



Guilford County Board of Education  
Policy Committee Meeting  
October 16, 2019, 2:30 p.m.  
Swann Room, GCS Central Administrative Offices

Committee Members: Winston McGregor, Chairperson Sharon L. Contreras, PhD, Staff Liaison  
T. Dianne Bellamy Small  
Byron Gladden  
Pat Tillman

AGENDA	
Welcome and Introductions	<i>Discussion Leader: Winston McGregor</i>
Review of Minutes for (September 11, 2019)	<i>Discussion Leader: Winston McGregor</i>
GCS Board Policy Implementation Flow Chart	<i>Discussion Leader: Sharon L. Contreras, PhD</i>
1510/4200/7270 – School Safety	<i>Discussion Leader: Sharon L. Contreras, PhD</i>
4040/7310 – Student Staff Relations	<i>Discussion Leader: Sharon L. Contreras, PhD</i>
DE – Student Meals Charge	<i>Discussion Leader: Sharon L. Contreras, PhD</i>
Other Business	<i>Discussion Leader: Winston McGregor</i>
Next Meeting: November 6, 2019	
Adjournment	

**Members Present:** Winston McGregor, T. Dianne Bellamy Small, Byron Gladden

**Members Absent:** Pat Tillman

**Staff:** Sharon L. Contreras, PhD, Nora K. Carr, Ed.D., Angie Henry, Scott McCully, Ronda Sortino, Margaret Winslow, Kim Hipp

**Other:** Anita Sharpe

### **Approval of Minutes**

Minutes from the August 13, 2019 meeting were approved with the following edit incorporated: changing the date of the June minutes from 2018 to 2019.

### **Policies Reviewed**

- Policy JD – Student Discipline
  - Remove edit changing the number of Board members required to attend a Board panel hearing, keeping original language that requires three Board members in attendance; and then send revised Policy JD to the Board of Education for a First Reading at the October 10, 2019 Board meeting.
- Policy DC – Budgeting and Fiscal Management
  - Add language to policy that requires staff to provide the Board with a summary report that lists contracts of \$300,000.00 or more; add language that ensures funds are unencumbered in the allocated budget for the current fiscal year for the Superintendent to award contracts for services and the purchase of equipment, materials and supplies in any amount; and then bring Policy DC to the Board of Education for a First Reading at a future Board meeting.
- 4201/7271 – Injury and Loss Prevention
  - The Committee approved presenting Policy 4201/7271, as written, to the Board of Education for a First Reading at the October 10, 2019 Board meeting.
- 1510/4200/7270 – School Safety
  - The Superintendent asked staff to make Policy 1510/4200/7270 less procedural and then bring back to the Committee for review at a future Policy meeting.
- 3226/4205 – Internet Safety
  - The Superintendent asked staff to make Policy 3226/4205 less procedural and then bring back to the Committee for review at a future Policy meeting.
- 4202/5029/7272 – Service Animals in Schools
  - The Superintendent asked staff to work with EC department to refine Policy 4202/5029/7272 and make less procedural, then bring back to the Committee for review at a future Policy meeting.
- 2019-2020 – Meeting Schedule
  - The Committee approved the 2019-2020 Policy Committee meeting schedule.

### **Other**

- The Committee asked staff to create a flow chart that outlines the process to implement a GCS Board Policy, and then allow Committee members to review the flow chart at a future Policy meeting.

**Next meeting**

The date for the next Policy Committee meeting is October 16, 2019.

Submitted by:

Nora K. Carr, Ed.D.

Chief of Staff, Guilford County Schools

**Board of Education: Policy Committee**

- Policy Committee receives drafted policy that incorporates North Carolina School Board Association and GCS staff input
  - Drafted policies shared with the Committee will reflect input and edits
- Policy Committee reviews and approves drafted policy to go on to Board of Education for First Reading
- Policy Committee reviews and approves drafted policy with minor edits to go on to Board of Education for First Reading
- Policy Committee reviews drafted policy and sends back to staff for substantive change

**Board of Education: First Reading**

- Board of Education receives drafted policy that incorporates Policy Committee input
  - Drafted policies shared with the Board for First Reading will reflect input and edits
- Board of Education reviews and approves drafted policy to go out for 30 day Public Comment period
- Board of Education reviews and approves drafted policy with minor edits to go out for 30 day Public Comment period
- Board of Education reviews drafted policy and sends back to Policy Committee for substantive change
  - Policy starts process anew (i.e. is not eligible to go out to Public Comment)

**Public Comment: 30 Days**

- Policies that have been approved following the First Reading by the Board are posted online and shared with GCS employees for comment for a 30-day period
- Staff receives comments via [gcscomments@gcsnc.com](mailto:gcscomments@gcsnc.com) or US Postal Service
- Staff reviews and shares comments and recommendations to the Policy Committee via email
- Policy moves forward to the Board of Education for Second Reading unless a simple majority of the Policy Committee objects
  - Polling of the Committee will occur via email; if a member abstains/does not respond, their response is considered to be affirmative

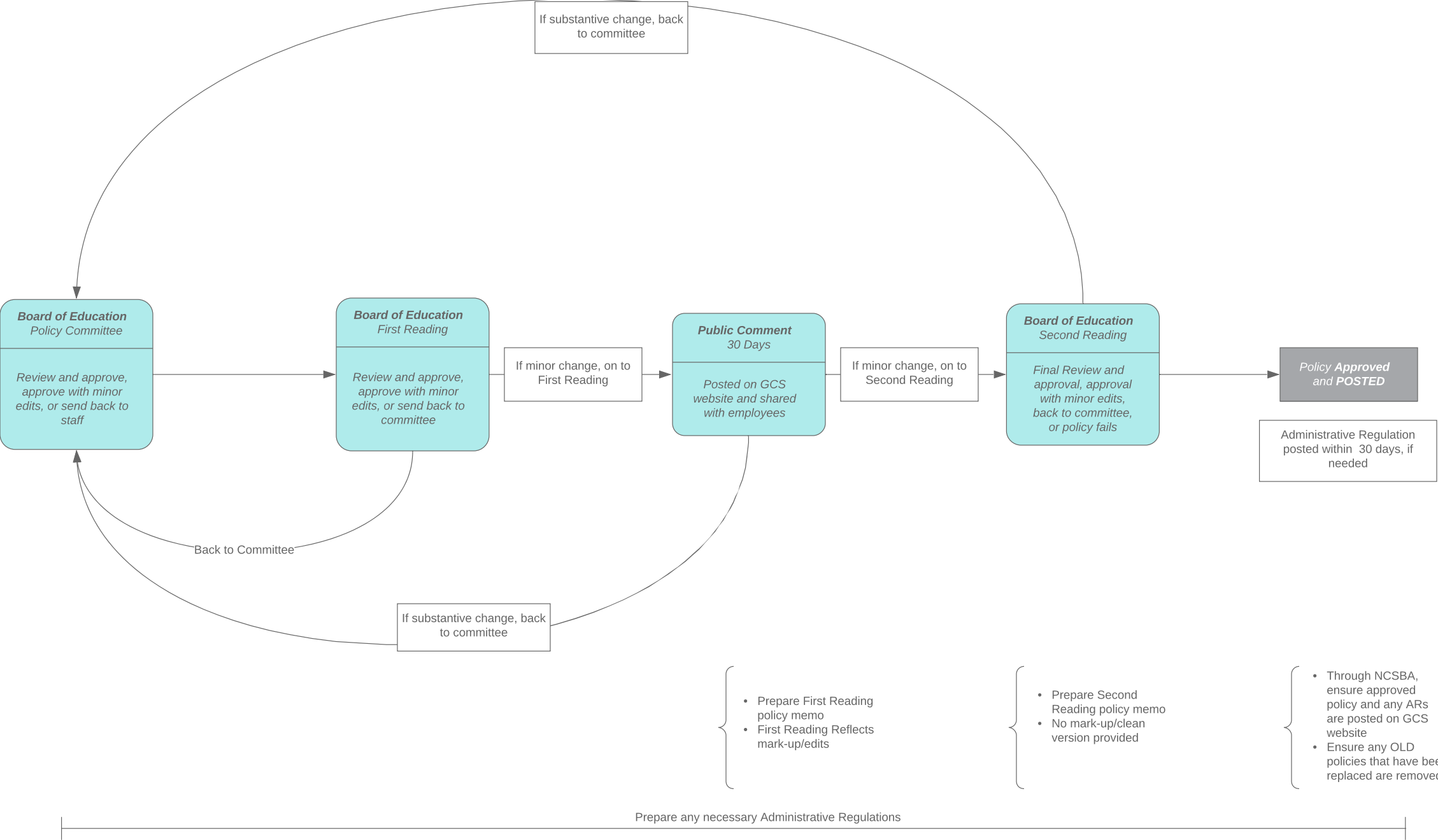


### **Board of Education: Second Reading**

- Board of Education receives policy for Second Reading incorporating Policy Committee decisions regarding any public comments
  - Policies shared with the Board for Second Reading will reflect any changes made following Public Comment period
- Board of Education reviews and approves drafted policy as final for posting
- Board of Education reviews and approves drafted policy with minor edits as final for posting
- Board of Education reviews policy and sends back to Committee for substantive change
  - Policy starts process anew (i.e. is not eligible to return to Second Reading)
- Board of Education reviews policy and does not pass



Lifecycle of a Policy



## **SCHOOL SAFETY**

Policy Code: **1510/4200/7270**

Safe schools are critical to creating a learning environment in which students can succeed. Staff and students share the responsibility for taking reasonable precautions and following established safety measures to create and maintain safe schools. The following safety measures must be implemented at each school.

### **A. SUPERVISION OF STUDENTS**

Students must be reasonably supervised while in the care and custody of the school district. This supervision must occur throughout school hours, including during class, between classes, on the playground, and during recess or lunch periods; during authorized school field trips; ~~and on school buses,~~ and during school-sponsored before- and after-school activities. Reasonable precautions should be taken to protect the safety of students on school grounds and on buses before, during and after school.

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

### **B. SUPERVISION OF VISITORS**

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

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

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

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

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

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

1. Responding to Student Altercations and Other Threats to Safety

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

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

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

Commented [WMD1]: Remove to procedure

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

2. Accident Prevention Protocols

The school safety office and risk management, in partnership with the principal or designee, will develop protocols to help prevent accidents in school buildings, on school buses and on school grounds.

3. Training for Staff and Students

Staff training must include detailed instruction on accident prevention and how to



respond to a variety of emergency situations. In addition, staff should be able to recognize and respond to behavior, information and related indicators that warn of impending problems. School personnel must teach and review with students (1) safety procedures, including fire safety procedures; (2) precautions for handling chemicals or potentially dangerous equipment; and, (3) appropriate responses to threats to school safety.

4. Safety Equipment

School employees shall provide students with safety equipment as required by law and shall enforce district and school protocols pertaining to wearing safety equipment. School employees shall wear and use appropriate safety equipment, and will follow district and school safety protocols, as required for the safe performance of their specific job assignments.

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

The Superintendent or designee, in coordination with local law enforcement and emergency management agencies, will adopt a school risk management plan relating to incidents of school violence for each school in the school system. The Superintendent or designee must provide the Department of Public Safety's Division of Emergency Management (Division) with emergency response information it requests for the school risk management plan and updated emergency response information when such updates are made.

~~The Superintendent or designee must also provide the Division and local law enforcement with schematic diagrams, including digital schematic diagrams, of all school facilities and updates of the schematic diagrams when the school system makes substantial facility modifications, such as the addition of new facilities or modifications to doors or windows. Schematic diagrams must meet any standards established by the Department of Public Instruction for the preparation and content of the diagrams.~~

~~In addition, the Superintendent or designee shall provide local law enforcement with (1) either keys to the main entrance of all school buildings or emergency access to key storage devices for all school buildings and (2) updated access to school buildings when changes are made to the locks of the main entrances or to the key storage devices.~~

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

Commented [WMD2]: Pull to procedure

6. Reporting Suspicious Behavior

Students should notify any staff member of any acts of violence, harassment, or bullying or any other unusual or suspicious behavior that may endanger safety. Ongoing student education efforts will aim at minimizing any fear, peer pressure, embarrassment, or other impediments to students reporting potential problems.

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

Every principal is required to investigate and act upon any report of such behavior, including, when appropriate, reporting criminal activities to law enforcement, the State Board, and the Superintendent or designee (see policies 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, and 4335, Criminal Behavior).

7. Potential Threats of Registered Sex Offenders

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

8. Student Behavior Standards

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

Legal References: G.S. 14-208.18; 115C-36, -47, -81.4, -105.49, -105.53, -105.54, -166, -288, -289.1, -307, -390.3, -391.1, -521, -524, -525; State Board of Education Policies SSCH-000, SCFC-005

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 1710/4021/7230), School Improvement Plan (policy 3430), Student Sex Offenders (policy 4260), Student Behavior policies (4300 series), School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Weapons and Explosives Prohibited (policy 5027/7275), Public Records – Retention, Release, and Disposition (policy 5070/7350), Relationship with Law Enforcement (policy 5120), Occupational Exposure to Hazardous Chemicals in Science Laboratories (policy 7265), Staff Responsibilities (policy 7300), Security of Facilities (policy 9220)

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

Adopted:

## STAFF-STUDENT RELATIONS

Policy Code: 4040/7310

The Guilford County Board of Education (“the Board”) expects all employees to maintain the highest professional, moral, and ethical standards in their interactions with students. Employees are required to provide an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries. Employees are expected to motivate each student to perform to his or her capacity while modeling the behavior expected of students in staff-student relationships.

The interactions and relationships between staff and students must be based upon cooperation, mutual respect, and an understanding of the appropriate boundaries between adults and students inside and outside of the educational setting. Employees are expected to demonstrate good judgment and to avoid the appearance of impropriety in their interactions with students. Employees must consult their supervisor any time they suspect or are unsure whether conduct is inappropriate or otherwise constitutes a violation of this or other board policy.

For the purposes of this policy, the terms “staff” and “employees” include independent contractors and school safety officers, but do not include student employees.

### A. ROMANTIC RELATIONSHIPS AND SEXUAL CONTACT PROHIBITED

All employees are prohibited from dating, courting, or entering into a romantic relationship or having sexual contact with any student enrolled in the ~~school-system~~district regardless of the student’s age. Employees engaging in such inappropriate conduct at any time or in any place whether during the school day or outside of school hours, on or off-campus, will be subject to disciplinary action, up to and including dismissal, and may be subject to criminal action as provided in G.S. 14-202.4 and 14-27.32. Further, ~~school-system~~district personnel shall provide no assistance to an employee in finding another job, beyond the routine transmittal of personnel or administrative files, if the employee engaged in sexual misconduct with a minor or a student in violation of the law.

### B. RESTRICTIONS ON ELECTRONIC COMMUNICATIONS

1. In accordance with policy 7335, Employee Use of Social Media, employees are prohibited from communicating with current students through non-school-controlled social media without parental permission except to the extent that the employee and student have an appropriate relationship which originated outside of the school setting. Any communication through social media authorized under policy 7335 must meet the professional standards established in this policy and must otherwise be consistent with law and all other board policy.
2. Instant messages, text messages, and similar technologies will be treated as a form of communication through social media subject to the terms of policy 7335 and subsection B.1 above, regardless of whether the messaging service is actually provided through a social media service or otherwise.

3. Employees are prohibited from engaging in other forms of one-to-one electronic communications (e.g., voice, voice mail, email, texting, in-application messaging technologies, ~~and~~ photo or video transmission, and other emerging technologies) with students without written prior approval of the employee's supervisor and the student's parent. This rule shall not apply, however, if one or more of the following circumstances exist:

- a. the communication (1) is for an educational purpose, (2) is conducted through a ~~school system~~ district-provided platform which archives all such communications for a period of at least three years, (this requirement does not apply to telephone or voice mail communications), and (3) occurs after the employee has given prior notice to his or her supervisor or designee that such communications will occur;
- b. the communication serves an educational purpose and is simultaneously copied or transmitted to the employee's supervisor or designee and, upon request, to the parent or guardian;
- c. the communication is necessary in a bona fide emergency, provided the communication is disclosed to the supervisor and parent or guardian as soon as reasonably possible; or
- d. the communication derives from a relationship or association outside of the school setting and occurs with the consent of the parent or guardian, provided such communication does not otherwise violate this or other board policy.

Any one-to-one electronic communication permitted by this subsection must meet the professional standards established in this policy and must otherwise be consistent with law and all other board policies.

4. It is the duty of every employee to notify his or her supervisor of any unsolicited one-to-one communication, in any form, electronic or otherwise, received from a student when the communication lacks a clear educational purpose. School counselors are excluded from this requirement only to the extent that it conflicts with their professional duties.
5. Violations of this section will be considered unprofessional behavior subject to discipline, up to and including dismissal. Factors that may be relevant to the determination of an appropriate disciplinary response to unauthorized communications with students include, but are not limited to:
- a. the content, frequency, subject, and timing of the communication(s);
  - b. whether the communication(s) was appropriate to the student's age and

maturity level;

- c. whether the communication(s) could reasonably be viewed as a solicitation of sexual contact or the courting of a romantic relationship, including sexual grooming;
- d. whether there was an attempt to conceal the communication(s) from the employee's supervisor and/or the student's parent or guardian;
- e. whether the communication(s) created a disruption of the educational environment; and
- f. whether the communication(s) harmed the student in any manner.

### C. REPORTING INAPPROPRIATE CONDUCT

#### 1. Reporting by Employees

Any employee who has reason to believe any of the following shall immediately report that information to the student's principal or to the employee's own supervisor, Superintendent or designee: ~~using the process outlined in policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure;~~

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- that another employee is involved in a romantic or other inappropriate relationship or has had sexual contact with a student;
- that another employee has engaged in other behavior prohibited by this policy; or
- that the employee has witnessed behavior by another employee that has the appearance of impropriety, whether or not the behavior may have a valid purpose.

An employee who ignores, falsifies evidence, or fails to report the information as provided in this section may be subject to disciplinary action, up to and including dismissal.

#### 2. Reporting by Students

Any student who believes that he or she or another student has been subject to misconduct that violates this policy should immediately report the situation to a teacher, the principal or other school administrator, or a school counselor, or the Title IX coordinator, ~~using the process outline designated in policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure;~~

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#### 3. Report of Criminal Misconduct

Any principal who has reason to believe that a student has been the victim of criminal conduct shall immediately report the incident in accordance with policy 4335, Criminal Behavior.

4. Report to State Superintendent of Public Instruction

Any administrator, ~~including the Superintendent, a deputy/associate/assistant superintendent, a personnel administrator, or a principal at all levels of the organization,~~ who knows or has reason to believe that a licensed employee has engaged in conduct which involves physical or sexual abuse of a child shall report that information to the Human Resources. Human Resources, in turn, will report within 24 hours to the Superintendent. Such an incident shall be reported by Human Resources to the State Superintendent of Public Instruction within five working days of any disciplinary action, dismissal, or resignation based on the conduct. For purposes of this subsection, physical abuse is the infliction of physical injury other than by accidental means or in self-defense, and sexual abuse is the commission of any sexual act upon a child or causing a child to commit a sexual act, regardless of consent and the age of the child. Failure to report such conduct may result in the suspension or revocation of an administrator's license by the State Board of Education.

This reporting requirement applies in addition to any duty to report suspected child abuse in accordance with state law and policy 4240/7312, Child Abuse – Reports and Investigations, as applicable.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 7926; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; G.S. 14-27.32, -202.4; 115C-47(18); 16 N.C.A.C. 6C.0312, .0601, .0602; State Board of Education Policies EVAL-014, LICN-007, NCAC-6C.0312

Cross References: Governing Principle – Removal of Barriers (policy 1700), Prohibition Against Discrimination, Harassment, and Bullying (policy 1710/4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy 1720/4015/7225), Student and Parent Grievance Procedure (policy 1740/4010), Child Abuse – Reports and Investigations (policy 4240/7312), Criminal Behavior (policy 4335), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Adopted:

## Policy Code: DE Student Meals Charge

Descriptor Term:		Descriptor Code:
STUDENT MEALS CHARGE		DE
Presented to the Board:	Adopted by the Board:	Revised by the Board:
March 4, 2008 (1st Reading)	April 8, 2008	July 26, 2012
April 8, 2008 (2nd Reading)		
June 28, 2012 (Revisions)		
July 26, 2012 (2nd Reading)		

It is the Guilford County Schools belief that students learn better when they are well fed. Hunger can lead to nervousness, irritability, disinterest in the learning situation and a shortened attention span. Therefore, no elementary or middle school student will be deprived a meal because the student did not have his/her meal money. A student's parent(s) or guardian(s) will be responsible for repaying School Nutrition Services (SNS) for all charged meals. Further, Federal policy (FNS Instruction 791-1) prohibits the withholding of meals and milk from a child as a form of discipline/punishment.

There will be no charging of ~~meals or~~ a la carte sales for ~~high school~~ students or adults.

~~Students or their parents may pay for meals in advance in the school cafeteria or on-line through [www.lunchprepay.com](http://www.lunchprepay.com).~~

The Federal Office of Management and Budget (OMB) A-87 Circular prohibits the use of federal funds to offset meal charges to students or adults. The write-off of these outstanding balances is considered as a bad debt which is an unallowable use of federal funds. Local or non-SNS funds must be used to replace SNS revenue losses as a result of meals charged by students.

**Guilford County Board of Education**