



**SWEET HOME CENTRAL
SCHOOL DISTRICT**

OUR MISSION: EVERY STUDENT,
ONE COMMUNITY, READY FOR THE FUTURE.

Public Safety Hearing: District-Wide School Safety Plan & Code of Conduct May 14, 2024

2023-2024

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District Safety Committee 23-24

- *JoAnn Balazs, Assistant Superintendent*
- *Stephen Rozler, Supervisor of Buildings & Grounds*
- *Michael Ginestre, Superintendent*
- *Donald Feldmann, Assistant Superintendent*
- *Toyia Wilson, Asst. Supt. Director & Curriculum*
- *Grazyna Arnold, SRO / Amherst Police*
- *Kathryn Barillari, Director Special Education*
- *Ray Bailey, High School Assistant Principal*
- *Sheila Connors, Social Studies/Advisor*
- *Marissa Dauria, Middle School Principal*
- *Karen DeLaPlante, Glendale Principal*
- *Bob Ehlenfield, Systems Engineer*
- *Amanda Glenn, Kindergarten Teacher*
- *Rebecca Harmon, High School Senior Clerk*
- *Wendy Januchowski, Willow Ridge Counselor*
- *Marianne Jasen, Board of Education*

- *Scott Johnson, Board of Education*
- *David Kasprovicz, Erie 1 BOCES*
- *Lynn Kawa, Glendale Counselor*
- *Scott Kennedy, Supervisor of Transportation*
- *Matt LaRoach, High School Teacher*
- *Ben Morton, High School Assistant Principal*
- *Sherry McNamara, Admin. Asst. Supt/BOE*
- *Antonio Perry, Heritage Heights Principal*
- *Mallory Piwtorak, Program Aide, Parent*
- *Jason Phillips, Middle School Custodian*
- *John Radens, Community Member*
- *Christopher Schiumo, Athletic Director*
- *Gregory Smorol, Principal*
- *Jeremy Traverse, Science Teacher*
- *Brittany Winiarski, Admin. Asst. Talent & Equity*
- *Rob Woodford, Parent/ Community Member*

Student Voice:

- **Katherine Elmedawar, Chair of HS Student Wellness Committee**
- **Hunter Tryloff, President, HS Student Govt**
- **Erica Chan, Member HS Student Govt**



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Highlights of District Safety 2023-24

- **Parent Safety Forum**
- **Mass Notification System**
- **Signage: SHELL**
- **“Own the Door” Campaign**
- **Workplace Violence Prevention Plan**
- **Annual Review of Code of Conduct, District Safety Plan**



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Parent Safety Forum - October 11, 2023

Community Partners:

- Amherst PD
- Town of Tonawanda PD
- United States Secret Service
- Horizon Health Services

Topics:

- Police Investigations
- The Dangers of Social Media
- Impact of Social Media & Cyberbullying on Mental Health





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Update: Mass Notification System: FULLY IMPLEMENTED

- **9-1-1** two calls; designed for redundancy
- **PA system** announce: “Lockdown, Lockdown, the Building is in Lockdown”
- **Internal & external strobe lights** visually signal lockdown, together with **display readers** located in high noise areas
- **Automated alerts** to District Office; allows district to launch **Incident Command System** to support building in need

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NY STATE EMERGENCY RESPONSE **S.H.E.L.L.**

SCHOOL NAME:

911 ADDRESS:



SHELTER-IN-PLACE

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take Attendance.
- Listen for updates.



HOLD-IN-PLACE

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT TERM EMERGENCIES.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Listen for updates.



EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off site location.
- Listen for updates.



LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED **SCHOOL BUILDINGS** DURING INCIDENTS THAT POSE AN IMMINENT CONCERN OUTSIDE OF THE SCHOOL.

ACTIONS:

- Listen for instructions regarding the situation and your actions.
- Lock all exterior doors and windows.
- Leave blinds/lights as they are.
- Take Attendance.
- After initial instructions, listen for updates.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates.



LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED **CLASSROOMS** DURING INCIDENTS THAT POSE AN **IMMEDIATE THREAT OF VIOLENCE** IN OR AROUND THE SCHOOL.

ACTIONS:

- When you hear LOCKDOWN, LOCKDOWN, LOCKDOWN announced, move quickly to execute the following actions.
- If safe, gather students from hallways and common areas near your classroom.
- Lock your door. Barricade if necessary.
- Move students to a safe area in the classroom out of sight of the door.
- Leave windows, blinds/lights as they are.
- Keep everyone quiet. Silence cell phones.
- Take attendance, if possible.
- Do not communicate through door or answer room phone.
- Do not respond to P.A. announcements or fire alarm.
- Stay hidden until physically released by law enforcement personnel.

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“Own the Door”

*“As of 2022, not a single school shooter has been able
to breach a locked classroom...
Own the Door!”*

Don Shomette

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- ****Preferred: Keep door closed AND handle/hardware in locked position at all times**
- If door is open, keep door handle/hardware in LOCKED position at all times
- Any props - must be highly visible and easily removed in the event of an emergency
- Never leave a room or classroom unattended with the door open
- Never prop an exterior door (unless supervised)
- Administrators & Custodians conduct regular interior & exterior door checks
- Report unlocked and/or unsupervised classrooms
- ****Situational awareness:** Always know they nearest place to secure behind a locked door
- ****Exterior Door Access:** If you lose or misplace you ID badge, notify HR immediately; controlling access to exterior doors is critical to building safety



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Workplace Violence Prevention Plan

- **NYS Dept of Labor Regulation**
- **Not connected to NYSED District Safety Regs**
- **Reviewed by District Safety Committee**
- **Will be detailed during Superintendent's Report**

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Code of Conduct

Per NYS Education Law 2801, all school districts must adopt a Code of Conduct for the maintenance of order on school property:

- ❖ District Safety Committee reviews and updates the Code of Conduct annually and makes recommendations to the BOE for adoption
- ❖ The District holds at least one public hearing annually on the proposed Code of Conduct.
- ❖ The BOE adopts the Code of Conduct.
- ❖ A plain language version of the Code of Conduct is disseminated to all students and families.
- ❖ The full version is posted on the District's website & copied to NYSED

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Code of Conduct

- I. Introduction
- II. Definitions
- III. Student Rights and Responsibilities
- IV. Essential Partners
- v. Student Civility & Dress Code
- vi. Prohibited Student Conduct
- VII. Reporting Violations

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Code of Conduct

- VIII. Disciplinary Consequences, Procedures, and Referrals
- IX. Alternative Instruction
- X. Discipline of Students with Disabilities
- XI. Corporal Punishment
- XII. Student Searches and Interrogations
- XIII. Visitors to Schools
- XIV. Public Conduct on School Property
- XV. Dissemination of Code of Conduct

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Committee Recommendations

SECTION VI. PROHIBITED STUDENT CONDUCT

4. Engage in any conduct that endangers the safety, morals, health, or welfare of others.

Examples of such conduct include, but are not limited to:

- c. Discrimination, based on a person's actual or perceived race, age, sexual orientation, ~~use of a recognized guide dog, hearing dog or service dog~~, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.

7. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

- f. Using online platforms (e.g. ChatGPT), and/or artificial intelligence (AI) to produce work that is not the student's original work.



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Committee Recommendations

SECTION XIII. VISITORS TO THE SCHOOLS

Since schools are a place of work and learning, certain limits must be set for visits and visitors. The building principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- 3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, may ~~not~~ be required to register.

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Committee Recommendations

SECTION XIV. PUBLIC CONDUCT ON SCHOOL PROPERTY

B. Penalties

Persons who violate this Code of Conduct shall be subject to the following penalties:

- 1. Visitors/Spectators: Their authorization, if any, to remain on school grounds or at school functions may be withdrawn/suspended and they may be directed to leave the premises. If they refuse to leave, they shall be subject to ejection by designated security or law enforcement officials. ~~The length of said suspension shall be determined by the severity of the violation,~~ Depending on the circumstances, they could be issued a ~~suspension letter or a~~ no trespassing letter by the District, barring attendance on school property or at school functions. Violators will receive written notice of the District's determination.



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District-Wide School Safety Plans

Per NYS Education Law §2801-a and NYS Commissioner's Regulations §155.17, public school districts must adopt a District-Wide School Safety Plan and building-level Emergency Response Plans for each school building

- ❖ District-Wide Safety Plan:
 - annual public comment for a 30-day period
 - includes an annual public hearing
 - approved by the Board of Education by September 1

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Building-Level Emergency Response Plans

- Building-Level Emergency Response Plans:
 - Confidential, detailed information on how school personnel and students should respond to different types of emergencies
 - shared with law enforcement agencies and emergency responders
 - submitted to NYSED by the October 1 annually

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District-Wide School Safety Plans

SECTION 1000: GENERAL CONSIDERATIONS

SECTION 2000: GENERAL EMERGENCY RESPONSE PLANNING

SECTION 3000: RESPONDING TO THREATS AND ACTS OF VIOLENCE

SECTION 4000: COMMUNICATION WITH OTHERS

SECTION 5000: PREVENTION AND INTERVENTION STRATEGIES

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District-Wide School Safety Plans

APPENDICES:

- Appendix I: Buildings covered by the District Plan
- Appendix II: Outside Resources
- Appendix III: Law Enforcement & Security Professional Services Contracts/MOUs
- Appendix IV: Public Employer Health Emergency Plan
- Appendix V: Cybersecurity Plan
- **Appendix VI: NEW: Emergency Remote Learning Plan**

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NEW: Emergency Remote Learning Plan

- ❖ **Amendments to 175.5(e) and 155.17 NYS Commissioner's Regs** require School Districts to add Emergency Remote Learning Plan to District-Wide School Safety Plans

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Emergency Remote Learning Plan:

- Internet and digital device access (1:1 ipads; hotspots as needed)
- Daily schedule for students (synchronous and asynchronous instruction)
- Instructional platforms (Google Meet, Google Classroom, Schoology etc.)
- Expectations related to appropriate digital etiquette and responsible behavior during remote instruction
- Communication protocols for students and parents (email, phone calls)
- Plan for special services related IEP and 504 accommodations
- Non instructional services (Transportation, Food Services, Custodial)
- Instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions



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District-Wide School Safety Plans

SECTION 5000: PREVENTION AND INTERVENTION STRATEGIES

Updates included:

- A. Prevention and Intervention Strategies
- B. Improving Communication with Students
- C. Reporting Threats or Acts of Violence
- D. Training, Drills and Exercises
- E. Staff Development Training
- F. Proactive Building Security Measures
- G. Vital Educational Information
- H. Early Detection of Potentially Dangerous Behavior

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District-Wide School Safety Plans

A. Prevention and Intervention Strategies

The District utilizes a variety of intervention strategies to reduce risk and prevent critical incidents.

1. Any utilized school safety officers and other security personnel are trained annually.
2. Training for school staff working in an incident control capacity may include:
 - a. Individual and group de-escalation techniques
 - b. Restorative practices
 - c. MTSS
 - d. Trauma Informed Practices
3. The District may provide the aforementioned training annually and is continuously working to build the capacity of its staff in proactive strategies to increase safety in buildings.
4. Training may be available during staff development sessions, on conference days and via on-demand web-based training modules.

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District-Wide School Safety Plans

A. Prevention and Intervention Strategies

5. Procedures relating to building security including utilization of staff and security equipment are as follows:
 1. All authorized staff members are expected to carry their classroom/office keys/swipe cards at all times.
 2. All staff members are expected to wear District-issued photo identification badges.
 3. After the designated start time of the school day, each school will be appropriately secured.
 4. All visitors must report to each building's designated single point of entry and sign in before proceeding further into the building.
 5. All contractors assigned to work in any building must first be authorized by Buildings & Grounds to receive an identification badge, which must be visible at all times when workers are on school property. All deliverables and delivery personnel must first be authorized by Buildings & Grounds, prior to delivery. An exception for regular food service deliveries may be made after the vendor has been authorized for the school year.

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District-Wide School Safety Plans

A. Prevention and Intervention Strategies

The District continually investigates other security measures and conducts staff development training to ensure schools are as safe as possible. Security measures include:

- a. Security personnel
- b. Surveillance cameras
- c. Door-lock (buzzer) entry systems
- d. Portable Radios
- e. Mass Notification System
- f. Keypad or swipe entry systems
- g. Single or limited points of entry
- h. Visitor Management System (Raptor)
- i. Gaggle Alerts and Reporting System

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District-Wide School Safety Plans

B. Improving Communication with Students

Each of the schools within the district provides a wealth of school safety-related initiatives. These programs may include peer mediation, bullying prevention, conflict resolution, social skills development, managing emotions and components of character education. Students are involved in a wide variety of safety activities through both their classes as well as through work with school counselors, social workers, and school psychologists.

The school district's Code of Conduct is accessible to parents and students and reviewed with all students in the beginning of the school year. During the review with students, bullying, discrimination, harassment and violations of the Code of Conduct, along with consequences are discussed.

All staff members are trained in recognizing and effectively dealing with these behaviors, as outlined in the Code of Conduct.

In addition, each school has a wide range of programs and supports that impact school safety. These may include offering a variety of clubs, classroom lessons, small group lessons and/or individual counseling sessions, school-wide meetings, morning meetings in classrooms, assemblies, mindfulness and movement breaks, and a variety of wellness opportunities.

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District-Wide School Safety Plans

C. Reporting Threats or Acts of Violence

Students, staff, parents and others are informed annually about the importance of reporting threats or acts of violence and the procedures of reporting.

The District has developed a system for reporting threats and actual acts of violence. The procedure for reporting is as follows:

- Students are instructed to report threats and acts of violence to staff members.
- Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instruction on issues of school safety is provided to all employees each year.

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District-Wide School Safety Plans

D. Training, Drills and Exercises

Drills and Exercises:

The District will conduct emergency management drills and exercises annually including, but not limited to:

Evacuation and Lockdown Drills: Evacuation and lockdown drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September – June). The first eight (8) drills are conducted prior to December 31st of each school year. Eight of all such drills shall be evacuation drills. Four of all such required drills shall be lockdown drills. From June through September at any of the school buildings that have a summer school program, a minimum of two (2) evacuation drills are required. The appropriate Fire Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding effective building evacuation in the event of a fire. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the lockdowns drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted at different times of the school day (and different days) with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies.

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District-Wide School Safety Plans

D. Training, Drills and Exercises

Drills and Exercises:

Early Dismissal Drill: The District will conduct an Early Dismissal drill annually wherein students are dismissed early from each school. Parents will be notified of these drills well in advance. Transportation Officials and District staff may also take place in conducting and evaluation of this drill.

Shelter-in-Place Drills: Each school in the District will conduct at least one (1) Shelter-in-Place Drill annually utilizing Shelter-in-Place protocols. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

In addition to post-drill debriefings conducted by each building-level emergency response team, each building will complete a drill evaluation form that will be submitted to the district-wide safety team for periodic review.

Each Building-level Emergency Response Team and representatives of the District administration engage in tabletop exercises. Emergency response agencies are encouraged to participate in these exercises. The district may opt to conduct functional exercises with emergency response agencies to involve staff, students and parents in realistic drills.

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District-Wide School Safety Plans

E. Staff Development Training:

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to September 15th of each school year or within 30 days of joining the district. This training will be conducted at a staff development day in August, online or a combination of both.

The District will provide training for each Building-level Emergency Response Team (BERT) and District-wide Safety Team annually. The training will include practices and procedures to educate, evaluate, update and review all Emergency management protocols and procedures the teams perform including, but not limited to Lockdown, Lockout, Evacuation, Shelter-In-Place, Hold-in-Place and Early Dismissal. The District may involve local emergency responders to participate in this training.

Additional training includes but is not limited to:

- Individual and group de-escalation techniques
- Tier 1 and Tier 2 Restorative practices
- Trauma Informed Practices
- Non-violent conflict resolution skills
- Threat Assessment

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District-Wide School Safety Plans

F. Proactive Building Security Measures

1. The District buildings use limited points of entry. All doors are locked. Signs are in place directing visitors to sign-in at the reception desk at each school. Main doors are controlled by remote “buzzer” entry during normal school hours.
2. All schools have greeters or office staff members just inside the entrance to each school in the District. These individuals ensure visitor sign-in procedures, using our Raptor Visitor Management system, and help supervise building traffic flow. The building principals are responsible for supervision of the greeters and other staff.
3. Staff members are required to wear visible identification badges.
4. Visitors are required to sign in and wear visitor identification through a visitor management system.
5. Visitor access is limited to specific areas of the school building.

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District-Wide School Safety Plans

G. Vital Educational Information

Information on each building's student and staff, transportation needs, and the telephone numbers of key officials are outlined in each Building-level Emergency Response Plan.

H. Early Detection of Potentially Dangerous Behavior

This section contains the District policy and procedure for disseminating information regarding early detection of potentially dangerous behavior.

1. A "plain language" summary of the District's Code of Conduct is provided to all students in the District at the start of every school year to ensure that all students understand acceptable behavior in the school setting. The Code of Conduct delineates, among other behavior, lack of tolerance for harassment, discrimination, bullying and violence.
2. A "plain language" summary of the District's Code of Conduct is mailed in the District Calendar to all parents/guardians of students in the District at the start of each school year, and is disseminated at the time of registration thereafter.
3. All new employees will be provided with a copy of the Code of Conduct at the time of hire. All teachers and other staff members will be provided with a copy of the Code of Conduct annually.

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District-Wide School Safety Plans

4. Efforts are made on the building level in each of the District's schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Teams meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, parents/guardians and students may be involved in this process.
5. District students at all grade levels participate in instruction guided by evidence-based violence prevention/intervention programs. Elements of these programs support students in identifying potentially violent or problematic situations with peers and in developing strategies to address these such as reporting to an adult.
6. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
7. Each of the District's school psychologists/social workers may facilitate counseling groups for identified students around issues related to poor social skills development, managing emotions, and good decision-making.
8. Certified and noncertified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.
9. The District may work in collaboration with building-level and District-wide PTAs to offer parents/guardians information regarding early-warning signs of potentially dangerous and/or violent behavior, as well as a forum to discuss specific parental concerns.

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NYSED proposed regulatory changes pending...

Memo #1 - expected to be effective July 31, 2024:

- Trauma Informed Drills (Drills: Ed Law 807) - understand what trauma is and how it impacts students; conduct drills in trauma sensitive manner; inform staff prior; avoid props, simulations- those simulation exercises should be conducted with agencies outside of the school day with adults (students only with parent permission)
- Notify parents about drills & violent incidents (local discretion on when/how)
- Include County information on Behavioral Threat Assessment & Management Teams (BTAM)
- Add Bus Drivers/monitors to safety teams
- Building Plans: Maps must be included and include certain critical information

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NYSED proposed regulatory changes pending:

Memo #2: Proposed amendment to 155.17; for July 2025

Changing SHELL Terminology to avoid confusion re: Lockout and Lockdown

- Lockout will be “Secure” or “Secure Lockout”
- Evacuate/Evacuation
- Sheltering
- Hold/Hold in Place
- Lockdown

We will monitor and adjust as needed

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30-Day Public Comment Period

- District-Wide Safety Plan & Code of Conduct are posted on Website for Public Review
- Comment Period runs **May 14 to June 14**
- Submit Comments to JoAnn Balazs or Steve Rozler

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Questions?



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