable rules to address this concern.

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51 1. All school visitors during the school day must report immediately to the
52 administrative office at the school to request and receive permission to be in the
53 school. Each principal shall ensure that signs are posted in the school to notify
54 visitors of this requirement.
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56 2. School visitors are expected to comply with all school rules and school board
57 policies, including policy 5025, Prohibition of Drugs and Alcohol; policy
58 5026/7250, Smoking and Tobacco Products; and policy 5027/7275, Weapons and
59 Explosives Prohibited.
60
61 3. Persons who are subject to policy 5022, Registered Sex Offenders, must comply
62 with the provisions of that policy.
63
64 4. Personal deliveries to students, such as commercial deliveries of balloons,
65 flowers, or other gifts, are prohibited.
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67 **C. ADDITIONAL REQUIREMENTS OF PROBATION OFFICERS**

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69 To minimize disruption to student learning and school operations, the board establishes
70 the following additional requirements for visits by probation officers during the school
71 day:

- 72
73 1. Probation officers may not visit students on school property during school hours
74 unless the visit is conducted through the Section of Community Corrections'
75 School Partnership Program.
76
77 2. Visits by probation officers must be authorized in advance by the school principal
78 or designee or be the result of a request for assistance by a guidance counselor or
79 school resource officer. The principal or designee at each school shall coordinate
80 with probation officers to plan and schedule visits to occur at times least
81 disruptive to the student's academic schedule and to school operations.
82
83 3. To protect the privacy of students, the principal or designee shall designate a
84 private area for probation officers to meet with students away from contact with
85 the general student population. Initial contact with the student will be made by a
86 designated school employee, who shall direct the student to the private area to
87 meet with the probation officer.
88

- 89 4. Probation officers may not initiate direct contact with any student while the
90 student is in class or between classes.
91
- 92 5. All visits must be conducted in accordance with this policy and any additional
93 guidelines developed by the superintendent or designee.
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95 **D. UNAUTHORIZED, DISRUPTIVE, OR DANGEROUS VISITORS**
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97 If a school employee becomes aware that an individual is on a school property without
98 having received permission or that an individual is exhibiting unusual, threatening, or
99 dangerous behavior, the employee must either direct the individual to the administrative
100 office or notify the principal, designee, or school resource officer, depending on the
101 circumstances.
102

103 If a school employee suspects that an individual is on school property in violation of
104 policy 5022, Registered Sex Offenders, the employee must immediately notify the
105 principal, designee, or school resource officer.
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107 Students will be instructed to notify a school employee of any unusual or suspicious
108 behavior by visitors. School employees shall inform the principal or designee
109 immediately of a student's report of suspicious behavior on the part of a school visitor.
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111 When an individual disrupts the educational environment, acts in a disorderly manner,
112 damages school property, or violates board policy or the law, the principal or designee
113 has authority to:
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- 115 1. order the individual to leave school property;
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117 2. notify law enforcement; or
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119 3. take any other action deemed appropriate under the circumstances.
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121 Failure to comply with a request to leave school grounds may result in the filing of
122 trespass charges or other charges as appropriate against the offending individual.
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124 The superintendent, upon recommendation from the principal, may deny an individual
125 permission to come onto school grounds or enter a school facility for up to one school
126 year if the individual is guilty of disruptive or dangerous behavior on school grounds.
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128 Legal References: G.S. 14-132, -132.2, -159.11, -159.12, 159.13, -208.18; 115C-46.2, -523, -
129 524, -526
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131 Cross References: Registered Sex Offenders (policy 5022), Prohibition of Drugs and Alcohol
132 (policy 5025), Smoking and Tobacco Products (policy 5026/7250), Weapons and Explosives
133 Prohibited (policy 5027/7275), Community Use of Facilities (policy 5030)

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135 Adopted: August 15, 2016

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137 Revised: December 17, 2018; [DATE]

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