

**SIDNEY CENTRAL SCHOOL DISTRICT  
DISTRICT-WIDE SCHOOL SAFETY PLAN  
PROJECT SAVE  
(Safe Schools Against Violence in Education)  
Commissioner’s Regulation 155.17**

**INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective 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 the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Sidney School District ("District") supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

**SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

**A. Purpose**

The Sidney District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Sidney District Board of Education, the Superintendent appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

**B. Identification of School Teams**

The District has created a District-wide School Safety Team including the following persons:

Position	Name
Board of Education Representative	Marisa Orezzaoli
Administration Representative	Eben Bullock, Kerrie Johnston, Michael Pavlovich, Lorraine Pourby, Antonio Stenta, Rob Hansen, Megan Rose, Maggie McNamara
Teacher Representative	Elizabeth Gdovin, Samantha Burruss
Parent Organization Representative	Marisa Orezzaoli, Kerrie Johnston
Student Representative	Student Council President
School Safety Personnel	Michael Pavlovich, Christopher Stillman
Other School Personnel	Ruth Boyce, Douglas Russell
Other Members	Jeffrey Mirabito (Mirabito-Gresham Insurance), Jeffrey Clark (Delaware County Sheriff Deputy School Resource Officer) Harold Ives (DCMO BOCES), Peter Grunder (NYS Police), Shannon Hartz (NYS Police), Rick Shaw, (DCMO BOCES)

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

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response plan.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

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

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level 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. 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 of 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 Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

## **SECTION II General Emergency Response Planning**

### **A. Identification of sites of potential emergency**

Sidney has established the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies. Appendix 4 of this Plan lists sites and the potential emergencies at each site.

### **B. Actions in response to an emergency.**

Sidney has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Others as determined by the Building-level School Safety Team	

Specific response protocols for Hostage/Kidnapping, Intruder, and Bomb Threats are included in this plan in Appendix 6.

### **C. District resources and personnel available for use during an emergency.**

Sidney has committed the full inventory of its resources to be available for use during an emergency. Utilization of these resources will be in line with the Building Level Emergency Response Plans as deemed appropriate by the Incident Command Team.

Specific personnel and resources available are identified in the Building Level Emergency Response Plans.

### **D. Procedures to coordinate the use of school district resources during emergencies.**

Sidney utilizes the Incident Command System model for emergency actions. For district-wide emergencies the Incident Commander will be Eben Bullock, Superintendent of Schools or his designee. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building Level Emergency Response Plan.

Building-level Incident Command staff are identified in the Building Level Emergency Response Plans.

## **E. Annual multi-hazard school training for staff and students.**

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Building Level School Safety Teams, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

Building level training will be coordinated by the Building Level Emergency Response Teams.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing Plans may be revised as a result of these drills.

Appendix 3 includes specific training modules at the various District sites.

## **F. Hall Monitors and other school safety personnel**

The Sidney Central School District has staff members monitor the halls in between classes. Administration and staff also monitor the halls as needed.

## **G. Implementation of School Security**

The following building security measures are taken at Sidney:

- Signs are posted indicating that parents and visitors must report to the main office/desk to sign in
- Staff are trained to challenge suspicious persons encountered in buildings
- Building entrance security is maintained throughout the day
- The services of canines to randomly search for drugs and/or weapons is available as needed.

### **SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

#### **A. Policies and procedures for responding to implied or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school**

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 2 of this document and further detailed in the Sidney Central School District Code of Conduct. During development of the Code of Conduct, the committee considered adoption of a zero tolerance policy toward acts of school violence and decided that such a policy was not appropriate at this time.

#### **B. Response protocols.**

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail the appropriate response to such emergencies. These plans were developed with, but not restricted to, the following protocols:

- Identification of decision makers
- Plans to safeguard students and staff
- Procedures for transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

#### **C. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident**

The District recognizes the importance of law enforcement involvement as quickly as possible at the outset of violent incidents. Law enforcement officials will be contacted at the direction of the Incident Commander in line with the Building Level Emergency Response Plan, and will be requested based upon the “closest responsible agency” concept to ensure that the response to the incident is as timely as possible. Law enforcement agencies are contacted by dialing 911.

#### **D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal**

In the event of a violent incident or early dismissal, the District will contact appropriate adjacent school districts, parents, guardians or persons in parental relation to the students via telephone contact, media release, or other appropriate means. Conditions requiring such notification are outlined in the Building-level Emergency Response Plans.

## **E. Protective Action Options**

The District recognizes that appropriate response to emergencies varies greatly. School cancellation, early dismissal, evacuation and sheltering are the protective action options that the Building-Level School Safety Teams, in cooperation with local emergency responders, have included in the Building-Level Emergency Response Plans. Appendix 5 describes the Protective Action Options.

## **SECTION IV: COMMUNICATION WITH OTHERS**

### **A. Obtaining assistance during emergencies from emergency services organizations and local government agencies.**

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. Both public agencies are contacted by dialing "911". The Incident Commander will authorize the procurement of these agencies.

### **B. Procedures for obtaining advice and assistance from local government officials**

The Incident Commander will contact the Delaware County Emergency Services Office in accordance with Article 2-B of the Executive Law-Disaster Preparedness for advice and assistance as required during an emergency.

### **C. A system for informing all educational agencies within a school district of a disaster**

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. Notification will be made via FAX, email or telephone. Appendix 7 lists names and contact numbers of educational agencies within the Sidney Central School District.

### **D. The Sidney Central School will maintain certain information about each educational agency located in the school district**

At a minimum, each Building-Level Emergency Response Plan will include the following information:

- School population
- Number of staff,
- Transportation needs, and
- Telephone numbers of key officials of each such educational agency

This information is included in the individual Building-Level Emergency Response Plans.

## **SECTION V: PREVENTION AND INTERVENTION STRATEGIES**

### **A. Policies and procedures for the dissemination of informative materials**

The District is committed to the use of the interpersonal violence prevention education package for grades pre-kindergarten through twelve, when available and where applicable.

Pamphlets and violence prevention information is distributed to staff members through email, interschool mail, and payroll stuffers at various times during the year. Violence prevention brochures are made available to parents during open houses. Students are offered materials in interpersonal violence prevention as a part of the regular course of study in various curricular areas and at assemblies during the school year.

### **B. Prevention and intervention strategies.**

The Sidney Central School continues to develop and investigate various strategies regarding violence prevention and intervention as addressed in our Professional Development Plan. Such strategies include annual training in violence prevention, intervention, and identification techniques at Superintendent Conference Days, Project SAVE training for all staff members, and other topics as may be defined during the year.

### **C. Strategies for improving communication among students, between students and staff and reporting of potentially violent incidents.**

We recognize that communication is a vital key in violence prevention and intervention in schools. As such, Sidney continues to develop and investigate various strategies regarding violence prevention and intervention. To this end, the District maintains or is exploring programs in the following areas:

- Non-violent conflict resolution training programs
- Peer mediation and youth courts
- Creating a forum or designating a mentor for students concerned with bullying or violence
- Youth run programs
- Establishing anonymous reporting mechanisms for school violence
- Others based on identified need

## **SECTION VI: RECOVERY**

### **A. District support for buildings**

All the district's manpower and resources will be available to one of our sites that have endured an emergency. Mental health counseling, building security and restoration will be items of primary focus. Response and recovery will be a District goal.

Besides building security and restoration, the strategies will also include damage assessment, relocation and continuation of the educational process. A post-incident crisis response critique, the notes from the Incident Command Team, and lessons learned, will be assessed. Plans to mitigate the likelihood of occurrence or impact, if the incident does occur again, will be reviewed. If possible, efforts will be made to improve district facilities resulting in them being more resistant to suffering similar or worse damage.

### **B. Disaster Mental Health Services**

The Sidney Central School District understands how an emergency can have a major, traumatic effect on the well-being of students, staff, and the community at large. The district will coordinate resources with Delaware County Mental Health Services and the Post-Incident Crisis Response Team to help mitigate this impact.

# APPENDICES

## APPENDICES

### Appendix 1:

Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephone numbers for building staff.

#### **Sidney Campus**

Building Name	Address	Contact Name	Telephone Number
Sidney Elementary	15 Pearl Street East Sidney, NY 13838	Mr. Robert Hansen Principal	(607)561-7701
Sidney High School	95 West Main Street Sidney, NY 13838	Mrs. Lori Pourby Principal	(607)561-7703
Press Box	990 Circle Drive Sidney, NY 13838	Mr. Jim Karl Athletic/Aquatics Coordinator Asst.	(607)561-7712
Concession Stand	990 Circle Drive Sidney, NY 13838	Mr. Jim Karl Athletic/Aquatics Coordinator	(607)561-7712
Bus Maintenance Facility	990 Circle Drive Sidney, NY 13838	Mr. Doug Russell Head Bus Driver.	(607)561-7710



Book: Sidney Central Schools Policy  
Section: 3000: Community Relations  
Title: Code of Conduct on School Property  
Code: 3410  
Status: Active

Legal

Education Law Section 3214

Education Law Section 2801

Family Court Act Articles 3 and 7

Vehicle and Traffic Law Section 142

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(1)(2)

Adopted: November 19, 2013

Last Revised: June 16, 2015

Last Reviewed: June 16, 2015

The Sidney Central School District has developed and will amend, as appropriate, a written Code of Conduct for the Maintenance of Order on School Property, including school functions, which shall govern the conduct of students, teachers and other school personnel, as well as visitors. The Board of Education shall further provide for the enforcement of such Code of Conduct.

For purposes of this policy, and the implemented Code of Conduct, school property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the Sidney Central School District's elementary or secondary schools, or in or on a school bus; and a school function shall mean a school-sponsored extracurricular event or activity regardless of where such event or activity takes place, including those that take place in another state.

The Sidney Central School District Code of Conduct has been developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

The Code of Conduct shall include, at a minimum, the following:

- a. Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property and at school functions, and conduct, dress and language deemed unacceptable and inappropriate on school property; provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property and at school functions; the appropriate range of disciplinary measures which may be imposed for violation of such Code; and the roles of teachers, administrators, other school personnel, the Board of Education and parents/persons in parental relation to the student;
- b. Standards and procedures to assure security and safety of students and school personnel;
- c. Provisions for the removal from the classroom and from school property, including a school function, of students and other persons who violate the Code;
- d. Provisions prescribing the period for which a disruptive student may be removed from the classroom for each incident, provided that no such student shall return to the classroom until the Principal (or his/her designated School District administrator) makes a final determination

pursuant to Education Law Section 3214(3-a)(c) or the period of removal expires, whichever is less;

- e. Disciplinary measures to be taken for incidents involving the use of tobacco, the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights, harassment and threats of violence;
- f. Provisions for detention, suspension and removal from the classroom of students, consistent with Education Law Section 3214 and other applicable federal, state and local laws, including provisions for school authorities to establish procedures to ensure the provision of continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school, which shall include alternative educational programs appropriate to individual student needs;
- g. Procedures by which violations are reported and determined, and the disciplinary measures imposed and carried out;
- h. Provisions ensuring the Code of Conduct and its enforcement are in compliance with state and federal laws relating to students with disabilities;
- i. Provisions setting forth the procedures by which local law enforcement agencies shall be notified of Code violations which constitute a crime;
- j. Provisions setting forth the circumstances under and procedures by which parents/persons in parental relation to the student shall be notified of Code violations;
- k. Provisions setting forth the circumstances under and procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision ("PINS") petition will be filed;
- l. Circumstances under and procedures by which referral to appropriate human service agencies shall be made;
- m. A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. For purposes of this requirement, as defined in Commissioner's Regulations, "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom" shall mean engaging in conduct which results in the removal of the student from the classroom by teacher(s) pursuant to the provisions of Education Law Section 3214(3-a) and the provisions set forth in the Code of Conduct on four (4) or more occasions during a semester, or three or more occasions during a trimester, as applicable;
- n. A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a)(a). However, the suspending authority may reduce the suspension period on a case-by-case basis consistent with any other state and federal law;

- o. A Bill of Rights and Responsibilities of Students which focuses upon positive student behavior, and which shall be publicized and explained to all students on an annual basis; and
- p. Guidelines and programs for in-service education programs for all Sidney Central School District staff members to ensure effective implementation of school policy on school conduct and discipline.

The Code of Conduct has been adopted by the Board of Education only after at least one public hearing that provided for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties. Copies of the Code of Conduct shall be disseminated pursuant to law and Commissioner's Regulations.

The Sidney Central School District's Code of Conduct shall be reviewed on an annual basis, and updated as necessary in accordance with law. The School Board of Education shall reapprove any updated Code of Conduct or adopt revisions only after at least one (1) public hearing that provides for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties.

The Sidney Central School District shall file a copy of its Code of Conduct and all amendments to the Code with the Commissioner of Education no later than thirty (30) days after their respective adoptions.

### **Privacy Rights**

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

NOTE: Refer also to

[Policy #7310 -- School Conduct and Discipline](#)

*District Code of Conduct on School Property*

Book: Sidney Central Schools Policy  
Section: 3000: Community Relations  
Title: Unlawful Possession of a Weapon Upon School Grounds  
Code: 3411  
Status: Active

Legal  
Penal Law Sections 265.01-265.06

Adopted  
November 19, 2013

It shall be unlawful for any person to knowingly possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or CO2 cartridge upon school grounds or in any District building without the express written authorization of the Superintendent of Schools or his/her designee.

Additionally, the possession of any weapon, as defined in the New York State Penal Code, on school property or in school buildings is prohibited, except by law enforcement personnel or upon written authorization of the Superintendent of Schools/designee.

Unlawful possession of a weapon upon school grounds may be a violation of the New York State Penal Law, and is a violation of Sidney Central School District policy and the Code of Conduct.

NOTE: Refer also to [Policy #7360 -- Weapons in School and the Gun-Free Schools Act](#)

Book: Sidney Central Schools Policy  
Section 3000: Community Relations  
Title: Non-Discrimination and Anti-Harassment In the School District  
Code: 3420  
Status: Active

#### Legal

Age Discrimination in Employment Act, 29 United States Code (USC) Section 621

Americans With Disabilities Act, 42 United States Code (USC) Section 12101 et seq. Prohibits discrimination on the basis of disability.

Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq. Prohibits discrimination on the basis of disability.

Title VI of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000d et seq. Prohibits discrimination on the basis of race, color or national origin.

Title VII of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000e et seq. Prohibits discrimination on the basis of race, color, religion, sex or national origin.

Title IX of the Education Amendments of 1972, 20 United States Code (USC) Section 1681 et seq. Prohibits discrimination on the basis of sex.

Civil Rights Law Section 40-c Prohibits discrimination on the basis of race, creed, color, national origin, sex, sexual orientation, marital status or disability.

Civil Service Law Section 75-B

Education Law Section 2801(1)

Executive Law Section 290 et seq. Prohibits discrimination on the basis of age, race, creed, color, national origin, sex, sexual orientation, disability, military status, marital status, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status.

Military Law Section 242

Military Law Section 243

Adopted: January 20, 2015

Last Revised: June 16, 2015

Last Reviewed: June 16, 2015

#### **SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT**

The Board of Education is committed to providing an environment free from discrimination and harassment. Accordingly, the Board prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or other legally protected category. Such actions and occurrences are prohibited regardless of whether they take place on School District premises or at school-sponsored events, programs, or activities held at other locations.

#### **Prohibited Conduct**

Determinations as to whether conduct or occurrences constitute discrimination or harassment for the purposes of this Policy and its implementing Administrative Regulations will be made consistent with applicable law. Such determinations may depend upon a number of factors, including but not limited to: the particular conduct or occurrence at issue, the ages of the parties involved, the context in which the

conduct or occurrence takes place, the relationship of the parties to one another, the category or characteristic that is alleged to have been the basis for the action or occurrence, and other considerations as are necessary and consistent with law. The characterizations and examples below are intended to serve as a general guide for individuals in determining whether to file a complaint of discrimination or harassment, and should not be construed to add or limit the rights individuals and entities possess as a matter of law.

Discrimination is, generally, the practice of conferring or denying privileges on the basis of membership in a legally protected class. Discriminatory actions may include, but are not limited to: refusing to promote or hire an individual on the basis of his/her membership in a protected class, denying an individual access to facilities or educational benefits on the basis of his/her membership in a protected class, or impermissibly instituting policies or practices that disproportionately and adversely impact members of a protected class.

Harassment generally consists of subjecting an individual, on the basis of his/her membership in a protected class, to conduct and/or communications that are sufficiently severe, pervasive, or persistent as to have the purpose or effect of: creating an intimidating, hostile, or offensive environment; substantially or unreasonably interfering with an individual's work or a student's educational performance, opportunities, benefits, or well-being; or otherwise adversely affecting an individual's employment or educational opportunities.

Harassment can include unwelcome verbal, written, or physical conduct which offends, denigrates, or belittles an individual because of his/her membership in a protected class. Such conduct includes, but is not limited to: derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, or the display or circulation of written materials or pictures.

### **Civil Rights Compliance Officer**

The District will designate one or more individuals to serve as Civil Rights Compliance Officer. The Civil Rights Compliance Officer will be responsible for coordinating the District's efforts to comply with and carry out its responsibilities regarding non-discrimination and anti-harassment, including investigations of complaints alleging discrimination, harassment, or the failure of the District to comply with its obligations under relevant non-discrimination and anti-harassment laws and regulations (e.g., the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973).

Prior to the beginning of each school year, the District shall issue an appropriate public announcement or publication which advises students, parents/guardians, employees and other relevant individuals of the District's established grievance procedures for resolving complaints of discrimination and harassment. Included in such announcement or publication will be the name, address, telephone number, and email address of the Civil Rights Compliance Officer(s).

The Civil Rights Compliance Officer(s) for the District is/are:

Assistant Superintendent  
Superintendent

## **Investigation of Complaints and Grievances**

The School District will act to promptly, thoroughly, and equitably investigate all complaints, whether verbal or written, of discrimination and/or harassment based on any of the characteristics described above, and will promptly take appropriate action to protect individuals from further discrimination or harassment. In the event an anonymous complaint is filed, the District will respond to the extent possible.

It is essential that any individual who is aware of a possible occurrence of discrimination or harassment immediately report such occurrence. All reports will be directed or forwarded to the District's designated Civil Rights Compliance Officer(s). Such complaints are recommended to be in writing, although verbal complaints of discrimination or harassment will also be promptly investigated in accordance with applicable law and District policy and procedure. In the event the Civil Rights Compliance Officer is the alleged offender, the report will be directed to another Civil Rights Compliance Officer, if the District has designated another individual to serve in such a capacity, or to the Superintendent.

To the extent possible, all complaints will be treated as confidential. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials.

If an investigation reveals that discrimination or harassment has occurred, the District will take immediate corrective action as warranted. Such action will be taken in accordance with applicable laws and regulations, as well as any and all relevant codes of conduct, District policies and administrative regulations, collective bargaining agreements, and/or third-party contracts.

### **Knowingly Makes False Accusations**

Any employee or student who *knowingly* makes false accusations against another individual as to allegations of discrimination or harassment will face appropriate disciplinary action.

### **Prohibition of Retaliatory Behavior**

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination and/or harassment. Complaints of retaliation may be directed to the Civil Rights Compliance Officer. In the event the Civil Rights Compliance Officer is the alleged offender, the report will be directed to another Civil Rights Compliance Officer, if the District has designated another individual to serve in such a capacity, or to the Superintendent.

Where appropriate, follow-up inquiries will be made to ensure that discrimination and/or harassment has not resumed and that those involved in the investigation have not suffered retaliation.

### **Additional Provisions**

Regulations will be developed for reporting, investigating, and remedying allegations of discrimination and/or harassment.

In order to promote familiarity with issues pertaining to discrimination and harassment in the schools, and to help reduce incidents of prohibited conduct, the District will provide appropriate information and/or training to staff and students. As may be necessary, special training will be provided for individuals involved in the investigation of discrimination and/or harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and will be posted and/or published in appropriate locations and/or school publications.

This policy should not be read to abrogate other District policies and/or regulations or the *District Code of Conduct* prohibiting other forms of unlawful discrimination, harassment, and/or inappropriate behavior within this District. It is the intention of the District that all such policies and/or regulations be read consistently to provide protection from unlawful discrimination and harassment. However, different treatment of any individual which has a legitimate, legal, and nondiscriminatory reason shall not be considered a violation of District policy.

NOTE: Refer also to Policies

[#3230 -- Public Complaints](#)

[#6121 -- Sexual Harassment of District Personnel](#)

[#7551 -- Sexual Harassment of Students](#)

First Reading: 12/16/2014

Adoption: 01/20/2015

Book: Sidney Central Schools Policy  
Section 5000: Non-Instructional/Business Operations  
Title: Safety Security  
Code: 5680  
Status: Active

Legal

Occupational Safety and Health Administration (OSHA)

29 Code of Federal Regulations (CFR) Section 1910.1200

Labor Law Section 27-a

Labor Law Section 879

12 New York Code of Rules and Regulations (NYCRR) Part 820, Article 28

Adopted: November 19, 2013

The Board of Education of the Sidney Central School District hereby declares that it is the policy of this District to provide a safe and secure environment to all those persons, students, staff and visitors, who lawfully enter upon Sidney Central School District property or who travel in District vehicles for the purposes of the School District.

It shall be the responsibility of the Superintendent of Schools to establish and carry out written regulations that will:

- a. Identify those staff members who will be responsible for the effective administration of the regulations;
- b. Provide staff time and other necessary resources for the effective administration of the regulations;
- c. Establish periodic written review of the activities of the staff to ensure compliance with applicable laws and regulations;
- d. Provide an on-going mechanism for the effective review of safety and security concerns of the staff, students and affected public;
- e. Provide for reports to the Board of Education regarding the significant aspects of safety and security of the Sidney Central School District.

[Labor Law Section 27-a](#)

### **Student Safety**

All staff who are made aware of physical and/or verbal threats to students must immediately report these threats against students to the Building Principal for prompt action. The Building Principal must then inform the Superintendent of Schools/designee, including any action taken, after learning of such threats to students.

Administrators and supervisors shall be responsible for ensuring all staff are aware of this policy.

## **Safe Use of Hazardous Chemicals**

It is the policy of the Board of Education of the Sidney Central School District to ensure that the district's education chemistry laboratory activities protect and promote the health and safety of students, employees and the environment.

To this end, the Board of Education directs the Superintendent of Schools to develop regulations ensuring that all chemistry laboratories promote a safe and stimulating learning environment. Such regulations shall at least meet the minimum standards required by federal and state law.

The district has implemented a Chemical Hygiene Plan (CHP) to limit exposures to hazardous chemicals which meet the standards required by the Occupational Safety and Health Administration (OSHA), and that this must be readily available for inspection.

For safety, MSDS information binders should be easily accessible in each school district building.

## **Hazard Communication Standard**

All personnel shall be provided with applicable training to comply with the New York State "Right-to-Know" Law and the Hazard Communication Standard. Both the "Right to Know" poster and the "Labor Law Information Relating to Public Employees" poster must be posted in common areas informing workers of relevant work hazards and associated rights.

The Superintendent of Schools/designee shall maintain a current record of the name, address and social security number of every employee who handles or uses toxic substances and which substance(s) were handled or used by the employee.

Rules and regulations will be developed to ensure Sidney Central School District implementation of this policy which shall include awareness information, employee training and record keeping.

NOTE: Refer also to Policy [#5681 -- School Safety Plans](#)

Book: Sidney Central Schools Policy  
Section 5000: Non-Instructional/Business Operations  
Title: School Safety Plans  
Code: 5681  
Status: Active

Legal

Homeland Security Presidential Directive - HSPD-5

Homeland Security Presidential Directive HSPD-8

Homeland Security Act of 2002, 6 United States Code (USC) Section 101

Education Law Section 2801-a

Public Officers Law Article 6

8 New York Code of Rules and Regulations (NYCRR) Section 155.17

Adopted: November 19, 2013

The District-wide and building-level school safety plans have been adopted by the School Board only after at least one (1) public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. Each plan shall be reviewed by the appropriate school safety team on at least an annual basis, updated as needed by July 1 and recommended to the Board of Education for approval. These plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the Sidney Central School District with local and county resources in the event of such incidents or emergencies.

Each plan shall be reviewed by the appropriate school safety team on at least an annual basis, updated as needed and recommended to the Board of Education for approval. However, District-wide and building-level school safety plans shall be adopted by the School Board of Education only after at least one (1) public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. Further, the Board of Education shall make the District-wide and building-level school safety plans available for public comment at least thirty (30) days prior to its adoption, provided that only a summary of each building-level emergency response plan (i.e., building-level school safety plan) shall be made available for public comment.

### **District-Wide School Safety Plan**

*District-wide school safety plan* means a comprehensive, multi-hazard school safety plan that covers all school buildings of the Sidney Central School District that addresses prevention and intervention strategies, emergency response and management at the District level and has the contents as prescribed in Education Law and Commissioner's Regulations.

The District-wide school safety plan shall be developed by the District-wide school safety committee appointed by the Board of Education. The District-wide team shall include, but not be limited to, representatives of the School Board of Education, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

### **Building-Level School Safety Plans**

*Building-level school safety plan* means a building-specific school emergency response plan that addresses prevention and intervention strategies, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's Regulations. As part of this plan the District will define the chain of command in a manner consistent with the National Incident Management

System (NIMS)/Incident Command System (ICS).

The building-level plan shall be developed by the building-level school safety team. The building-level school safety team means a building-specific team appointed by the Building Principal, in accordance with regulations or guidelines prescribed by the Board of Education. The building-level team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the School Board of Education deems appropriate.

If the District receives federal preparedness funds, the District requires appropriate personnel to complete the IS-700 NIMS (National Incident Management System) introductory course.

### **Filing/Disclosure Requirements**

The Sidney Central School District shall file a copy of its comprehensive District-wide school safety plan and any amendments thereto with the Commissioner of Education no later than thirty (30) days after their adoption. A copy of each building-level school safety plan and any amendments thereto shall be filed with the Sidney Police Department, the New York State Police and the Delaware County Sheriff's Department within thirty (30) days of its adoption. Building-level emergency response plans shall be confidential and shall **not** be subject to disclosure under the Freedom of Information Law or any other provision of law.

Book: Sidney Central Schools Policy  
Section 5000: Non-Instructional/Business Operations  
Title: Fire Drills, Bomb Threats and Bus Emergency Drills  
Code: 5683  
Status: Active

Legal

Education Law Section 807

Education Law Section 2801-a

Education Law Section 3623

Penal Law Section 240.55

Penal Law Section 240.60

Penal Law Sections 240.62

8 New York Code of Rules and Regulations (NYCRR) Sections 155.17, 156.3(f), 156.3(g) and 156.3(h)(2)

Adopted: November 19, 2013

## **Fire Drills**

The administration of each school building shall provide instruction for and training of students, through fire drills, in procedures for leaving the building in the shortest possible time and without confusion or panic.

Fire drills shall be held at least twelve (12) times in each school year; eight (8) of these shall be held between September 1 and December 1. At least one-third (1/3) of all such required drills shall be through use of the fire escapes on buildings where fire escapes are provided. At least one (1) of the twelve (12) drills shall be held during each of the regular lunch periods, or shall include special instruction on the procedures to be followed if a fire occurs during a student's lunch period.

At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one (1) of these drills shall be held during the first week of summer school.

## After-School Programs

The Building Principal or his/her designee shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.

## **Bomb Threats**

### School Bomb Threats

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The school has an obligation and responsibility to ensure the safety and protection of the students and other occupants upon the receipt of any bomb threat. This obligation must take precedence over a search for a suspect object. Prudent action is dependent upon known information about the bomb threat - location, if any; time of detonation; etc. If the bomb threat is targeted at the school parking lot or the front of the school, building evacuation may not be an appropriate response. If the bomb threat indicates that a bomb is in the school, then building evacuation is necessary unless the building has been previously inspected and secured in accordance with State Education Department Guidelines. Specific

procedures can be found in the building level school plan, as required by Project SAVE.

The decision to evacuate a building or to take shelter is dependent upon information about where the bomb is placed and how much time there is to reach a place of safety. Prudent action dictates that students and other occupants be moved from a place of danger to a place of safety. Routes of egress and evacuation or sheltering areas must be thoroughly searched for suspicious objects before ordering an evacuation. Failure to properly search evacuation routes before an evacuation takes place can expose students and staff to more danger than remaining in place until the search has taken place.

Assistance is available from local police agencies and the New York State Police to train staff to check evacuation routes.

### Police Notification and Investigation

A bomb threat to a school is a criminal act, which is within the domain and responsibility of law enforcement officials. Appropriate State, county, and/or local law enforcement agencies must be notified of any bomb threat as soon as possible after the receipt of the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan.

Therefore, the building administrator or designee is to notify local law enforcement officials and follow established procedures to move all occupants out of harm's way.

### Implementation

The Board of Education directs the Superintendent of Schools or his/her designee to develop administrative regulations to implement the terms of this policy. Additionally, such regulations are to be incorporated in the District-wide School Safety Plan and the building level school safety plan, with provisions to provide written information to all staff and students regarding emergency procedures by October 1 of each school year, an annual drill to test the emergency response procedures under each of its building level school safety plans; and the annual updating of the District-wide and building level school safety plans, by July 1, as mandated pursuant to law and/or regulation.

### **Bus Emergency Drills**

The Board of Education directs the administration to conduct a minimum of three (3) emergency drills to be held on each school bus during the school year. The first drill is to be conducted during the first seven (7) days of school, the second drill between November 1 and December 31, and the third drill between March 1 and April 30. No drills shall be conducted when buses are on routes.

Students who ordinarily walk to school shall also be included in the drills. Students attending public and nonpublic schools who do not participate in regularly scheduled drills shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.

Each drill shall include instruction in all topics mandated by the Education Law and the Commissioner's Regulations and shall include, but will not be limited to, the following:

- a. Safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking;

- b. The location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident;
- c. Orderly conduct as bus passengers.

#### Instruction on Use of Seat Belts

When a school bus is equipped with seat safety belts, the Sidney Central School District shall insure that all students who are transported on such school bus owned, leased or contracted for by the Sidney Central School District or BOCES shall receive instruction on the use of seat safety belts. Such instruction shall be provided at least three (3) times each year to both public and nonpublic school students who are so transported and shall include, but not be limited to:

- a. Proper fastening and release of seat safety belts;
- b. Acceptable placement of seat safety belts on students;
- c. Times at which the seat safety belts should be fastened and released; and
- d. Acceptable placement of the seat safety belts when not in use.

Book: Sidney Central Schools Policy  
Section 5000: Non-Instructional/Business Operations  
Title: School Bus Safety Program  
Code: 5750  
Status: Active

Adopted: November 19, 2013

**SUBJECT: SCHOOL BUS SAFETY PROGRAM**

The safe transportation of students to and from school is of primary concern in the administration of the school bus program. All state laws and regulations pertaining to the safe use of school buses shall be observed by drivers, students and school personnel.

To assure the safety and security of students boarding or exiting school buses on school property, it shall be unlawful for a driver of a vehicle to pass a stopped school bus when the red bus signal is in operation.

**Use of Cell Phones and Portable Electronic Devices Prohibited**

Use of portable electronic devices by a school bus driver at times the vehicle is in operation on the roadway poses a potential safety risk. All school bus drivers are prohibited from using portable electronic devices while the bus is in operation and students are on the bus.

Personal cell phones are to be placed in the "off" position when in the possession of the school bus driver while the bus is in operation. Cell phones may be used in case of emergency.

The following terms are defined as:

- a) "Portable electronic device" shall mean any mobile telephone (hand held or "hands free"), personal digital assistant (PDA), portable device with mobile data access, laptop computer, pager, broadband personal communication device, two-way messaging device, electronic game, or portable computing device.
- b) "Using" shall mean holding a portable electronic device while viewing, taking or transmitting images, playing games, or composing, sending, reading, viewing, accessing, browsing, transmitting, saving or retrieving e-mail, text messages, or other electronic data.
- c) "In operation" shall mean that the bus engine is running, whether in motion or not.

The Transportation Supervisor, in cooperation with the Principals, has the responsibility of developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct. In order to ensure maximum safety to those riding school buses, it is necessary that students and drivers cooperate in this effort. There is no substitute for training to develop safe habits in pedestrian and vehicular traffic.

All buses and other vehicles owned and operated by the School District will have frequent safety inspections, and will be serviced regularly. The Transportation Supervisor will maintain a comprehensive record of all maintenance performed on each vehicle.

Every bus driver is required to report promptly any school bus accident involving death, injury, or property damage. All accidents, regardless of damage involved, must be reported at once to the Transportation Supervisor.

Education Law Section 3623

Vehicle and Traffic Law Sections 509-a(7), 509-1(1-b), 1174(a) and 1174(b)

8 New York Code of Rules and Regulations (NYCRR) Section 156.3

NOTE:

Refer also to Policies #5683 -- Fire Drills, Bomb Threats and Bus Emergency Drills

#5741 -- Drug and Alcohol Testing for School Bus Drivers and Other

Safety-Sensitive Employees

Policy Committee:

First Reading: 8-28-12

Adoption: 11-19-13

Book: Sidney Central Schools Policy  
Section 5000: Non-Instructional/Business Operations  
Title: Use of Surveillance Cameras in the School District  
Code: 5751  
Status: Active

Adopted: November 19, 2013

**SUBJECT: USE OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT AND ON SCHOOL BUSES**

It is the Board of Education's responsibility to ensure the safety of the District's students, staff, facilities, and property. While the Board of Education recognizes the importance of privacy, it has authorized the use of surveillance cameras on District property including in school buildings, school facilities, as well as on school buses, when necessary. These surveillance cameras will help to assist the Board in maintaining the overall safety and welfare of the District's students, staff, property, and visitors, as well as to deter theft, violence, and other criminal activities.

Further, surveillance cameras will only be placed in public or common areas, such as stairwells, hallways, cafeterias, parking lots, or playgrounds, and not in private areas such as locker rooms, bathrooms, or other areas in which individuals have a reasonable expectation of privacy. Audio recordings will not be utilized by the District officials, however, this prohibition may not preclude the use of audio recordings by law enforcement officials in accordance with their official duties or as otherwise authorized by law.

**Disciplinary Proceedings**

Video recordings or footage from District surveillance cameras may be used in student or employee disciplinary proceedings, as appropriate.

**Signage/Notification**

The District will place signage at entrances to the school campus or at major entrances into school buildings notifying students, staff, as well as any visitors of the District's use of surveillance cameras. Students and staff will also receive additional notification, as deemed appropriate by the Superintendent, regarding the use of its surveillance cameras through means such as publication in the District calendar, employee handbook, and/or the student handbook.

**Maintenance of Video Recordings**

Any video surveillance recording in the schools, on school buses, or on school property, on tape, CD, or digitally, will be the sole property of the District and stored in its original form and in a secure location to avoid tampering and also to ensure its confidentiality in accordance with relevant law and regulations.

In addition, to the extent that any video images create student or personnel records, the District will comply with all applicable state and federal laws related to record retention, record maintenance, and record disclosure, including the Family Educational Rights and Privacy Act ("FERPA").

Adopted: 11/13/2013

Book: Sidney Central Schools Policy  
Section 6000: Personnel  
Title: Maintaining Discipline and Conduct  
Code: 6410  
Status: Active

Legal  
Education Law Section 2801(1)

Adopted: November 19, 2013

All personnel employed by the Sidney Central School District are responsible for maintaining student discipline and appropriate conduct during school hours and at extracurricular events on and off school property.

School property shall mean in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus as defined in Vehicle and Traffic Law Section 142. A school function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

Book: Sidney Central Schools Policy  
Section 7000: Students  
Title: School Conduct and Discipline  
Code: 7310  
Status: Active

Legal

Education Law Section 2801

Education Law Section 3214

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(1)(2)

Adopted: November 19, 2013

The Board of Education acknowledges its responsibility to protect the educational climate of the Sidney Central School District and to promote responsible student behavior. Accordingly, the Board of Education delegates to the Superintendent of Schools the responsibility for assuring the implementation of a *Code of Conduct for the Maintenance of Order on School Property*, including school functions, which shall govern the conduct of students as well as teachers, other school personnel, and visitors.

School property shall mean in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus as defined in Vehicle and Traffic Law Section 142. A school function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

The Board of Education shall further provide for the enforcement of such Code of Conduct, which shall be developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other personnel and shall incorporate, at a minimum, those components addressed in law and enumerated in Policy #3410 -- Code of Conduct on School Property. Specific components may vary as appropriate to student age, building levels, and educational needs.

In accordance with the Code of Conduct on School Property, areas addressing student conduct and behavior will further utilize the following strategies in promoting acceptable student behavior:

- a. A bill of rights and responsibilities of students that focuses upon positive student behavior, and is publicized and explained to all students on an annual basis;
- b. A Code of Conduct for student behavior setting forth prohibited student conduct and the range of penalties that may be imposed for violation of such Code, that is publicized and disseminated to all students and parents/guardians on an annual basis pursuant to law;
- c. Strategies and procedures for the maintenance and enforcement of public order on school property that shall govern the conduct of all persons on school premises, in accordance with Section 2801 of the Education Law and accepted principles of due process of law;
- d. Procedures within each building to involve student service personnel, administrators, teachers, parents/guardians and students in the early identification and resolution of discipline problems. For students identified as having disabilities, procedures are included for determining when a student's conduct shall constitute a reason for referral to the Committee on Special Education for review and modification, if appropriate, of the student's individualized education program;

- e. Alternative educational programs appropriate to individual student needs;
- f. Disciplinary measures for violation of the school policies developed in accordance with subparagraphs b) and c) of this paragraph. Such measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student. Any suspension from attendance upon instruction may be imposed only in accordance with Section 3214 of the Education Law; and
- g. Guidelines and programs for in-service education for all Sidney Central School District staff to ensure effective implementation of school policy on school conduct and discipline.

NOTE: Refer also to [Policy #3410 -- Code of Conduct on School Property District Code of Conduct on School Property](#)

Book: Sidney Central Schools Policy  
Section 7000: Students  
Title: Bullying: Peer Abuse in the Schools  
Code: 7552  
Status: Active

Legal  
Civil Service Law Section 75-B

Adopted: November 19, 2013

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying - along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the District Code of Conduct for all grade levels.

For purposes of this policy, the term "bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful." Bullying can take three forms:

- a. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);  
and
- c. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

### **Engages in Cyberbullying Behavior**

As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving District students may occur both on campus and off school grounds and may involve student use of the District Internet system or student use of personal digital devices while at school, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).

Cyberbullying has the effect of:

- a. Physically, emotionally or mentally harming a student;
- b. Placing a student in reasonable fear of physical, emotional or mental harm;

- c. Placing a student in reasonable fear of damage to or loss of personal property; and
- d. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Also, cyberbullying that occurs off-campus, that causes or threatens to cause a material or substantial disruption in the school, could allow school officials to apply the "*Tinker* standard" where a student's off-campus "speech" may be subject to formal discipline by school officials when it is determined that the off-campus speech did cause a substantial disruption or threat thereof within the school setting Tinker v. Des Moines Indep. Sch. Dist. 393 U.S. 503 (1969)]. Such conduct could also be subject to appropriate disciplinary action in accordance with the District Code of Conduct and possible referral to local law enforcement authorities.

### **Reports of Allegations of Bullying/Cyberbullying Behavior**

Any student who believes that he/she is being subjected to bullying/cyberbullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to the Building Principal. The Building Principal to whom the report is made shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying. Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within the School District. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

### **Prevention and Intervention**

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate supervisor. Further, staff training shall be provided to raise awareness of the problem of bullying within the schools and to facilitate staff identification of and response to such bullying behavior among students.

Prevention and intervention techniques within the District to prevent against bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying stops.

Rules against bullying shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents.

### **Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

NOTE: Refer also to Policies

[#3410 -- Code of Conduct on School Property](#)

[#3420 -- Anti-Harassment in the School District](#)

[#7551 -- Sexual Harassment of Students](#)

[#7553 -- Hazing of Students](#)

District Code of Conduct

Book: Sidney Central Schools Policy  
Section 7000: Students  
Title: Hazing of Students  
Code: 7553  
Status: Active

Legal

Civil Service Law Section 75-B

Education Law Section 1709-a

Education Law Section 2503-a

Education Law Section 2554-a

Education Law Section 2801

Penal Law Section 120.16

Penal Law Section 120.17

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(1)(2)

Adopted: November 19, 2013

The Board of Education is committed to providing a safe, productive and positive learning environment within its schools. Hazing activities are demeaning, abusive and/or illegal behaviors that harm victims, and are inconsistent with the educational goals of the Sidney Central School District by negatively impacting the school environment. Hazing of a student by another student or group of students is strictly prohibited on school property; in school buildings; on school buses; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus. Hazing of a student refers to soliciting, encouraging, aiding, or engaging in "hazing" behavior as defined pursuant to School District policy, regulation and/or law. The Board of Education shall require the prohibition of hazing - along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the *District Code of Conduct* for all grade levels.

For purposes of this policy, the term "*hazing among students is defined as any humiliating or dangerous activity expected of a student to join a group, regardless of their willingness to participate.*" Hazing behaviors include, but are not limited to, the following general categories:

- a. Humiliation: socially offensive, isolating or uncooperative behaviors.
- b. Substance abuse: abuse of tobacco, alcohol or illegal drugs.
- c. Dangerous hazing: hurtful, aggressive, destructive, and disruptive behaviors.

Incorporated within this definition are various forms of physical, emotional and/or sexual abuse which may range in severity from teasing/embarrassing activities to life threatening actions.

Even if the hazing victim participated "willingly" in the activity, or there was no "intent" by the hazer to harm or injure another individual, hazing is still hazing and against School District policy, the District Code of Conduct and may be in violation of New York State Law. However, hazing of students does not need to rise to the level of criminal activity for such conduct to be in violation of Sidney Central School District rules and subject to appropriate disciplinary sanctions. Any hazing activity, whether by an individual or a group, shall be presumed a forced activity and in violation of Board policy, regardless of the "willingness" of the student to participate.

Any student who believes that he/she is being subjected to hazing behavior, as well as students, school employees or third parties who have knowledge of or witness any possible occurrence of hazing, shall report the incident to any staff member or the Building Principal. Anonymous student complaints of hazing behavior will also be investigated by the School District. The staff member/Building Principal to whom the report is made (or the staff member/Building Principal who witnesses hazing behavior) shall investigate the complaint/incident and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of hazing. Investigations of allegations of hazing shall follow the procedures utilized for complaints of harassment within the Sidney Central School District. Allegations of hazing shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

### **Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

The Board of Education prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of hazing. Follow-up inquiries and/or appropriate monitoring of the alleged hazer(s) and victim(s) shall be made to ensure that hazing behavior has not resumed and that all those involved in the investigation of allegations of hazing have not suffered retaliation. Any act of retaliation is subject to appropriate disciplinary action by the Sidney Central School District.

### **Knowingly Makes False Accusations**

Students who *knowingly* make false accusations against another individual as to allegations of hazing may also face appropriate disciplinary action.

### **District Responsibility/Training**

Personnel at all levels are responsible for taking corrective action to prevent hazing behavior of which they have been made aware at School District sites; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus. Further, as may be applicable, personnel are to report such hazing behavior to their immediate supervisor. Staff training shall be provided to raise awareness of the problem of hazing within the schools and to facilitate staff identification of, and response to, such hazing behavior among students.

Prevention and intervention techniques within the School District to help prevent hazing behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to hazers, victims and their parents to help ensure that the hazing stops.

Rules against hazing shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents. Disciplinary sanctions for violation of this policy shall be outlined in the *District Code of Conduct* and may also be incorporated in staff and student handbooks. In addition, allegations of hazing behavior may result in referral to law enforcement officials as necessary.

NOTE: Refer also to Policies

[#3410 -- Code of Conduct on School Property](#)

[#3420 -- Anti-Harassment in the School District](#)

[#7551 -- Sexual Harassment of Students](#)

[#7552 -- Bullying: Peer Abuse in the Schools](#)

District Code of Conduct

Book: Sidney Central Schools Policy  
Section 8000: Instruction  
Title: Safety Conditions and Programs  
Code: 8210  
Status: Active

Legal

Education Law Sections 409

Education Law Sections 409-a

Education Law Sections 807-a

Education Law Section 906

8 New York Code of Rules and Regulations (NYCRR) Part 136 and Section 141.10

Adopted: November 19, 2013

The practice of safety will be considered an integral part of the instructional program through fire prevention, emergency procedures and drills, driver education, and traffic and pedestrian safety.

Each Principal will be responsible for the supervision of a safety program for his/her school.

The safety program may include, but not be limited to, in-service training, plant inspection, fire prevention, accident recordkeeping, driver and vehicle safety programs, emergency procedures and drills, and traffic safety programs relevant to students, employees and the community.

It shall be the duty of the Board of Education to provide inspections and supervision of the health and safety aspects of the school facilities.

The Board of Education shall annually appoint a Safety Coordinator at the Re-organizational Meeting of the Board each year. The Safety Coordinator shall chair the District Safety Committee which oversees the safety programs, safety inspections, safety record keeping, safety training and traffic safety (with the help of the District Traffic Committee).

The Transportation Supervisor shall oversee vehicle safety programs.

The Crisis Response Team shall oversee the planning and development, implementation, training and drills for emergency management.

### **Eye Safety/Student Use of Hand-Held Laser Pointers**

Eye safety devices are to be provided by the Sidney Central School District for the protection of employees, students and visitors, and worn in the technology education classes and labs when activities present a potential eye hazard. The Superintendent of Schools or his/her designee will ensure that these devices are properly repaired, cleaned and stored to prevent the spread of germs or diseases after individuals use them.

Each classroom teacher is responsible for the safe and proper use of all instructional materials and equipment by students in his/her classroom. Laser pointers are to be used by students only when such use is approved and supervised by the classroom instructor.

Students will be advised not to stare directly into the beam from a laser pointer or direct the beam at the eyes of another individual. Students are not to aim the pointer into the audience. Students are to be made aware of the hazards associated with the particular type of laser pointer used.

Book: Sidney Central Schools Policy  
Section 4000: Administration  
Title: Superintendent of Schools  
Code: 4310  
Status: Active

Adopted: November 19, 2013

## **Broad Function**

The Superintendent of Schools is the chief executive officer of the Sidney Central School District. In harmony with the policies of the Board of Education, the State Laws, and the Commissioner's Regulations, the Superintendent of Schools has executive authority over the school system and sole responsibility for its effective functioning.

The Superintendent of Schools:

- a. Attends all meetings of the Board of Education and participates in all Board of Education deliberations, except when matters related to his/her own employment are under consideration;
- b. Advises the Board of Education on policies and plans that the Board of Education takes under consideration, and takes the initiative in presenting the Board of Education policy and planning issues for the Board of Education's attention;
- c. Informs the Board of Education concerning progress and problems of the Sidney Central Schools;
- d. Represents the profession of education in the Board of Education's deliberation.

## **Duties and Responsibilities**

Among other duties and responsibilities, the Superintendent of Schools:

- a. Is responsible for the periodic review of the organization and functioning of the administration of the school system and for recommending to the Board of Education such changes as may improve the efficiency and productivity of the schools;
- b. Delegates, if necessary, the exercise of the Superintendent of Schools powers under Board of Education policy to personnel in the school system without, however, relief from responsibility for actions taken under such delegation;
- c. Makes recommendations to the Board of Education on personnel matters, including recruitment, selection, training, tenure, salary policies, promotion, assignment, and discipline such as will provide the Sidney Central School District with the ablest personnel available;
- d. Stimulates curriculum and instructional improvement and provides for the continuing supervision of curriculum, special services and instructional activities of the staff with the assistance of the Curriculum Coordinator and the Administrator for Special Programs;

- e. Provides direct supervision of principals and Sidney Central School District-wide administrators and for general supervision of the personnel who report to them;
- f. Is responsible for identifying and assigning job tasks (specific duties) to staff in his/her area of responsibility;
- g. Is responsible for the development of the annual budget for the school system in cooperation with the Business Administrator, and recommends the budget to the Board of Education for its attention, assisting the Board of Education in its assessment of the budget; as well as being responsible for the administration of the budget and for insuring that all expenditures are effectively carried out;
- h. Is responsible for the general supervision and direction of school plant operation, maintenance, and construction; for ascertaining future school building needs, and for recommending appropriate action to the Board of Education;
- i. Ensures that the school system takes full advantage of programs to improve educational practice that may be initiated by local, state, national or private agencies;
- j. Provides for the assessment and stimulation of the educational aspirations of the local citizenry;
- k. Develops and maintains continuing programs to inform Sidney Central School District residents of the policies, plans and practices of the Sidney Central Schools;
- l. Is responsible for any other aspects of Sidney Central School District operation that can effect the providing of the best educational opportunities for all the children within the means of the Sidney Central School District.

### **Authority**

The Superintendent of Schools reports to the Board of Education, as required by State Education Law. The Superintendent of Schools is the executive officer of the Sidney Central Schools and of the Board of Education with all powers and duties pertaining to his/her office which by State Law, Commissioner's Regulations, and Board of Education Policies he/she is authorized to perform, with general authority to act at his/her discretion, subject to later approval by the Board of Education, upon all emergency matters and those as to which his/her powers and duties are not particularly set forth or limited.

### **Measures of Accountability**

Among the standards of measurement for satisfactory performance are the following:

- a. The effectiveness with which the policies of the Board of Education are administered;
- b. The degree to which the educational program reflects sound educational practice and research;
- c. The degree to which the Superintendent of Schools succeeds in identifying the talents of staff members and the effectiveness with which he/she creates a professional climate in which these talents can be brought to bear on the educational system;

- d. The degree to which staff in his/her area of responsibility accurately complete job tasks assigned to them;
- e. The degree to which originality and vigor characterize the Superintendent of Schools' approach to school problems and mark the work of members of the staff;
- f. The degree to which his/her leadership advances the quality of the educational program;
- g. The extent to which he/she succeeds in stimulating the professional development of the staff;
- h. The degree to which prudence characterizes the Superintendent of Schools' management of personnel, plant and the preparation and administration of the budget;
- i. The extent to which public information programs succeed in acquainting the citizens of the Sidney Central School District with the policies, plans and practices of the Sidney Central Schools;
- j. The success with which he is able to assess and raise the educational aspirations of the local citizenry;
- k. The degree to which, within the means of the Sidney Central School District, the best educational opportunities are provided for all children;
- l. The degree to which a neat, professional appearance, appropriate to the position, is maintained;

### **Appendix 3:**

#### TRAINING MODULES AT SIDNEY CENTRAL SCHOOLS 2001-2002

- New Employee Orientation – Policy Overview
- Presentation of Code of Conduct – September 5, 2001
- 2 hour Seminar in violence prevention and intervention – December 7, 2001

#### TRAINING MODULES AT SIDNEY CENTRAL SCHOOLS 2002-2003

- New Employee Orientation
- Opening Day Workshops – Right-to-Know Training
- Violence Prevention Update – Conference Day
- Overview of non-violent verbal crisis intervention techniques – Conference Day
- 2-day training for selected staff in non-violent crisis intervention procedures
- Training in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator usage for staff
- Evacuation Drills

#### TRAINING MODULES AT SIDNEY CENTRAL SCHOOLS 2003-2004

- New Employee Orientation
- Opening Day Workshops – Right-to-Know Training

#### TRAINING MODULES AT SIDNEY CENTRAL SCHOOLS 2004-2005

- New Employee Orientation
- Opening Day Workshops – Right-to-Know Training
- Violence Prevention Update – Conference Day
- Overview of non-violent verbal crisis intervention techniques – Conference Day
- 2-day training for selected staff in non-violent crisis intervention procedures
- Training in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator usage for staff
- Evacuation Drills

#### TRAINING MODULES AT SIDNEY CENTRAL SCHOOLS 2005-2006

- New Employee Orientation
- Opening Day Workshops – Right-to-Know Training
- Health & Wellness Workshops
- SAVE Training
- CPR/AED Training
- Emergency/Sheltering Drill
- Serve Crisis Training

## TRAINING MODULES AT SIDNEY CENTRAL SCHOOLS 2017-18

- De-Escalation Training
- Anti-Harassment Training
- Blood Borne Pathogens
- Right to Know
- Emergency/Sheltering Drill
- Fire Drills/Lockdown Drills

## TRAINING MODULES AT SIDNEY CENTRAL SCHOOLS 2018-19

- Right to Know
- Blood Borne Pathogens
- Harassment Training
- Emergency/Sheltering Drill
- Fire Drills/Lockdown Drills
- After Hours Safety Plan
- Relationship Development and De-escalation
- Mental Health and Wellness
- Emergency Planning: A Focus on Reunification

## TRAINING MODULES AT SIDNEY CENTRAL SCHOOLS 2019-2020

- Right to Know
- Blood Borne Pathogens
- Harassment Training (Dignity for All Students Act)
- Sexual Harassment Training
- Emergency/Sheltering Drill
- Fire Drills/Lockdown Drills

**Appendix 4:**

Sites and Potential Emergencies

Site	Hazards
Sidney Campus 95 West Main Street Sidney, NY 13838	Elementary/Middle School Building, High School, Observatory, Press Box, Concession Stand, Bus Maintenance Building, Storage Buildings, Grandstand, Parking Areas, Athletic Fields, Interstate 88, Circle Drive, Main Street, Pearl Street, residences around campus, woods and fields on and around campus.

## Appendix 5:

# PROTECTIVE ACTION OPTIONS

## 1. Definitions of Protective Action Options

**Early Dismissal** means the need to return students to their home schools, home and family as rapidly as possible.

**Evacuation** to a safe place requires that a building's inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that staff and students be transported and housed temporarily in some other building (shelter).

**Sheltering** may be internal or external. During conditions when the roads are closed or outside travel is extremely hazardous, sheltering internal to our buildings may be necessary. For Weather related (tornado, hurricane, severe storm etc.) internal sheltering, areas within the buildings are used. These areas include rooms and halls without glass windows, doors, or skylights. Gymnasiums, cafeterias and other spaces with wide free span roofs are NOT used. When evacuation from one of our buildings is deemed appropriate, but early dismissal is not, sheltering in other buildings on campus is used.

## 2. Introduction

Upon notification of an emergency, the Incident Commander will:

- Immediately take charge
- Alert the District Superintendent and/or Director of Facilities
- Activate the Building-level Emergency Response Team

## 3. Procedures of Protective Action Options

### School Cancellation

- Monitor the situation – by the District Superintendent/Incident Commander or Designee
- Make Determination –by the District Superintendent/Incident Commander or Designee
- Contact the local media

### Early Dismissal

- Monitor the situation – by the District Superintendent/Incident Commander or Designee
- If conditions warrant, close school- by the District Superintendent/Incident Commander or Designee
- Contact Transportation Supervisor to arrange transportation
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries as to the situation
- Retain appropriate district personnel until all students have been returned home

### Evacuations (before, during and after school hours)

- Determine the level of threat-by the District Superintendent/Incident Commander or Designee
- Contact the transportation Supervisor to arrange transportation
- Clear all evacuation routes and sites prior to evacuation
- Evacuate all staff and students to pre-arranged evacuation sites
- Where appropriate, facilities personnel will sweep the building to insure that staff, students and visitors have been safely evacuated

- Establish a command post
- All non-instructional staff shall report to the command post for direction and duties
- Account for all student and staff population. Report any missing staff or students to the Building/Program Administrator
- Make determination regarding early dismissal- by the District Superintendent/Incident Commander or Designee
- If determination was made to dismiss early, contact local media to inform parents of early dismissal
- Ensure adult supervision or continued school supervision/security
- Set up an information center so that parents may make inquiries as to the situation
- Student/visitor driver's identification will be taken as the vehicle exits the parking area
- If persons of parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

**Sheltering sites** (internal and external)

- Determine the level of threat- by the District Superintendent/Incident Commander or Designee
- Determine location of sheltering depending on nature of incident
- Contact the transportation Supervisor to arrange transportation to external site- if needed
- Transport by foot or vehicle to external sheltering site- if needed
- Where appropriate, facilities personnel will sweep the building to insure that staff, students, visitors have been safely evacuated
- Establish a command post
- Account for all students and staff. Report any missing staff to or students to the Building/Program Administrator
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties
- If persons in parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

## **Appendix 6:**

### Response Protocols to Specific Incidents

- Bomb Threat
- Hostage
- Intruder
- Kidnapped Person

## **BOMB THREAT**

### Response Action:

1. Upon receipt of a bomb threat by telephone:
2. Ask the following questions (refer to **Bomb Threat Information Sheet**):
  3. Where, specifically, is bomb located?
  4. When, exactly, is bomb set to go off?
  5. What materials are in the bomb?
  6. What does the bomb look like?
  7. Why is caller doing this?
  8. Who is caller?
9. Write down answers to the above.
10. Describe the caller's voice:
  11. Was it male or female?
  12. Was it young or old?
  13. Was the voice disguised or have an accent?
  14. Describe any background noises.
15. Notify building administrator.
16. Notify police and superintendent – building administrator.
17. Building Administration will determine whether or not to evacuate the building. **DO NOT MENTION "BOMB SCARE!"**.
18. Use public address system, **NOT** the fire alarm.
19. Set a guard at each entrance of the building to prevent people from re-entering the building.
20. Upon arrival, advise police or fire department of situation and follow their instructions. Advise superintendent of their presence. Turn control of building over to them – building administrator.
21. Arrange with police to have medical assistance stand by in the event that a device is found.

### Recovery Action:

22. Administrator involved should have building reoccupied by staff and students after it has been cleared by fire and police officials.

## HOSTAGE

### Response Action:

1. Identify hostage situation – first person on the scene.
2. Notify the building administrator.
3. Building Administrator will make determination to institute a lockdown.
4. Immediately notify police of the situation and follow their instructions – building administrator.
5. Inform superintendent of situation and actions taken –building administrator.
6. Upon arrival of police officials, implement the following response actions as necessary:
7. Isolate area of building involved
8. Notify parents or spouse
9. Public information statements
10. The police will determine the termination of the emergency.

## **INTRUDER**

### **Response Action:**

1. Identify the intruder – first person on the scene.
2. Notify the building administrator.
3. Call 911.
4. Initiate a lockdown of the school building.
5. Advise police of situation and follow their instruction for handling intruder(s) and ensuring safety of students and staff – building administrator.
6. Based on advice of police, confront the intruder – building administrator.
7. Police or building administrator to determine the termination of the contingency.

## **KIDNAPPED PERSON**

### **Response Action:**

1. Identify kidnapping incident – first person on the scene.
2. Notify building administrator.
3. Immediately notify the police. Advise them of the situation and follow their instructions – building administrator.
4. Notify the superintendent – building administrator.
5. In coordination with police agency, notify parents or spouses of individuals who are or could be kidnapped. Also prepare official response in the event of media inquiries.
6. Police to determine the termination of emergency.

### **Pre-plan Action:**

Develop attendance procedures to account for pupils and for unscheduled releases during school.

**Appendix 7:**

Names and contacts of educational agencies

Name	Address	Town	Contact	Telephone
Head Start	Civic Center	Sidney	Michelle Walker-Schwartz	561-2341
Cullman Center	90 West Road	Sidney	Amy Williams	563-7529
Tri-Town Nursery	12 Liberty St	Sidney	Nancy McLean	563-8867

## Appendix 8:

### **Initial Adoption of Plan**

Date of District-wide School Safety Team appointment by Board of Education resolution:  
**December 20, 2000**

Date(s) of meetings of District-wide School Safety Team in development of Plan:  
**March 27, 2001; March 28, 2001**

Date that District-wide School Safety Plan was first read and tabled for public comment:  
**May 22, 2001**

Date of public hearing by Board of Education:  
**May 22, 2001**

Date of adoption by Board of Education of District-wide School Safety Plan:  
**July 24, 2001**

Date District-wide School Safety Plan was mailed to the New York State Education Department:  
**August 3, 2002**

Date of last revision of District-wide School Safety Plan:  
**July 25, 2019**

Minutes of committee meetings, Board of Education meetings and appropriate resolutions are kept by the Clerk of the Board of Education.

### **Current Adoption of Plan**

Date of District-wide School Safety Team's appointment by the Board of Education:  
**August 13, 2019**

Date of public hearing by Board of Education:  
**August 13, 2019**

Date of adoption of revisions:  
**September 10, 2019**

Date of District-wide School Safety Team's appointment by the Board of Education:  
**July 7, 2020**

Date of public hearing by Board of Education:  
**July 7, 2020**

Date of adoption of revisions:  
**August 11, 2020**