



Skaneateles Central School District

District-Wide School Safety Plan

Commissioner's Regulation 155.17

Adopted: August 2025

Introduction

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

The Skaneateles Central School District continues to support this integral component of the SAVE Legislation through the regular review and updating of its contents. The Superintendent of Schools encourages and advocates this ongoing District-Wide cooperation and support of Project SAVE.

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SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Skaneateles Central School District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the District Superintendent, the Skaneateles Board of Education 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

As referenced in the previous section, the Skaneateles Board of Education has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, faculty, administration, law enforcement, fire service, school safety personnel, and other school personnel. The members of the team and their positions or affiliations are as follows:

Member's Name	Position or Affiliation
Eric Knuth	Superintendent
Connor Brown	School Business Manager
Gregory Santoro	Director of Personnel and Operations
Michael Caraccio	High School Principal
Nadia Jaeger	Assistant High School Principal
JoAnna Schmeling	Waterman Primary Principal
Mike Olley	Middle School Principal
John Lawrence	State Street Intermediate Principal
Brian Cohen/Francine Grannell	Coordinators of Humanities & Stem
Dana Nelson	Director of Transportation
Jennifer Kuryla	School Lunch Director
Brittany Gray	High School Nurse
Steve Musso	Director of Student Wellness, Activities and Athletics
Peter O'Connor	State Street Teacher
Greg Ramsey	Network Administrator
Marcy Weed	Waterman Social Worker
Jack MeKeel	Cayuga-Onondaga BOCES Health and Safety Officer
Joe Rupinski	COMP Alliance
Colleen Withey	Custodial Supervisor

C. Concept of Operations

General protocols reflected in the District-Wide School Safety Plan guide the development and implementation of the Building-Level Emergency Response Plans. The District-Wide Safety Plan sets forth the general procedures and protocols to be adhered to at each school and serve as the standard operating procedures.

In developing the District-Wide plan, key internal and external stakeholders were involved in order to garner the best local operational knowledge and the best emergency management and safety expertise in creating and revising the plan. The Skaneateles CSD is an integral part of the community and, as such, it is important that community stakeholders are involved and understand the role of the school district and its relationship to the safety of the community at large.

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

Upon activation of the Building Emergency Response Team, the Superintendent of Schools or designee will be notified and, where appropriate, local emergency officials will also be notified. Efforts may be supplemented by county and state resources through existing protocols.

Chief Emergency Officer

Superintendent of Schools or designee is the Skaneateles CSD Chief Emergency Officer. The responsibilities of the Chief Emergency Officer are:

- Coordinating communication between school staff and first responders
- Ensuring understanding of the District-Wide safety plan
- Ensuring completion of Building-Level Emergency Response Plans
- Ensuring the amendment of all plans as needed

D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The District-Wide plan may be adopted by the Board of Education 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.

The District-Wide School Safety Plan and any amendments will be posted on the district web site within 30 days of adoption. In addition, the Building-Level Emergency Response Plans will be sent to the New York State Police, Onondaga County Sheriff's Department and the Skaneateles Police Department.

This plan will be reviewed periodically during the year and will be maintained by the District-Wide Safety Team. The required annual review will be completed on or before September 1 of each year after its adoption by the Board of Education. A copy of the plan will be available on the district website.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

A. Prevention/Intervention Strategies

Initiatives that improve the culture and climate in our schools and improve communication at all levels can substantially enhance our ability to truly prevent any negative event from occurring. Prevention would always be preferred over risk reduction. However, not all such events will be prevented despite our best efforts. Therefore, we must formulate plans to intervene and reduce risk by minimizing the impact of any negative event.

This section will identify specific prevention and risk reduction strategies that have been implemented within the Skaneateles CSD. Many of these components serve as both prevention and risk reduction tools.

Program Initiatives

The Skaneateles CSD recognizes the importance of programs and activities that improve the school climate and communication throughout the school community and that encourages the reporting of potentially dangerous, suspicious or violent behavior. Such efforts serve to improve the security, safety and quality of life for all those in the Skaneateles CSD school community. The following is a partial list of current initiatives:

- Parent and Community engagement
- All staff are trained in emergency procedures and have emergency procedure folders
- Building meetings such as SIT to communicate and design intervention
- Data collection and analysis on discipline
- District-wide Discipline Code of Conduct
- District-wide policy for receiving and dealing with complaints and concerns
- “Helping Hands” to provide at-risk students with access to healthy alternative programs
- Implementation of emotional and physical wellness as part of the health curriculum
- Newsletters, special mailings, principal’s coffees to share information with parents and community
- PTC programs for parents on child topics
- Video surveillance on buses
- Referral to Building SBIT for discussion and assistance for students needing intervention
- Social skills training – student wellness, peer relationships, etc.
- Staff development on how to deal with at-risk students
- Student education using law enforcement and other outside agencies
- Student/parent handbooks spelling out expectations and consequences
- Support staff and support services – counselors, psychologists, reading, math, etc.
- Ongoing review of SCS Safe and Secure Strategy

The Skaneateles CSD encourages its leadership to develop strategies that support a positive safe learning environment for students, such as community involvement in the schools, mentoring programs, or adjusting scheduling to minimize potential for conflicts or altercations.

Training, Drills, and Exercises

- The Skaneateles CSD will provide annual multi-hazard school safety training for all staff and students. The components of this training will be consistent across the district while the means of dissemination will likely be varied due to the specific needs of program participants involved. Staff training will be routinely conducted at the beginning of the school year and will be followed by drills that include the entire school population.
- The Skaneateles CSD will conduct drills and exercises to test the components of the Building-Level Emergency Response Plan. The use of tabletop exercises to accomplish this task in coordination with local and county emergency response and preparedness officials may be considered when live drills are impractical or not sufficient to meet training goals. At a minimum, eight evacuation drills (fire drills) and four lockdown drills will be conducted each school year.
- In addition, an annual early dismissal drill will occur, not more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the test, and parents and guardians will be notified in writing at least one week prior to such drill.
- The emergency lighting systems are also tested annually and verified functional without electricity.

It's essential to have an Emergency Response Plan (ERP) in place for your school and community. *A response to the amendment of Section 155.17*

- New York State (NYS) requires that each public school, BOCES, and county Vocational Education and Extension Board (VEEB) develop, and annually update, confidential building-level ERPs that detail how school personnel and students should respond to different types of emergency situations that may occur in their school.
- In recent years, concerns have been raised nationwide about the unintended trauma or harm to students, staff, and/or families that may result from drills that are not communicated as being practice rather than an actual emergency. These concerns are heightened when a drill is conducted that includes elements to simulate a possible emergency.
- Effective July 31, 2024, a new rule amends the district-wide safety plan provisions of section 155.17 in New York State. The rule defines the terms “trauma,” “trauma-informed,” and “trauma-informed drills” along with the requirement that drills be performed in a trauma-informed, developmentally, and age-appropriate manner.
- Trauma-informed drills mean avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.

Implementation of School Safety

- **Routine Precautions by all staff**

All staff is expected to immediately report to their building principal any information they have received or observations they have made regarding anything that could possibly impact the safety and security of anyone within the school community.

Note: Staff should always err on the side of safety and share such information each and every time. No detail is too small or inconsequential as individual staff may not be aware of all circumstances surrounding a particular student or concern.

- **Limited Access**

The Skaneateles CSD is tasked with implementing this policy while tailoring it to the specific needs of each building. Generally, this means that the fewest exterior doors necessary to maintain normal business will remain unlocked during portions of the regular school day – most commonly to facilitate morning arrival.

Visitors to school buildings enter the main office where school staff screen and approve visitors prior to granting them access to the rest of the building via our Raptor System.

The District also utilizes a keyless entry / electronic access control system allowing specific access (designated days/times, and entrances) to authorized personnel by presenting a programmed proximity identification card to a reading device at those entrances.

- **Staff Photo Identification Badges**

All Skaneateles CSD employees are issued photo identification badges that are to be always displayed while on school district property to assist visitors, students and staff in identifying employees as well as possible intruders.

- **Visitor Policy**

The District Visitors to Schools policy will provide the detail related to how visitors are handled at each building. Should an unannounced visitor appear at a classroom, office or be observed in the hallways without proper identification (visitor pass or a note from the office), staff may approach and inquire as to a subject's business or contact their school's main office immediately.

- **Student Sign-Out Procedures**

Schools are diligent in ensuring that only those persons authorized to sign-out students are allowed to do so utilizing the applicable data maintained within School Tool. Staff may also require a photo ID if the requesting party is unknown to them and may contact a parent or guardian for confirmation when deemed appropriate.

- **Video Surveillance**

A digital video surveillance system is in service at the Skaneateles Central School facilities to assist in monitoring, deterring and recording activity in high use areas, as well as areas of chronic concern or perceived vulnerability.

- **Fire Alarm**

A fire detection alarm that is linked to a central monitoring station is in service at all Skaneateles CSD facilities. These alarms and fire response procedures are tested regularly consistent with New York State Education Department regulations.

Vital Educational Agency Information

The Skaneateles CSD maintains general information about each educational agency located in the BOCES service area, including information on; the business and home telephone numbers of key officials of each such educational agency.

B. Early Detection of Potentially Violent Behaviors

The District recognizes the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. As such, the District will ensure that appropriate school violence prevention and intervention training will be incorporated into all phases of staff professional development.

Informative materials regarding the early detection of potentially violent behaviors shall be made available to the school community through various means that may include brochures, district-wide newsletters, and the district website.

Students, parents, and all staff are encouraged to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so that an investigation can commence in a timely fashion if deemed necessary.

This communication may extend beyond Skaneateles CSD personnel to include members of the District's Safety Team, Law Enforcement, Mental Health Professionals, etc., when deemed appropriate and within existing legal parameters.

C. Hazard Identification

The list of sites of potential emergency include: all school buildings, playground areas, properties adjacent to schools, buses, and off-site field trips. The School Safety Team has assessed Skaneateles CSD facilities for any unique hazards and has documented them on the Building-Level Emergency Response Plan.

D. Construction and Capital Project Safety

Each school under the direction of the Superintendent of Schools or designee, the Assistant Director of Facilities as well as the involved construction manager (if applicable) will take steps to ensure the safety and security of the students and staff during periods of construction. This requirement may include conducting background checks on workers, maintaining sufficient and appropriate emergency egress routes, and notifying building occupants of any changes.

The District-Level Safety Team, or a subcommittee thereof, will be involved in monitoring safety during construction projects as needed. The Committee may include the Assistant Director of Facilities, Superintendent of Schools, architect, construction manager, and contractors. The committee will hold additional meetings as needed to review issues and address complaints related to health and safety resulting from the construction project.

SECTION III: RESPONSE

A. Notification and Activation (Internal and External Communications)

Incident Commanders are authorized to and will initiate contact with the appropriate law enforcement officials in the event of a violent incident. The district maintains a list of local law enforcement agencies, and the designation of the individual who is authorized to contact the law enforcement agencies.

The process for informing educational agencies within a school district of a disaster or an act of violence include the following possible forms of communication: telephone, e-mail, district radio system, NOAA weather radio, district website, intercom or PA system, local media, others as appropriate or necessary.

The system may specify that in the event of an emergency, or an impending emergency, the District will notify all principals/designees within the district to take the appropriate action. The District will utilize an electronic notification system to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. The District might also use local news media, social media or post information on the district website.

B. Situational Responses

Multi-Hazard Response

In the event of a catastrophic emergency (fire, building collapse, etc.) the evacuation of the building and the preservation of life is the only consideration. It is anticipated that specific procedures outlined in this document, particularly as they relate to notifications, line of authority, etc., and may well be violated in cases involving catastrophic emergencies.

There are many variables that could impact on the way the Building Emergency Response Team responds to a particular occurrence. These variables could include: time of day, weather, age of students, and location of students, anticipated response time of emergency responders, availability of support personnel, and availability of transportation. Specific emergency situations are identified, and standard response procedures are detailed in the Building-Level Emergency

Response Plans; however, given the aforementioned variables, it is impractical to try and map out the specific steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing injury and loss of life.

The Superintendent of Schools (or designee) is designated as the person in charge – the Incident Commander – during the initial response to any emergency in the District. The Superintendent of Schools (or designee) will provide leadership, organize activities and disseminate information with the assistance of the Building Emergency Response Team (BERT) if needed. If the Superintendent of Schools is unavailable, or not on site, the Designated Alternate will act in their absence with the same authority and responsibility.

In most instances where this level of school response is warranted, the District will be seeking assistance from outside emergency responders in resolving the situation. As such, the immediate objective is generally to contain and manage the incident until the emergency responders arrive on scene.

Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law. By contacting 9-1-1, the system for coordinating the delivery of assistance from both the county and local agencies will be activated.

The Building-Level Emergency Response Plans include procedures and actions that will be implemented in the event of the occurrence of a hazardous event. Such plans are not available to the public, nor are they to be included in the District-Level Safety Plan.

Responses to Acts of Violence: Implied or Direct Threats

The District policies and procedures for responding to implied or direct threats of violence, including suicide, by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Emergency Response Plans. The following types of procedure(s) may be used by the District:

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Director or Principal of implied or direct threat.
- Determine level of threat with Superintendent of Schools/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team.

Acts of Violence

The District policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Emergency Response Plans. The following types of procedure(s) could be used by the District:

- Determine level of threat with Superintendent of Schools/Designee.

- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Inform Director or Principal.
- If necessary, initiate lockdown procedure, and contact an appropriate law enforcement agency.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

The District selection of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings will be included in the Building-Level Emergency Response Plans. The following possible protocols are provided as examples:

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

Arrangements for Obtaining Emergency Assistance from Local Government

Arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies include contacting 9-1-1 immediately. Additional support can be obtained by contacting the Onondaga County Sheriff's Department, NY State Police, Skaneateles Police Department, Skaneateles Fire Department, and the Onondaga County Emergency Management Office.

District Resources Available for Use in an Emergency

District resources which may be available during an emergency include all of the District's vans, trucks, heavy equipment, and other vehicles. We can also contact the Town of Skaneateles Highway Department and the Village of Skaneateles DPW to request additional heavy equipment and other resources.

Emergency Remote Plan

In addition to our safety emergency plan, we have a plan for remote instruction in place as well. All schools will follow their regular schedules and maintain the same instructional hours on remote learning days. Attendance will be recorded for each class and period.

Our district maintains a 1:1 Chromebook program, ensuring that each student has access to a device. Students in grades 6-12 are expected to carry their Chromebooks between home and school daily.

In the event of a remote learning day, our K-5 students will take their devices home the night before. If we are unable to provide advance notice, we will coordinate device pickups at both elementary schools for any students who need a Chromebook. We use Parent Square to communicate with parents, and they can reach out to computersupport@skanschools.org if they need assistance with student devices. We have confirmed internet access for all our families. For those without reliable internet, we provide mobile hotspot devices to ensure connectivity.

Teachers have access to our district's learning management system and can check out Chromebooks for use at home if needed. Depending on the assignment, much of the school day will be spent on synchronous instruction.

All instruction will be personalized to meet the individual needs of our students, including English Language Learners (ELL) and Multilingual Learners (ML) by following their specific schedules and providing necessary support as planned. Ongoing training for our learning management system is provided, with support available from our Technology Integration Specialist and through our computer support ticket system. Additionally, we offer technology resources on our website, including "how-to" documents as required.

At the start of each school year, we assess whether there are any students for whom remote instruction via digital technology may not be suitable. In such cases, we will send lessons home for parents to facilitate their child's learning. Special education teachers and related service providers will continue to follow their schedules on remote learning days and deliver services through either synchronous or asynchronous instruction, as needed.

These providers will communicate with families through Parent Square. They also have access to our learning management system and can check out Chromebooks if necessary. Services will be delivered during the student's regular instructional or therapy time, and the content will mirror what would be taught in-person. Live instruction and skill modeling will be provided for students who need direct adult support. If an activity is planned to be asynchronous, the provider will be available during the scheduled time or afterward via Parent Square or Google Meet to offer support to students or families regarding the activity or assignment.

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The Skaneateles CSD will use the Incident Command System to coordinate the use of school district resources and manpower during emergencies.

Protective Action Options

Plans for taking the following actions in response to an emergency where appropriate will be included in the Building-Level Emergency Response Plan: school cancellation, early dismissal, evacuation, and sheltering.

SECTION IV: RECOVERY

A. District Support for Buildings

After an incident, the District Crisis Plan will be initiated by the appropriate level emergency response team. Necessary resources will be deployed to support the Emergency Response Team and the Post-Incident Response Team.

Entity/Position	Name	Email	Cell Phone	Work Phone
Town of Skan				
Supervisor	Janet Aaron	jaaron@townofskaneateles.com jaaron1@verizon.net	315-604-1099	315-685-3473
Deputy Supervisor	Courtney Alexander	calexander@townofskaneateles.com courtneyjskan@aol.com	607-229-4057	
Councilor	Susan Dove	sdove@townofskaneateles.com susandove60@gmail.com	315-730-1897	
Councilor	Chris Legg	clegg@townofskaneateles.com	315-283-8124	
Councilor	Mark Tucker	mtucker@townofskaneateles.com	315-420-0569	
Town Clerk	Julie Stenger	jstenger@townofskaneateles.com	315-559-5973	315-685-3473
Deputy Town Clerk	Paula Powell	ppowell@townofskaneateles.com	315-221-1947	315-685-3473
Codes Enforcement	Bob Herrmann	rherrmann@townofskaneateles.com	315-329-4471	315-685-0833
Highway Superintendent	Tim Dobrovosky	tdobrovosky@townofskaneateles.com	315-246-6412	315-952-2645
Highway Foreman	Steve Bryant	sbryant@townofskaneateles.com	315-575-3560	315-952-2645
Parks & Rec Manager	Sue Murphy	smurphy@townofskaneateles.com	315-481-4331	315-727-9320
Transfer Station Mgr.	Brian Buff	bbuff@townofskaneateles.com	315-575-3561	
Town Constable	Rick Morris	Vett1966@outlook.com	315-569-8707	
Water Foreman	Shane Christman	water@townofskaneateles.com	315-418-5046	315-729-3483
2nd Constable/Dog Control Officer	Dave Wawro	taco@townofskaneateles.com	315-224-1671	
Budget Officer	Keri Fey	kfev@townofskaneateles.com	315-559-8795	
Planning & Zoning Clerk	Karen Barkdull	kbarkdull@townofskaneateles.com	315-283-6178	
Clerk I	Aimie Case	acase@townofskaneateles.com	315-729-9415	
Village of Skan				
Mayor	Mary Sennett	mayor@villageofskaneateles.com	315-447-8829	315-685-3007
Police Chief	Scott Heggelke	sheggelke@skanpolice.org	315-534-1057	315-685-3819
Director of Municipal Ops	Tom Posella	dmo@villageofskaneateles.com	585-202-0224	315-685-5977
Fire Departments				
Skaneateles Fire Chief	Peter Buehler	pbuehler@skanvfd.org	315-246-6912	
1st Ass't Chief	Dana Pickering	dpickering@skanvfd.org	315-560-9701	
2nd Ass't Chief	Clint Woodford	cwoodford@skanvfd.org	315-730-6784	
Marcellus Fire Chief	Joel McNally	Mcfire57@yahoo.com	315-559-6868	
Mottville Fire Chief	Mike Baker	Mvfc32@yahoo.com		
Deputy Chief	Don Estes	Dc379@yahoo.com	315-224-9187	
Ass't Chief	Tim Atwater	Harmon73@aol.com	315-382-7814	
SAVES				
Executive Director	Steve Knapp		315-263-3905	315-685-5217
Skan Schools				
Superintendent	Eric Knuth	eknuth@skanschools.org	315-663-8975	31-291-2221
Director of Operations	Gregory Santoro	gsantoro@skanschools.org	315-345-5038	315-291-2295
Onondaga County				
Emergency Preparedness	Daniel Wears	danielwears@ongov.net		315-435-2525
Sheriff	Tobias Shelley			315-435-3044
911				911

B. Disaster Mental Health Services

Mental health services needed will be addressed by the appropriate emergency response team using the District Crisis Plan.