

South Jefferson Central School District

DISTRICT-WIDE SCHOOL SAFETY PLAN Commissioner's Regulation 155.17

**(Updated September 29, 2017)
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INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The District-wide Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The South Jefferson Central School District ("District") supports the SAVE Legislation through the regular review and updating of its safety plans. The District Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

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SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The South Jefferson District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the South Jefferson CSD Board of Education, the District Superintendent appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. District-wide School Safety Team

Position	Name
Superintendent	Mary Beth Denny
Assistant Superintendent	Scott Slater
HS Principal	Jeffery Ginger
HS Assist. Principal	Lisa Parsons
MS Principal	Jon Christopher
Mannsville Elem. Principal	James Pelton
Wilson Elem. Principal	Rebecca Dalrymple
Wilson Elem. Assist. Principal	Anthony Gianfagna
Director of Facilities	David Hatchell
Transportation Director	John Groff
Food Service Director	Cindy Overton
Athletic Coordinator/Parent	Jay Wiley
Nurse Supervisor	Lou Ann Gleason
Technology Coordinator	RaeAnn Thomas
Parent	Michelle Jaques
Law Enforcement - NYS Trooper/Parent	TBD
Community Member/Emergency Responder	TBD

C. Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-Level Emergency Response plan.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions, including Crisis Response, may be supplemented by County and State resources through existing protocols.

D. Plan Review

- This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The District-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.
- While linked to the District-wide School Safety Plan, Building-level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plan will be supplied to both local and State Police, local Fire and Rescue, Jefferson County Emergency Management, Jefferson County Sheriff's Department, and NY Safe Schools within 30 days of adoption.

SECTION II: RISK REDUCTION/PREVENTION and INTERVENTION

Prevention is always preferred over risk reduction. However, not all emergency situations can be prevented despite our best efforts and careful planning. Therefore, we must formulate plans to reduce risks and intervene in order to minimize the impact of negative events.

A. Prevention/Intervention Programs and Initiatives

The South Jefferson CSD utilizes following initiatives and strategies to promote a positive culture and climate in our schools and to improve communication at all levels in order to substantially enhance our ability to prevent negative events from occurring.

- Responsive Classroom (PK-5)
- CARES Character Education Activities (PK-5)
- Military Students Support Group (PK-5)
- PBIS (K-12)
- Spartan Pride Program and MS Character Ed Forums (6-8)
- Sources of Strength (9-12)
- LEAD Your School, SADD, Key Club, Spartan Helpers and other student groups
- Rachel's Challenge - Spartan Chain Reaction (PK-12)
- Building-level presentations (DASA, Internet Safety, Drug Prevention, Cyberbullying)
- Pupil Services Team Meetings (each building team meets weekly)
- Health Education (7-9)
- Health, Wellness & Life Skills lessons (K-6)
- Mental Health education for staff and students
- New Student Buddy System
- Peer Mentoring Program
- Parent-Teacher Conferences
- School Counseling (individual and group), Conflict Resolution/Mediation
- Crisis Intervention Team
- Established procedures to report and address bullying/harassment
- Referrals to/collaboration with outside agencies

B. Training, Drills and Exercises

The District will provide annual multi-hazard and school safety training for all staff and students. The components of this training will be consistent across the district while the means of dissemination will likely be varied due to the grade levels involved and other building specific issues. Training for staff includes, but is not limited to, Violence Prevention and Intervention, Right to Know, DASA, Blood-Borne Pathogens, and any other health issues that are on the forefront. Students receive age-appropriate instruction regarding health and safety issues and procedures.

The District will ensure that each building conducts drills (at a minimum: 8 fire drills and 4 lock down drills annually) and exercises to test the components of their respective Building-level Safety Plans.

The use of table top exercises to accomplish this task in coordination with local and county emergency response and preparedness officials may be considered when live drills are

impractical or not sufficient to meet training goals. Specific drills and training will be conducted for selected crisis response protocols including: Shelter-In-Place, Hold-In-Place, Evacuation, Lockout, Lock Down. Additionally, fire, natural gas, bomb threat and alternate site evacuations will be conducted annually and may involve a staff drill, a whole school drill or training session only.

The District has identified the following standard response actions to emergency situations:

- Shelter-in-Place
- Hold-in-Place
- Evacuate
- Lockout
- Lockdown
- School Cancellation, Delay of Opening (2 hours), or Early Dismissal

The Building-level Emergency Response Plans include identification of specific procedures for each action depending on the emergency situation.

In addition, an Early Dismissal drill will occur annually, not more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the drill, and parents and guardians will be notified in writing at least one week prior to such a drill.

Emergency back-up generators and lighting are also tested annually and all systems verified functional without electricity.

C. School Security Measures

School Resource Officer – The District employs an experienced School Resource Officer whose role includes: assessing and informing district-wide safety measures, policies and procedures; establishing positive relationships with students; educating staff and students on safety-related topics; serving as an integral member of the District’s safety teams and pupil services team; serving as a resource for the District and a liaison with local and state law enforcement agencies.

Limited Access to Buildings – Building access during school hours is limited to one main entrance at each school which is locked and monitored by a Greeter. Anyone wishing to enter a building during school hours must ring the main entrance doorbell and be admitted by the Greeter.

Visitors - All visitors must sign in and wear school issued ID badges when they are in the buildings. District policy 3210 requires advance permission from the building principal for visitations to any classroom in order to allow teachers the opportunity to accommodate such requests. Should an unannounced visitor appear at a classroom, office or be observed in the hallways without proper identification, staff are encouraged to approach and inquire as to the individual’s business or contact their school’s main office immediately.

Student Sign-Out Procedures – Schools are diligent in ensuring that only those persons authorized to sign-out students are allowed to do so utilizing the applicate data maintained in School Tools. Staff may also require a photo ID if the requesting party is unknown to them

and may contact a parent/guardian for confirmation when deemed appropriate. SchoolTools student management system contains information regarding custody orders and orders of protection.

Staff ID Badges – All South Jefferson CSD staff must wear school-issued ID badged during school hours so they can be readily identified as District employees by students, staff and visitors.

Video Surveillance – A video surveillance system is in service at South Jefferson CSD to assist in monitoring and recording activity in high use areas, as well as areas of chronic concern or perceived vulnerability. Video cameras are located inside and outside school buildings and on school buses.

Fire/Emergency Alarm System – A fire/ gas detection alarm system that is linked to a central monitoring station is in service in each District building. These alarms and response procedures are tested regularly consistent with NYSED regulations.

Emergency Drills – District emergency drill procedures are in compliance with Education Law and NYSED regulations. Each school conducts at least twelve drills (eight evacuation drills and four lock down drills) per year. Eight of the required drills are completed between September 1 and December 31 of each school year.

Mass Communication System (School Messenger) – The District utilizes the School Messenger mass communications system to notify parents/guardians (who are registered to receive text messages, phone calls and/or email alerts) of emergency situations, including school delays, closings and early dismissals. District residents who wish to receive School Messenger notifications should contact their child’s building directly to register.

Policies – District policies that address student and employee safety are listed in Appendix 2 of this document.

Code Blue Teams – Each building has a Code Blue Team comprised of personnel who are trained in First Aid, CPR and AED use. Code Blue Team members respond to medical emergencies in the building when “Code Blue” is announced on the PA system.

Emergency Responders – The District cooperates with state and local law enforcement agencies and emergency responders to facilitate quick access to District facilities should emergency services be required.

D. Identification of potential threats and hazards

Site Hazards: The District has established procedures for the identification of potential threats and hazards that may impact the school. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 3 of this plan lists the situations which could present potential threats and hazards in the District. Each Building Level Safety Team has assessed their own facility for any unique hazards and has documented them in their own Building Level Safety Plan.

Potentially Violent Behaviors: Students, parents and all staff members are encouraged to immediately report to their building principal any information they have received or observations they have made regarding anything that could possibly impact the safety and security of anyone within the school community. People are encouraged to err on the side of caution and communicate any information regarding potential threats as soon as possible so that an investigation can commence in a timely fashion if deemed necessary. This communication may extend beyond the South Jefferson CSD personnel to include members of law enforcement officials, mental health professionals, etc. when deemed appropriate and within existing legal parameters.

Implied/Direct Threats of Self-Harm - The District's Pupil Services Team has an established protocol for contacting parents/guardians in the event of an implied or direct threat of violence by a student against themselves, including threats of suicide. This protocol is outlined in each Building-Level Safety Plan.

SECTION III: EMERGENCY RESPONSE

A. Incident Command in Emergency Situations

In the case of a district-wide emergency, the Incident Commander will be the Superintendent. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. The Incident Commander provides leadership, organizes resources and disseminates information with the support of his/her School Emergency Response Team.

The Incident Commander is authorized to initiate contact with appropriate law enforcement officials and activate such District resources and personnel as are appropriate to the emergency. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-level Emergency Response Plans.

The Incident Commander will, based on the situation, determine the appropriate steps to be taken. Steps may include, but are not limited to: Shelter-in-Place, Hold-in-Place, Evacuation, Lock Out, and Lock Down.

The Incident Commander will monitor the incident, adjust his/her response as appropriate during the incident, and work to protect students and staff.

In most instances where this level of school response is warranted, the school will be seeking assistance from outside emergency responders. As such, the immediate objective is generally to *contain and manage* the incident until support arrives. Law Enforcement officials will take over Incident Command upon arrival at the scene as appropriate and school personnel will assist as needed/requested.

Resources available to Emergency Responders:

- Security Camera access – Building Administrators, Director of Facilities, Technology Dept. Personnel
- Facilities Management– Director of Facilities, Custodial Staff
- Administrative Team
- School Safety Officer
- Technology Department staff
- Floor Plans & Utility Maps – Director of Facilities, Building Level Safety Plans
- Emergency Messaging System – All Main Office Personnel, Technology Dept. Personnel
- Code Blue Teams – Building level emergency response teams
- Transportation –Transportation Supervisor
- Food Service – Food Service Supervisor

B. Multi-Hazard Response

In the event of a catastrophic emergency (fire, building collapse, etc.) the evacuation of the building and preservation of life is the only consideration. It is anticipated that specific procedures outlined in this plan, particularly as they relate to notifications, chain of command, etc. may well be activated in cases involving catastrophic emergencies.

There are variables that could impact the manner in which the School Emergency Response Teams respond to a particular occurrence. These variables could include: time of day, weather, age of students, location of students, anticipated response time of emergency responders, availability of support personnel, and availability of transportation. Specific emergency situations are identified and standard response procedures are detailed in Building-level Safety Plans; however, given the aforementioned variables, it is impractical to map out the specific steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing injury and loss of life.

C. Implied or Direct Threats of Violence toward self, others or property

The District's policies and procedures for responding to implied or direct threats of violence, including mental health-related concerns, by students, teachers, other school staff or visitors to the school are included in the Building-level Safety Plans. Such plans are confidential and not available to the public. General responses include:

- Inform Superintendent and Building Administration of any implied or direct threats
- Prompt investigation to determine level of threat
- Monitor situation and initiate Emergency Response actions, as necessary
- Contact appropriate law enforcement agencies and support services, as necessary

D. Acts of Violence

The District's policies and procedures for responding to acts of violence are included in the Building-level Safety Plans. Such plans are confidential and not available to the public.

In crisis situations, the Incident Commander or his/her designee will contact the appropriate law enforcement agency by calling 9-1-1 to requested support based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible.

SECTION IV: COMMUNICATION

A. Communication with Law Enforcement and Emergency Responders

South Jefferson Central School District will work with Jefferson County and other local officials when an emergency is declared. The Incident Commander will contact the Emergency Management Office for guidance by calling 9-1-1. Contact information for other emergency resources is listed in Appendix 4. Agencies with whom copies of this District-wide plan have been shared are listed in Appendix 5.

B. Communications with School Personnel and Parents/Guardians

Incident Commanders are authorized to and will initiate contact with the appropriate law enforcement officials in the event of an emergency.

The process for informing staff and students within the District of an emergency include the following possible forms of communication:

- PA system
- email
- School Messenger Emergency Alert System, and
- other means as appropriate or necessary.

The District has plans and procedures to contact parents/guardians through the use of the School Messenger Emergency Alert system and local media in the event of a District or Building level emergency. Specific procedures are outlined in the Building-level Plan to handle early dismissals, evacuations, and sheltering.

The Incident Commander, based on the situation, will make the determination as to which form(s) of communication will be used: School Messenger, radio, television, etc.

While it is important that parents be contacted and informed of the status of their children in the event of violent incident or other emergency situation, it is critically important that the information be correct and delivered in a professional manner. For that reason, notifications to parents in emergency situations will be made only after district personnel have fully determined the nature and extent of the incident. At that time, district personnel will make every effort to rapidly convey factual information to parents. *In any emergency situation, the safety of our students and staff is our top priority. Communication with parents and the public will occur once action has been taken to address the immediate needs of students and staff impacted by the emergency situation.*

C. Communication with other Educational Agencies

The District will notify any appropriate educational agencies within its boundaries, as well as, those adjacent to its boundaries in case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. Appendix 6 is a list of educational agencies within the area.

Appendix 1

South Jefferson CSD Buildings – Contact Information

Building Name	Address	Contact Name	Phone Number
Clarke High School	11060 US Route 11 Adams, NY 13605	Jeffery Ginger, Principal	(315) 232-4531 Ext. 1
Clarke Middle School	11060 US Route 11 Adams, NY 13605	Jon Christopher, Principal	(315) 232-4531 Ext. 2
Wilson Elementary	13180 US Route 11 Adams Center, NY 13606	Rebecca Dalrymple, Principal	(315) 583-5418 Ext. 8
Mannsville Elementary	423 North Main St. Mannsville, NY 13661	James Pelton, Principal	(315) 465-4281 Ext. 1
District Office	13180 US Route 11 Adams Center, NY 13606	Mary Beth Denny, Superintendent Scott Slater, Asst. Superintendent	(315) 583-6104

Appendix 2

District Policies

Student Rights & Safety	7531 Prohibition of Sexual Harassment 6150 Drug-Free Environment 7160 Student Records 7310 Code of Conduct 7530 Mandated Reporter 6150 Drug/Alcohol/Tobacco Use 7310 Dangerous Weapons
Employee Rights & Safety	6151 Drug-Free Workplace 6121 Prohibition of Sexual Harassment 6550 Family and Medical Leave 3170 Prohibition of Sex Discrimination 3410 Dangerous Weapons in School 5770 Policy on Drug and Alcohol Testing

The Code of Conduct has been developed and adopted by the Board of Education of the South Jefferson Central School District as required by Project SAVE and 100.2(1) of the Regulations of the Commissioner of Education. The District has considered zero-tolerance policies and has determined that South Jefferson CSD will not adopt them. Consequences for Code of Conduct violations will be determined on a case-by-case basis according to the Code and District policies.

Appendix 3

Potential Risks

<p><u>Violent Incidents</u> Bomb Threat Active Shooter/Intruder Hostage Situation Kidnapping Civil Unrest Bio-Terrorism</p> <p><u>Fire/Explosion</u> Fire Natural Gas Emergency Bomb</p> <p><u>Systems Failure</u> Electrical System failure Fuel Shortage Gas Leak Heating System failure Roofing failure (leak) Sewage System Failure Structural failure Water System failure</p>	<p><u>Medical Emergency</u> Allergic Reaction/Bleeding/Head Injury Broken bones/Burns/Choking Diabetic Shock/Heart Attack/Stroke Infectious Disease Seizures Bites Body Fluid Exposure Electric Shock Toxic Exposure Food Poisoning</p> <p><u>External Hazards</u> Weather Emergencies Natural Disasters Hazardous Materials Spills Water Contamination School Bus Accident Highway/Railroad Accidents</p>
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Appendix 4

Community Resources:

Adams Fire Department- Brian Berkey, Fire Chief

Adams Center Fire Department- Mark Thomas, Fire Chief

Mannsville Fire Department- Ron Graves, Fire Chief

Rodman Fire Department - Dave Sischo, Fire Chief

South Jeff Rescue Squad- Debbie Singleton

Jefferson County Emergency Management- Joe Plummer

NYS Police - 782-2112

Jefferson County Sherriff Department - 786-2700

Appendix 5

Copies of the Building-level Emergency Response Plans are filed with the following agencies:

New York State Police

Jefferson County Sheriff's Department

Jefferson County Emergency Management Office

Adams Fire Department

Adams Center Fire Department

Mannsville Fire Department

Rodman Fire Department

School Safety, State of New York <http://SafeSchools.NY.Gov>

Appendix 6

Local Educational Agencies

District Name	Address	Phone
Adirondack Central School	110 Ford Street, Boonville, NY	(315)942-9200
Alexandria Central School	34 Bolton Avenue, Alex Bay, NY	(315) 482-9972
Beaver River Central School	Artz Road, Beaver Falls, NY	(315)346-1211
Belleville-Henderson Central School	8372 County Rte 75, Belleville, NY	(315) 846-5826
Carthage Central School	25029 County Rte. 197, Carthage, NY	(315)493-0510
Copenhagen Central School	Mechanic Street, Copenhagen, NY	(315)688-4411
General Brown Central School	Cemetary Road, Dexter, NY	(315)639-4711
Indian River Central School	32735 County Rt. 29 Philadelphia, NY	(315)642-3481
Inlet Common School	Inlet, NY	(315)357-3222
LaFargeville Central School	20414 Sunrise Ave, LaFargeville, NY	(315)658-2241
Lowville Academy & Central School	7668 State Street, Lowville, NY	(315) 376-9001
Lyme Central School	Chaumont, NY	(315) 649-2417
Sackets Harbor Central School	Sackets Harbor, NY	(315)646-3575
Sandy Creek Central School	124 Salisbury St. Sandy Creek NY	(315)387-3445
South Jefferson Central School	US Route 11, Adams, NY	(315) 583-6108
South Lewis Central School	4264 East Road, Turin, NY	(315) 348-2508
Thousand Islands Central School	8481 County Route 9, Clayton, NY	(315)686-5521
Town of Webb Union Free School	3002 State Route 28, Old Forge, NY	(315)369-3222
Watertown City Schools	1335 Washington St. Watertown, NY	(315) 785-3704
Augustinian Academy	317 West Street, Carthage, NY	(315)493-1301
Christian Heritage School	Martin Street Road, Carthage, NY	(315) 493-2940
Faith Fellowship Christian School	131 Moore Ave, Watertown, NY	(315) 782-9342
Hope Mennonite School	10468 East Road, Lowville, NY	(315)376-7916
River Valley Mennonite School	Box 141, Castorland, NY	(315)493-0187
IHC Primary School	Sterling Place, Watertown, NY	(315)788-7011
IHC Intermediate School	733 South Massey St. Watertown, NY	(315)788-3935
Immaculate Heart Central HS	1316 Ives Street, Watertown, NY	(315) 788-4670
Jeff-Lewis BOCES	20104 US RTE 3, Watertown, NY	(315) 779-7000