Lancaster

Central School District

District-Wide Safety & Emergency Management Plan

2026-27 School Year

Updated: May 2026
Date of Safety Committee Review and Revision: May 27, 2026
Board of Education Public Hearing Date: August 3, 2026
Date of Board of Education Acceptance: August 31, 2026

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State Requirements

Requirement – The District-Wide School Safety team was appointed by the Board of Education[1]
Required Action – Appointed by the Board of Education on July 13, 2026
Status - Complete

Requirement – The District Chief Emergency Officer is:[2] Jamie Phillips, Assistant Superintendent for Business and Support Services, 716-686-3200, jphillips@lancasterschools.org
Required Action – District Chief Emergency Officer appointed on July 13, 2026
Status - Complete

Requirement – The District-Wide School Safety Team conducted annual review and updates to the District-Wide School Safety Plan[3]
Required Action – Annual review and updates completed on May 27, 2026
Status - Complete

Requirement – The District-Wide School Safety Plan was made available for public comment at least thirty days prior to adoption by the Board of Education:[4] It is recommended that a draft version of the plan be posted on the district website for the 30-day comment period (watermark is suggested)
Required Action – Public Comment Period Start date July 20, 2026. Public Comment Period End date August 21, 2026.
Status - Complete

Requirement – At least one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties, was held prior to adoption of the plan[5]
Required Action – Public Hearing was held on August 5, 2026. The final plan adoption (by September 1st) was August 31, 2026.
Status - Complete

Requirement – District-Wide plan must be submitted to the commissioner within 30 days after its adoption, and no later than October 1st[6]
Required Action – District plan submitted in the N Y S Education Department business portal (no later than October 1st)-submitted to NYSED portal on [INSERT DATE]
Status - Pending

Requirement – Training must be provided to staff on Building-level Emergency Response Plans, school violence prevention, mental health and sudden cardiac arrest, specifically covering how to recognize sudden cardiac arrest or similar life-threatening health emergencies and the procedures outlined in the Cardiac Emergency Response Plan, by September 15th, within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner. [1]

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[1] 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;

[1] 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention, mental health and sudden cardiac arrest, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;

Required Action – Staff training links were provided on August 10, 2026 and are required to be completed by September 15, 2026.
Status - Pending

Requirement—Safety Plan was posted on District Website: Within 30 days from adoption and no later than October 1st
Required Action (no later than October 1st) - posted to website on September 1, 2026
Status - Complete
Link -

https://lancasterschoolsorg.finalsite.com/district/board-of-education/district-wide-safety-plan-2026-27

District-wide School Safety Plan Self-Assessment and Planning Tool, Within 30 days from adoption, and no later than October 1, each district must post their District-Wide Safety Plan on their district website. The URL must be submitted to the Education Department to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption.

155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;

Section I General Considerations and Planning Guidelines

Purpose

Emergencies in schools are defined as undesirable events that occur and have the potential to cause injury or illness to members of our school community or disrupt the orderly educational process. They range from acts of bullying or harassment to catastrophic natural or man-made events. Emergency management is the discipline of dealing with and avoiding risks. It is a discipline that involves preparing for an emergency situation or disaster before it occurs as well as supporting and rebuilding from the emergency after natural or human-made disasters have occurred.

Emergency management in our schools is the continuous process by which our staff, students, administrators, parents, school groups, emergency responders and our community manages hazards in an effort to avoid or mitigate the impact of disasters resulting from hazards. Preventive measures and good planning will reduce the likelihood that emergencies will occur and allow us to address those that do in an expeditious and effective manner.

Districts are required to develop district-wide school safety and emergency management plans designed to prevent and effectively manage such events to minimize the effects of serious incidents and emergencies. These plans also facilitate the coordination of the District with local and county plans and resources when incidents and emergencies occur.

The district-wide plan is responsive to the needs of all schools in the District and is consistent with the more detailed building-level emergency plans. Districts are vulnerable to a wide variety of acts of violence; and natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (S.A.V.E.) law. Project S.A.V.E. is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Lancaster Central School District supports the S.A.V.E. legislation. As such, the Superintendent of Schools, Board of Education, and the entire District staff encourages and advocates on-going district-wide cooperation in support of Project S.A.V.E.

In July 2025, the New York State Legislature passed Desha's Law, which requires schools to develop and implement Cardiac Emergency Response Plans (C E R P s) to address sudden cardiac arrest incidents at any school site owned or operated by the District and at the location of any school-sponsored event, including athletic events. In accordance with this law, C E R P s have been developed and are incorporated into each confidential Building-Level Emergency Response Plan.

The District ensures that these plans provide for the recognition of sudden cardiac arrest and similar life-threatening health emergencies, the use and accessibility of automated external defibrillators (AEDs), coordination with local emergency medical services, response at school-sponsored events including athletic activities, and staff training aligned with nationally recognized, evidence-based guidance such as that of the American Heart Association.

SUPERINTENDENT'S DIRECTIVE

The Assistant Superintendent for Business and Support Services, Jamie Phillips, will serve as the District's Chief Emergency Officer (CEO)[2] whose duties shall include, but not be limited to:[3]

1. Coordination of the communication between school staff, law enforcement, and other first responders;[4]
2. Leading the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;[5]
3. Ensuring staff understanding of the district–wide school safety plan;[6]
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building.[7] The C E O will require each building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17 (2). Each plan should be updated annually with the assistance of the Building Emergency Response Team (B E R T). The plan shall provide for lockdown, secure lockout, sheltering, evacuation, early dismissal, fire and other emergency planning, including Sudden Cardiac Arrest, and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators. These plans shall be submitted to the District's Safety Team for annual approval and incorporation into the overall District-wide Safety and Emergency Management Plan.
5. Assisting in the selection of security related technology and development of procedures for the use of such technology;[8]
6. Coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the district-wide school safety plan and building-level emergency response plan;[9]
7. Ensuring the conduct of required evacuation and lockdown drills in a trauma-informed, developmentally, and age-appropriate manner that does not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency in all district buildings as required by Education Law section 807;[10] and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.[11]

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[2]155.17(1)(c)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:

[3]155.17(1)(c)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:

[4]155.17(c)(1)(xix)(a) coordination of the communication between school staff, law enforcement, and other first responders;

[5]155.17(c)(1)(xix)(b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans

[6]155.17(c)(1)(xix)(c) ensure staff understanding of the district–wide school safety plan

[7]155.17(c)(1)(xix)(d) ensure the completion and yearly update of building-level emergency response plans for each school building

[8]155.17(c)(1)(xix)(e) assist in the selection of security related technology and development of procedures for the use of such technology

[9]155.17(c)(1)(xix)(f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the district-wide school safety plan and building-level emergency response [plan] plan(s);

[10]155.17(c)(1)(xix)(g) ensure the conduct of required evacuation and lock-down drills in a trauma informed, developmentally, and age-appropriate manner that does not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency in all district buildings as required by section 807 of the Education Law

[11]155.17(c)(1)(xix)(h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner

Identification of School Teams

The District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner's Regulation 155.17(b)(13) and N Y S Education Law 2801.a(4)[12]. At the direction of the Board of Education and under the direction of the Superintendent, a District-wide Safety Team will be utilized for emergency management within the District[13]. The Safety Team shall include, but is not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors. At the discretion of the board of education, a student may be allowed to participate on the safety team, however, no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

The duties of the team shall include the development, review, and update of the District-wide Safety and Emergency Management Plan in compliance with Commissioner of Education Regulation 155.17. The District Safety Team should meet regularly throughout the year to conduct the following business:

1. Assess and review the District-wide Safety and Emergency Management Plan annually.
2. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
3. Conduct training sessions as necessary.
4. Meet with, oversee, and help guide the Building-level Emergency Response Planning Teams at each school as necessary.
5. Meet as needed with the District's Emergency Management Consultant to review protocols and procedures as well as receive training and instruction.
6. Meet with local government and emergency service organization officials to develop procedures for obtaining guidance and for emergency situations that exceed the expertise and/or resources of the District. These procedures may then be incorporated into the District's Emergency Management Plan.
7. Conduct all other business as deemed necessary.

[12] 2801.a(4) Each district-wide school safety team shall be appointed by the board of education, or the chancellor in the case of the city school district of the city of New York, and shall include but not be limited to representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel including bus drivers and monitors.

[13] 155.17(b)(14) District-wide school safety team means a district-wide team appointed by the Board of Education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, parent organizations, school safety personnel, and other school personnel including bus drivers and monitors.

District Safety Team

[21]Members listed here may be removed from the "additional emergency numbers" table

Required Members: School Board – John Talarico
Title: Board of Education Trustee
Office Phone: 716-686-3201
Alternate Number (optional): on file for district use

Required Members: School Board – Anita Schiavone
Title: Board of Education Trustee
Office Phone: 716-686-3201
Alternate Number (optional): on file for district use

Required Members: Teacher – Amanda Nolan
Title: Teacher, William Street School
Office Phone; 716-686-3200 extension 6200
Alternate Number (optional): on file for district use

Required Members: Teacher – Marlena Marrano
Title: Teacher, John A. Sciole Elementary
Office Phone: 716-686-3285
Alternate Number (optional): on file for district use

Required Members: Teacher – Allison Smerka
Title; Teacher, Lancaster Middle School
Office Phone: 716-686-3220 extension 1 1 1 8 6
Alternate Number (optional): on file for district use

Required Members: Teacher – Heather Stoldt
Title; Teacher, Lancaster High School
Office Phone: 716-686-3255 extension 9 7 9 1
Alternate Number (optional): on file for district use

Required Members: Teacher, Diana Wilks
Title: Teacher, Court Street Elementary
Office Phone: 716-686-3200 extension 1 1 3 6 1
Alternate Number (optional): on file for district use

Required Members: Teacher, Marc Edwards
Title: Teacher, Como Park Elementary
Office Phone: 716-686-3235
Alternate Number (optional): on file for district use

155.17(b)(14) District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, parent organizations, school safety personnel, and other school personnel including bus drivers and monitors. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

Required Members: Administrator, Carrie Greene
Title: Principal, John A. Sciole Elementary
Office Phone: 716-686-3376
Alternate Number (optional): on file for district use

Required Members: Chief Emergency Officer, Jamie Phillips
Title: Assistant Superintendent for Business and Support Services
Office Number: 716-686-3212
Alternate Number (optional): on file for district use

Required Members: Administrator/Committee Chair, Jeremy Lynch
Title: Assistant Principal, Lancaster Middle School
Office Phone: 716-686-3228
Alternate Number (optional): on file for district use

Required Members: Administrator/Committee Chair, Amy Meshulam
Title: Assistant Principal, William Street School
Office Phone: 716-686-3804
Alternate Number (optional): on file for district use

Required Members: Administrator, Jamie Pernick
Title: Assistant Principal, Lancaster High School
Office Phone: 716-686-3862
Alternate Number (optional): on file for district use

Required Members: Administrator, Judy Feldmeyer
Title: Transportation Supervisor
Office Phone: 716-686-3299
Alternate Number (optional): on file for district use

Required Members: Parent Organization, Tracy Lubkowski
Title: Parent Representative
Office Phone: on file for district use
Alternate Number (optional): on file for district use

Required Members: Parent Organization, Kristyn Fuqua
Title; Teacher, Hillview Elementary & Parent Representative
Office Phone: 716-686-3280 extension 4 4 1 2
Alternate Number (optional): on file for district use

Required Members: School Safety Personnel, Keith Doktor
Title: School Resource Officer
Office Phone: 716-686-3226
Alternate Number (optional): on file for district use

Required Members: School Safety Personnel, Stacy Maute
Title: School Resource Officer
Office Phone: 716-686-3301
Alternate Number (optional): on file for district use

Required Members: School Safety Personnel, John Zimmerman
Title: School Resource Officer
Office Number: 716-686-3800 extension 1 1 4 1 6
Alternate Number (optional): on file for district use

Required Members: Bus Driver, Larry Crossman
Title: Bus Driver
Office Number: 716-686-3290
Alternate Number (Optional): on file for district use

Required Members: Bus Monitor, Jennifer Mitchell
Title: Bus Attendant
Office Number: 716-686-3290
Alternate Number (optional): on file for district use

Required Members: Administrator, Michael Bryniarski
Title: Director of Facilities
Office Number: 716-686-3209
Alternate Number (optional): on file for district use

Required Members: Administrator, Arlene Denver
Title: Food Service Director
Office Number: 716-686-3245
Alternate Number (optional): on file for district use

Required Members: Other School Personnel, Edward Winter
Title: Custodian, Lancaster Middle School
Office Number: 716-686-7327
Alternate Number (optional): on file for district use

Required Members: Administrator, Kim Gromoll
Title: Director of Public Relations
Office Number: 716-686-3214
Alternate Number (optional): on file for district use

Required Members: Social Worker, Kelly Cook
Title: Social Worker, Court Street Elementary
Office Number: 716-686-3240
Alternate Number (optional): on file for district use

Required Members: Other School Personnel, Maureen Wing
Title: Benefits
Office Number: 716-686-3202
Alternate Number (optional): on file for district use

Required Members: Other School Personnel, Judy Wolanin
Title: Head Nurse/School Nurse, Court Street Elementary
Office Number: 716-686-3243
Alternate Number (optional): on file for district use

Required Members: Partner, Rob Glenn
Title: Gallagher Insurance Agent

Office Number: 716-926-8452
Alternate Number (optional): on file for district use

Required Members: Partner, Josh Merewether
Title: Gallagher Insurance Agent
Office Number: 716-651-4833
Alternate Number (optional): on file for district use

Required Members: Partner, Karen Rozuk
Title: Senior Safety Analyst, Erie 1 BOCES
Office Number: 716-821-7440
Alternate Number (optional): on file for district use

Required Members: Partner, Kathleen Schlotterbeck
Title: Risk Control Consultant, N Y S I F
Office Number: 716-544-3276
Alternate Number (optional): on file for district use

Required Members: Partner, Mickey McIntire
Title: Fleury Risk Management
Office Number: 518-478-6314 extension 1 0 5
Alternate Number (optional): on file for district use

Concepts of Operation

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building-Level Emergency Response Planning Team.

Upon the activation of the Building-Level Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. Resources will be coordinated based

Efforts may be supplemented by county and state resources through existing protocols.

Local emergency officials play an important role in managing response actions in emergency situations. Assistance from these officials is obtained by:

- Asking for their input in the planning process. When possible, include them as a member of the district-wide and building teams.
- Include them in the training of staff and students.
- Use their expertise and experience in the conduct of all drills, including tabletop exercises.
- Discussing all resources available if Article 2-B is invoked.

Lancaster Central School District Board of Education Policies to refer to and that govern a multitude of safety and security protocols include:

#3 4 1 0-Code of Conduct on School Property
#3 4 1 2-Threats of Violence in School
#5 6 8 0-School Safety
#5 6 8 1-School Safety Plans
#5 6 8 3-Fire and Emergency Drills, Bomb Threats, and Bus Emergency Drills
#5 6 8 4-Emergency Management Plan
#7 3 3 0-Searches and Interrogations of Students and the District's Code of Conduct

1. The District-wide School Safety and Emergency Management Plan will be directly linked to individual Building-level Emergency Response Plans for each school building. Protocols developed in the District-wide School Safety and Emergency Management Plan will guide the development and implementation of Building-level Emergency Response Plans.

2. All District building plans have been standardized to the extent possible so that leadership decisions are consistent and leaders may be interchangeable as necessary. The training and expectations set at the district level are applicable to all building team members.

3. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building-level Emergency Response Planning Team.

4. Once the Superintendent and/or their designee are notified, the District Emergency Response Team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the emergency management protocols and practices outlined in the National Incident

Management System (N I M S) and will practice Incident Command System (I C S) techniques to better manage these events.

Plan Review & Public Comment

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team. The District Safety Team shall review the plan annually before making it available for a 30-day comment period, a public hearing, and, finally, adoption by the Board of Education before September 1st of each year.[14]

2. On June 23, 2022, Governor Hochul signed Alyssa's Law, Chapter 227 of the Laws of 2022 (Chapter 227) which became effective immediately. Chapter 227 amends Education Law § 2801-a to require that district-wide school safety teams of public schools, boards of cooperative educational services, and county vocational education extension boards consider the usefulness of silent panic alarm systems when reviewing and amending district-wide safety plans. The District has panic alarms at each school building.[15]

3. Building-level Emergency Response Plans shall be confidential and not subject to disclosure under Article 6 of the Public Officers Law or any other provision of law in accordance with Education Law Section 2 8 0 1-a.

4. Full copies of the District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department on or before October 1st of each year or within 30 days of adoption.

5. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(c)(3).[16] This plan will be made available for public comment at least 30 days prior to its adoption.

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[14]155.17(a) By September first of each school year, every board of education of a school district, every board of cooperative educational services and county vocational education and extension board, and the chancellor of the City School District of the City of New York shall adopt a comprehensive district-wide school safety plan and building-level emergency response plans regarding crisis intervention and emergency response and management, and commencing with the 2023-2024 school year district-wide school safety plans shall include plans for the provision of remote instruction during any emergency school closure, provided that in the City School District of the City of New York, such plans shall be adopted by the chancellor of the city school district.

[15]EL 2081-A(f) District-wide school safety teams shall consider, as part of its reviews of the comprehensive district-wide safety plan, the installation of a panic alarm system. For purposes of this paragraph, "panic alarm system" shall mean a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from local law enforcement or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the superintendent of state police and may include one or more of the following: wired panic button or buttons, wireless panic button or buttons or a mobile or computer application; The New York State Register, December 2022, https://dos.ny.gov/system/files/documents/2022/12/122822.pdf (page 12)

[16]155.17(c)(3)(i) Each board of education, chancellor or other governing body shall make each district-wide safety plan available for public comment at least 30 days prior to its adoption. Such district-wide plans 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. Each district shall submit its district-wide safety plan and all amendments to such plan to the commissioner, in a manner prescribed by the commissioner, within 30 days after its adoption. Commencing with the 2019-2020 school year, such district-wide plans must be submitted no later than October 1, 2019, and each subsequent October 1st thereafter.

6. Building-level Emergency Response Plans will be supplied to the appropriate local law enforcement agency and the State Police by October 1st of each year or within 30 days of adoption.[17]

[17]155.17 (c)(3)(ii) Each board of education, chancellor or other governing body or officer shall ensure that each building-level emergency response plan and any amendments thereto, is submitted to the appropriate local law enforcement agency and the State Police within 30 days of its adoption, but no later than October 1 for the 2020-2021 school year and each October 1st thereafter. Building-level emergency response plans shall be confidential and shall not be subject to disclosure under Article Six of the Public Officers Law or any other provision of law.

Section II Risk Reduction/Prevention and Intervention

Prevention and Intervention Strategies[18]

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

1. The District utilizes trained multidisciplinary Threat Assessment Teams (a.k.a. Behavioral Assessment Teams) at each building to evaluate threats and implement the appropriate mitigation strategies. The District provides support and record keeping for the activities of each team.

2. The District has established a building-level multidisciplinary Behavioral Assessment Team which assesses whether certain exhibited behaviors or actions need intervention or other support. The Behavioral Assessment Team convenes annually to conduct staff training sessions on the safety and emergency procedures of such team [19]

3. The District consults with an outside psychologist, when deemed necessary, who reviews records, consults with student staff, and then completes a Risk Assessment.

4. The District Safety Team may utilize table top exercises to discuss their roles during an emergency and their responses to a sample emergency situation.[20]

5. Any utilized school safety personnel are trained annually

6. Training for school staff working in an incident control capacity may include:

    a. Individual and group de-escalation techniques
    b. Non-violent conflict resolution skills and
    c. Peer mediation

7. The District may provide de-escalation techniques and nonviolent conflict resolution training to other staff annually. Each building has some staff trained in nonviolent conflict resolution.

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[18]155.17(c)(1)(iii) appropriate prevention and intervention strategies, such as:(a) collaborative arrangements 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, and are effectively and fairly recruited;(b) where applicable, the establishment and/or participation of, school or district staff in a multi-disciplinary behavioral assessment team to assess whether certain exhibited behaviors or actions need intervention or other support, including a school or district-level behavioral assessment team or, if available, a county or regional threat assessment team. Where such teams are utilized, the district-wide school safety plan shall describe the school, district, or county team and its purpose, and annual staff training on safety and emergency procedures shall include information regarding the purpose and procedures of such team. (c) nonviolent conflict resolution training programs; (d) peer mediation programs and youth courts; and (e) extended day and other school safety programs.

[19] 155.17(c)(1)(iii)(b) where applicable, the establishment and/or participation of, school or district staff in a multi-disciplinary behavioral assessment team to assess whether certain exhibited behaviors or actions need intervention or other support, including a school or district-level behavioral assessment team or, if available, a county or regional threat assessment team. Where such teams are utilized, the district-wide school safety plan shall describe the school, district, or county team and its purpose, and annual staff training on safety and emergency procedures shall include information regarding the purpose and procedures of such team.

[20]155.15(4)(1)(xiv)(2) Tabletop exercises may be utilized by school and district safety teams as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting-type setting to discuss their roles during an emergency and their responses to a sample emergency situation.

8. Training may be available during staff development sessions, on conference days and via on-demand web-based training modules.

9. The District has executed Memorandums of Understanding (M O U) with Security Providers as required by N Y S Regulation[21].

10. Extended day and other school safety programs - The district school buildings and facilities provide a valuable resource to our students and community after the conclusion of the school day. The following are strategies are utilized during after-school hours:

    1. To the degree possible, access to areas of the school building is limited to only those needed for activities.
    2. Some buildings may use a modified point of entry.

11. Procedures relating to building security including utilization of staff and security equipment are as follows:[22]

    1. All staff members are expected to wear District-issued photo identification badges/door access cards at all times.
    2. After the designated start time of the school day, each school will be appropriately secured.
    3. All visitors must report to each building's designated single point of entry and sign in before proceeding further into the building.
    4. All contractors assigned to work in any building must first be authorized by the Buildings & Grounds Department 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 the Buildings & Grounds Department, prior to delivery. An exception for regular food service deliveries may be made after the vendor has been authorized for the school year.

12. The district has established a comprehensive Before and After School Programs, Activities, and Events Safety Annex to safely manage before- and after-school activities and events, including athletic activities and programs, ensuring a secure and welcoming environment for all attendees. These guidelines outline protocols for visitor management, crowd control, emergency preparedness, and coordination with law

[21]155.17(c)(1)(xi)(a)/2801-a A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers,collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan.

[22]155.17(c)(1)(xi)(a) policies and procedures relating to school building security, including, where appropriate: (a) the use of school safety or security officers and/or school resource officers. Beginning with the 2019-20 school year, and every school year thereafter, every school shall define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct.

enforcement as needed. This detailed annex can be found in each confidential Building-level Emergency Response Plan.

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

a. Safety personnel
b. Surveillance cameras
c. Door-lock (buzzer) entry systems
d. Portable Radios
e. Alarm Systems
f. Keypad or swipe entry systems
g. Single or limited points of entry

Improving Communication with Students

Each of the schools within the district provides a wealth of school safety-related initiatives aimed at improving communication among students, between students and staff, and between administration and parents or persons in parental relation.[23] These programs may include the establishment of youth-run programs in conjunction with the youth bureau, youth court, 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. By October 1st of each school year, the superintendent and chief school administrator have provided written information to all students and staff about emergency procedures.[24]

Each building has established a mechanism for the anonymous reporting of school violence and harassment and has communicated this to students and parents.[25]

The school district's Code of Conduct is accessible to parents and students and reviewed with all students at 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.

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[23] 155.17(c)(1)(xvi) strategies for improving communication among students, between students and staff and between administration and parents or persons in parental relation regarding reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;

[24] 155.17(g) Instruction. Each public school superintendent and each chief school administrator of an educational agency other than a public school shall take action to provide written information, by October 1st of each school year, to all students and staff about emergency procedures.

[25] 155.17(c)(1)(xvi) strategies for improving communication among students, between students and staff and between administration and parents or persons in parental relation regarding reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;

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 rooms, yoga and movement breaks, and a variety of wellness opportunities.

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.
- Each school has designated a reporting process, which can be done anonymously.
- 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.

Training, Drills and Exercises

Drills and Exercises:[26]

General Guidelines for Drills

Trauma-Informed Approach: All drills conducted during the school day with students present will be conducted in a trauma-informed, developmentally, and age-appropriate manner. Props, actors, simulations, or tactics mimicking a school shooting, incident of violence, or other emergencies are strictly prohibited.[27] (Effective 7/31/24) The New York State Fire Code requires that the fire alarm be used in an evacuation (evacuate) drill, and it is not considered a prop.

Annual Training: Drills will be conducted only after annual training in emergency procedures has been provided to students and staff.

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[26]155.17(c)(1)(xiv) procedures for review and the conduct of drills, tabletop exercises, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At their discretion, schools and districts may participate in full-scale exercises in coordination with local and county emergency responders and preparedness officials.

[27]155.17(c)(1)(xiv)(1) Drills conducted during the school day with students present shall be conducted in a trauma-informed, developmentally, and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency.

Varied Scheduling: Drills will be scheduled on different dates, days of the week, and during different times of the school day.[28]

Exclusions for Unplanned Events: Unplanned evacuations or false alarms do not count as a required drill. Evacuations made necessary by the unplanned activation of the fire alarm system or by any other emergency shall not be substituted for a required evacuation (evacuate) drill.[29]

Student/Staff Notification: At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Provided, however, that students and staff shall not be informed in advance of evacuation (evacuate) drills. (Effective 7/31/24)[30]

Parental Notification: Parents or persons in parental relation will be given advance notice of each drill being conducted within one week prior to the drill.[31] (Effective 7/31/24) Procedures for notifying parents or persons in parental relation will include:

1. Automated Phone Calls and Text Messages
    - Timing: Within one week before the drill.
    - Use the school's automated messaging system to send a notification.
    - Include the following information:
        - General time frame of the drill
            a. (e.g., Sometime the week of [month/date], [school name] will have a [drill type] drill
        - Type of drill (e.g., fire drill, lockdown drill)
        - Purpose of the drill
        - Importance of the drill for student safety
        - Contact information for questions or concerns

Required Drills

Evacuation (Evacuate) Drills: Eight (8) evacuation (evacuate) drills will be conducted each year, with six (6) completed between September 1 and December 31. Four (4) of these drills must involve the use of fire escapes on buildings where fire escapes are provided or other secondary means of egress such as different corridors, hallways, stairways, and exit doors.[32][33] Students will be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly. This instruction may be waived if a drill is held during the regular school lunch period or assembly[34]

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[28]155.17 (c)(2)(vii)(c) be completed on different dates, days of the week, and during different times of the school day; and
[29]401.7 New York State Fire code (pg 59)
[30]155.1(c)(1)(xiv)(2) At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Provided, however, that students and staff shall not be informed in advance of evacuation drills.
[31]155.17(c)(2)(vii)(d) parents or persons in parental relations shall be given advance notice of each drill being conducted within one week preceding any such drill.
[32]155.17(h)(i) Four drills shall be through the use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress, such as through different corridors, hallways, stairways, and exit doors. Drills shall be conducted at different times of the school day
[33]EL §807.1 four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress
[34]155.17(h)(ii) Pupils shall be instructed in the procedure to be followed if an emergency occurs during a lunch period or assembly, provided however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly.

Lockdown Drills: Four (4) lockdown drills will be conducted annually, with two (2) completed between September 1 and December 31.

Emergency Dismissal Drill: One (1) emergency dismissal drill will be conducted to test early dismissal procedures, occurring no more than 15 minutes before the normal dismissal time. Parents will be notified of these drills at least one week prior. Transportation Officials and District staff may also take place in conducting an evaluation of this drill. This drill also allows the District to test the usefulness of the communications and transportation system during emergencies.[35]

Additional Evacuation (Evacuate) Drill Requirements

Summer School: At least two (2) additional drills are required in buildings used for summer school, with one (1) drill held during the first week.

After-School Programs, Events, and Performances: For after-school programs, events or performances conducted within a school building that include persons who do not regularly attend classes in the building, the teacher or person in charge of the after-school program, event or performance will be required to notify attendees of the procedures to be followed in an emergency.[36]

Before- and After-School Safety Planning: Consistent with guidance from the New York State Education Department, the District's emergency response planning applies to school buildings and grounds during before-school and after-school programs, extracurricular activities, and school-sponsored events. Safety planning for these periods considers differences in supervision, staffing, student movement, and building use that may occur outside of regular instructional hours. Procedures address communication, student accountability, coordination with transportation, and coordination with emergency responders, as appropriate. Detailed, site-specific procedures for before- and after-school activities are maintained within each school's confidential Building-Level Emergency Response Plan and are implemented in coordination with designated staff and program leaders.

Optional Drills

Shelter-in-Place/Shelter and/or Secure Lockout Drills: While not required, each school in the District may conduct Shelter-in-Place/Shelter and/or Secure Lockout drills in addition to those drills required by New York State regulation. 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.

Full Scale Exercises: The district may opt to conduct functional exercises with emergency response agencies to involve staff, students and parents in realistic drills. Exercises that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency

[35] 155.17(h)(3) Emergency Dismissal drills shall test the usefulness of the communications and transportation system during emergencies.
[36] 807.1-a for after-school programs, events or performances conducted within a school building and include persons who do not regularly attend classes in the building, the principal or other person in charge of the building must require the teacher or person in charge of the after-school program, event or performance notify attendees of the procedures to be followed in an emergency.

may not be conducted on a regular school day and when school activities such as athletics are occurring on school grounds. Such exercises may not include students without written consent from parents or persons in parental relation.[37]

The district does not plan to conduct functional exercises with emergency response agencies that involve staff, students, and parents in drills using props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency. If this policy were to change in the future, any such exercises would not be conducted on a regular school day or when school activities such as athletics are occurring on school grounds. Additionally, no students would participate in these exercises without written consent from parents or persons in parental relation.

Training and Review Processes

Training for Students: Prior to the first annual drill, staff shall review emergency response procedures and drill requirements with students during class time, providing an opportunity for students to ask questions about any unclear procedures.

Age-appropriate student instruction shall also include awareness of Sudden Cardiac Arrest, including how to recognize a medical emergency, the importance of promptly notifying an adult, awareness of where automated external defibrillators (AEDs) are located within the building, and an understanding of which staff members are authorized to use AEDs.

Building-level Emergency Response Planning Team and District Administration Team Training: Each Building-level Emergency Response Planning Team and representatives of the District administration engage in tabletop exercises facilitated by the district's emergency management consultant. Emergency response agencies are encouraged to participate in these exercises.[38]

Drill Review and Protocol Updates: In addition to post-drill debriefings conducted by each building-level emergency response planning team, each building will complete a drill evaluation form that will be submitted to the district-wide safety team for periodic review, which includes observations from the drill as well as any additional feedback obtained from building personnel. Changes to procedures are made as needed. The district-wide safety team should evaluate communications and transportation systems during emergencies.[39]

Local Emergency Responder Involvement: The appropriate Fire and Police Departments may, upon mutual agreement with the District, participate in some or all evacuation (evacuate) and lockdown drills,

[37]155.17(c)(1)(xiv)(4) Schools and districts that opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency shall not conduct such exercises on a regular school day or when school activities such as athletics are occurring on school grounds. Such exercises may not include students without written consent from parents or persons in parental relation.
[38]155.17(c)(1)(xiv)(3) Tabletop exercises may be utilized by school and district safety teams as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting-type setting to discuss their roles during an emergency and their responses to a sample emergency situation.
[39]155.17(h)(3) Emergency Dismissal drills shall test the usefulness of the communications and transportation system during emergencies.

offering feedback on the effectiveness of building evacuation during a fire and the overall effectiveness of lockdown procedures.

Sudden Cardiac Arrest: Annual training provided to staff shall include how to recognize sudden cardiac arrest or similar life threatening health emergencies and the specific procedures outlined in the cardiac-emergency response plan, in alignment with state law and nationally recognized evidence-based practices such as those recommended by the American Heart Association.

Special Provisions

Building Occupants with Special Needs: Prior to the commencement of each school year, the Building-Level Emergency Response Planning Team shall conduct an inventory of any special needs students. Appropriate accommodations for the school year will be incorporated into each Building-Level Emergency Response Plan.

Access and Functional Needs: Building-specific procedures addressing the access and functional needs of students, staff, and visitors are maintained in each school's confidential Building-Level Emergency Response Plan. These procedures are integrated into the applicable emergency response annexes and address considerations such as mobility limitations, medical needs, medication access, medical equipment, service animals, personal assistance requirements, and other access or functional needs that may impact response actions during evacuation, shelter-in-place, hold-in-place, secure lockout, lockdown, and other emergency conditions. Such procedures are developed, reviewed, and updated by the Building-Level Emergency Response Team in accordance with Commissioner's Regulation §155.17, district policy, and applicable privacy and civil rights requirements.

Communication

Staff Information: Information about drills will be included in the teacher's manual or handbook as mandated by Education Law §807.2.

A summary of drill procedures are detailed in each of the Building-Level Emergency Response Plans.

STAFF DEVELOPMENT TRAINING:

All general staff shall receive training on District-wide procedures as well as specific procedures contained within their respective Building-Level Emergency Response Plan. Beginning in the 2025–2026 school year, this training shall also include components of Sudden Cardiac Arrest, including how to recognize the signs of Sudden Cardiac Arrest, initiate appropriate emergency response actions, and understand the location of automated external defibrillators (AEDs), consistent with Education Law §2801-a(2), as amended by Chapter 189 of the Laws of 2025. This training shall occur prior to September

15 of each school year or within 30 days of joining the District and may be conducted during a staff development day in August, online, or through a combination of both.[40]

The District will provide advanced training for each Building-level Emergency Response Planning Team and District-wide Safety Team annually. Effective July 1, 2025, the training will include a description of the roles and responsibilities of the Building-level Emergency Response Planning Team, the building-level Incident Command System including the roles and responsibilities of designated staff, and the building level-emergency response plan procedures for implementing the following required emergency response terms: shelter, hold, evacuate, secure lockout, and lockdown. The required training shall also include the procedures for conducting drills, including whether classrooms will be released from lockdown by law enforcement or school or district administrators during drills, and the district and building policies, procedures, and programs related to safety including those which include components on violence prevention and mental health.[41]

Additional training includes but is not limited to:

- De-escalation training
- Warning signals for violence and mental health concerns
- Non-violent conflict resolution

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 office staff members just inside the entrance to each school in the District. These individuals ensure visitor sign-in procedures and help supervise building traffic flow. The building principals are responsible for supervision of the other staff.

3. Staff members are required to wear visible identification badges.

4. Visitors are required to sign in and wear visitor identification.

5. Visitor access is limited to specific areas of the school building.

[40]155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;
**Please note, the terminology in this paragraph has been pulled directly from the law language, and therefore the terminology remains shelter, hold, evacuate, secure lockout, and lockdown.

[41]155.17(2)(xiii) https://www.regents.nysed.gov/sites/regents/files/424p12d2.pdf

Vital Educational Information[42]

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.

Early Detection of Potentially Dangerous Behavior [43]

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 or emailed 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.

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 Resource Officers, School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, bus drivers and monitors, 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.

[42]155.17(2)(ix) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

[43]155.17(c)(1)(xii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community, and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, parents [and] or other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;

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 P T As 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.

Police Agencies

The District buildings fall within the jurisdiction of the following police departments:

Agency	Phone Number
Lancaster Police Department	716-683-2800
Depew Police Department	716-683-1123
Erie County Sheriffs	716-858-2903
New York State Police	716-759-6831

Hazard Identification

Identification of Potentially Dangerous or Hazardous Sites:

Each school will identify and locate areas of potential emergencies in and around its building. The Director of Facilities and building custodians will locate these sites.

1. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.

2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and District personnel.

3. Potentially dangerous sites indicated below that are contained within school property and under the jurisdiction of the school district, will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:

- Electrical panels/shut-offs
- Gas lines/shut-off
- Gas appliances
- Heating plant
- Sewage system
- Structural failure
- H V A C
- Water supply/shut-off
- Chemical storage and cleaning supplies
- Paper supply storage
- Industrial arts room
- Science rooms and labs
- Isolated areas near the school
- Nearby aqueduct, streams, ponds, rivers (flooding)
- Steep areas near school
- Unprotected exterior gas/electric, air-conditioning supplies or equipment
- Playground equipment

School Safety Personnel Allocations, Hiring, Duties, and Training[44]

Private Security and School Resource Officers

This plan includes the memoranda of understanding that define the relationship between the district, personnel, students, and law enforcement. This memorandum is consistent with the Code of Conduct, and defines the roles, responsibilities, and involvement in the schools of law enforcement. The role of school discipline is delegated to school administration.

Security Allocations

A. At the elementary level, there is a single point of entry for visitors at each building and visitors to the school must be buzzed into the building, sign in and receive an identification badge issued by school/district personnel. Staff in the building all wear district-produced identification badges which must be worn at all times. Staff is trained to report to the main office any person they observe who is not wearing a badge.

B. At the middle school and high school level, there is a single point of entry for visitors, which is staffed during normal school hours by one of several staff members or safety personnel assigned to the High School. Visitors to the school must be buzzed into the building, sign in and receive an identification badge issued by school office staff. Staff in the building all wear district-produced identification badges, which must be worn at all times. In addition, safety personnel are assigned to areas throughout the building.

[44] 155.17(c)(1)(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;

Hiring

The interviewing and hiring of safety personnel follows the district's practices for hiring of new staff. All new staff employed by the District must be fingerprinted in order to be employed.

Duties and Training

Office Staff

- main office personnel at each building main offices are staffed during regular school hours
- responsible for enforcement of the visitor protocols
- deter and report unlawful activity
- provide escorts for visitors, parents, and students when needed

Secondary School Monitors (Hall)

- staffed at certain elementary, both middle schools and high school
- actively monitor the building and support the staff with student safety and traffic
- provide student supervision outside of the classroom
- enforce adherence to school procedures
- assist with the arrival and dismissal processes

School Security Monitors

- Active off-duty law enforcement
- staffed during regular school hours at the high school as well as for special events in the evening and on weekends
- enforce our visitor policy as well as actively monitor the building and support the staff with student safety and traffic

Required training includes:

- School violence prevention and intervention training
- Site-specific training including review of all manuals (e.g., school district policies, Code of Conduct, District-wide School Safety Plan, School Handbook, etc.).
- Right-to-know training
- Blood borne pathogen training
- Mental Health / Suicide Prevention
- Training will be provided to all employees by September 15th, including all new employees hired throughout the year (within 30 days of hire). The training will be provided predominately by Global Compliance Network and in person when deemed necessary. The Chief Emergency Officer will annually certify to the commissioner that the training has been provided.

Section III Response

Notification and Activation - Internal and External Communications

Internal

After receiving the information from the Incident Commander at the scene, an email / call will be sent from the Superintendent's office to all administrators and administrative offices alerting them to the nature and status of any incident in the district. The mass communication system may be used to provide information as deemed appropriate by the Incident Commander. Portable radios will also be used when appropriate.

External

Anyone with knowledge of an emergency event is encouraged to first and immediately call 9 1 1.

The District's mass communication system will be used to provide information to parents/guardians and emergency contacts. The District website may also be used to provide updated information throughout an incident as deemed appropriate by the Incident Commander. Schools may also use their websites, groups, and hotlines for announcements or updates as directed by the Incident Commander.

When an emergency requires notification of parents and students, the Superintendent or his designee will provide updated information to parents and students through the emergency notification system. Additional information may also be found on the District's website: https://www.lancasterschools.org/

During an emergency, all contact with the media will be handled either by the Superintendent or their designee. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or their designee. Students, staff and parents should refer all questions and requests for information to the Superintendent in order to assure the release of factual and current information. The Superintendent may refer such requests to the Public Information Officer for response.

By definition, emergency events are unforeseen and unpredictable. The safety of students and staff is the primary focus of all activities surrounding an emergency event. Every effort will be made to contact parents and the general public once the situation has stabilized.

Situational Responses

Multi-Hazard Response

In the event of an emergency, a Command Center will be set up at a safe location in collaboration with emergency responders. Each building has specific plans for dealing with a wide range of hazards.

Specific response procedures are sensitive in nature and therefore are contained within each confidential building-level emergency response plan.

In each emergency, the building's administrator will contact the District office for assistance. The District office will provide support as appropriate and deemed necessary by the Incident Commander on the scene (i.e. sending additional mental health resources). The Superintendent or their designee will be the sole contact person for releasing information to the media and for communicating the status of the emergency with other District schools, out-of-district schools, private schools, and outside agencies.

Response Protocols

Written information on emergency response procedures is disseminated to parents, age-appropriate students and staff via email by October 1st annually. This non-sensitive information may also be found on the district website.

School Cancellation

In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcement thereof shall be made through the district's all-call system, on the district's website and social media, and on local television and radio stations. Employees should expect information between 5:00 and 6:00 o'clock a.m. Any employee who is doubtful about reporting should contact his/her immediate supervisor.

In making the decision to close schools, either the superintendent or his/her designee shall consider many factors, including the following:

1. The availability of parent/guardian to receive the student at home in the event schools should be dismissed early.
2. The health and safety of students remaining in a school environment.
3. Weather conditions, both existing and predicted.
4. Driving and traffic conditions affecting public and private transportation facilities.
5. Continuance or discontinuance of the operations of business, commercial and professional people in the area.

When the district or a particular school is closed, all related activities scheduled at the closed locations, including athletic events and student extracurricular activities, will ordinarily be suspended for that day and evening unless express permission has been granted by the Superintendent or his/her designee.

The attendance of personnel shall be governed by their respective contracts and/or upon designation as essential by the Superintendent.

- The Superintendent or their designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- The Public Information Officer will activate use of the District's mass communication system.

- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.

Early Dismissal

In the event of an imminent emergency that requires specific early dismissal procedures, they are as follows:

The early dismissal procedure will be implemented when a situation such as heavy snow warning, and so forth is imminent. This would occur at any time of the day after the children are on their way to school, or while school is in session. The district order would be given by the Superintendent or his/her designee.

1. Contact the District transportation department to notify bus drivers.
2. Inform Building-level administration
3. Building-level administration, close to the time of planned dismissal, shall:
    a. Inform teachers and students return to homeroom.
    b. Attendance of all students should be taken by teachers.
    c. Names of students not accounted for should be referred to the office.
    d. Teachers and students should remain in place until directions for dismissal are given.
    e. Good conduct and discipline standards are to be enforced.
    f. Special considerations should be given to:
        1. Students with Special Needs – contact transporting agency
        2. Student drivers dismissed to go home if situation permits
        3. Day care children – notify parents to pick up children
4. Information for the reason of early dismissal may be shared with teachers and students as deemed necessary.
5. Communicate with parents to inform them of planned dismissal details through the district's all-call system, on the district's website and social media.

- The Superintendent or their designee will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- The Operations Chief will designate people to arrange transportation for students.
- The Public Information Officer will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.
- The Liaison Officer will notify each of the building principals.

Evacuation (Evacuate)

In the event of an imminent emergency that requires specific evacuation procedures, they are as follows:

1. The district office, emergency coordinator or building administrator, upon realization or notification from a public official (fire chief, police officer, local or county disaster official), of a natural or man-made disaster will notify one another of the impending emergency and inform each other of the current situation.

2. Contact with local fire or police will be made by the building administrator.

3. The building administrator will inform his/her staff of the decision to evacuate and where the building population will be evacuated to. Buildings will evacuate to designated outdoor evacuation sites or off-site locations.

   Items to consider for evacuation:

   - Total accountability of students and staff
   - Students/Staff with Special Needs
   - Whether transportation is readily available
   - Time of travel and length of stay
   - Notification of parents/guardians
   - If short term sheltering is necessary off-site, notify the site(s) the occupants will be taken to.

Note: Standard fire evacuation procedures should be used in evacuations.

4. Building office staff should secure pertinent resource information such as student information and emergency contact information, and so forth. Teachers should carry safety plans, class lists, and got-to-go bags (if available).

5. Transportation needs are specified in building-level plans.

6. Students should prepare for evacuation if time permits:
   a. Go to lockers to collect personal belongings
   b. Consideration to walkers and students with cars

- The Superintendent or their designee will determine the level of the threat.
- The Operations Chief will contact the transportation supervisor to arrange transportation. They will also arrange for student-parent reunification.
- The Safety Officer will clear all evacuation routes and sites prior to evacuation
- Principal(s) will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. They will report to the superintendent or their designee any missing staff or students.

Shelter-in-Place/Shelter Sites (internal and external)

- The Superintendent or their designee will determine the level of the threat and communicate with building principal(s) who are affected by the emergency.
- Principal(s) will move all staff and students to pre-arranged shelter-in-place/shelter sites as outlined in building plans. They will report any missing staff or students.
- The Logistics Chief will make appropriate arrangements for human needs in the event of a long-term situation.

Protocols For Responding To Bomb Threats, Hostage-Takings, Intruders, Abduction, And Other Emergency Situations[45]

The District has procedures and provides training for emergencies. Specific response steps are confidential and contained within each Building-level Emergency Response Plan. Emergencies include but are not limited to the following situations.

- Abduction/Kidnapping
- Armed Intruders / Active Shooters
- Bomb Threats
- Cyber Security Annex
- Early or Alternate Emergency Dismissal
- Earthquakes
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Disease
- Missing Child/Elopement
- Severe Weather
- Student-Made Threats
- Sudden Cardiac Arrest
- Suicidal Students
- Suspicious Package Protocol
- Suspicious Persons

[45]155.17(c)(1)(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;

- Swatting

Responses to Implied or Direct Threats of Violence[46]

The district has several policies and procedures in place with respect to responding to acts of violence by students, teachers, other school personnel and visitors to the school. Reference Board of Education Policy #3 4 1 0 Code of Conduct on School Property, Policy #3 4 1 2 Threats of Violence in School, Policy #7 3 1 3 Suspension of Students, Policy #7 5 8 0 Safe Public-School Choice, and the Lancaster Central School District Code of Conduct

Also refer to Appendix 6, Threat Inquiry Process Form

Consideration of Zero-Tolerance: Per Board of Education Policy #3 4 1 2, the School District is committed to the prevention of violence against any individual or property in the schools, on school property or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day.

Any person who commits an act or threatens an act of violence, including bomb threats, whether made orally, in writing, or by email, shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the Code of Conduct on School Property and collective bargaining agreements, as may be necessary.

While acknowledging an individual's constitutional rights, including applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and well-being of staff, students, visitors and/or the school environment. Employees, students, agents and invitees shall refrain from engaging in threats or physical actions which create a safety hazard for others.

All staff who are made aware of physical acts and/or threats of violence directed to students or staff are to report such incidents to the Building Principal/designee, who shall report such occurrences to the Superintendent. Additionally, the Building Principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and/or Director of Special Education if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.

Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware by reporting such incidents to the school hotline, a faculty member, or the Building Principal.

The District reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

[46] 155.17(c)(1)(i)policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which for this subdivision shall include suicide;

This policy will be enforced in accordance with applicable laws and regulations, as well as collective bargaining agreements and the Code of Conduct as may be necessary. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request.

Appropriate sanctions for violations of this policy by students will be addressed in the Code of Conduct

Law enforcement will be contacted about and involved in violent situations to the extent allowed by New York State Education law and regulations of the Commissioner. The role, responsibilities, and involvement of School Resource Officers and local law enforcement is set forth in the February 2019 Memorandum of Agreement in Section 5 1 0 0. Law enforcement will also be contacted when the district is notified of a threat, rumor of a threat, or has suspicious behavior reported to it.

In the case of an active violent incident, law enforcement will be contacted by district employees (panic button and/or 911 call), students, or other bystanders

1. Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others or school property.

2. Staff members are required to immediately inform the Principal or their designee of any direct or implied threat of violence or actual act of violence by students, teachers, or other school personnel including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which shall include suicide. The Principal or their designee decides whether to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.

3. The district disseminates educational material encouraging parents and visitors to tell school staff about any direct or implied threat of violence or actual acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves.

4. After considering the specificity/generality of the threat or severity of the violent act, the Principal or their designee will determine whether to immediately contact the Superintendent of Schools or the Assistant Superintendent to advise them of the threat, obtain assistance to determine the severity of the threat or report the violent act. The Principal will have the discretion to report minor incidents to the Superintendent verbally and/or in memorandum form after the situation has been resolved.

5. Each building has a Threat Assessment Team. This is a multi-disciplinary team that uses a nationally recognized evidence-based model to evaluate threats and implement the necessary mitigation steps to help prevent a threat from escalation to an act of violence.

6. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement.

Responses to Acts of Violence[47]

1. The Principal or their designee will determine whether to contact law enforcement personnel. Threats or actions placing students, staff and others in imminent danger require an immediate Lockdown protocol followed by a call to the police and the District Superintendent (if safe to do so). Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.

2. The Principal, and/or their designee then determine the appropriateness of directing the Building-level Emergency Response Team to be activated.

3. The Building-level Emergency Response Planning Team consisting of trained staff and school personnel may assist with an Evacuation (Evacuate), Secure Lockout, Shelter-in-Place/Shelter, Hold-in-Place/Hold, or Early Dismissal and will follow the appropriate protocol (see appendices for further information). The Incident Command System (I C S) under the National Incident Management System (N I M S) should be followed as closely as possible to ensure good coordination between the building-level teams, District leadership, and responding agencies.

4. If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all BERT members) are required to Lockdown in the nearest lockable space and await further instruction, or in some situations, evacuate the campus.

5. Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal or emergency closure are detailed in each building-level emergency plan. The use of the District's mass communication system is typically utilized.[48]

6. Aggressively dangerous and violent students, teachers, other school personnel, bus drivers and monitors, or visitors shall be managed as outlined by the procedures detailed in the district Code of Conduct.

7. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement

8. School administrators must keep records of serious threats and acts of violence and report them annually to the state.

9. Prompt contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on

[47]155.17(c)(1)(ii) policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors and visitors to the school, including consideration of zero-tolerance policies for school violence;
[48]155.17(1)(ix) policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal or emergency school closure

Building-Level Emergency Response Planning Teams. These individuals and appropriate means of contact are documented in each Building-Level Emergency Response Plan.[49]

10. The district has a zero-tolerance policy for acts of school violence.

Protocols For a Public Health Emergency

The following procedures provide a general overview of the District's response to a State Disaster Emergency and may require modification during an actual event based on a number of factors. The District will follow current guidance from the County Department of Health, State Department of Health and the State Education Department related to masking, distancing, quarantines, and other health-related requirements.

Background

In September 2020, Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The new legislation will constitute New York State Labor Law Section 27-c, and serve as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-C, the following section was added to 2 8 0 1-a of the Education Law that required additions to the District Plan.

Education Law - 2801-a (m) - requires protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions of section twenty-seven-c of the labor law.

The district's full detailed Communicable Disease Continuity of Operations Plan is found here: L C S D Continuity of Operations Plan. The basics of the plan are in the following pages.

Protocols

1. In the event of a state-ordered reduction of the District's in-person workforce, the following is a list of essential employees.

Administration & Oversight
Superintendent of Schools
The Superintendent is the decision-maker for the entire district.
Operations
Assistant Superintendent for Business and Support Services
The Assistant Superintendent for Business & Support Services ensures all essential functions are maintained.
Staffing
Assistant Superintendent for Human Resources

[49] 155.17(c)(1)(iv) policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;

The Assistant Superintendent for Human Resources ensures staffing levels for all essential functions and instructional program plans are met and communicates with the collective bargaining unit and employees regarding work expectations and arrangements.

Teaching & Learning

Assistant Superintendent for Curriculum, Instruction & Pupil Personnel Services

Director of Elementary Education

Director of Secondary Education

Director of Instructional Technology & Accountability

The Assistant Superintendent for Curriculum, Instruction & Pupil Personnel Services along with the Director of Elementary Education, Director of Secondary Education, and Director of Instruction Technology & accountability determine the plan for teaching and learning including the technologies necessary to support instruction.

The Assistant Superintendent for Curriculum, Instruction & Pupil Personnel Services also works with the Lancaster Central School Director Medical Director and Lead Nurse to direct school nurses regarding health services.

Special Education & Related Services

Director of Special Education; Assistant Director of Special Education

The Director and Assistant Director of Special Education ensure that all students Individualized Educational Plans including related services are implemented as best as practicable. The Director and Assistant Director of Special Education also serve as liaisons between students, families and the school district.

Building-Level Administration

Principals, Assistant Principals

The Principals and Assistant Principals are the liaisons between students, families and employees in the buildings.

Information Technology Services

Information Services Director

The Information Services Director works directly with the Director of Instructional Technology & Accountability to establish priorities for instructional technology tasks and organizes staff. Staff Members from the Information Services department provide support in setting up hardware and software, network management, and help desk support.

Medical Services

Lead Nurse and School Nurses

Provides necessary medical-related services to Lancaster Central School District employees and students that are deemed vital to the health, safety, and well being of the school population.

Student Support Service Providers

Psychologists, Social Workers, Counselors, School Resource Officers

Provides necessary student support related services to Lancaster Central School District students and employees that are deemed vital to the health, safety, and well being of the school population.

Building and Grounds

Director of Facilities

The Director of Facilities maintains the necessary level of cleaning and sanitizing and building preparedness. Staff members from the Buildings and Grounds department perform these duties.

Cleaning and Sanitizing

Buildings, Grounds Staff, Custodial, Maintenance, Cleaners, and Laborers

Performs all cleaning and sanitization and necessary upkeep of the buildings.

Support
District Clerical Staff
Provides necessary support for all Administrators to ensure continuity of operations and accountability.

2. Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:
    - Creation of criteria and expectations for those positions who will work remotely.
    - Identification of staff who will work remotely.
    - Approval and assignment of remote work.
    - Equipping staff for remote work, which may include:
        i. Internet capable device (e.g., Chromebook)
        ii. Necessary peripherals
        iii. Access to VPN and/or secure network drives, if necessary
        iv. Access to software and databases necessary to perform their duties
        v. The ability to utilize or access LCSD telephones, if necessary

    The Superintendent of Schools and the District Administrative Staff will determine the level of remote working for all district employees in conjunction with all NYS DOH guidelines.

3. Implementing staggered shifts may be possible for personnel performing duties that must be conducted on-site; however, the duties may be completed outside the core business hours. District administration will identify, if possible, opportunities for staff to work outside core business hours as a strategy to mitigate the potential exposure of the communicable disease. Regardless of changes in start and end times of shifts, the Lancaster Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:
    - Identification of positions for which work hours will be staggered.
    - Approval and assignment of changed work hours.

    The Director of Facilities will work with the Superintendent of Schools or a designee to formulate a calendar that schedules employees based on the needs of the District.

4. Personal protective equipment (P P E) will be procured and stored:
    - The Director of Facilities will be responsible for ensuring the proper P P E is available at all buildings for required applications.
    - The District will work to ensure and maintain a three-month supply of P P E as directed above for all staff and students.
    - An extra supply of P P E will be available in all buildings with the Nurses or Custodial staff.
    - The Lancaster Central School District participates in cooperative bid purchasing agreements where possible that provide a comprehensive list of suppliers and products

used for maintaining student and staff health through cleaning, disinfecting and sanitizing protocols.

- Surplus PPE will be stored in a dry, secured central location. Access to the surplus P P E can only be made by the Director of Facilities as this will ensure the accurate accountability of all supplies on hand.
- The Director of Facilities will be responsible for keeping accurate records and reporting.

5. Staff Member, Student, or Visitor Exposures:
    - Each school will identify an area to separate anyone who exhibits symptoms of the communicable disease during hours of operation, and ensure that students are supervised by a staff member who is socially distanced.
    - Students who develop communicable disease symptoms during a public health emergency and are in isolation will be safely dismissed to the parent/legal guardian or means of transportation to their home or to a healthcare facility, as appropriate, depending on the severity of illness. Areas used by any sick person will be closed off and not used until they have been properly disinfected.
    - Employees and contractors who exhibit symptoms in the workplace should be immediately separated from students and other employees. They should immediately be sent home with a recommendation to contact their healthcare provider. Areas used by any sick employee or contractor will be closed off and not used until they have been properly disinfected.
    - Health officials, staff, and families will be notified of any possible case of a communicable disease while maintaining confidentiality consistent with the Americans with Disabilities Act (A D A) and other applicable federal and state privacy laws. In the case of a positive test, the District will coordinate with the E C D O H to trace all contacts of the individual, in accordance with the New York State Contact Tracing Program. The District will cooperate with contact tracing efforts, including notification of potential contacts, such as employees or students who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
    - Those who have been directed to isolate or quarantine will be advised not to return until they have met C D C, N Y S D O H, and/or E C D O H criteria to discontinue isolation or quarantine protocols. Those who have had close contact with a person diagnosed with a communicable disease will be informed to stay home and self-monitor for symptoms, and to follow C D C or D O H guidance if symptoms develop. If a person does not have symptoms follow appropriate C D C or D O H guidance for home isolation.
    - Any employee or student who screens positive for any of the above criteria (i.e., symptoms, test, or close contact) is prohibited from entering the school. They will be sent home with instructions to contact their health care provider for assessment and testing.

- If necessary, the District has a plan for cleaning and disinfecting as well as temporarily closing as directed by the N Y S D O H, E C D O H, and/or the governor.

Plan for Returning to School: During a public health emergency, if a staff member or student exhibits symptoms of a communicable disease, with or without a positive test, the District will refer to D O H's guidance for public and private employees returning to work following a communicable disease infection or exposure. This may need to be considered for family and/or household members who are positive for a communicable disease, as carriers can be asymptomatic. Any person returning after a positive diagnosis must be released from quarantine by the E C D O H and/or must have a note from a healthcare provider indicating they can return to school/work.

Compliance will be monitored by the District and documentation must be provided by the employee or student/parent. Further, a reporting plan will be in place to ensure all are alerted who have come into close or proximate contact with a person with the communicable disease.

Accommodations for High Risk Individuals:

- The District will provide information regarding medical conditions accepted as high risk for contracting/being impacted by a communicable disease and potentially eligible for Americans with Disabilities Act (A D A) accommodations as per their physician.
- All students and staff seeking accommodations for potential high-risk medical conditions will follow District procedures, as per district processes for A D A accommodation request.
- Documentation from a physician will be considered and proper and reasonable P P E/accommodations will be provided to students and staff to accommodate the documented condition.
- The District's designated Safety Coordinator is the Superintendent of Schools; however, the health and safety of our students and staff is everyone's responsibility. Any questions or concerns should follow the District's normal chain of command. Students and/or parents should first contact the teacher or building principal; whereas, employees should direct their concerns to the immediate supervisor. The building principals are the designated building-base coordinators for reports of positive cases as well as other building level student and staff issues.

Cleaning and Disinfecting

Cleaning and custodial staff has received and will continue to receive professional development on the proper and appropriate procedures for cleaning, sanitizing, and disinfecting school buildings.

- The custodial and cleaning staff has been, and will continue to clean and disinfect the buildings consistent with the C D C and D O H Guidelines for mitigating the spread of a communicable disease.
- High contact surfaces will be cleaned and disinfected numerous times a day. This includes handrails, door knobs/handles, and other high touch areas.

- Additionally, the custodial and cleaning staff will perform a thorough cleaning and/or disinfecting daily. This includes, but is not limited to, dusting and wet mopping or auto scrubbing of floors, vacuuming, trash removal, cleaning/disinfecting of restrooms, spot cleaning of walls and carpet, cleaning meeting room tables, and other occupied spaces.
- All employees are encouraged to wipe down their personal work spaces and personal use items within the building/classroom and support student hand and respiratory hygiene and high contact surfaces.
- There will be an emphasis on the importance of hand washing with soap and water for 20 seconds. Hand washing will occur frequently throughout the day. Social distancing will remain a critical component of the facilities staff and when social distancing of six feet cannot be maintained the use of a mask/face covering is required.
- The District will provide appropriate signage prominently displayed at entrances and in high traffic areas. These signs will include messages about social distancing, effective hand washing, the use of PPE, and symptoms of the communicable disease.
- Outdoor areas, such as playgrounds in schools and parks generally require normal routine maintenance, but do not require disinfection, as per N Y S E D guidance.
- Building ventilation will be sustained if dealing with a respiratory communicable disease through frequent filter changes in order to provide optimal efficiency. Frequency of filter changes will be documented; adequate code requirements will be maintained. As per the guidance, we will continue to maintain adequate, code required ventilation. Additionally, our schools will increase the fresh air ventilation rate, to the extent possible, to aid in maintaining a healthy indoor air quality.

6. Employee & Contractor Leave:
    - Public health emergencies are extenuating and unanticipated circumstances in which Lancaster Central School District is committed to reducing the burden on our employees and contractors. To that end the Lancaster Central School District will follow all required federal, state and local laws in addition to employee contracts regarding employee and contractor leave during a public health emergency.
    - Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, F M L A, executive orders, and other potential sources.
    - Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Lancaster Central School District, and as such are not provided with paid leave time by the Lancaster Central School District, unless required by law.

    Documentation of Work Hours & Locations:
    - In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.
    - This information may be used by Lancaster Central School District to support contact tracing within the organization and may be shared with local public health officials.

7. There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner that will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Lancaster Central School District's essential operations.

   If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason not practical or ideal, or if there are no hotel rooms available, Lancaster Central School District will coordinate with the Lancaster Office of Emergency Management to help identify and arrange for these housing needs. The Assistant Superintendent for Business and Support Services will be responsible for the coordination of these efforts.

Identification of District Resources Which May Be Available for Use During an Emergency[50]

District resources are available in each building and stored in a central location. Each building will designate a Command Post. The list, which is not meant to be inclusive, requires the following items:

- Copy of District-Wide School Safety Plan
- Building-level Emergency Plan
- Quick reference Emergency Management Procedures
- List of emergency telephone numbers
- Building floor plans
- Telephones
- Radio communications
- Weather radio
- Flashlights
- Photocopier
- Computer
- Student rosters
- List of individuals with special needs and specific evacuation plans
- Telephone numbers for parents/guardians Information about emergency needs (e.g. students/staff that require medications, vehicular transportation issues, etc.)
- School and staff census information
- Continuity of Operations Plan

Coordination and School District Resources and Manpower During Emergencies[51]

The District will, as appropriate, utilize all available manpower during an emergency. Within each building, schools may use the Staff All Call response protocol, which quickly summons all available staff

[50]155.17(c)(1)(vii) except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;

[51]155.17(c)(1)(viii) except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;

members to a staging area for assignments. Coordination of available employees is typically performed by the Principal or their designee. Specific job duties will be assigned based on the type of emergency and in compliance with the appropriate district and building emergency response procedure. Additional district resources may be requested by any building administrator or designee as needed. The Superintendent or their designee will call in all available maintenance and custodial staff to provide support during an emergency as needed. Assistance from outside government agencies may also be requested. A specific list of available resources may be found in Appendix 4 of this plan.

Participating in Unified Command under Incident Command System Principles

Assignment of Responsibilities

A chain of command consistent with the National Interagency Incident Management System (N I M S) /Incident Command System (I C S) will be used in response to an emergency. Members of the School, Emergency Response Team, will be part of this system. In the event of an emergency, the response team will adopt N I M S/I C S principles based on the size, scope, and character of the emergency.

1. All administrators and Building-level Emergency Response Planning Teams members shall complete the incident command training level one.

2. All District Emergency Response Team members shall complete incident command training level one and level two.

Variations of Emergencies and Chain of Command

There are three variations of emergencies which may present themselves to a school district:

1. Emergency situations within the school district are managed by the Superintendent, unless authority is shifted to the Chief Emergency Officer or another designee.

   In this situation, the Superintendent or Chief Emergency Officer is in control, and makes their own decisions to remediate the situation.

2. Emergency incident within the school district which requires the assistance of an outside agency.

   When the Fire Department is called by the school district, then the fire chief or ranking officer is in charge. The school district planning committee should then act as a resource and coordinating agency within the school district.

   When a law enforcement agency is called by the school district, the building administrator remains in charge. However, the law enforcement agency's recommendations should be fully complied with.

3. Emergency incident at local, county, state or national level where notification of the school district of the emergency is done from outside sources.

In the event of a large-scale emergency, the outside coordinating agency (most likely the county) will be in charge and again the school district emergency coordinator and planning committee will act as a resource and coordinating agency within the school district.

Incident Command System Positions

The number of Incident Command System positions filled will be dependent upon the scope of the incident.

- Incident Commander – Responsible for the direction of the building response in a building-level emergency (Building Administrator/designee).
- Public Information Officer – Compiles and releases information to the news media.
- Safety Officer – Monitors the response to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- Liaison – Represents the District by working with responding agencies (law enforcement, fire department, E M S, utilities, etc.) and other school districts that may be involved in the incident.
- Incident Log – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- Operations – responsible for directing the implementation of action plans and strategies for incident resolution.
- Logistics – Responsible for providing all resources (personnel, equipment, facilities and services) required for incident resolution.
- Planning/Intelligence – Responsible for collecting, evaluating, and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- Administration/Finance – Responsible for all cost and financial matters related to the incident.

The Town of Lancaster Office of Emergency Management, Lancaster Police Department, and any other first responders at the scene may take control of the coordination at any point, based on the type and extent of the emergency.

The following district officials are also authorized to make decisions, coordinate, delegate, and provide assistance during emergencies.

Superintendent, Andrew P. Kufel, Ph. D.

Assistant Superintendent for Business and Support Services/Chief Emergency Officer, Jamie Philips

Assistant Superintendent for Curriculum, Instruction and Pupil Personnel Services, Andrew Krazmien

Assistant Superintendent for Human Resources, Daniel D'Amico

Director of Elementary Curriculum and Instruction, Karen Marchioli, Ed.D.

Director of Secondary Curriculum and Instruction, Sarah Wittmeyer

Director of Instructional Technology and Accountability, Cheryl Randall

Director of Facilities, Michael Bryniarski

Pupil Personnel Director, Erin Gannon

Pupil Personnel Assistant Director, John Tresmond

Principal Middle School, Stephanie Lackie

Principal Como Park Elementary, Bethany Henke

Principal Court Street Elementary, Andrea Burnash

Principal Hillview Elementary, Amy Moeller

Principal John A. Sciole Elementary, Carrie Greene

Principal High School, Michael Candella

Principal William Street School, Greg Heer

Director of Transportation, Judy Feldmeyer

Emergency Remote Instruction

Overview

The District may offer remote instruction days to students in the event of an emergency condition, including, but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak.

When making decisions about remote instruction, the District will consult with students**,** parents, teachers, administrators, community members, and other stakeholders as appropriate. When implementing remote instruction, the District will ensure that it is complying with applicable teaching and learning requirements.

Definitions

A. "Asynchronous instruction" means instruction where students engage in learning without the direct presence (remote or in-person) of a teacher.

B. "Non-digital and/or audio-based instruction" means instruction accessed synchronously and/or asynchronously through paper-based materials where the student to teacher interaction occurs via telephone or other audio platforms.
C. "Remote instruction" means instruction provided by an appropriately certified teacher who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher.
    1. Remote instruction will encompass synchronous instruction provided through digital video- based technology and may also include asynchronous instruction intended to complement synchronous instruction. Digital video-based technology includes online technology and videoconferencing technology.
    2. Remote instruction may encompass non-digital and audio-based asynchronous and/or synchronous instruction where this instruction is more appropriate for a student's educational needs.
D. "Synchronous instruction" means instruction where students engage in learning in the direct presence (remote or in-person) of a teacher in real time.

Formats and Methods of Remote Instruction

Remote instruction may be delivered through a variety of formats and methods. Determinations about how to best deliver remote instruction will take into account a variety of factors including, but not limited to, the number of students involved, the subject matter, the students' grade levels, and technological resources of both the District and students. Consideration will also be given to whether accommodations need to be made for students with disabilities or English language learners. Each school's Building-level Emergency Response Plan will contain this confidential information in the Continuity of Instruction Plan (COIP) section.

Instructional Options

The District may engage students in synchronous and asynchronous learning on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction. All students are provided with district issued devices which would enable remote instruction for all students.

Computer and Connectivity Access for Students

The District will ensure that students have the necessary equipment at home to participate in remote instruction.[52] No later than June 30th of each school year, the Superintendent will report to the Commissioner of Education the results of the survey on student access to computing devices and access to Internet connectivity on a form and format prescribed by the Commissioner.[53] The information received from the survey will aid in the development/updates to the detailed Continuity of Instruction Plan in each

[52] 155.17(xxi)(a) ensure computing devices will be made available to students
[53] 155.17(f)(2) Beginning in the 2022-2023 school year, each chief executive officer shall report to the Commissioner, no later than June 30 of each school year, on a form and format prescribed by the Commissioner, the results of the survey on student access to computing devices and access to internet connectivity

school's Building-level Emergency Response Plan.

Minimum Instructional Hours

Remote instruction provided on days when the District would have otherwise closed due to an emergency condition may be counted toward the annual hourly requirement for the purpose of state aid. The Superintendent will certify to the New York State Education Department, on a form prescribed by the Commissioner, that an emergency condition existed on a previously scheduled school day and that the District was in session and provided remote instruction on that day and indicate how many instructional hours were provided on that day and certify that remote instruction was provided in accordance with the District's emergency remote instruction plan.

Remote Instruction Support

As necessary, the District will provide instruction on using remote instruction technology and IT support for students, teachers, and families. The District will also work to ensure that teachers and administrators are provided with professional development opportunities related to designing an effective remote instruction experience.

Compliance With District Policies, Procedures, And the Code Of Conduct

Teachers and students are required to comply with any and all applicable District policies, procedures, and other related documents as they normally would for in-person instruction. Examples include, but are not limited to, the District's policies and procedures on non-discrimination and anti- harassment, acceptable use, and copyright. Students will also be required to abide by the Code of Conduct at all times while engaged in remote instruction. Violations of the *Code of Conduct* and/or engaging in prohibited conduct may result in disciplinary action as warranted.

Privacy and Security of Student and Teacher Data

The District will take measures to protect the personally identifiable information of students and teachers from unauthorized disclosure or access when using remote instruction technologies in compliance with law, regulation, and District policy. Examples of these measures include, but are not limited to, minimizing the amount of data shared to only that which is necessary, de-identifying data, and using encryption or an equivalent technical control that renders personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons when transmitted electronically.

Section IV Communication with Others

Obtaining assistance during emergencies from emergency service organizations and local government agencies.[54]

1. The district continues to work closely with local police, fire, E M S, and governmental agencies to obtain assistance during emergencies. Representatives helped in the development of this plan, have assisted in emergency drills, and provided technical assistance. Providers have given approval to the district to rely on local personnel, resources, and facilities in emergency situations.

2. The district maintains an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The superintendent or their designee will initiate the contact when needed.

Obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law[55]

1. The district maintains an updated list of local and county emergency organizations, agencies, and government officials responsible for implementation of Article 2-B of the Executive Law. The superintendent and their designee will initiate the contact when needed.

2. The key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are listed in Appendix 4. Key government agencies are listed below:
    1. Lancaster Police Department
    2. Depew Police Department
    3. Bowmansville Volunteer Fire Department
    4. Townline Volunteer Fire Department
    5. Twin District Volunteer Fire Department
    6. Village of Lancaster Fire Department
    7. Village of Depew Fire Department
    8. New York State Police
    9. Town of Lancaster Office of Emergency Management
    10. Village of Depew Office of Emergency Management
    11. Erie County Office of Emergency Management
    12. Erie County Sheriffs
    13. Lancaster Volunteer Ambulance Corp
    14. Red Cross
    15. Erie County Public Health Emergency Preparedness

[54]155.17(c)(1)(v) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
[55]155.17(c)(1)(vii) except in a school district in a city having a population of more than one million inhabitants, the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;

16. Erie County Poison Control
17. Erie County Mental Health
18. E1B District Superintendent
19. New York State Education Department

Contacting Parents, Guardians or Persons in Parental Relation to the Students of the District in the Event of a Violent Incident or an Early Dismissal[56]

In the event of violent incidents or crises, or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Superintendent or their designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a student involved in disciplinary situations shall be consistent with the Code of Conduct and New York State law, and shall be presented clearly and concisely to staff and students each year.

When a student is involved in any violent situation, or an implied or direct threat of violence by such student against themselves, including suicide, parent or guardian shall be contacted as soon as practicable.[57] Administration shall utilize school mental health resources when necessary.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

[56]155.17(c)(1)(ix) policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal or emergency school closure;
[57]155.17(c)(1)(x) policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;

Section V Recovery

Continuity of Operations

This district maintains continuity of operations at both the district and building level to ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of instruction. Specific continuity plans are contained within each Building-level Emergency Response Plan.

Continuity of Instruction

The District offers a suite of online instructional tools that can be used to support remote instruction and communication. General instructional tools for communicating with students include online services including:

- Google Drive with shared folders
- G Suite (Docs, Sheets, Slides, Forms, Classroom, Sites)
- Gmail
- E school
- District Website
- Various Ed law 2-d compliant instructional resources as assigned by individual teachers

Detailed grade-specific remote instructional procedures are contained within each building-level emergency plan.

Note: The local public Library online resources are available remotely and can be accessed by students who have a library card.

District Support for Buildings

When the Chief Emergency Officer is notified that an emergency exists, he/she will respond accordingly.

Members of the District Safety Team will assist as needed either at their respective Building Command Posts or by responding where directed by the Incident Commander(s). The District Safety Team will assign such other personnel as deemed necessary to meet the needs of the situation.

The District Safety Team members will remain at their assigned posts until the Incident Commander(s) has determined that the emergency is over, or it is unsafe, or no longer necessary to remain, or need to relocate.

Should the incident involve a single building, at the discretion of the District Safety Team leader in consultation with that building's administrators and Building-level Emergency Response Planning Team, other school buildings may be called to support the Building-level Emergency Response Planning Team in that building.

Should the incident involve multiple buildings, at the discretion of the District Safety Team leader, in consultation with building administrators, additional mental health support from the County Crisis Team and local area hospitals may be solicited to support the Emergency Response Teams in the affected building(s).

In any case, a "debriefing", or post-incident analysis, will be facilitated by the District Safety Team. This process will include a review of the actual incident, the Team's response to the incident, and post-traumatic incident debriefing.

District clinicians (or, mental health professionals from outside agencies if they have been involved) will provide ongoing as-needed support to the Team members, and will monitor post-traumatic stress symptoms in team members. As appropriate, team members may be provided with a referral to the Employee Assistance Program and/or with information regarding private mental health providers in the area.

Principal(s) are expected to consult with the District Public Information Officer in composing letters to parents following any emergency. The District's Public Information Officer will assist in sending mass communication messages to affected groups. The District's Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary services following any emergency.

Disaster Mental Health Services

The District Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary mental health services following any emergency. District mental health providers may be temporarily reassigned to assist in the recovery process.

The District will coordinate with Erie County Office of Mental Health, 716-858-8530, the New York State Office of Mental Health, 1-800-597-8481, and/or Substance Abuse and Mental Health Services Administration Disaster Distress 1-800-985-5990 as determined necessary for resources, programs, and direct support as needed after a mental health emergency, threat, incident, or traumatic event.

Appendix 1 - Listing of School Buildings

District Office & Warehouse Annex
177 Central Avenue
Lancaster, New York 14086
(716) 686-3200

Lancaster High School
One Forton Drive
Lancaster, NY 14086
Phone: 716-686-3255
Grades 9-12

Lancaster Middle School
148 Aurora Street
Lancaster, NY 14086
Phone: 716-686-3220
Grades 7-8

William Street School
5201 William Street
Lancaster, NY 14086
Phone: 716-686-3800
Grades 4-6

John A. Sciole Elementary
86 Alys Drive
Depew, NY 14043
Phone: 716-686-3285
Grades Kindergarten through 3

Hillview Elementary
11 Pleasant View Drive
Lancaster, NY 14086
Phone: 716-686-3280
Grades Kindergarten through 3

Court Street Elementary
91 Court Street
Lancaster, NY 14086
Phone: 716-686-3240
Grades Kindergarten through 3

Como Park Elementary
1985 Como Park Boulevard
Lancaster, NY 14086

Phone: 716-686-3235
Grades Kindergarten through 3

Central Avenue Elementary
149 Central Avenue
Lancaster, NY 14086
716-686-3218
UPK & Suspension programs, offices

Bus Garage
4082 Walden Avenue
Lancaster, NY 14086
716-686-3290

B&G/Food Service Operations
295 Pleasant View Drive
Lancaster, NY 14086
716-686-3210/716-686-3246

Appendix 2 – Building-level Emergency Response Plans

Due to the sensitive safety and security information contained in each Building-level Emergency Response Plan, these plans are confidential and not available for public dissemination. Copies of plans are maintained at each school building and the District office.

Appendix 3 – School Resource Officer Agreement

This Agreement, by and between the Lancaster Central School District, 177 Central Avenue, Lancaster, New York 14086 ("District") and the Town of Lancaster, New York, a municipal corporation with offices located at 21 Central Avenue, Lancaster, New York 14086 (the "Town").

Whereas, New York General Municipal Law Article 5-G authorizes local government bodies to contract with each other to provide services; and

Whereas, District has a need for the placement of School Resource Officers (S R Os) within the District schools, to act as a law enforcement officer, law related counselor and law related education teacher and to foster educational programs and activities that will increase students' knowledge of and respect for the law and the function of law enforcement agencies; while the S R O is in school and a need arises for law enforcement activity, he will act as a police officer and respond accordingly; and

Whereas, the Town has three (3) police officers that it will assign to fill such S R O positions; such officers will be assigned during the school year to the District in a full-time capacity, and the District desires to have the officers so assigned; and

WHEREAS, The Town and District desire to set forth by Agreement the terms and conditions of the S R O assignment including any overtime, as requested by the District,

Now, Therefore, in consideration of the above recitals and the covenants contained herein, the parties hereto agree as follows:

1. Assignment of S R Os. The Town agrees to assign one (1) police officer to Lancaster High School, one (1) police officer to Lancaster Middle School, and one (1) police officer to travel between the k-6 elementary school buildings to serve as S R Os while school is in session during the term of this Agreement, These officers shall be properly trained as S R Os by the Town under applicable rules and regulations and assigned pursuant to the terms of the Town's Collective Bargaining Agreement with the Cayuga Club P B A and any Memorandum of Understanding on this issue.

The S R Os shall remain under the control of the Town Board and/or its designee, and shall not be considered employees of District for any purpose with respect to the services provided pursuant to this Agreement. To the extent possible based upon the Town's legal obligations, the Town Board shall consider input from District personnel relative to the assignment, placement, removal and/or transfer of SROs at the Schools, but the Town Board shall retain final authority over those decisions. The roles and responsibilities of the S R Os as agreed upon by the District and Town are set forth in Appendix A. Each S R O shall coordinate and communicate with the Principal of the school to which he/she is assigned relative to the performance of his/her duties. The S R O may be temporarily reassigned, at the sole discretion of the Town, to regular police department duties if a police or public safety emergency arises or if other necessary police department business must be performed by the S R O and cannot otherwise be reasonably accommodated. In the event of an S R Os absence due to use of leave, training, or a department-required event, the Police Department will cover the S R O's duties with another officer, when feasible, at the sole discretion of the Town. The S R Os will not be assigned to perform any duties for another organization (besides L P D and Lancaster C S D) while school is in session.

2. Cost

The District understands and acknowledges that in order to assign three (3) police officers to the Schools on a full time basis not to exceed eight (8) hours per day to serve as S R Os, the Town must employ three (3) officers to carry out the necessary functions of the Police Department. Further, the District acknowledges that these officers spend around 75% of their work year performing duties as an S R O for the District. Therefore, the parties agree to the following cost share arrangement:

a. District agrees to reimburse the Town for a proportion of the annual cost of the training as S R Os, the twelve-month wages at the contractually obligated wages for the assigned officers, the twelve-month cost of fringe benefits of the assigned officers at the following rates:

2026 - 2027 school year- fifty-five percent (55%)
2027 - 2028 school year- sixty percent (60%)
2028 - 2029 school year- sixty-five percent (65%)
2029 - 2030 school year- seventy percent (70%)
2030 - 2031 school year- seventy-five percent (75%).

b. Wages include base salary, allowances (clothing), differentials (briefing pay, shift equalization pay, education incentive pay, E M T pay), and longevity.

c. Fringe benefits include Social Security/Medicare taxes, retirement contributions, workers' compensation insurance, unemployment insurance, health insurance, dental insurance, vision insurance, life insurance, and sick and holiday leave, which relate directly to their full-time twelve-month employment.

d. When an officer works beyond eight (8) hours per day pursuant to a request by the District, the District shall be solely liable for one hundred percent (100%) of the cost of overtime pay and the cost of overtime related fringe benefits.

e. District agrees to reimburse these costs to the Town within thirty (30) days of receipt of an invoice, reasonably documented.

3. Term

a. The general assignment of the S R Os by the Town to the District shall be a full-time assignment on a day shift from Monday through Friday for a period of eight (8) hours per day when school is in session (September 1 – June 30 of each year).

b. This Agreement shall commence on September 1, 2026 and terminate on August 31, 2031; provided, however, that on August 31, 2031 and on the expiration of each August 31st after that date, the term will be automatically extended for twelve (12) months, unless prior to the June 30 immediately preceding the August 31 renewal date, either party notifies the other that the term of

the agreement will not be so extended. In no event shall the term of this Agreement be for a term longer than ten (10) years.

4. Termination

a. Beginning on September 1, 2026, the Town agrees to notify the District thirty (30) days in advance if it determines that this Agreement must be terminated due to retirements or other personnel changes or changes in the scope of services within the Police Department that will impact its ability to assign police officers to serve as S R Os at the District's schools during the term of this Agreement. Upon such proper notification, this Agreement shall terminate thirty (30) days from the date of such notice. The District's responsibility to pay its portion of remaining S R O wages and fringe benefits up to the date of termination of the Agreement shall survive termination of the Agreement.

b. Beginning September 1, 2026, the District:

i. may terminate this Agreement upon thirty (30) days advance notice to the Town in the event that the District's annual budget or lack of federal or state grants/monies will not support the funding and cost of the placement of S R Os at the District's school buildings, as solely determined by the District.

ii. shall have the option to continue the S R O program through this Agreement with only one (1) or two (2) S R Os to be shared by the District's schools, with notice of the decision to implement this option upon thirty (30) days advance notice to the Town.

5. Notices all notices, demands and requests required under this Agreement shall be in writing. All such notices, demands and requests shall be deemed to have been properly given of delivered personally or sent by United States Registered or Certified Mail, postage prepaid, or by prepaid, recognized guaranteed overnight delivery service, addressed to the Town and/or District at:

Town:	The Town of Lancaster, New York 21 Central Avenue Lancaster, New York 14086 Attn: Town Supervisor
W/ copy to:	Town Attorney 21 Central Avenue Lancaster, New York 14086
And to District at:	Lancaster Central School District 177 Central Avenue Lancaster, New York 14086 Attn: Superintendent of Schools
w/copy to:	Webster Szanyi LLP Marne Smith 657 Persons Street East Aurora, NY 14052

6. Force Majeure. In the event that either the Town or District shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of Act of God, strikes, lockouts, labor troubles, inability to procure materials (including energy), power, casualty, inclement weather, restrictive governmental laws, orders or regulations, riots, insurrection, war or other reason of a like nature not the fault of the party delayed in performing work or doing acts required under the terms of this Agreement, then performance of any such act shall be extended for a period equivalent to the period of such delay.

7. Indemnity.

(a) District covenants and agrees to indemnify and save harmless the Town, its Town Board, Officers, Employees and Agents, from and against any all claims, actions, damages, liability, loss and expense, including attorneys' fees, arising, from or out of any occurrence in or upon the School(s)' premises, which is caused wholly, or in part, by any act or omission of the District, its Officers, Employees, and/or Agents, including due to negligence, in the performance of this Agreement.;

(b) the Town covenants and agrees to indemnify and save harmless District, its Board, Officers, Administrators, Employees and Agents from and against any and all claims, actions, damages, liability, loss and expense, including attorneys' fees, arising from or out of any occurrence in or upon the School(s)' premises, which is caused wholly, or in part, by any act or omission of the Town, its Officers, Employees, and/or Agents, including due to negligence, in the performance of this Agreement.

8. Miscellaneous.

(a) Captions. The captions of this Agreement are for convenience and reference only and in no way define, limit or describe the scope or intent of this Agreement.

(b) Governing Law. The governing law of this Agreement shall be construed and enforced in accordance with the laws of the State of New York.

(c) Entire Agreement. Upon the execution and delivery hereof, this instrument shall constitute the entire agreement between the parties. This Agreement cannot be changed orally, but only by an agreement inwriting and signed by the party against whom enforcement of any waiver, change, modification or discharge is sought.

In Witness Whereof, the parties hereto have signed this Agreement as of the day and year first above written.

TOWN: TOWN OF LANCASTER, NEW YORK

By: _____
Name: Robert Leary
Title: Supervisor

DISTRICT: LANCASTER CENTRAL SCHOOL DISTRICT

By: _____ PhD
Name: Andrew P. Kufel, Ph.D.
Title: Superintendent of Schools

STATE OF NEW YORK)
COUNTY OF ERIE) ss.:

On the 11th day of August, in the year 2026, before me, the undersigned, personally appeared **Robert Leary** personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

JENNIFER RAUTENSTRAUCH
NOTARY PUBLIC-STATE OF NEW YORK
No. 01RA0050982
Qualified in Erie County
My Commission Expires 06-10-2030

Notary Public

STATE OF NEW YORK)
COUNTY OF ERIE) ss.:

On the 6 day of August, in the year 2026, before me, the undersigned, personally appeared **Andrew P. Kufel,** personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Beth Ulbrich
Notary Public, State of New York
Reg No. 01UL0022151
Qualified in Erie County
My Comm Expires 3/13/28

Notary Public

Appendix A
Scope of Services

In accordance with Education Law 2801 -a, Section 10 with respect to school district safety plans and the Regulations of the Commissioner of Education, the District and Town agree to the following regarding the roles and responsibilities of the S R Os placed within the District as it pertains to student misconduct that violates the District Code of Conduct.

Scope of Services

a.The School Resource Officer Program is designed to provide education, law enforcement, and mentoring to District students, and is an attempt to deter criminal behavior through positive interactions with students during school hours. School Resource Officers are responsible for preventing crime and ensuring safety in primary and secondary schools. School Resource Officers work with school administrators to preserve a safe learning environment for students, teachers, and staff.

b. The security and law enforcement services provided by the School Resource Officer to the District pursuant to this Agreement shall be at the discretion of the District Superintendent, in consultation with the Chief of Police, as appropriate, and shall generally be as follows:

1. The School Resource Officers primary duty is to work in conjunction with District administration to protect the District's schools' safe environment and to maintain an atmosphere where students, teachers and staff feel safe that is conducive to learning, instruction and educational services.
2. The School Resource Officer shall have a visible presence on school grounds and be available to the students, faculty, and administration.
3. The School Resource Officer shall serve to improve relationships and act as a liaison between students, law enforcement, and the community.
4. The School Resource Officer shall serve as an educator, law enforcer, mentor and role model.
5. The School Resource Officer shall work in concert with District and school building administration, and attend meetings on a regular and/or requested basis.
6. The School Resource Officer shall attend sporting events and extra-curricular activities when requested by the District's Superintendent or his/her designee.
7. The School Resource Officer may investigate and/or assist in the investigation of suspected criminal activity occurring on District property and/or related to the District. This assistance shall be provided in consultation with District/school administrators, in accordance with New York State Law and District policy.
8. As an educator and consultant, the School Resource Officer shall work with classroom teachers and other District personnel. The School Resource Officer may present information and answer questions on a variety of topics, such as, but not limited to, the law, drugs, safety, crime prevention, violence prevention, concepts of safety, traffic laws, general law, and crime prevention techniques. The goal of the presentations is to

increase the awareness and understanding of laws and personal safety for students, staff, and the community.

9. The School Resource Officer shall assist in maintaining order and enforcing school policies on school property.

10. The School Resource Officer shall refer students and/or their families to the appropriate resources and/or agencies for assistance when need is determined.

11. The School Resource Officer shall not act as a school disciplinarian in response to student misconduct. Rather the respective teacher and/or administrator shall enforce and address any disciplinary incident in accordance with the District's Code of Conduct. District/building administration is responsible for student discipline. The relationship between the District and students, visitors, law enforcement, and public or private security personnel, as well as law enforcement and security personnel's roles, responsibilities and involvement with regard to student infractions and misconduct, shall be as set forth in the District's Code of Conduct https://www.lancasterschools.org/district/code-of-conduct, incorporated by reference herein. This paragraph is included in this Agreement in good faith toward the goal of compliance with Education Law Section 2801-a and regulations of the Commissioner of Education and will be updated as may be necessary as further guidance is provided by New York State regarding such requirements.

12. The School Resource Officer shall perform such other security and/or law enforcement services as may be reasonably assigned by the District Superintendent or his/her designee, in consultation with the Chief of Police or his/her designee, as appropriate.

13. School Resource Officers may be subject to the same restrictions as school officials with respect to (a.) detaining or interrogating students, and (b.) maintaining the privacy of student education records and information. School Resource Officers may only use student Personally Identifiable Information for the legitimate educational purpose for which the information was sought, which is to promote school safety and the physical security of students. A School Resource Officer who is acting as a school official under Federal Educational Rights and Privacy Act may not re-disclose, without appropriate consent, Personal identifiable information from education records to outside parties, including other employees of his or her police department, who are not acting as school officials, unless such re-disclosure falls into a narrow Federal Educational Rights and Privacy Act exemption. A School Resource Officer may not request to access educational records to determine a student's immigration status. A School Resource Officer who managed to obtain such student information is not authorized to re-disclose that information. The School Resource Officer may not detain students or otherwise interrogate them for the purpose of determining the students' (or their families') immigration status, as such status is irrelevant to the school safety objectives a School Resource Officer is tasked with ensuring. School Resource Officers shall consult with district administration when requesting to disclose any Personal Identifiable Information to first ensure the request and use is in compliance with the Family Educational Rights and Privacy Act.

c. The School Resource Officers activities will typically be located at the District's buildings and property with certain exceptions, such as follow-up home visits when needed as a result of school-related student problems; District related off-campus activities when officer participation is requested by District administration; response to off-campus, school-related criminal activity; response to emergency law enforcement activities or court appearances; and Police Department training in the interest of public safety as deemed necessary by the Chief of Police or his designee. The Town will provide a vehicle for the School Resource Officer to use for School Resource Officer -related business.

Appendix 4 – District Resources – Contact Information

Superintendent of Schools 716-686-3201	Andrew Kufel
Assistant Superintendent, Business/Emergency Coordinator 716-686-3212	Jamie Phillips
Assistant Superintendent, Curriculum 716-686-3206	Andrew Krazmien
Assistant Superintendent, Human Resources 716-686-3222	Daniel D'Amico
Transportation Supervisor 716-686-3290	Judy Feldmeyer
Head Bus Driver 716-686-3290	Michael DeFabio
District Clerk 716-686-3201	Susan Schlegel
Public Relations 716-686-3214	Kim Gromoll
Director of Facilities 716-686-3209	Michael Bryniarski
Athletic Director 716-686-3270	Eric Rupp
Food Service Director 716-686-3245	Arlene Denver
Directory of Secondary Education 716-686-3872	Sarah Wittmeyer
Director of Elementary Education 716-686-3389	Karen Marchioli
Director of Special Education 716-686-3875	Erin Gannon
Assistant Director of Special Education 716-686-3215	John Tresmond
Director of Instructional Technology & Accountability 716-686-3844	Cheryl Randall
Director of Information Services 716-686-3315	Eric Miller
Lancaster/Depew	
Lancaster Police Department 716-683-2800	Chief Gummo
Depew Police Department 716-683-1123	Chief McNamara
Lancaster Office of Emergency Management 716-684-1232	Ron Rozler
Bowmansville Volunteer Fire Department 716-686-9811	Chief Neel
Townline Volunteer Fire Department 716-683-0385	Chief Broska

Twin District Volunteer Fire Department	Chief Zgoda
716-681-3118	
Village of Lancaster Fire Department	Chief Stonebraker
716-683-1901	
Village of Depew Fire Department	Chief Musielak
716-681-1290	
Village of Depew Office of Emergency Management	
716-683-1400	
Lancaster Volunteer Ambulance Corp (LVAC)	
716-683-3283	
Town of Lancaster Supervisor	Robert Leary
716-683-1610	
Village of Lancaster Mayor	William Schroeder
716-683-2105	
Village of Depew Mayor	Kevin Peterson
716-683-1400	
Erie County/New York State	
Erie County Sheriffs	
716-858-2903	
New York State Police	
716-759-6831	
Erie County Emergency Management	
716-898-3696	
Erie County Public Health Emergency Preparedness	
716-858-7101	
Erie County Poison Control	
800-222-1222	
Erie County Office of Mental Health	
716-858-8530	
Erie County Health Department	
716-858-7690	
Erie County, County Executive	Mark Poloncarz
716-858-8500	
Other	
New York State Education Department	
518-474-3852	
Erie 1 Boces District Superintendent	
716-821-7002	
American Red Cross Emergency Services	
716-886-7500	
National Fuel	
800-444-3130	
New York State Electric & Gas	
800-572-1131	

Appendix 5 – Section 155.17 Regulation Compliance Reference

- **155.17(b)(14)** District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, parent organizations, school safety personnel, and other school personnel including bus drivers and monitors. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.
- **155.17(c)(1)(i)** policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which for this subdivision shall include suicide;
- **155.17(c)(1)(ii)** policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence;
- **155.17(c)(1)(iii)** appropriate prevention and intervention strategies, such as: (a) collaborative arrangements 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, and are effectively and fairly recruited; (b) nonviolent conflict resolution training programs; (c) peer mediation programs and youth courts; and (d) extended day and other school safety programs;
- **155.17(c)(1)(iv)** policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;
- **155.17(c)(1)(v)** except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- **155.17(c)(1)(vi)** except in a school district in a city having a population of more than one million inhabitants, the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;
- **155.17(c)(1)(viii)** except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- **155.17(c)(1)(ix)** policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;
- **155.17(c)(1)(x)** policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;

- **155.17(c)(1)(xi)** policies and procedures relating to school building security, including, where appropriate: (a) the use of school safety or security officers and/or school resource officers. Beginning with the 2019-20 school year, and every school year thereafter, every school shall define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct. A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan; and (b) security devices or procedures. District-wide school safety teams shall consider, as part of their review of the comprehensive district-wide safety plan, the installation of a panic alarm system;
- **155.17(c)(1)(xii)** policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community, and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, parents or other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;
- **155.17(c)(1)(xiii)** policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;
- **155.17(c)(1)(xiv)** procedures for review and the conduct of drills, [and other exercises to test components of the emergency response plan, including the use of] tabletop exercises, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At their discretion, schools and districts may participate in full-scale exercises in coordination with local and county emergency responders and preparedness officials;
- **155.17(c)(1)(xv)** the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- **155.17(c)(1)(xvi)** strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth- run programs, peer mediation, conflict resolution, creating a forum or designating a

mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;

- **155.17(c)(1)(xvii)** a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- **155.17(c)(1)(xviii)** in the case of a school district, except in a school district in a city having more than one million inhabitants, a system for informing all educational agencies within such school district of a disaster or emergency school closure;
- **155.17(c)(1)(xix)** the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to: (a) coordination of the communication between school staff, law enforcement, and other first responders; (b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans; (c) ensure staff understanding of the district–wide school safety plan; (d) ensure the completion and yearly update of building-level emergency response plans for each school building; (e) assist in the selection of security related technology and development of procedures for the use of such technology; (f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the districtwide school safety plan and building-level emergency response plan(s) (g) ensure the conduct of required evacuation and lock-down drills in a trauma informed, developmentally, and age-appropriate manner that does not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency in all district buildings as required by section 807 of the Education Law; and (h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.
- **155.17(h)(1)(3)** One Emergency Dismissal drill shall be conducted to test emergency response procedures that require early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.
- **155.17(c)(1)(xx**) ensure the development of protocols for responding to a declared state disaster emergency involving a communicable disease that are substantially consistent with the provisions of section 27-c of the Labor Law; and
- **155.17(c)(1)(xii)** beginning with the 2023-2024 school year and every school year thereafter, an emergency remote instruction plan. For purposes of this subparagraph remote instruction shall have the same meaning as defined in section 100.1(u) of this Chapter. Emergency remote instruction plans shall include: (a) policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction and policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity. Each chief executive officer of each educational agency located within a public school district shall survey students and parents and persons in parental relation to such students to obtain information on student access to computing devices and access to internet connectivity to inform the emergency remote instruction plan; (b) expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction; (c) a description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate; (d) a description

of how special education and related services will be provided to students with disabilities, as defined in section 200.1(zz) of this Chapter, and preschool students with disabilities, as defined in section 200.1(mm) of this Chapter, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education; and (e) for school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.

Appendix 6 - Threat Inquiry Process

A threat is an expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, or symbolic—for example, motioning with one's hands as though shooting another person.

A threat assessment inquiry should always be completed by a team, not just one individual.

A threat is reported/suspected.

1. Administrator activates the threat assessment team. The team should include an administrator, a school social worker, the school psychologist, the School Resource Officer and the respective school counselor. It may include the respective teacher or teachers.
2. A determination is made as to whether immediate action is required to safeguard lives, if so, law enforcement is notified immediately.
3. If not, the team begins to gather data (facts) from multiple sources (includes 4-pronged approach, personality characteristics, family dynamics, school dynamics, social dynamics)

Collect General Information (e school, including identifying information and discipline cumulative folder; confidential folder) person assigned

Conduct Interviews

1. Threat Maker person assigned
2. Witness, witness(s) completes incident form person assigned
3. Parent/guardian person assigned
4. Student history form person assigned

4. Data collection is shared by the team (a representative from outside the building may participate) and a determination is made of low, medium or high risk.

High Level of Threat

Threat is direct, specific and very plausible
Concrete steps have been taken toward carrying out the threat
Developed a specific plan
Sought/recruited accomplices
Feels justified and/or obligated to carry out the plan
Created a hit list
Does not have a trusting relationship with at least one responsible adult
Has engaged in attack related behaviors
Strong history of conflict and previous violent behaviors
Sees violence as an acceptable way to solve problems
Those close to the student are deeply concerned about his/her potential for violence
The student is lacking positive, protective factors
Student's story is not consistent with their actions

Built explosive device or has the materials to create a bomb
Is experiencing hopelessness, desperation or despair
Prepared weapons
Practiced with weapons
Has attempted suicide

Medium Level of Threat

Some elements of the threat are direct and detailed, the threat lacks overall clarity and concrete specifics
Some thought has been given to how the act will be a carried out
There is indication of a possible place, time and victim (but falls short of a detailed plan)
There is some evidence and/or behavior that the student has taken steps to physically prepare for the attack.
Behavior indicates possible intent and motivation, and/or presents with a limited history of conflict or related violent behaviors
Evidence suggests that the student may have some, but not easy access to resources such as weapons, bombs or bomb making equipment
The student has some positive support from friends and /or family
The student has some positive protective factors

Low Level of Threat

Threat is vague and indirect
Information contained within the threat is inconsistent, implausible or lacks detail
Threat lacks realism
Evidence and behaviors suggest that the person is unlikely to have access to resources
Behavior suggests the student lacks intent and motivation
Student does not present with a history of conflict or related violent behaviors
Student has positive support from friends/family

5. The Threat Inquiry Summary Form (green) is completed and if necessary, an Intervention and Safety Precaution Plan (yellow) is developed to reduce and/or manage the risk of violence. Both are filed in the confidential folder and a notation is made in the Guidance Log that a threat assessment inquiry was completed.