

**FULTON CITY SCHOOL DISTRICT**  
**DISTRICT-WIDE**  
**SCHOOL SAFETY PLAN**  
**2024-2025**

Commissioner's Regulation 155.17

Reviewed 7/01/24

## **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious manner. Districts are required to develop a District-Wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the District with local and county resources in the event of such incidents or emergencies. The District-Wide plan is responsive to the needs of all schools within the District and is consistent with more detailed Building-Level Emergency Response Plans required at the school building level. Districts are at a risk of a variety of acts of violence, natural and technological disasters. To address these threats, The State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies in the school district and its schools.

Fulton City School District supports the SAVE Legislation and intends to engage in a planning process for compliance with the legislation. The District Superintendent encourages and advocates on-going District-Wide cooperation and support of Project SAVE.

Fulton City School District spent several years researching and developing the existing District-Wide School Safety Plan with input from county and local agencies, administration and staff. The District-Wide School Safety Plan is updated annually and copies are sent to:

- Fulton City Police
- Fulton City Fire Department
- Oswego County Sheriff
- NYS Police
- Volney Volunteer Fire Department
- Granby Fire Department
- Ambulance Services
- Oswego County Emergency Management Office

## **Section I: General Considerations and Planning Guidelines**

### **A. Purpose**

The Fulton District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Fulton School City District Board of Education and the Superintendent of FCSD has authorized and appointed a District-Wide School Safety Team. The District-Wide School Safety Team is charged with the development and maintenance of the District-Wide School Safety Plan.

### **B. Identification of School Teams**

The Fulton School District has authorized a District-Wide School Safety Team consisting of, but not limited to, Board Representatives, Administrators, Teachers, Staff, Students, Union Representatives,

Safety Personnel, Student Support Teams and other personnel that may be included is CiTi Safety, Parent Organizations, Fulton Fire and Police Departments. *A student may be allowed to participate on the District-Wide safety team, provided however, that no portion of a confidential building-level emergency response plan be shared with such student nor shall such student be present where details of a confidential building-level emergency plan or confidential portions of a District-Wide safety plan be discussed.* It was this team’s responsibility to develop the District-Wide Safety Plan. The members of the team are listed by their positions of affiliations are as follows:

1. Board of Education Representatives
2. Students
3. Teachers
 

Granby School	Jr. High
Fairgrieve School	Volney School
Lanigan School	GRB
Student Support Teams	
4. Administrators
 

Deputy Superintendent	Director of Facilities, Transportation
Chief of Operations and Finance	Director of School Nutrition
GRB Vice-Principal	Director of Human Resources
Elementary Principal	
5. Community
 

Fire Department	CiTi BOCES
Police Department	Parent Organizations
	SRO
	Other personnel
6. Other school personnel
 

Custodian	SRO
Nurse	Other personnel
Cleria	
l	

### **C. Concept of Operations**

Prior to amending 155.17, School Safety Plan, the district had developed a District-Wide School Safety Plan to be in compliance with the regulation. This planning involved the Board of Education, administrators and local and county emergency response agencies. As the plan evolved, situations occurred which identified the need for a Crisis Response Team, which was created specifically to

deal with illnesses or death of students and staff. This Crisis Response Team went through an extensive training program to identify areas of responsibility for each team member in specific crisis situations. That team is a component of our current School Safety Plan and is activated by the District Superintendent when the need is identified.

In the event of an emergency or violent incident, the site administrator will immediately notify the District's Superintendent. The Superintendent/or Designee will activate the Incident Command Team if necessary and notify the District Superintendent at BOCES.

Once the Incident Command Team has been activated, local emergency officials will also be notified when appropriate.

Fulton City School District has existing protocols in place to request resources from the Oswego County Emergency Management Office, with local Law enforcement agencies, fire departments and ambulance services. State resources of SEMA or FEMA, if required, are also available.

#### **D. Plan Review and Public Comment**

This plan will be reviewed periodically during the year and will be maintained by the District-Wide School Safety Team. The required annual review will be completed on or before October 1<sup>st</sup> of each year after its adoption by the Board of Education in accordance with July 2019 NYSED guidance. A copy of the plan will be available at the Fulton District Office.

Pursuant to Commissioner's Regulation 155.17 (c) (3), this plan will be made available for public comment 30 days prior to its adoption. The District-Wide and building-level plans will 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. The plan must be formally adopted by the Board of Education.

While linked to the District-Wide School Safety Plan, Building Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 or the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of the District-Wide School Safety Plans and any documents will be submitted to the New York State Education Department within 30 days of adoption, but no later than October 1 of each year. Building-level Safety Plans will be supplied to both local and State Police within 30 days of adoption, but no later than October 15 for the 2023-2024 school year, and no later than October 1 for the 2024-2025 school year and each subsequent October 1 thereafter.

## **Section II: Risk Reeducation/Prevention and Intervention**

## 1. Community Resources

The Fulton City School District has cooperative relationships with local and county municipalities where information, training and resources are shared. This may include but not limited to:

- The District is an active member of Sheriff's Department's county-wide school safety committee
- The Fulton Police Department participate in drills, safety training and is an active member of the District's safety committee;
- The Fulton Fire Department participate in drills, safety training and is an active member of the District's safety committee;
- The District borrows and loans equipment and resources with the Fulton DPW and Parks;
- During inclement weather the District is in contact with the Fulton PD, DPW, Volney DPW and Granby DPW weather and road conditions in their areas.

## 2. Program Initiatives

The following activities and programs are conducted by Fulton City School District in an attempt to improve communication among students and between students and staff, to improve early detection of potentially violent behaviors and reporting of potentially violent incidents, including

but not limited to:

- Positive Behavior Intervention and Supports as part of a comprehensive multi-tiered system of support
- Trauma sensitive school framework
- Direct instruction in Social Emotional Learning based on NYS SEL Benchmarks
- Community School Initiatives
- Dignity for All Students Act training and instruction
- Comprehensive systems of student support services
- Small group and individual counseling
- School Based Mental Health Clinics
- School Based Community Agency Partnerships
- Parent and family engagement and education

Information on these programs, policies and procedures are disseminated through, but not limited to:

- Annual student assemblies addressing signs of potentially violent behaviors
- Back-to-school packets
- The student Code of Conduct

- Guidance Counselors
- Home School Liaison
- Yearly staff professional development opportunities and on-line learning modules through Public School Works

### *3. Training, Drills and Exercise*

The Fulton City School District will conduct annual training, drills and exercises in accordance with State Education Department Regulations and other applicable laws.

All school staff are required to undergo annual training on the Building-Level Emergency Response Plan, this training includes components on violence prevention, mental health, shelter in place, hold in place, evacuation, lock out and lock down (see appendix S.H.E.L.L.). This annual training must be completed by September 15<sup>th</sup> of each school year. Employees hired after September 15<sup>th</sup> must receive this training within 30 days of hire. The district must certify via BEDS that this training has occurred for all staff in October of each year.

#### [FCSD Training Presentation](#)

The FCSD will conduct the required multi-hazard drills to be held throughout the school year (8 evacuations, 4 lockdown drills) along with general student awareness training of emergency response procedures conducted by building staff including violence prevention interventions and any mental health components deemed necessary (i.e. S.H.E.L.L., fire drills, early dismissal, etc).

The FCSD recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the FCSD will invite local agencies to participate in and to help evaluate all exercises, this exercises can be a tabletop, simulation, or a complete exercise. These agencies may include, but not be limited to, the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the CiTi BOCES Safety & Risk Office. (see appendix contact numbers) At least one such exercise will occur in each school building every school year.

Note: Directly following each test or drill a debriefing will be conducted to evaluate the exercises and determine if changes to the emergency response plan are necessary.

### *4. Implementation of School Security*

The Fulton City School District monitors activity in all of its schools by the following: During school hours, all buildings will use a secure single point of entry and is monitored by a Designated FCSD personnel. Other secure doors have signs directing visitors to the main entrance. The Designated personnel will request from each visitor a proper picture identification, scans ID into Raptor and dispenses a temporary visitor ID tag. The Designated personal using Raptor or with radios, will notify administration of any questions, disturbance or emergency. The

Designated persons are hired by each building principal after an interview and screening process involving reference checks. Persons hired after July 2, 2001, will be hired after clearance of a fingerprinting and FBI background check, as required by SAVE legislation.

- Designated FCSD personnel are required to participate in security training designated and approved by the Chief of Operations and Finance, Deputy Superintendent, and Superintendent's designee.
- All staff members are issued ID cards. Employees are required to wear their ID badges.
- Random searches are conducted periodically with the use of police canine units.
- The District has:
  - Surveillance cameras, both interior and exterior
  - Single point of entry
  - Buzzer entry system capability -
  - Visitor Management System (Raptor)

#### 5. *Vital Educational Information*

The District office maintains information concerning student population, staff and transportation needs for each building within the Fulton City School District. Names and home phone numbers of building administrators are listed in the Building-Level Emergency Response Plans.

### **B. Early Detection of Potentially Violent Behaviors**

Future training programs will be implemented in the FCSD covering such topics as:

- Early Warning/Timely Response
- Threats Assessment
- Early detection of potentially violent behaviors
- Safety and Security Training
- Crisis response training
- Risk assessment tools

Public School Works Training Modules – Yearly Requirement

### **C. Hazard Determination**

The FCSD Safety Plan has considered various potential sites of emergency, in consultation with Oswego County Emergency Management Office and the Fulton City School District. Potential sites include but are not limited to School Buildings, Boiler Rooms, Mechanical Rooms (i.e. HVAC, Electrical), Chemical Storage (Custodial and Science), Kitchen Gas Appliances, Utilities (i.e. Gas, Water, Electric), Railway (within 25 miles of the District Building) Airport, Roadways

surrounding Schools, Playgrounds and Athletic Fields, buses, off-site field trips, and the Nine Mile Nuclear Plants in Scriba. Procedures in the emergency plan are in place to respond to these potential emergencies.

### **SECTION III – Response**

#### **A. Notification and Activation (Internal and External Communications)**

- The district’s Building-level Emergency Response Plans lists all law enforcement agencies and numbers that may need to be called in the event of any emergency. Building administrators, teachers and staff are authorized to call 911 if law enforcement, fire department or medical response teams are needed.
- The report of an incident or a hazard’s development will be reported to the administrator in charge or his/her designee as soon as possible following its detection.
- The building will utilize both internal and external communications in emergencies:
- Telephone, intercom, district radio system (portables), social media outlets, Navigate Prepared (when operational), emergency alert system (EAS), bullhorns, bus radio system, and a runner system.
- If an emergency occurs, the Building administrators, teachers and staff, have the ability to notify building occupants to take the appropriate protective actions.
- Upon notification or declaration of an emergency, the Superintendent or his/her designee will communicate emergency information and instructions to all buildings/locations within the district, as appropriate.
- During an emergency District will use a mass notification system that can send calls, texts or emails out to parents for information. The District may also designate an individual responsible for taking and responding to parent communications during an emergency.
- In the event of an early dismissal, the Superintendent or Designee will notify the radio and television stations along with social media for a public announcement.
- For other emergencies, the Superintendent or Designee may inform the media and provide updates.

#### **B. Emergency Response**

The District’s Incident Command Team will utilize the nationally recognized incident command system. The Incident Command structure for the district can be found in the ICS portion of this plan.

During an emergency, the following persons are authorized to make decisions on behalf of the Fulton City School District:

- Superintendent of Schools



- Deputy Superintendent
- Chief of Operations and Finance
- Designee if aforementioned are out of the District

The Superintendent, or his/her designee, is the District's Chief Emergency Officer. His/her duties include, but are not limited to the following:

- coordination of the communication between school staff, law enforcement, and other first responders;
- Reallocation of district staff to meet needs associated with urgent safety and emergency response:
- leading the efforts of the District-Wide school safety team in the completion and yearly up date of the District-Wide school safety plan and the coordination of the District-Wide plan with the building-level emergency response plans;
- ensuring staff understanding of the District-Wide school safety plan;
- ensuring the completion and yearly update of building-level emergency response plans for each school building;
- assisting in the selection of security related technology and development of procedures for the use of such technology;
- coordinating appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
- ensuring the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
- ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

The FCSD has many resources that can be used during an emergency. Each Building has a complete list of resources listed in Building-Level Emergency Response Plans. Some of the resources available in the district include:

- Fire Extinguishers
- Cell Phones
- Fax Lines - Limited
- Computer technology – Internet connectivity
- First Aid Kits
- AED's
- Tractor, loader, scissor lift
- Portable fuel tanks for secondary fuels
- Pick-ups, stake rack trucks, dump trucks, plows and buses
- Electronic emergency response systems
- 2-Way Radios

The FCSD has a cooperative relationship with the City of Fulton to borrow equipment and resources when needed.

## C. Situational Responses

### *Multi-Hazard Response*

The Building Level Emergency Response Plan includes specific threat and hazard specifics annexes including the course of action unique to particular threats and/or hazards. In addition, the appropriate response to such emergencies, including but not limited to bomb threats, hostage-takings, intrusions and kidnappings, will be identified using the S.H.E.L.L. guidelines (Appendix 2).

Threat and Hazard types include but not limited to:

- Natural Hazards

When an approaching weather system/change has the ability to negatively impact student/staff safety and potentially disrupt normal building operations.

1. Monitor all Hazards Weather Radio, and TVs located within the main office, for any National Weather Service weather emergency warnings, and watches broadcast
2. When the approaching weather system warrants, announce "Shelter in Place" and direct all building staff to prepare for the storm
3. **If there is a medical emergency/injuries call 911 and request assistance**
4. Once storm/threat has passed, announce "All Clear" message to staff/students
5. Mobilize building safety team to assess injuries and/or damage to the building
6. Notify the District Office of any injuries/damage to building
7. If damage has occurred which exposes the occupants to severe weather, relocate
8. All persons to an unaffected area of the building and/or to a designated shelter
9. Verify that attendance has been taken by all staff, and attempt to locate any reported missing persons
10. Discourage the release of any persons until the severe weather has passed the area

- Technological/Biological Hazards

1. Determine the scope of the hazard and assess the ability to manage the spill and/or specific substance
2. Reference the Safety Data Sheets for information
3. If the hazardous materials threaten the safety of the building occupants, order an evacuation
4. Utilize the building fire alarm to signal the evacuation
5. Restrict access to any affected areas, so that persons evacuating do not enter, use the public address system

6. **Call 911 and report the hazard, providing specifics for first responders**
  7. Assign a staff member to meet EMS/Fire outside to provide them directions
  8. Advise the building custodian to turn off ventilation and/or utilities to the building if necessary
  9. Contact the District Office and Facilities as soon as possible.
  10. Await clearance from Fire/EMS for clearance to return to the building
  11. Notify NYS Department of Environmental Conservation if appropriate
- Adversarial, Incidental, and Human-caused Threats
    1. The FCSD has procedures for responding to implied or direct threats and acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves including suicide. Other policy considerations for school violence are in the Building-Level Emergency Response Plans.
    2. The FCSD will investigate all reported threats and/or acts of violence by students, teachers, other school personnel as well as visitors to the school and threats by students to themselves, including suicide.
    3. Whether it is a direct threat, or an implied threat. Upon hearing information about a violent event, the person hearing the threat, or to whom the threat was reported, must report to the building administrator immediately. The building administrator will gather the necessary information to determine if a threat exists. If the threat is in fact real, the Superintendent of Schools must be notified. If the threat is real, disciplinary procedures will be carried out as outlined in the FCSD's Code of Conduct.
    4. If the threat is by a student to themselves, including suicide, the parent or guardian will be contacted using the emergency contact information that is provided to the school by the parent/guardian. Follow FCSD protocol
    5. If the violent act was of a short duration, such as a fight, the building administrator will investigate, and impose disciplinary measures. All disciplinary actions taken will conform to the policies and procedures set forth in the Code of Conduct.
    6. All implied or direct threats and/or acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves including suicide should be reported the school principal, (Granby 315-593-5480 Fairgrieve 315-593-5550, Lanigan 315-593-5470, Volney 315-593-5570, Jr High 315-593-5440, GRB 315-593-5400) the district office (315-593-5511) or by calling 911
    7. **Any imminent threats and/or acts of violence should be reported to 911 immediately.**
  - Pandemics Threats and Response

To prevent the transmission of all respiratory infections, including influenza and/or COVID-19, the Fulton City School District developed a contemporary Pandemic Response Plan. The

plan will be put into action when dealing with a Pandemic Influenza Epidemic, and provide the framework for protocols for carrying out this plan and include following four basic elements: Prevention, Preparedness, Response and Recovery. Eg. COVID-19 Response plan. It is important, especially as an educational institution, that our reaction to and preparation for pandemics be informed, logical, and proportionate to the risk. Schools, working together with local health departments, have an important role in slowing the spread of diseases to help ensure students have safe and healthy learning environments.

To prepare for possible community transmission of diseases such as COVID-19, the most important thing for schools to do is plan and prepare accordingly. As a global outbreak evolves, schools need to be adequately prepared and informed.

[FCSD Pandemic Response Plan](#)

[FCSD Remote Learning Plan](#)

- Others as determined by the District-level School Safety Team

Specific procedures are outlined in the District's Building-Level Emergency Response Plans. The plans identify resources for an emergency including staff qualified in first aid and CPR, procedures for obtaining advice and assistance from local government officials, and procedures to coordinate district resources and manpower during an emergency. Procedures for school cancellation, early dismissal, evacuation, and sheltering are all included in the Building Level Emergency Response Plan.

## **SECTION IV – RECOVERY**

District resources will support the Building Emergency Response Teams and Post Incident Response Teams. The Fulton City School District Safety Team will utilize information from school emergencies in its annual evaluation of the plan.

FCSD – District Wide School Safety Plan

REV: AC 2020

## **APPENDICES**

Appendix 1

District Organization NIMS ICS.

Appendix 2:

SHELL cards

Appendix 3

Reporting threats and/or acts of violence Contact numbers

Appendix 4:

Dignity for All Students Act Report of Bullying, Harassment or Discrimination (DASA), VADIR Internal Audit and Protocol for Responding to Suicidal Ideation/Expressions of Self-Harm or Harm to Others

Appendix 5:

Memoranda of Understanding

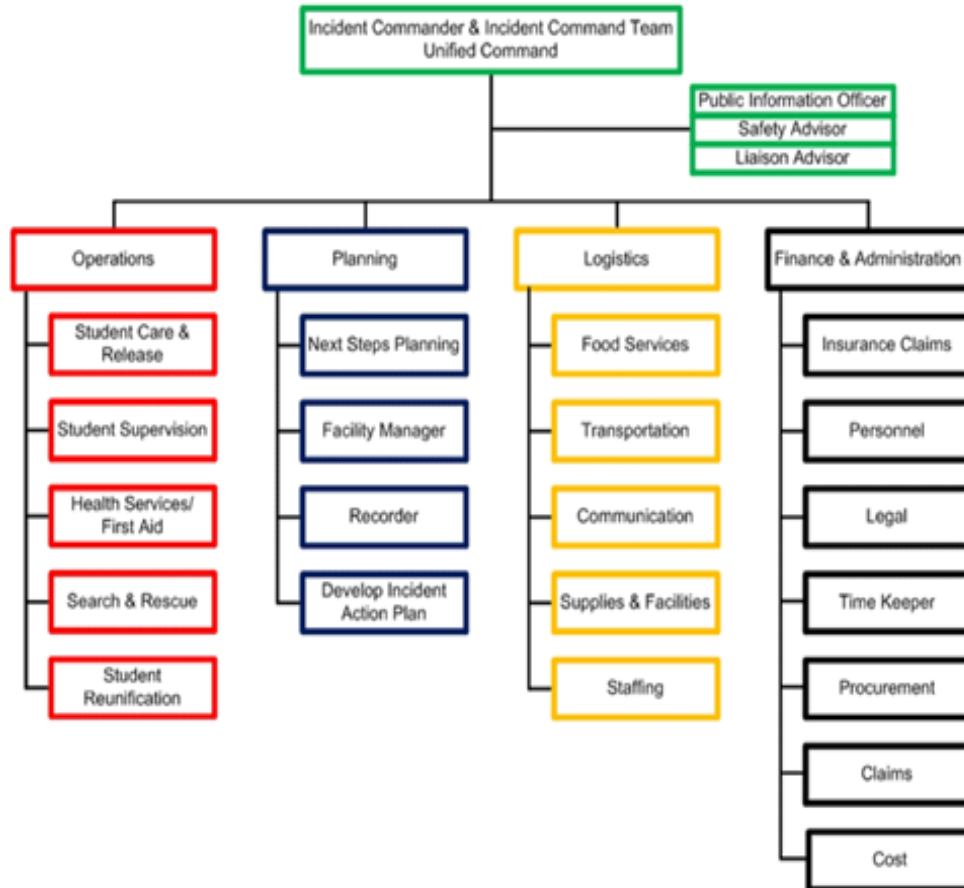
Appendix 6:

District-owned vehicle inventory: to include buses and other vehicles.

Appendix 7:

Student Code of Conduct.

# Appendix 1: ICS



# Appendix 2: SHELL (TBD per NYS)

## Shelter-In-Place

(Used to shelter students, staff, and visitors from potential hazards)

Types of Hazards	Protocol for Classroom Teachers
<ul style="list-style-type: none"> <li>Weather Emergency</li> <li>Wind, Snow, Rain</li> <li>Radiological Event</li> <li>Hazardous Spill (Outside of Building)</li> </ul> <p>◆ Not an all-inclusive list</p>	<ul style="list-style-type: none"> <li>Listen for instructions about the situation and your actions.</li> <li>Students in hallways should return to assigned classroom if possible.</li> <li>Classroom teachers, take attendance.</li> <li>All other staff assist students as needed.</li> <li>Move away from windows if situation warrants.</li> <li>If instructed, move out of classroom to designated safe area. Stay together at all times.             <ul style="list-style-type: none"> <li>Take Attendance at safe area</li> </ul> </li> <li>Listen for updates.</li> </ul>
Announcements	
<ul style="list-style-type: none"> <li>Your attention please.</li> <li>There is a situation requiring you to <b>SHELTER-IN-PLACE</b>.</li> <li>Please stop what you're doing and follow these instructions (only specify instructions based on hazard situation)</li> </ul>	
<b>S</b>	

## Hold-In-Place

(Used to move students, staff, and visitors from one area to another)

Types of Hazards	Protocol for Classroom Teachers
<ul style="list-style-type: none"> <li>Fight</li> <li>Medical Emergency</li> <li>Non-Hazardous Spill</li> </ul> <p>◆ Not an all-inclusive list</p>	<ul style="list-style-type: none"> <li>Listen for instructions about the situation and your actions.</li> <li>Students in hallways should return to assigned classroom if possible.</li> <li>Classroom teachers, take attendance.</li> <li>All other staff assist students as needed.</li> <li>Listen for updates.</li> </ul>
Announcements	
<ul style="list-style-type: none"> <li>Your attention please.</li> <li>There is a situation requiring you to <b>HOLD-IN-PLACE</b>.</li> <li>Please stop what you're doing and follow these instructions (only specify instructions based on hazard situation)</li> </ul>	
<b>H</b>	

## Evacuate

(Used to limit movement in the building for short-term emergencies)

Types of Hazards	Protocol for Classroom Teachers
<ul style="list-style-type: none"> <li>Fire</li> <li>Building Structure/Damage Issue</li> <li>Weather Event</li> </ul> <p>◆ Not an all-inclusive list</p>	<ul style="list-style-type: none"> <li>Listen for instructions about the situation and your actions.</li> <li>Lead students to designated assembly or announced assembly area. Use secondary route if necessary.</li> <li>Visitors may need to be led out of the building as well.</li> <li>Bring attendance list and class roster. Close the classroom door after exiting.</li> <li>Take attendance when safe to do so.</li> <li>If evacuating off site, take attendance before moving from and upon arrival at off site location.</li> <li>Listen for updates.</li> </ul>
Announcements	
<ul style="list-style-type: none"> <li>Your attention please.</li> <li>We need to <b>EVACUATE</b> the building.</li> <li>Teachers, take your class roster and lead your students out of the building and to your designated assembly area.</li> </ul>	
<b>E</b>	

## Lock-Out

(Used to secure school buildings & grounds during incidents that pose an imminent concern outside of the school)

Types of Hazards	Protocol for Classroom Teachers
<ul style="list-style-type: none"> <li>Violent/Suspicious Person in the Community and/or Surrounding Area Outside of Building</li> <li>When Any Perceived Threat is Outside of the Building</li> </ul> <p>◆ Not an all-inclusive list</p>	<ul style="list-style-type: none"> <li>Listen for instructions regarding the situation and your actions.</li> <li>Lock all exterior windows.</li> <li>Leave blinds/lights as they are.</li> <li>Take Attendance.</li> <li>Classroom instruction continues as normal.</li> <li>All outdoor activities are terminated.</li> <li>Listen for updates.</li> </ul>
Announcements	
<ul style="list-style-type: none"> <li>Your attention please.</li> <li>There is a situation requiring the school to <b>LOCKOUT</b>.</li> <li>All outdoor activities are cancelled, please continue regularly scheduled indoor activities.</li> </ul>	
<b>L<sup>o</sup></b>	

## Lockdown

(Used to secure school buildings & grounds during incidents that pose an immediate threat of violence in the building)

Types of Hazards	Protocol for Classroom Teachers
<ul style="list-style-type: none"> <li>Violent/Suspicious Person are Inside the Building</li> <li>When Any Perceived Threat is Inside of the Building</li> </ul> <p>◆ Not an all-inclusive list</p>	<p>When you hear lockdown announced, move quickly to execute the following actions:</p> <ul style="list-style-type: none"> <li>If safe, gather students from hallways and common areas near your classroom.</li> <li>Lock your door. Barricade if necessary.</li> <li>Move students to a safe area in the classroom out of sight of the door.</li> <li>Leave windows, blinds/lights as they are.</li> <li>Keep everyone quiet, silence cell phones.</li> <li>Take attendance if possible.</li> <li>Do not communicate through door or answer room phone.</li> <li>Do not respond to P.A. announcements or fire alarm.</li> <li>Stay hidden until physically released by law enforcement personnel.</li> </ul>
Announcements	
<ul style="list-style-type: none"> <li>We're moving into a <b>LOCKDOWN</b>. Please follow <b>LOCKDOWN</b> procedures.</li> <li>Please move into a <b>LOCKDOWN</b> position.</li> <li><b>LOCKDOWN, LOCKDOWN, LOCKDOWN</b></li> </ul>	
<b>L<sup>D</sup></b>	

# Appendix 3: Contact numbers

Any imminent threats and/or acts of violence should be reported to 911 immediately.

All implied or direct threats and/or acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves including suicide should be reported as soon as possible.

**FCSD school principals listed in alphabetical order:**

Fairgrieve 315-593-5550

Granby 315-593-5480

GRB 315-593-5400

Jr High 315-593-5440

Lanigan 315-593-5470

Volney 315-593-5570

The district office (315-593-5511)

or by calling 911

**Local agencies non-emergent numbers:**

Fulton City Fire Department	315-592-7477
Fulton City Police Department	315-598-4504
National Suicide Prevention Lifeline	1-800-273-TALK (8255)
Oswego County Ambulance Service(MENTERS)	315-592-4145
Oswego County Emergency Management Office	315-591-9150
Oswego County Sheriff's Department	315-349-3302
Poison Control	1-800-222-1222
NYS Police	315-593-6194

**Appendix 4: DASA**

**Fulton City  
School  
District**

**Dignity for All Students Act Report of Bullying, Harassment or  
Discrimination**



**Turn completed form in to DASA Coordinator or School Administrator at any school or the district office. Forms can be submitted in person, via US mail, email or fax. Reports can also be made by calling the school or district offices.**

<b>Name of person making report (can be anonymous)</b>	
<b>Date of Report</b>	
<b>Name(s) of student(s) being targeted</b>	
<b>School student(s) attend</b>	
<b>Name(s) of student(s) or staff member(s) engaging in bullying, harassment or discrimination</b>	
<b>Date and time of incident</b>	
<b>Location of incident</b>	
<b>Witnesses to incident</b>	
<b>Description of incident</b>  <b>(use reverse side if more space is needed)</b>	
<b>Was this previously reported? If yes, to whom and when?</b>	

**Bullying** is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

**Harassment** is the creation of a hostile environment by conduct or by threats, intimidation, or abuse, including cyberbullying, that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

**Discrimination** includes the denial of equal treatment, admission and/or access to programs, facilities and services based on the person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity), or sex.

VADIR Internal Audit

October 2015

Corrective Action Plan

## 1. Training for school administrators

- Comprehensive training is provided to administrators annually and will continue. Training covers NYS SAVE Act requirements, VADIR and DASA reporting, records retention, district procedures for compliance with state regulations and behavior incident documentation procedures.
  - Monthly review of VADIR and DASA incident examples occur during principals' meetings and will continue. The administrative team analyzes the examples, discusses documentation and reporting procedures. The Director of Student Support Programs provides coaching and feedback.
- ## 2. Periodic Reviews
- A checklist for self-assessment has been in place since the 14-15 school year. That checklist will be expanded to be more specific and comprehensive. In addition, a common spreadsheet template will be created for each building to use to track VADIR reportable incidents during each review period.
  - Reviews will be required every 5 weeks. Completed spreadsheets and checklists will be submitted to the Superintendent for his review and approval.

## 3. VADIR Binders

The district has an established format for maintenance of VADIR records in a VADIR binder in each building. The format is reviewed in annual training. Documents required by the district are updated annually and posted in SharePoint. Adherence to the format will be monitored quarterly by the Superintendent or his designee.

## 4. VADIR and Summary Records Documentation

- In the 2015-216 school year the behavior incident documentation forms were edited to allow for more prominent placement of VADIR coding. During annual training and monthly reviews, principals have been notified of the change and reminded of the need to include the VADIR codes when processing these forms. This step has also been added to the periodic review checklist.
  - Checking the accuracy and alignment of dates supporting documents has been added to the periodic review checklist.
  - Documenting injury(ies) and treatment has been included on the periodic review checklist.
  - The 2015-2016 VADIR reporting form has a designated section for administrator signature and date.
- ## 5. VADIR Records Retention
- Records retention requirements will be reviewed in annual comprehensive training and in monthly reviews at principals' meetings.
  - Each year's records will be dated with the year for record destruction when they are filed in the building.

## 6. Analyzing VADIR Information

- Periodic reviews will be implemented as outlined previously.
- Behavior data are reviewed at least every 5 weeks at the building level. Monthly review of district data is completed at the District PBIS Committee meetings. These reviews include identifying specific systems

changes that need to be made to result in a reduction in the number and intensity of negative behaviors, as well as ways to more effectively promote positive behaviors. This analysis includes examination of VADIR reportable behaviors. This process will continue.

## **Protocol for Responding to Suicidal Ideation/Expressions of Self-Harm or Harm to Others**

1. The staff member who learns of the threat will locate the student and arrange for or provide constant adult supervision.
2. The staff member will immediately inform the principal or member of the student support staff.
3. Student support staff and/or school based mental health therapist or other trained mental health professional will determine risk and intervention needed by interviewing the student, and gathering appropriate supportive documentation from teachers or others who witnessed the threat. The tool utilized for this process is the Columbia Scale.
4. The principal/designee will be notified of the result of the assessment and planned course of action.
5. The principal/designee will:
  - Contact the parent/guardian, apprise them of the situation and make recommendations, which may include follow up visit to mental health provider or hospital emergency services. If the child is at high risk, but not imminently a danger to self or others, school staff will recommend follow up emergency services at the hospital. The parent may elect to transport the student in this situation, but school staff will inform parent/guardian that failure to secure immediate intervention through emergency services will result in a report of medical neglect to the Child Abuse and Maltreatment Central Registry. If the parent elects not to transport or is unable to transport, school staff will facilitate transport via law enforcement or emergency medical services.
  - If it is determined that the student is at high risk of imminent harm to self or others, emergency transport from school to the hospital will be arranged by:
    - o Involving the school resource officer or alerting the police department desk of need for transport. This option will be utilized if the parent/guardian can be reached and will accompany or meet the child at the emergency room; or
    - o Calling 911 for emergency medical transport via ambulance in cases where parent/guardian is unreachable.

If a parent/guardian is not present at the time of transport, the principal/designee will identify a member of the student support staff to accompany the student to the hospital until a parent/guardian arrives.

  - Principal or designee will notify the Superintendent when emergency transport is needed.
  - The person completing the Columbia Scale will communicate her/his assessment to the receiving health care provider.
6. If the student is known to be currently in counseling, the student support staff who completed the assessment will inform their treatment provider of what occurred and the actions taken.
7. A plan for re-entry to school, including review of safety and specific supports will be written and distributed to relevant personnel, the parent/guardian and student.

## **Appendix 5: MOU's**

## Appendix 6: Vehicles

FCSD Veh #	Year	Make	Model/Type	Department	Plate #	Assigned to	Useage	
M54	2021	Dodge	Ram Cargo Van	Food Service	BE5615	Food Service	Deliveries	
M76	2014	Chevy	Bus/WC	Maint/Tech	AN2584	Kelsey/Maint	Deliveries	
M47	2009	Ford	F350 P/U-Stake Rack	Maintenance	AW8071	Grounds	Maintenance	
M50	2012	Chevy	Dump Truck	Maintenance	AW8073	Grounds	Maintenance	
FS75	2011	Chevy	Silver Bullet/Express Van	Maintenance	AK4401	Dennis/Maint	Mail/Deliveries	
M74	2012	Dodge	Van	Maintenance	AM2586	Wes/Maint	Maintenance	
M75	2012	Dodge	Caravan	Maintenance	AM2585	Frank/Maint	Maintenance	
M72	2012	Chevy	Van	Maintenance	AN2588	Britton/Stupp	Maintenance	
M51	2017	Ford	Stake Rack	Maintenance	AY5961	Grounds	Maintenance	
Grounds Trailer	1983	Olath	Utility Trailer	Maintenance		Grounds	Maintenance	
M52	2019	Ford	F350 Pickup	Maintenance	BC5565	Grounds	Maintenance	
M53	2020	Ford	F350 P/U w/Plow	Maintenance	BD7683	Grounds	Plowing	
T3	2022	Cross	Utility Trailer	Maintenance	BE7995	Grounds	GRB	
M55	2023	Ford	F350 P/U w/Plow	Maintenance	BG9613	Grounds	Plowing	
	2024	Sure-Trac	Utility Trailer	Maintenance		Grounds	Maintenance	
67	2008	Dodge	Caravan	Tech/Maint	AN2593	Tech	Tech Deliveries	
FCSD Veh #	Year	Make	Model/Type	Plate #	GVW	Passengers	In Service Date	Mileage
Van 78	2014	Dodge	Grand Caravan	AN1887	6050	7	Oct 2014	130712
Bus 79	2016	Chevy	Minibus w/WC	AX6159	14200	15C-10A & 2 WC	Mar 2016	86567
Van 81	2017	Dodge	Grand Caravan	AY8144	4328	7	Jan 2017	79916
Van 82	2017	Dodge	Grand Caravan	AY8143	4328	7	Jan 2017	83216
Bus 83	2017	Chevy	Minibus w/WC	AZ7278	9464	15C-10A & 2 WC	Sept 2017	79974
Van 73	2012	Chevy	Van	AN2587	7300	8	Feb 2012	103069
Van 84	2019	Dodge	Grand Caravan	BB7158	4328	7	Mar 2019	67874

Van 85	2019	Dodge	Grand Caravan	BB7160	4328	7	Mar 2019	69939
Van 86	2019	Dodge	Grand Caravan	BB7101	4328	7	Mar 2019	65158
Bus 87	2019	Chevy	Minibus w/WC	BC5105	9398	15C-10A & 2 WC	Aug 2019	66850
Bus 88	2024	Thomas	Mini Bus	BG3989	9869	18C-12A & 1WC	Jan 2023	8779
Bus 89	2024	Thomas	Mini Bus	BG3991	9869	18C-12A & 1WC	Jan 2023	14930
Van 90	2023	Ford	Transit Van			8		
Van 91	2023	Chrysler	Pacifica Van	BK2927	6055	7		1871
Van 92	2023	Chrysler	Pacifica Van	BK2930	6055	7		4875

<u>Veh#</u>	<u>Year</u>	<u>Make</u>	<u>Type</u>	<u>Department</u>	<u>Plate #</u>	<u>Assigned to:</u>	<u>Useage</u>
M-46	2007	Chevrolet	Pickup	Maintenance	AW8077	Grounds	Plow/main
M-47	2009	Ford	Stake Rack	Maintenance	AW 8071	Grounds	Maintenance
M-50	2012	Chevrolet	Dump Truck	Maintenance	AW8073	Grounds	Maintenance
M-60	2003	Chrysler	Van	Maintenance	AW8097	Complex	Maintenance
M-67	2008	Dodge	Van	Maintenance	AN2593	Tech	Tech Deliveries
M-71	2010	Dodge	Van	Maintenance	AN2589	Dave	Maintenance
M-51	2017	Ford	Stake Rack	Maintenance	AY5961	Grounds	Maintenance
M-72	2012	Chevrolet	Van	Maintenance	AN2588	Maintenance	Maintenance
M-74	2012	Dodge	Van	Maintenance	AM2586	Dennis	Mail Run
M-75	2012	Dodge	Van	Maintenance	AM2585	Frank	Maintenance
L-3	2001	Chevrolet	Van	Food Service	L67780	FOOD SERVICE	Food Service

## **Appendix 7: Student Code of Conduct**