

**SOUTH LEWIS CENTRAL SCHOOL
PROJECT SAVE
(Safe Schools Against Violence in Education)
DISTRICT-WIDE SCHOOL SAFETY PLAN
Commissioner's Regulation 155.17**

Adopted August 21, 2001
Revised April 19, 2004
Revised January 28, 2014

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 man-made 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 Lewis Central School District ("District") supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going, district-wide cooperation and support of Project SAVE.

**SECTION I: GENERAL CONSIDERATIONS AND PLANNING PREVENTION
GUIDELINES**

A. Purpose

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

B. Identification of School Teams

The District has created a District-Wide School Safety Team including the following persons:

Position	Name
Board Of Education Representative	To be determined by Board
Administration Representative	Present Administrators
Teacher Representative	To be determined by Teachers' Association
Parent Organization Representative	To be determined by Parent Teacher Organization
Student Representative	To be determined by Student Council
Other School Personnel	Supervisor of Buildings and Grounds School Nurse

C. Concept of Operations

- The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plan for each school building. This District-Wide School Safety Plan will guide the development and implementation of the 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 that School's 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.
- County and State resources through existing protocols may supplement emergency response actions including Crisis Response.

D. Plan Review and Public Comment

- This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- 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 School Board may adopt the district-wide and building-level plans 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 Plans shall be confidential and shall not be subject to disclosure under Article 6 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 Plans will be supplied to both local and State Police within 30 days of adoption.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING & RISK REDUCTION

A. Identification of sites of potential emergency

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. 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 2 of this Plan shows the results of this procedure.

B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building-Level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency. The Incident Commander will call the Sheriff @ 376-3511 (or 911 after activated) as needed.

Emergencies include but are not limited to:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Others as determined by the Building-Level School Safety Team	

C. District resources and personnel available for use during an emergency

The District has committed the full inventory of its resources to be available for use during an emergency. The Incident Command Team will utilize these resources in line with the Building-Level Emergency Response Plans as deemed appropriate.

Specific personnel and resources are identified in the Building-Level Emergency Response Plans.

The Red Cross Mass Survey details all available resources. The survey is found in the Building-Level Plan.

D. Procedures to coordinate the use of school district resources during emergencies

The District uses the Incident Command System model for emergency actions. For district-wide emergencies the Incident Commander will be the Superintendent of Schools or his/her designee. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander until the Superintendent or his/her designee arrives. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. 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 Plan. Building-Level Incident Command staff are identified in the Building-Level Emergency Response Plans.

The District has committed the full inventory of its resources to be available for use during an emergency. The Incident Commander will utilize these resources in accordance with the Incident Command System as deemed appropriate.

See Incident Command System Position and Description chart. (Appendix 9)

Specific procedures, policies, persons, phone numbers, and training are located in the Building Level plans. The Incident Commander will contact 9-1-1 or 376-3511 for advice and assistance when needed.

E. Annual multi-hazard school training for staff and students

The District will conduct annual training for both staff and students in school safety issues. The District Director of Curriculum and Instruction and Jefferson-Lewis BOCES Health, Safety and Facilities Coordinator will coordinate training. Training may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills of other appropriate actions to increase the awareness and preparedness of staff and students.

See Appendix 3

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident critiques of these drills.

F. Staff development

The District Director of Curriculum and Instruction and Jefferson-Lewis BOCES Health, Safety and Facilities Coordinator will coordinate training.

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 4 of this document (see also district Code of Conduct.)

The district provides information to students, parents, and staff through the use of newsletters, mailings, handouts, and pamphlets.

The Incident Commander will, based on the situation, determine the appropriate steps to be taken. These may include, but are not limited to, lock-down, search, evacuation, or contacting 9-1-1 or 376-3511.

Specific steps are outlined in the Building Level Plans. The Incident Commander will monitor the incident; adjust their response as appropriate during the incident, and work to protect students and staff.

Specific policies are listed in Appendix 4, the Code of Conduct, and Student Handbook.

B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident

Law enforcement officials will be contacted by the Incident Commander in line with the Building Level Emergency Response Plan and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible.

Policies – Appendix 4.

The specific procedures are outlined in the Building Level plans.

The district has considered zero tolerance policies and has determined it will adopt them. Punishment will be judged on a case-by-case basis, Code of Conduct, and other district policies.

C. Appropriate responses to emergencies

The District recognizes that the appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail the appropriate response to such emergencies.

The district has developed specific procedures for responding to bomb threats, hostage taking, intrusions, and kidnappings.

Lockdowns, evacuations, and contacting local law enforcement through the Incident Command Structure will be used. Specific steps are found in the Building Level plans.

D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal

The District will contact appropriate parents, guardians or persons in parental relation to the students via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building Level Emergency Response Plans.

The district has plans and procedures to contact parents and guardians through the use of telephones, radio stations, intercom, fax, emergency alert systems, E-mail, television, and written communications. Specific procedures are outlined in the Building Level Plan to handle early dismissals, evacuation, and sheltering. Contact phone numbers are listed in the phone directory found in the Building Specific Plans (in the school office).

SECTION IV: COMMUNICATION WITH OTHERS & RECOVERY

A. Obtaining assistance during emergencies from emergency service organizations and local government agencies

During emergencies, local government agency support, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agency services.

The district will use the Incident Command System and follow the related protocols. The district has developed relationships with local police, fire, and emergency management personnel.

For Incident Command System (ICS) – see Appendix 9.

The Incident Commander will contact 9-1-1 or 376-3511 to obtain any assistance or advice.

B. Procedures for obtaining advice and assistance from local government officials including the county officials responsible for implementation of Article 2-B of the Executive Law

During emergencies, school officials should communicate with the County Emergency Management Coordinator to obtain advice and assistance.

The Incident Commander, based on the actual Article 2-B situation, will contact the emergency management office for guidance by calling 9-1-1 or 376-3511.

C. A system for informing all educational agencies within a school district of a disaster

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

D. In the case of a school district, maintaining certain information about each educational agency located in the school district, including information on:

Each Building Level Emergency Response Plan will include the following information:

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials of each such educational agency

The Building Level School Safety Teams will insure that this information is current and accurate.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and or/security devices or procedures.

Public schools need to list, if applicable: name, address, phone number, and contact person of the private schools, BOCES, other districts, Christian, parochial, Amish, etc., Head-Start, and any others you transport children to. (See Appendix 6)

Information on staff and student numbers and phone numbers are located in the Building Level Plan.

B. Policies and procedures for the dissemination of informative materials

The District is committed to the use of Conflict Resolution (Character Education) and Peer Mediation.

C. Prevention and intervention strategies

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- Collaborative agreements with state and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations
- Non-violent conflict resolution training programs
- Peer mediation programs and youth courts
- Extended day and other school safety programs

D. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the District is participating in programs in the following areas:

- Youth-run programs
- Peer mediation
- Conflict resolution
- Mentor for students concerned with bullying or violence
- Reporting mechanisms for school violence
- Others based on district need

E. Description of duties and required training of Student Mediator and other school safety personnel

The District currently employs a Student Mediator. Job descriptions and training requirements are located in the personnel office. (See Appendix 7)

APPENDICES

Appendix 1:

Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephones numbers for building staff.

GLENFIELD SCHOOL

ADDRESS	CONTACT	PHONE #S
5960 Main Street, Glenfield	Martha Jones	348-2620

MIDDLE-HIGH SCHOOL

ADDRESS	CONTACT	PHONE #S
4264 East Road, Turin	Judy Duppert Chad Luther	MS 348-2570 HS 348-2520

PORT LEYDEN SCHOOL

ADDRESS	CONTACT	PHONE #S
3336 Lincoln Street, Port Leyden	Chris Villiere	348-2660

Appendix 2:

Building Risk Determination Buildings & Surrounding Areas

All school buildings	Playground areas
Properties adjacent to schools	On and off-site athletic fields
Buses	Off-site field trips

BUILDING	Phone #	LOCATION	Principal
Glenfield Elementary	348-2620	Glenfield, NY	Martha Jones
Middle/High School	348-2570/ 348-2520	Turin, NY	Judy Duppert/Chad Luther
Port Leyden Elementary	348-2660	Port Leyden, NY	Chris Villiere

Internal Hazards

Civil Disturbance

- Bomb threat
- Hostage
- Intruder
- Kidnapped person
- Civil unrest
- Anthrax (bio-terrorism)

Fire and Explosion

- Explosion
- spills/releases
- Fire

Systems Failure

- Electrical system failure
- Fuel shortage
- Gas leak
- Heating system failure (loss of heat)
- Roofing failure (leak)
- Sewage system failure
- Structural failure
- Water system failure

Medical Emergency

- Allergic reaction/bleeding/blow to the head
- Broken bones/burns/choking/diabetic shock
- Epileptic convulsions/shock
- Bites
- Blood/body fluid exposure (infection control)
- Electric shock
- Epidemic
- Food poisoning
- Heart attack
- Toxic exposure

Death/suicide

External Hazards

Weather Related

- Flood/mudslide
- Storm/snow/ice/wind/hurricane
- Thunderstorm
- Tornado

Environmental Problems

- Air pollution
- Flood/mudslide
- Hazardous material
- Radiological incident
- Storm/snow/ice/wind/hurricane
- Extreme cold/heat
- Thunderstorm/lightning storm
- Tornado
- Toxic material spill/releases
- Water contamination

Other External Hazards

- Airplane crash
- School bus accident
- Earthquake
- Railroad Crossings
- Lyons Falls Mill

Appendix 3:

TRAINING

The District Director of Curriculum and Instruction and the Jefferson-Lewis BOCES Health, Safety and Facilities Coordinator will coordinate training. Training will be included in the District Professional Development Plan.

Along with "Right to Know" Training the district has also required annual training in Character Education, Violence Prevention, Conflict Resolution (through Oswego County BOCES) and review of our Code of Conduct (including Restitution Theory).

Appendix 4: **SAFETY/SECURITY POLICIES**

Refer to the South Lewis Central School Board Policy Book sections:

- 301.00 Code of Ethics
- 308.02 Drug Free Workplace Policy
- 308.04 Drug and Alcohol Testing
- 308.05 Substance Use/Abuse
- 308.07 Suspected Child Abuse by District Personnel
- 309.02 Health and Safety: Operation of vehicles owned by the District
- 503.4 Student Dismissal Precautions
- 503.5 Parent Responsibility for Student Vandalism
- 504.00 Code of Conduct
- 504.2 In-School Suspension
- 504.3 Student Suspension
- 504.4 Student Conduct: Guide to Legal Search and Seizure
- 504.5 Student Conduct: Massive Demonstrations on School Property
- 504.11 Student Due Process Rights
- 505.00 Corporal Punishment Complaints
- 506.00 Student Safety
- 506.3 Gun Free School Policy – Dangerous Weapons in School
- 506.4 Safety: The Police and the School
- 506.5 Suspected Child Abuse and Maltreatment
- 506.6 Drug and Alcohol Abuse
- 603.00 Student Conduct on School Buses
- 605.00 Transportation Rules, Regulations and Other Information
- 611.00 Video Cameras on School Buses
- 801.00 Vandalism
- 802.00 Building and Grounds Security
- 809.00 Emergency Plans
- 810.00 Emergency Closings
- 811.00 Accident Reports

Appendix 5:

Those with questions on this document are referred to the following State regulations:

- 155.17
- Executive Law 2B

Appendix 6:

Policy (and policy number) regarding building security, school safety officers, and dissemination of informative materials

- 004.0 Board of Education Meetings
- 004.1 Annual District Meeting/Budget Vote Policy
- 005.0 The Formulation, Adoption, Amendment and Dissemination of Written Policy
- 301.00 Code of Ethics
- 308.02 Drug Free Workplace Policy
- 308.04 Drug and Alcohol Testing
- 308.05 Substance Use/Abuse
- 308.07 Suspected Child Abuse by District Personnel
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Port Leyden Elementary	348-2660	Port Leyden, NY	Chris Villiere
Howard G. Sackett Center	377-7300	Glenfield, NY	Paul Mooney
Lowville Academy	376-9000	Lowville, NY	Cheryl Steckly

Appendix 7:

Description of duties and required training of Student Mediator and other school safety personnel

Student Mediator

Goal:

Provide a safe and orderly school environment by utilizing conflict resolution/peer mediation strategies in communicating with students, administrators, teachers, parents, law enforcement and the community. Utilize basic level discipline strategies to reduce discipline issues.

Roles and Responsibilities:

Assist teachers and administrators in the supervision of students including supervision while changing classes, maintain quiet and orderly hallways during classes, direct and assist visitors to appropriate offices, assure that students and visitors have appropriate documentation.

De-escalate situations that have the potential to become a problem. Be visible throughout the school. Be present in and around the building including hallways, locker rooms, cafeteria, auditorium, bathrooms, parking lots, buses, and at after-school activities. Deal with issues such as truancy, potential altercations between students and/or students and teachers, and situations involving bullying. Eliminate minor disturbances before they become major problems.

Investigate disciplinary situations such as truancy, theft, bullying, fights, property damage, use of illegal substances, and any infractions of the school policy and/or Code of Conduct. Each investigation involves communicating with all persons necessary including principals, students, parents, victims, witnesses, and law enforcement agencies.

Implement Mediation and Conflict Resolution solutions by taking appropriate mediation and conflict resolution measures. Administration is informed (involved) in the entire process. The solution may be as simple as communicating with all parties including but not limited to students, parents, teachers, school guidance counselors, drug and alcohol counselors, school psychologists, and/or law enforcement. Follow-up is required on student resolution/mediation to determine if the solution is working and successful.

Assist students in coping with peer pressure and daily problems. Be available to students to discuss situations. Keep open lines of communication with students, parents, staff, and administration to maintain safe schools by resolving problems before they arise.

Appendix 7 (Cont'd):

Know and enforce school policies and rules in a fair and consistent manner while maintaining a climate of mutual trust.

Work with the administration, reporting information to them on investigations, student discipline issues and other daily activities.

Maintain communication with parents of students involved in mediation issues. The goal is to resolve disputes early and with minimum disruption to student learning and teacher instruction.

Fulfill other duties as assigned by administration.

Requirements:

Requirements include Teacher Assistant Certification, Peer Mediation/Conflict Resolution Training, CPR/First Aid certification, Restraint Training. Experience preferred.

Appendix 8:

Copies of all Building-Level Emergency Response Plans are available to appropriate personnel from the district office.

The South Lewis Central School Emergency Response Plan has been filed with the Lewis County Sheriff's Department, the local office of the New York State Police Department and local fire departments.

Appendix 9:

District Organization organized by NIIMS ICS,
including ICS Position Description

Position & Description

Incident Commander (IC) Superintendent or Director of Curriculum or Director of Health, Phys Ed & Athl	Responsible for emergency/ disaster operations and shall remain at the command post to observe and direct all operations.
Deputy Incident Commander Director of Curriculum or Director of Health, Phys Ed & Athl or Business Administrator	Assists the IC with the management of the emergency/disaster. Assumes the role of the IC if required and fulfills the responsibility until relieved.
Operations Director of Health, Phys Ed & Athl	Manages/directs the response to the incident.
Logistics Supervisor of Buildings and Grounds	Provides facilities, services, personnel, equipment and materials to support the incident.
Planning & Intel. Business Administrator	Collects, evaluates and documents information about the development of the incident.
Admin./Finance Business Administrator	Provides financial tracking, procure- ment, and cost analysis related to the incident.
Public Information Officer (PIO) Superintendent or Dir. of Curr.	Acts as the official spokesperson for the district.
Safety Officer County Emergency Management Coordinator- Michael P. Carpinelli	Ensures that all activities are conduct- ed in as safe manner as possible under the circumstances which exist. The safety officer can enact emergen- cy authority and override the decision of the IC.
Agency Liaison Director of Curriculum	Contact person for responding agencies.
Log/Scribe Building Office Secretary	Documents all activities of the Command Post. Maintains all information/documents of the ICT.