



ORCHARD PARK
CENTRAL SCHOOL DISTRICT
DISTRICT-WIDE SAFETY & EMERGENCY
MANAGEMENT PLAN

UPDATED December 2, 2024

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STATE REQUIREMENTS

Requirement	Required Action	Date	Check when Completed
The District-Wide School Safety Team was appointed by the Board of Education . ¹	Appointed by the Board of Education on: July 1, 2024	7/1/2024	<input checked="" type="checkbox"/>
The District Chief Emergency Officer is: ² David Lilleck, Superintendent, [716-209-6280], [dlilleck@opschools.org]	District Chief Emergency Officer Appointed on: July 1, 2024	7/1/2024	<input checked="" type="checkbox"/>
The District-Wide School Safety Team conducted annual review and updates to the District-Wide School Safety Plan: ³	Annual Review and Updates completed on:	5/20/24	<input checked="" type="checkbox"/>
The District-Wide School Safety Plan was made available for public comment at least thirty days prior to its 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)	Public Comment Period <u>Start Date</u>: Public Comment Period <u>End Date</u>:	7/19/24 8/19/24	<input checked="" type="checkbox"/>
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	Date of Public Hearing/Adoption:	8/20/24	<input checked="" type="checkbox"/>
District-wide plan must be submitted to the commissioner within 30 days after its adoption, and no later than October 1st . ⁶	District plan submitted in the NYSED business portal (no later than October 1st):	8/21/24	<input checked="" type="checkbox"/>

¹ 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.

² 155.17(c)(1)(xix) the designation of the superintendent, or superintendent’s designee, as the district chief emergency officer

³ 155.17(a) Each district-wide school safety plan and building-level emergency response plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.

⁴ 155.17(c)(3) 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.

⁵ 155.17(c)(3) 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.

⁶ CR155.17(3)(i) 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.

<p>The date the Board Adopted District-Wide School Safety Plan was posted on District Website:⁷ Within 30 days from adoption and no later than October 1st.</p>	<p>Date Posted (no later than October 1st):</p> <p>District-wide School Safety Plan on District Website</p> <p>URL was verified/checked to be sure the link is working</p>	<p>7/19/2024</p>	<p><input checked="" type="checkbox"/></p>
<p>Date training was provided to staff on Building-level Emergency Response Plans, school violence prevention and mental health by September 15th:⁸</p>	<p>Date of Training: August 28, 2024</p>	<p>8/28/24</p>	<p><input checked="" type="checkbox"/></p>

⁷ 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.

⁸ 155.17(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. One component of Emergency Management is to mitigate risks. Mitigation involves risk management actions taken to avoid, reduce, or transfer those 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 mitigate hazards. Hazard mitigation planning is used to minimize or eliminate the impact of a life-threatening incident. Effective mitigation begins with a comprehensive understanding of risk based on vulnerabilities to threats and hazards.

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 Orchard Park 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.

SUPERINTENDENT'S DIRECTIVE

The Superintendent, or Designee (see [State Requirements](#)), will serve as the District's Chief Emergency Officer (CEO)⁹ whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;¹⁰
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;¹¹
3. Ensuring staff understanding of the district-wide school safety plan;¹²
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building.¹³ The CEO 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 (BERT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, fire and other emergency planning 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;¹⁴
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;¹⁵
7. Ensuring the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807;¹⁶ and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.¹⁷
9. Ensures protocols for responding to a declared state disaster emergency involving a communicable disease are substantially consistent with the provisions of Section 27-C of the Labor Law.

⁹ 155.17(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:

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

¹¹ 155.17(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

¹² 155.17(c)(1)(xix)(c) ensure staff understanding of the district-wide school safety plan

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

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

¹⁵ 155.17(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);

¹⁶ 155.17(c)(1)(xix)(g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807

¹⁷ 155.17(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 NYS Education Law 2801-a¹⁸. 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 District¹⁹. 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. If the Board appoints or selects a student to participate on the safety team, in accordance with Regulation 155.17(b)(14), 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. If individuals (parent, staff, or students) have safety-related concerns, they may express their concerns to the superintendent, building principals, or district safety team facilitators, Scott Roth and Paul Pietrantone.

The District Safety Team will meet quarterly 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.

¹⁸ 2801-a 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.

¹⁹ 155.17(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 TEAM²⁰

Members listed here may be removed from the “additional emergency numbers” table

REQUIRED MEMBERS	NAME	TITLE	OFFICE PHONE	ALTERNATE NUMBER (optional)
School Board	Tom Provost	BOE Member		
Teacher	Kelly Giallella	Teacher	(716) 209-6242	
	Amy Klube	Social Worker	(716) 209-6242	
	Karen Fallon	Teacher	(716) 209-6242	
	Kathy Holowka	Occupational Therapist	(716) 209-6215	
	Joy Michener	Physical Therapist	(716) 209-6278	
	Brian Muffoletto	Teacher	(716) 209-6215	
	Katie Tashjian	Psychologist	(716) 209-6248	
	David Wert	Teacher	(716) 209-6279	
	Steven Koch	Teacher (OPTA Rep)	(716) 209-6246	
Administrator	David Lilleck	Superintendent & Chief Safety Officer	(716) 209-6280	
	Scott Roth	Director of Instructional Technology	(716) 209-6330	

²⁰ 155.17(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 (2801-A). 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.

	Paul Pietrantone	Director of Student Services and Professional Learning	(716) 209-6440	
	Jeff Petrus	Assistant Superintendent for Business	(716) 209-6209	
	David Hack	Director of Athletics	(716) 209-6208	
	William Lynch	House 2 Principal	(716) 209-6242	
	Katelyn Welker	MS Assistant Principal	(716) 209-6220	
	Stephanie Hall	Assistant Principal, Eggert	(716) 209-6215	
	Diana Nigro	Ellicott Principal	(716) 209-6278	
	Jeff Dolce	South Davis Principal	(716) 209-6246	
	Theresa Glowacki	Windom Principal	(716) 209-6279	
	Bill Bosinski	Director of Buildings and Grounds	(716) 209-6207	
Support Staff	Joe Haier	Bus driver	(716) 209-6237	
	Melissa Brock	District Registrar	(716) 209-6222	
	Gary Addeo	Custodian	(716) 209-6207	
	Elaine Lelonek	Computer Tech	(716) 209-6220	
Parent Organization	Julianne Becker	Public Relations	(716) 209-6222	
School Safety Personnel	Linda Sherry	Senior Building Guard	(716) 209-8194	
Other School Personnel (below)				

	Off. Kristen Mazur	Orchard Park Police and DARE Officer	(716) 662-6444	
	Chief Fitzgerald	Chief of Orchard Park Police	(716) 662-6444	
	Off. Gregg Shepard	Orchard Park Police Office	(716) 662-6444	
Erie 2 BOCES	Richard Chase	Safety Risk Coordinator, BOCES	(716) 672-3211	

CONCEPTS OF OPERATION

1. The District-wide School Safety and Emergency Management Plan will be directly linked to individual Building-level Emergency Response Plans for each school. 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 Emergency Response 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 (NIMS) and utilize the Incident Command System (ICS) which is a standardized approach to the command, control, and coordination of on-scene incident management.

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.²¹

²¹ 155.17(a) 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 by July 1, 2001, and shall update by July 1st for the 2002-2003 through the 2015-2016 school years and by September 1st for the 2016-2017 school year and each subsequent September 1st thereafter.

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 installed these panic systems at each school building.²²
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 2801-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 within 30 days of adoption and no later than October 1st each year.
5. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner’s Regulation, Section 155.17(c)(3).²³ This plan will be made available for public comment at least 30 days prior to its adoption.
6. Building-level Emergency Response Plans will be supplied to the New York State Police, County Police and all local police departments covering the District, by October 1st of each year or within 30 days of adoption.²⁴

²² 2081-a(2)(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)

²³ 155.17(c)(3) 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 file a copy of its district-wide safety plan with the commissioner and all amendments to such plan shall be filed with the commissioner no later than 30 days after their adoption.

²⁴155.17 (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 15th for the 2016-2017, 2017-2018, 2018-2019 and 2019-2020 school years and for the 2020-2021 school year and thereafter, such building-level emergency response plans must be submitted no later than October 1, 2020, and each subsequent 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 STRATEGIES²⁵

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 team²⁶
3. The District utilizes a multidisciplinary Behavioral Threat Assessment Team provided by the Erie County Sheriff's Behavioral Threat Assessment Committee. This team assesses whether certain exhibited behaviors or actions require intervention or support. The Committee is available to the district whenever a threat is identified and needs evaluation. For emergencies, call 9-1-1. The Erie County Threat Assessment Committee conducts in-depth assessments of threats with the goal of improving and streamlining targeted violence threat response protocols and facilitating seamless sharing of threat information across systems.
4. The District Safety Team engages in tabletop exercises (TTX) to discuss their roles during an emergency and their responses to a sample emergency situation.²⁷
5. Any utilized school safety officers and other security personnel are trained annually with the assistance of one or more of the following collaborative relationships:
 - Emergency Responders
 - Regional BOCES
 - District Consultants

²⁵ 155.17(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

²⁶155.7(4)(1)(iii)(b) the establishment or participation of school or district staff in a multidisciplinary 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 utilized, the district-wide school safety plan shall provide a description of the school, district, or county team and its purpose. Annual staff training on safety and emergency procedures shall include information regarding the purpose and procedures of such team.

²⁷155.15(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.

6. Training for school staff working in an incident control capacity may include:
 - Individual and group de-escalation techniques
 - Non-violent conflict resolution skills and
 - 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.

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

9. Procedures relating to building security including utilization of staff and security equipment are as follows:²⁸
 1. All authorized staff members are expected to carry their classroom/office keys/swipe cards at all times.
 2. All staff members are expected to wear District-issued photo identification badges.
 3. After the designated start time of the school day, each school will be appropriately secured.
 4. All visitors must report to each building's designated single point of entry and entered into the Raptor Visitor Management System before proceeding further into the building. Refer to Orchard Park School District [Policy 3210](#) (Visitors to the School)
 5. All contractors assigned to work in any building must first be authorized by the Facilities 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 Facilities Department, prior to delivery. An exception for regular food service deliveries may be made after the vendor has been authorized for the school year.
 6. The District has executed Memorandums of Understanding (MOU) with Security Providers as required by NYS Regulation²⁹.
 7. Extended day and other school safety programs - The district school buildings and facilities provide a valuable resource to our students and community after

²⁸ 155.17(c)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

²⁹ 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.

the conclusion of the school day. The following are strategies 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.

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

- a. Security personnel
- b. Surveillance cameras with Gun Detection Software
- 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.³⁰ These programs may include the establishment of youth-run programs, bullying prevention, 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.³¹

Each building has established a mechanism for the anonymous reporting of school violence and harassment and has communicated this to students and parents.³² Students and Parents have access to the Sandy Hook See Something/Say Something anonymous reporting system that notifies District and Building level teams. A link can be found on the Orchard Park School District website.

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

³⁰155.17(4)(3)(xvi) strategies for improving communication among students, [and] 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;

³¹155.17(g) By October 1 of each school year, the superintendent and chief school administrator have provided written information to all students and staff about emergency procedures.

³² 155.17(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;

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

In addition, each school has a wide range of programs and supports that impact school safety. These may include offering a variety of clubs, classroom lessons, small group lessons and/or individual counseling sessions, school-wide meetings, morning meetings in classrooms, assemblies, mindfulness 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:³³

Drills conducted during the school day with students present shall be conducted in a trauma-informed³⁴, 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.³⁵ The New York State Fire Code requires that the fire alarm be used in an evacuation drill, and it is not considered a prop.

³³ 155.17(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

³⁴ 155.17(b)(20-22) Trauma means an emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss. Trauma-informed means an understanding of trauma and how it affects the physical, emotional, and mental health of students and adults. Trauma-informed drills means avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.

³⁵ 155.17(4)(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.

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.³⁶

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

EVACUATION AND LOCKDOWN DRILLS.³⁷ Evacuation and lockdown drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September – June). The first eight (8) drills are conducted prior to December 31st of each school year. Six (6) of all such drills shall be evacuation drills. Four (4) of all such required drills shall be lockdown drills with two (2) of these drills being held between September 1st and December 31st. Prior to the first annual drill, staff shall review emergency response procedures and drill requirements with students during class time. Students are also provided the opportunity to ask questions on any procedure that they are not clear on. The appropriate Fire Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding effective building evacuation in the event of a fire. Four of the required drills must be through use of the fire escapes on buildings *where fire escapes are present* or through the use of identified secondary means of egress.³⁸ The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the lockdowns drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted on dates as well as days of the week and times of day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies. Instruction in drill procedures, including during lunch periods and assemblies, is conducted annually by staff.³⁹ At least two additional drills must be held during summer school in buildings where summer school is conducted, one must be held during the first week of summer school.⁴⁰ 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 drill.⁴¹

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.

³⁶ 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.

³⁷ EL §807.1 eight evacuation drills and four lock-down drills each year, eight of the required drills must be completed by December 31 each school year

³⁸ 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

³⁹ EL §807.1 Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly

⁴⁰ EL §807.1-a at least two additional drills must be held during summer school in buildings where summer school is conducted, one must be held during the first week of summer school.

⁴¹ 401.7 [New York State Fire code](#) (pg 59)

EARLY DISMISSAL DRILL⁴²: The District will conduct an Early Dismissal drill annually wherein students are dismissed 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 and evaluation of this drill. This drill also allows the District to test the usefulness of the communications and transportation system during emergencies.⁴³

SHELTER-IN-PLACE AND/OR LOCKOUT DRILLS: While not required, each school in the District may conduct Shelter-in-Place and/or 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.

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.⁴⁴

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. 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 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.⁴⁵ Procedures for obtaining written consent for students to participate in full-scale exercises from parents or persons in parental relation will include:⁴⁶

1. Distribution of Consent Forms:

- Consent forms will be distributed to parents through the following methods:
 - **Mail:** Consent forms will be sent to parents' home addresses.
 - **Home with Students:** Students will bring consent forms home in their backpacks.

⁴² 155.17(h) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

⁴³ 155.17(h)(2) Such drills shall test the usefulness of the communications and transportation system during emergencies.

⁴⁴ 155.17(h)(2) Such drills shall test the usefulness of the communications and transportation system during emergencies.

⁴⁵ 155.17(4)(xiv)(3) 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.

⁴⁶ 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.

- **Email:** Electronic consent forms will be sent to parents' registered email addresses.
 - **School Newsletter:** A detachable consent form will be included in the monthly school newsletter.
 - **Parent Portal:** Consent forms will be available on the school's parent portal.
- 2. **Content of Consent Forms:**
 - The consent form will include:
 - A detailed description of the full-scale exercise, including date, time, and activities involved.
 - Potential risks and safety measures in place.
 - Instructions for completing and returning the form.
- 3. **Return of Consent Forms:**
 - Parents can return signed consent forms through the following methods:
 - **Mail:** Forms can be mailed back to the school.
 - **Home with Students:** Students can return forms to their homeroom teachers.
 - **Email:** Scanned copies of signed forms can be emailed to the designated school email address.
 - **Parent Portal:** Digital consent forms can be submitted through the parent portal.
- 4. **Follow-Up and Reminders:**
 - The school will send reminders via email, text messages, and phone calls to ensure that all parents submit the consent forms in a timely manner.
- 5. **Record Keeping:**
 - The school will maintain a digital record of all returned consent forms. This record will be securely stored and accessible to authorized school personnel.

The school board will ensure that information about drills be provided in the teacher's manual or handbook.⁴⁷

Parents or persons in parental relation must be given advance notice of each drill being conducted within one week prior to the drill.⁴⁸ Procedures for notifying parents or persons in parental relation will include:

1. **Official Letter or Email**
 - Timing: **Within one week** before the drill.
 - Include the following information:
 - General time frame of the drill
 - (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

⁴⁷EL §807.2 the school board will ensure that information about drills be provided in the teacher's manual or handbook.

⁴⁸ (d) parents or persons in parental relations shall be given advance notice of each drill being conducted within one week preceding any such drill.

- Contact information for questions or concerns
2. **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
3. **Printed Notices**
- Timing: **Within one week** before the drill.
 - General time frame of the drill
 - (e.g., Sometime the week of [month/date], [school name] will have a [drill type] drill
 - Send printed notices home with students.
 - Include the following information:
 - General timeframe of the 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
4. **Post-Drill Follow-Up**
- Timing: Immediately after the drill.
 - Send a follow-up letter or email to parents/guardians summarizing the drill, what went well, and any areas for improvement.
 - Reassure parents that the drill was conducted safely and effectively.

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.**⁴⁹

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

STAFF DEVELOPMENT TRAINING:

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to

⁴⁹ 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.

September 15th of each school year or within 30 days of joining the district. This training will be conducted at a staff development day in August, online or a combination of both.⁵⁰

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

Additional training includes but is not limited to:

- De-escalation training
- Warning signals for violence and mental health concerns
- Non-violent conflict resolution
- Student School Emergency Response Procedures Training

PROACTIVE BUILDING SECURITY MEASURES

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

VITAL EDUCATIONAL INFORMATION⁵¹

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. The purpose of including

⁵⁰ 155.17(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;

⁵¹ 155.17(h)(i) 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.

such information in the Building-level plan is to ensure coordination or coverage in the event of a serious incident.

EARLY DETECTION OF POTENTIALLY DANGEROUS BEHAVIOR ⁵²

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 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.
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.

⁵² 155.17(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

7. Each of the District's school psychologists/social workers may facilitate counseling groups for identified students around issues related to poor social skills development, managing emotions, and good decision-making.
8. Certified and noncertified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.
9. The District may work in collaboration with building-level and District-wide PTAs to offer parents/guardians information regarding early-warning signs of potentially dangerous and/or violent behavior, as well as a forum to discuss specific parental concerns.

Police Agencies

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

<u>Agency</u>	<u>Phone Number</u>
Orchard Park Police Department	(716) 662-6444
Erie County Sheriff's Office	(716) 858-2903
New York State Police Troop A	(585)344-6200

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
- HVAC
- 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 TRAINING⁵³

PRIVATE SECURITY AND SCHOOL RESOURCE OFFICERS

This plan includes contracts or memoranda of understanding that define the relationship between the district, personnel, students, visitors, law enforcement, and public or private security personnel. These contracts or memoranda are consistent with the Code of Conduct, and define the roles, responsibilities, and involvement in the schools of law enforcement or security personnel. The role of school discipline is delegated to school administration.

SECURITY ALLOCATIONS

- At the elementary and middle school 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 a safety greeter. 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.
- At the 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 a safety greeter. 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.

⁵³ 155.17(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

Greeters/Building Guards

- district personnel at each elementary and middle school
- buildings are staffed during regular school hours
- primarily responsible for enforcement of the visitor protocols
- perform perimeter patrols
- detection of hazards
- deter and report unlawful activity
- provide escorts for parents and students when needed
- members of building-level emergency response planning teams
- staffed during regular school hours at the high school as well as for special events in the evening and on weekends upon request and at the Districts discretion
- enforce our visitor policy as well as actively monitor the building and support the staff with student safety and traffic

Indoor/Outdoor Monitors

- staffed at middle schools and high school
- actively monitor the building and support the staff with student safety and traffic
- provide student supervision
- check that school procedures are being adhered to
- guide the arrival and dismissal processes

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
- Building Guard Certification (6 Hour Course)
- Stop the Bleed
- First Aid

SECTION III RESPONSE

NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

Internal

After receiving the information from the Incident Commander at the scene, an email 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 possible.

External

Anyone with knowledge of an emergency event is encouraged to immediately call 911.

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.opschools.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 incidents 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, an Incident Command Post (ICP) 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.⁵⁴

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.⁵⁵

SCHOOL CANCELLATION

- 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

- 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

- 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.

⁵⁴ 155.17(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;

⁵⁵ 155.17(g) 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.

SHELTERING 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 sheltering 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 SITUATIONS⁵⁶

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

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

RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE⁵⁷

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, including but not limited to emails and formal brochure, 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 the availability of 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.

RESPONSES TO ACTS OF VIOLENCE⁵⁸

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.

⁵⁷ 155.17(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;

⁵⁸ 155.17(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;

3. The Building-level Emergency Response Planning Team consisting of trained staff and school personnel may assist with an Evacuation, Lockout, Shelter-in-Place, Hold-in-Place, or Early Dismissal and will follow the appropriate protocol (see appendices for further information). The Incident Command System (ICS) (a subcomponent of the National Incident Management System) will be utilized 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 are detailed in each building-level emergency plan. The use of the District's mass communication system is typically utilized.
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.
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 Building-Level Emergency Response Planning Teams. These individuals and appropriate means of contact are documented in each Building-Level Emergency Response Plan.⁵⁹
10. The district prohibits acts of school violence as outlined in the Orchard Park Code of Conduct.

PROTOCOLS FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

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.

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

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 state disaster 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 [2801-a of the Education Law](#) that required additions to the District Plan.

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

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.

Essential Position	Description	
Information Technology	Director Technicians	This group is needed to maintain the internet capability including remote learning and working from home.
Custodial and Maintenance	Director Asst. Director Senior Custodians Custodians Maintenance Mechanics Grounds	This group is needed to maintain the cleanliness and continued functioning of the building & grounds.
Administration	Superintendent & Asst. Superintendents	Required to ensure continuity of the response efforts.
Building Administration & Clerical Support	Building Administrators & Clerical Support *	Required to ensure continuity of the response efforts.
Faculty and Staff	Teacher/Related Service Provider	Should it become necessary to meet a student's needs under IDEA and/or Section 504 regulation (FAPE), teachers/related service providers may be deemed essential on an

		as-needed basis.
Security	Security Coordinator & Security Assistants	To ensure the safety/security of the campuses.
Transportation	Director of Transportation, Support Staff & Transportation Contractor	To transport food to students who receive home meals and/or to transport students in the event they are attending in person instruction
Food Service	Food Service Director & Food Service Workers	To prepare and distribute meals to students.
Health Services	Director of Health Services and staff as deemed necessary	To assist with testing requirements, reporting and contract tracing.
Business Operations	Accounting, Payroll, Accounts Payroll, Purchasing	Where necessary to ensure the continued operation of the District.

2. In the event of a state-ordered reduction of the District’s in-person workforce the District will provide the opportunity for all **non-essential** employees the capability to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading, and installation of any needed devices or technology, including software, data, office laptops or phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace. Orchard Park Staff will be guided on this as per the **Building Level Emergency Plans**, specifically the **Continuity of Operations and Continuity of Instruction** sections.

3. To the extent possible the District will stagger work shifts of essential employees in order to reduce overcrowding on public transportation systems and at worksites. Staff and students typically walk or drive via personal vehicle to campus. In an effort to reduce overcrowding on public transportation:
 - Class schedules, if scheduled to be on site, will be staggered to a morning and afternoon cohort
 - Staff will arrive on campus prior to students at staggered times/work shift or/and staggered assigned days of work
 - If no students are in school staff will continue to have their work shift or assigned days of work staggered.

- Most employees will be permitted to work remotely.
 - Visitors will not be permitted on campus.
4. A quantity of personal protective equipment (PPE), sufficient to provide to all essential employees, will be procured, stored, and managed as follows:
- Facilities will maintain inventory of PPE as recommended by the NYS Education Department guidelines, and continually restock same as needed.
 - Storage of personal protective equipment will be on campus and comply with the manufacturer's storage recommendations for each item.
 - The equipment will be stored and readily available to any person in need of it.
5. In the event an employee is exposed to a known case of a communicable disease that is the subject of a state disaster emergency involving a communicable disease, exhibits symptoms of such disease, or tests positive for such disease, and in order to prevent the spread or contraction of such disease in the workplace the District has a set protocol to be followed for the exposure as well as the disinfecting of the affected work area(s). The District's **Building Level Emergency Plan** contains an **Infectious Disease Annex, section 25** which details:
- The disinfecting of any area known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched
 - Available leave options, for the affected employee(s), in the event of an employee's need to receive testing, treatment, isolation, or quarantine

Note: Such protocol does not involve any action that would violate any existing federal, state, or local law, including sick leave or health information privacy.

6. All essential employees will have their hours and work locations documented, including off-site visits, by:
- All entrances will be locked with guard staff posted.
 - All employees will use their access cards for entrance which documents their arrival on the premises.
 - Payroll, attendance, and time cards will further document an employee's presence on campus.
 - No other visitors will be allowed on site.

Such protocol shall be designed only to aid in the tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis.

7. If emergency housing is needed to further contain the spread of the communicable disease, the Orchard Park School District will lodge an essential employee at a local hotel bearing the full cost of the stay.

If there is a declared state disaster emergency involving a communicable disease that involves the Orchard Park School District, all staff, essential and non-essential, will be contacted, and they will be guided by the aforementioned protocols.

8. **OTHER:** Any other requirements determined by the Department of Health such as contact tracing, testing, physical distancing, hygiene, disinfecting, drill modifications, or mask-wearing.

IDENTIFICATION OF DISTRICT RESOURCES WHICH MAY BE AVAILABLE FOR USE DURING AN EMERGENCY⁶⁰

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 (Smartphone Apps)
- 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

COORDINATION AND SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES⁶¹

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

⁶⁰ 155.17(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;

⁶¹ 155.17(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;

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 ICS PRINCIPLES

ASSIGNMENT OF RESPONSIBILITIES

A chain of command consistent with the National Interagency Incident Management System (NIMS)/Incident Command System (ICS) 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 NIMS/ICS 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.

ICS POSITIONS

The number of ICS 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, EMS, 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.

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.⁶²

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.⁶³ When remote instruction by digital technology is

⁶² 155.17(c)(1)(xxi)(d) A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education.

⁶³ 155.17(c)(1)(xxi)(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.

unavailable, appropriate special accommodations for students will be made to aid their learning.⁶⁴ The District can provide Verizon MiFi Hotspots where a household does not have internet access.

COMPUTER AND CONNECTIVITY ACCESS FOR STUDENTS

The District will ensure that students have the necessary equipment at home to participate in remote instruction.⁶⁵ 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.⁶⁶ The information received from the survey will aid in the development/updates to the detailed Continuity of Instruction Plan in each 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 rules contained within 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,

⁶⁴ 155.17(c)(1)(xxi)(c) A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.

⁶⁵ 155.17(xxi)(a) ensure computing devices will be made available to students

⁶⁶ 155.17(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

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 agencies⁶⁷

1. The district continues to work closely with local police, fire, EMS, 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 Law⁶⁸

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. Orchard Park Police Department
2. Orchard Park Fire Department
3. New York State Police
4. Erie County OEM
5. Erie County Sheriff's Office
6. Orchard Park Fire District EMS
7. Red Cross

⁶⁷ 155.17(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;

⁶⁸ 155.17(c)(1)(vi) 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;

Contacting Parents, Guardians or Persons in Parental Relation to the Students of the District in the Event of a Violent Incident or an Early Dismissal⁶⁹

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.⁷⁰ 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.

⁶⁹ 155.17(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;

⁷⁰ 155.17(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
- GSuite (Docs, Sheets, Slides, Forms, Classroom, Sites)
- Gmail
- iConnect
- Seesaw
- Schoology

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 Emergency Response Team (BERT), other school buildings may be called to support the Building Emergency Response 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 EAP 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.

APPENDIX 1 - LISTING OF SCHOOL BUILDINGS

Windom Elementary School

3870 Sheldon St,
Orchard Park, Ny 14127
Phone: 716-209-6279

South Davis Elementary School

51 South Davis St,
Orchard Park, Ny 14127
Phone: 716-209-6246

Ellicott Elementary School

5180 Ellicott Rd,
Orchard Park, Ny 14127
Phone: 716-209-6278

Eggert Elementary School

3850 Eggert Rd,
Orchard Park, Ny 14127
716-209-6215

Orchard Park Middle School

60 South Lincoln Drive,
Orchard Park, Ny 14127
Phone: 716-209-6220

Orchard Park High School

4040 Baker Rd,
Orchard Park, Ny 14127
Phone: 716-209-6242

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 – MEMORANDA OF UNDERSTANDING

Any applicable Memoranda of Understanding relevant to implementation of the District-wide and Building-level Emergency Response Plans are on file in the district office.

Purpose of MOU: The purpose of this Agreement is to formalize and clarify the roles and responsibilities of the District and Security Consultant in Student Discipline.

Services Provided by Agency/Vendor: School Resource Officer(s), Security Guard Staffing, Safety Consultant etc.

This agreement should be reviewed annually prior to the start of the school year. Unless and until amended or terminated in accordance with the terms of this Agreement, this Agreement shall remain in full force and effect until termination or expiration (if not renewed) of the service agreement between the parties.

SCHOOL RESOURCE OFFICER

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, by and between the Orchard Park Central School District (hereinafter “OPCSD” or District”) and the Town of Orchard Park (hereinafter the “Town”) (The District and Town shall jointly be referred to as the “Parties.”

WHEREAS, the Town and District previously established the position of School Resource Officer (hereinafter “SRO”); and

WHEREAS, Education Law requires that the District define the roles and responsibilities of school personnel, security personnel, and law enforcement who are deployed in schools; and

WHEREAS, the Parties are committed to a collaborative effort in order to promote a safe school community and to preserve a safe learning environment for students, teachers, and staff; and

WHEREAS, in view of the foregoing, the Parties find it in the best interest of the District, Town, and citizens of the District, to enter into this Agreement pursuant to Article 5-G of the General Municipal Law for the provision of a School Resource Officer Program in the District.

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, the District and Town hereby set forth the following Memorandum of Understanding:

1. Mission and Goals of the School Resource Officer Program

The mission and goals of the District and Town's School Resource Officer Program are:

- A. To maintain a safe campus environment that will be conducive to learning;
- B. To create a relationship based upon cooperation and mutual support between law enforcement and school officials;
- C. To improve relationships between law enforcement, school, community, and the youth of the school;
- D. For Orchard Park Police Department officers and command to serve as consultants to school staff, parents, and youth on safety matters and any other matters that will provide a better environment for the students and the teachers in which to pursue their respective tasks;
- E. For Orchard Park Police Department officers to serve as positive role models to students; and
- F. To provide a continuum of youth services between the school and the community with the support of the Orchard Park Police Department and other Town staff and agencies.

2. Roles and Responsibilities of the School Resource Officer

The SRO is a Town Police Officer assigned to provide law enforcement expertise and resources to assist school administrators and staff in maintaining safety, order, and discipline within the assigned school(s). In addition to serving as a police officer in the school communities, the SRO's overall role includes:

- A. Providing a safe environment in the school communities by using crime prevention strategies and utilizing enforcement measures.
- B. Providing guidance, acting as a positive role model, and serving as a contact to support service both within and outside the school environment.
- C. Providing the District with additional educational resources by sharing expertise in the classroom.

The SRO will perform the duties and assignments of a law enforcement officer in a school setting. The SRO's responsibilities include but are not limited to:

- A. *School-wide emergency response planning.* The SRO shall be a member of the district-wide School Safety Team. The School Safety Team reviews and maintains the School Safety Plan and any amendments thereto.

B. *Response to immediate threat of harm.* When the SRO receives a report regarding a threat of harm, the SRO is expected to investigate immediately and determine whether the individual(s) involved poses an immediate threat to the safety of student(s), District employee(s), or the public. In such cases where the SRO determines that an individual poses a real and immediate threat of harm, the SRO may take all actions authorized under the law to protect the safety and security of students, District employees, and the public.

C. *Response to low-level, non-violent criminal activity.* The SRO may receive and investigate reports of alleged non-violent criminal activity on District property. In such circumstances, the SRO should determine whether law enforcement action is appropriate, consistent with his/her law enforcement duties.

D. *Intervention in student misconduct.* District administration is solely responsible for school discipline. District administration, such as the Building Principal, may contact the SRO if he/she believes that an incident constitutes a violation of the law. In such circumstances, the SRO shall determine whether law enforcement action is appropriate and consistent his/her law enforcement duties. If the SRO becomes aware of criminal activity, he/she shall be free to act in accordance with the police officer's duties as a member of the Orchard Park Police Department. The SRO shall not be involved with the enforcement of school rules or disciplinary infractions that are not violations of law. The SRO is expected to refer violations District policy or the Code of Conduct to the school administration.

E. *Searches, investigations, and questioning of students.* The SRO shall only detain, question, interrogate, or search a student when authorized under the law. Specifically, the SRO must have reasonable suspicion that a student has violated a district policy or committed an illegal act that threatens the special needs of school safety to warrant detaining and/or questioning the student. The SRO may not detain, remove, or question students for any reason(s) that is irrelevant to District safety objectives the SRO is responsible for ensuring (i.e. questioning students about their immigration status or questioning students based upon their perceived race, nationality, color, or native language).

F. *Consultation with District Administration regarding arrests.* Building Principals shall be consulted prior to an arrest of a student where practicable. The student's parent or guardian shall be notified of a child's arrest as soon as practicable.

G. *Interactions with students.* The SRO is expected to be a positive role model for District students. The SRO shall work to establish a rapport and communications with students, their families, District employees and law enforcement.

H. *Participation in school events.* The SRO may assist in providing security at certain evening or weekend school functions such as athletic events, dances, field trips, and/or special events when requested by the District. Each SRO will be given right of first refusal on 40 hours of guaranteed overtime that is school building specific and/or community policing based. As a building's needs dictate, this amount of overtime may be increased

to meet the need of the school building. Hours assigned to OPCSD events will be paid for by OPCSD and hours assigned to Town events will be paid for by the Town. Approval for such event assignments will be made by the School Superintendent or his designee and the Chief of Police or his designee.

I. Roles and Responsibilities of the School District

A. *District Responsibility for Student Misconduct and Discipline.* The District, its administration, and personnel are solely responsible for student misconduct and discipline unless such misconduct violates the law and the enforcement of the District Code of Conduct and other relevant policies. As such, only District administration and appropriate staff shall be involved with the enforcement of District rules, including the Code of Conduct, or disciplinary infractions that are not violations of the law.

B. *Requests for SRO Intervention by District Personnel.* The District, its administration, and personnel may request SRO intervention when weapons, drugs, alcohol, or other illegal contraband is discovered on school property or at a school-sponsored function. In addition, the District may request SRO intervention when the District administration or personnel reasonably believes that there has been or is an occurrence that constitutes criminal activity or an immediate threat of harm.

C. *SRO and the School Community.* The District shall work to integrate the SRO into the School Community by providing opportunities for the SRO to interact with students, classes, and District personnel throughout the year. Such efforts may be included but are not limited to presentations or trainings by the SRO to District personnel, the Board of Education, District community members, or students. [

3. Selection of the School Resource Officer

A. SRO Qualifications.

The SRO shall be a certified New York State School Resource Officer. This certification shall occur as soon as possible from the selection date of the SRO.

B. Selection.

The SRO shall be selected and agreed upon by the District and Town. The Building Principal or his/her designee, and Chief of Police or his/her designee, shall make recommendations to the District and Town, who must ultimately agree upon the selection of the SRO. The Building Principal and Chief of Police must consider an officer's training, qualifications, experience, interest in the SRO position, and the officer's ability to effectuate the goals and objectives set forth in Section 1 of this Memorandum. The SRO

currently selected in accordance with this Memorandum is listed in Appendix A attached this Memorandum.

C. *Supervision, Evaluation and Separation.*

The SRO's assigned to the District will be supervised by the Captain of Administration or other designee as assigned by the Chief of Police.

By June 15 of each year that this Memorandum remains in effect, the District shall provide an evaluation to the Town which shall contain feedback/assessment on the performance of the SRO throughout the school year. Such evaluation shall be separate and distinct from any applicable contractual evaluation procedure and shall be advisory only with respect to that process.

The District shall have the right to request that the Chief of Police permanently replace any individual SRO assigned to the District. The District, SRO Supervisor and Chief of Police shall then meet to discuss the request (and related concerns/issues with the SRO) and upon agreement between the Superintendent and Chief of Police, the Chief of Police will reassign the SRO from the SRO program in accordance with the Police Departments Rules, Regulations, and/or General Orders. In such event, the Chief of Police and District agree to start anew the application and selection process set forth above.

In the event of a resignation, or reassignment of the SRO, or in the case of the SRO's planned or unplanned long-term absences of more than fifteen (15) days, the Chief of Police and Superintendent, or their respective designees, shall convene and recommend a regular replacement for the previously assigned SRO, as soon as practicable. Notwithstanding the replacement requirement, if the District does not have a regular, assigned SRO to its buildings for more than fifteen (15) days, the District's payment to the Town for the SRO shall be prorated at the rate of 1/187th for each day beyond fifteen (15) days when the District does not have a regularly assigned SRO to the District's buildings.

4. Training

A. The SRO must complete, as soon as possible, any preservice training agreed to by the Town and District, including but not limited to all necessary training for the SRO to be a certified New York State School Resource Officer.

B. The SRO may assist with providing training and/or instruction that will enhance students' understanding of the law enforcement mission and the responsibilities of citizenship. The SRO may also assist with conducting training for school administrators in law enforcement and related areas.

5. Privacy Protections and Information Sharing

The SRO may be considered a school official who is permitted access to student educational records and personally identifiable information (PII), without student or parental consent pursuant to FERPA if the SRO:

- A. Performs an institutional service for which the district would otherwise use employees (*e.g.*, ensuring school safety);
- B. Is under the direct control of the district regarding the use and maintenance of education records;
- C. Is subject to FERPA's use and re-disclosure requirements limited the use of student PII to the purpose for which the disclosure was made; and
- D. Meets the criteria specified in the school or District's annual notification of FERPA rights for being school officials.

The SRO shall comply with FERPA, New York State law, and any District policies regarding the disclosure of student PII. For example, the SRO may only utilize student PII for the legitimate educational purpose for which the information was sought.

6. Data Collection and Reporting

The SRO may collect data and compile reports as a school official as required by the District. In such circumstances, the SRO shall comply with FERPA and any District policies related to the access and disclosure of student PII as noted above in Section 6.

7. Student Due Process Protections and Notice to Parents

The SRO, when acting as a school official, shall comply with the District Code of Conduct, including but not limited to Section XI(A)-(B) of the Code, when engaging in searches or questioning of students. In such circumstances, the SRO should have, at a minimum, reasonable suspicion that the student has violated a District policy or committed an illegal act that threatens the special needs of school safety, thereby warranting the SRO's detainment of the student and/or questioning of the student.

The SRO, when acting as a member of law enforcement, shall comply with the District Code of Conduct, including but not limited to Section XI(C) when engaging in searches or questioning of students. In such circumstances, the District will attempt to contact the student's parents prior to the SRO's questioning and the student shall have the same rights he/she has with respect to such questioning outside of school (*i.e.* Miranda rights). Further, the SRO should not detain students or otherwise interrogate students for purposes irrelevant to the school safety objectives the SRO is tasked with ensuring (*i.e.* the student's immigration status).

8. Town, Police Department, and School District Points of Contact

The following individuals/office shall be the points of contact for the Town, Police Department, and District as it relates to this Memorandum:

For the Town:

Town Supervisor Eugene Majchrzak
Town of Orchard Park
4295 South Buffalo Street
Orchard Park, NY 14127
(716) 662-6400 ext.1502

For the Police Department:

Patrick M. Fitzgerald, Chief of Police
Orchard Park Police Department
S. 4295 South Buffalo Street
Orchard Park, NY 14127
(716)-662-6473

For the District:

David Lilleck, Superintendent
Orchard Park Central School District
Administrative Building
2240 Southwestern Blvd,
West Seneca, NY 14224
(716) 209-6280

9. Other Terms

A. *Employment Status.*

The Parties understand and agree that the SRO is and will remain an employee of the Orchard Park Police Department. As an officer of the Department, the SRO must adhere to all policies and procedures of the Police Department. The SRO shall be subject to the administration, supervision, and control of the Orchard Park Police Department.

The SRO shall abide by the District's policies, regulations, and procedures when performing functions as an SRO unless said policies, regulations, and procedures contradict the policies and procedures of the Orchard Park Police Department. In such circumstances, the policies of the Orchard Park Police Department shall prevail.

B. *Payment.*

The Town and District agree to fund the costs of (6) full-time SRO positions on an annual basis. The Parties further agree to the following percentage allocations of the annual costs associated with this Memorandum:

Orchard Park Central School District – 75% of the annual cost
Town of Orchard Park – 25% of the annual cost

Therefore, the Parties shall be responsible for the following anticipated costs[1]:

School Year 2023-2024

HS/MS/Elementary

District - 75% of officer pay and benefits plus equipment costs estimated at \$1,500.00.

Town - \$ 25% of officer pay and benefits

School Year 2024-2025

HS/MS/Elementary

District - \$ 75% of officer pay and benefits plus equipment costs estimated at \$1,500.00.

Town - \$ 25% of officer pay and benefits

School Year 2025-2026

HS/MS/Elementary

District - \$ 75% of officer pay and benefits plus equipment costs estimated at \$1,500.00.

Town - \$ 25% of officer pay and benefits

Each SRO will receive a 2.5% stipend based on his/her rate of pay during the respective school year. OPCSD and the Town will split the stipend 75%/25% respectively. This stipend will be prorated based on time of assignment within a school year.

The District shall reimburse the Town for the SRO's services on a monthly basis.

The District's payment shall be made to the Town on the first of every month.

C. *Work Schedule.*

The High School SRO shall be assigned to the High School from 6:30 AM to 2:30 PM Monday through Friday on days the High School has students in session. The Middle School SRO shall be assigned to the Middle School from 7:00 AM to 3:00 PM Monday through Friday on days the Middle School has students in session. The Elementary School SRO's shall be assigned to the Elementary School from 7:45 AM to 3:45 PM Monday through Friday on days the Elementary School has students in session. During all other non-school days, the SRO's shall be assigned to the Town.

D. *Equipment.*

The Parties agree and acknowledge that the SRO is authorized to carry a service weapon and any equipment authorized by the Orchard Park Police Department on school grounds.

The District shall provide sufficient equipment including but not limited to any office space at the School Building the SRO is assigned to, computer equipment, communications equipment and other equipment needed to perform his/her duties as SRO.

E. *Termination of the Memorandum.*

Should the District or Town decide to not renew or extend this Memorandum past December 31, 2026, the Party seeking to terminate this Memorandum shall submit written notice to terminate the Memorandum at least ninety (90) days prior to the expiration of this Memorandum. Otherwise, the Memorandum shall be renewed on an annual basis.

F. *Indemnification.*

In exchange for the monetary payment and rights and duties contemplated in this Memorandum , the Orchard Park Police Department and Town of Orchard Park agree to hold harmless, waive, release, indemnify, defend and discharge the Orchard Park Central School District from all liability and claims arising from the SRO's actions, including but not limited to liability and claims arising from the SRO's negligent acts. In exchange for the rights and duties contemplated in this Agreement, the Orchard Park Central School District agrees to hold harmless, waive, release, indemnify, defend and discharge the

Orchard Park Police Department from all liability and claims arising from actions of the Orchard Park Central School District and its employees, including but not limited to liability and claims arising from the District's negligent acts. Orchard Park Central School District includes its Board of Education, the individual members thereof, and its officers, agents, employees, volunteers, and representatives. Orchard Park Police Department and Town of Orchard Park includes its Town Board, the individual members thereof, and its officers, agents, employees, volunteers, and representatives. "Liability and claims" means demands for any value or benefit, such as lawsuits, tort claims, insurance claims, causes of action, fines, fees, and costs (e.g. medical costs and attorney fees).

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding on the date(s) set forth below.

TOWN OF ORCHARD PARK

Eugene Majchrzak

Town Supervisor

Date

ORCHARD PARK POLICE DEPARTMENT

Patrick M. Fitzgerald

Date

Chief of Police

ORCHARD PARK CENTRAL SCHOOL DISTRICT

David Lilleck

Date

Superintendent

[1] These costs may be adjusted slightly due to changes in pay and benefit costs that were not known at the time of the execution of this Memorandum.

APPENDIX 4 – DISTRICT RESOURCES – CONTACT INFORMATION

TITLE	NAME	OFFICE PHONE
Superintendent of Schools	David Lilleck	716-209-6280
Asst. Superintendent, Business/Emergency Coordinator	Jeffrey Petrus	(716) 209-6209
Asst. Superintendent, Personnel & Admin.	Dean Ramirez	(716) 209-6239
Asst. Superintendent, Curriculum	Sarah Hornung	(716) 209-6236
Transportation Supervisor	Joseph Haier	(716) 209-6237
Bus Dispatch Office – Head Bus Driver		(716) 209-6237
District Clerk	Cheryl Connors	(716) 209-6280
Public Information	Julianne Becker	(716) 209-6222
Director of Facilities	Bill Bosinski	716-209-6207
Assistant Director of Buildings & Grounds	Mark Frisch	(716) 209-6207
Athletic Director	David Hack	(716) 209-6241
Cafeteria Services	Lisa Valentin	(716) 209-6251
Adult Education	Laureen Cislo	(716) 209-6295
City Mayor - Jo Ann Litwin Clinton	(716) 662-9237	
Orchard Park Fire Department	(716) 662-5774	
Ambulance - Orchard Park EMS	(800) 635-3289	
Erie County		
County Executive - Mark Poloncarz	(716) 858-8500	
Department of Homeland Security & Emergency Services	(716) 898-3696	
County Health Dept.	(716) 858-7690	
Red Cross Emergency Services	(716) 886-7500	

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)(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)(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;
- **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, the use of school safety officers and/or security devices or procedures;
- [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;
- [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\(1\)\(c\)\(xix\)](#) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to: (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 emergency response plan; (g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and (h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

- **155.17(c)(2)(h)** Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.
- **155.17(h)(i)** 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.