

MOUNT MORRIS CENTRAL SCHOOL DISTRICT

DISTRICT WIDE SCHOOL SAFETY PLAN

Introduction: Emergencies and violent incidents in school districts are critical issues that require comprehensive planning and training. The New York State Safe Schools Against Violence in Education (SAVE) law requires school districts to develop a school safety plan to prevent or minimize the effects of serious violent incidents and natural/manmade disasters and to facilitate the coordination of state, local and county resources in the event of such incidents or emergencies. The district wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed building-level safety plans required at the school building-level. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

Section I: General Considerations and Planning Guidelines

A. Purpose: The Mount Morris Central School's District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation.

B. District Team: At the direction of the Board of Education, the Superintendent appoints the district-wide School Safety Team and charges it with making recommendations regarding the development, maintenance, and implementation of the district-wide school safety plan. The finalization of the plan ultimately rests with the Superintendent, with adoption by the Board of Education.

C. Building-Level School Safety Team: The Building-level School Safety Team will be established to advise the building principals on matters pertaining to prevention, preparedness, response, and recovery issues. The team recommends policies for building emergency preparedness and response planning; plans, conducts, and evaluates required drills; reviews the Building Emergency Response Plan at least annually and revises it as necessary; conducts a Risk Assessment annually and critique of the building's response to emergencies; and recommends improvements in the building's emergency management program.

D. Coordination of District and School Plans: The district-wide school safety plan is directly linked to the building-level safety plan.

In the event of an emergency or violent incident, the response at the school will be governed by the building level safety plan. Upon the activation of the plan, the Superintendent, or his/her designee, will be notified and, where appropriate, local emergency officials will also be notified. Efforts may be supplemented by county and state resources through existing protocols when needed.

E. Plan Adoption and Review: Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan was adopted by the school board on August 24, 2016. Full copies of the district-wide school safety plan and any amendments were submitted to the New York State Education Department (NYSED) within 30 days of this adoption.

This plan will be reviewed by the District-Wide School Safety Team on an annual basis. Herein after, all updates made by the District-Wide School Safety Team shall be presented to the Board of Education for adoption pursuant to the aforementioned regulations. In most cases, recommendations are specific and included in building-level plans. A copy of the district-wide plan is available at the Mount Morris District Office located at 30 Bonadonna Ave, Mount Morris, New York and online at the district's website (www.mtmorriscsd.org). While linked to the district wide school safety plan, building-level safety plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with New York State Education Law Section 2801-a. Building-level safety plans and all updates are given to the New York State Police, Mount Morris Police Department and Livingston County Sheriff's Department within 30 days of adoption.

Section II: General Emergency Response Planning

The district wide school safety plan provides the framework for the building-level safety plan. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses will provide one consistent response system that will be used by all school employees, students, parents and emergency responders.

Factors that could cause an emergency in our schools and facilities within the district as well as factors that need to be considered when responding to an emergency have been identified. The detailed list of potential internal and external hazards or emergency situations is included in the confidential building-level safety plan.

- A. Identification of Potential Emergency Situations:** Potential emergency situations that could have an impact on the district have been identified. The detailed list as well as the planned response is included in the confidential building-level safety plan.
- B. Emergency Response Guidelines:** Specific and general response guidelines have been developed to guide staff in their response to emergencies.
- C. Policies and Procedures for Training -** The district has developed policies and procedures for annual refresher school safety training for staff and school safety training and drills for students including scenarios based upon the Emergency Response Guides. Procedures have been established to provide this training on an annual basis to include but not limited to: early dismissal/go home drill (1), fire drills (8), lockdown drills (4) and table top exercises. The district conducts drills and other training exercises to test components of the safety plan.

Section III: Responding to Threats and Acts of Violence

A. Policies and Procedures - Schools will activate their building-level safety plan and will refer to their Emergency Response Guide when responding to Threats and Acts of Violence. These policies and procedures are for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The following types of procedures are addressed in the confidential building-level safety plans:

- Contacting appropriate law enforcement agency, if necessary.
- Inform the building principal and Superintendent.
- The use of staff trained in de-escalation or other strategies to diffuse the situation. Informing the building principal of implied or direct threats.

- Determine the level of threat with principal and Superintendent/designee.
- Monitoring the situation, adjusting the district's response as appropriate to include possible implementation of the safety team.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.
- Communication with parent/legal guardian, and general public, as needed.

B. Response Protocols – These are identified in the school safety plan. The Emergency Response Guides address specific procedures and protocols. Brandon Zingaro will serve as the District's Chief Emergency Officer.

C. Communications Protocols - The district has established policies and procedures to contact parents, legal guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal.

Section IV: Communication with Other Agencies

A. In case of an emergency within any one of our facilities, that facility would dial 911 for emergency assistance. If involvement were needed from other local government agencies, then the Superintendent or their designee would act as that contact person. Additional procedures for communications can be found in the building-level safety plan.

B. If there is an emergency within the district that has the potential to impact bus transportation capabilities either to or from other educational agencies within the district boundaries, the Director of Transportation in close coordination with the school emergency coordinator will activate a phone tree to inform all necessary parties. In the event the phones are not operational, media (radio, television, district website) may be utilized to convey the pertinent emergency information.

C. The district has access to the following information about each educational agency located in the school district, including information on:

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

The details are considered confidential and are located in the confidential building-level safety plan.

Section V: Prevention and Intervention Strategies

Security Measures and Procedures - The district procedures require the following: visitor sign-in and visitor badges (during regular school hours), single point of entry, buzz-in door surveillance system, fingerprinting of employees, volunteer screening, and employee badges. The district also employs a School Resource Officer (SRO) who is routinely present on campus. Video surveillance is also used to improve security.

Security Policies - To further enhance school security and student, faculty and staff safety, the district has the following policies in place:

- Child Abuse and Maltreatment: 7530
- Code of Conduct on School Property: 3410

- Drug-Free Workplace: 6151
- Emergency School Closings: 3510
- Facilities O&M Inspection and Planning: 5630
- School Safety Plans: 5681
- Uniform Violent or Disruptive Incident Reporting: 3430
- Non-Discrimination and Anti-Harassment in the School District: 3420, 6121, 7551

- Identification of Warning Signs** - The Mount Morris Central School District has implemented procedures for the dissemination of materials regarding the early detection of potentially violent behaviors (threat assessment) when deemed appropriate. The district employs a school social worker, counselor, psychologist and behavioral specialists who assist the district in identifying early warning signs in students and early intervention/prevention strategies. Designated personnel also play a key role in suicide prevention programs. Staff will be trained to look for the warning signs for mental health problems, whom to turn to if they have questions or concerns about a student's behavior and how to access crisis support and other mental health services.

- Appropriate Prevention and Intervention Strategies**
 - Collaborative efforts with state and local officials and agencies.
 - Compliance with DASA regulations.
 - Restorative Practice
 - PBIS

- Prevention and Intervention Programs:** Below is a sample list of some of our prevention / intervention programs.
 - BEST (Building Educational Support Team) This team meets to discuss students who are referred to the committee. Specific interventions are developed and staff are assigned to monitor progress.
 - Progressive Discipline Process
 - Extracurricular Activities: There are extensive opportunities for students to become involved in productive, fun activities before and after school.
 - Second Step Curriculum
 - Social Skills Workshops
 - Violence Prevention Workshops
 - Check in Check Out: Established daily support and routines.
 - Key Club – Organized to promote pride and service to school and community.

Section VI: Recovery

A. District Support for Buildings

The district realizes that some emergencies may require external support for an individual school since it may require additional expertise or personnel requirements. If/when the building-level safety team or crisis team is faced with threats of violence or actual violent incidents, the district will assist as follows:

- Acting as a sounding board for the building principal/supervisor of implied or direct threats and/or violent acts.
- Assisting in determining the level of threat and appropriate responses.
- Sending a district-wide team member to support the building-level safety team.
- Monitoring the situation and adjusting the District's response as appropriate.
- Assisting with parent/legal guardian, faculty/staff, and media communication.
- Assisting with coordinating building and grounds security.
- Assisting with offering a "backup" crisis team (members from another district and/or an outside

group) if the affected team needs assistance.

B. Disaster Mental Health Services

The district realizes that some emergencies may require external support for an individual school since it may require additional expertise or personnel requirements. If/when the building-level safety team is faced with threats of violence or actual violent incidents, the district will assist as follows:

- Continued feedback from those directly impacted is sought. Building and district support is offered during the incident with projected plans to assist if needed during heightened stressful times such as a re-occurrence of a similar event and anniversaries of the original incident.
- Assisting with parent/legal guardian, student, and faculty/staff debriefing and/or post-incident crisis intervention. If needed, assisting in contacting additional outside mental health resources.
- Assisting the school with the creation of written statements being distributed to faculty/staff, parents/legal guardians; press releases and media requests.