

West Buffalo Charter School District-Wide School Safety Plan



2023-2024

West Buffalo Charter School

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Section 1: General Considerations and Planning Guidelines

Emergencies and violent incidents in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural and manmade disasters. To address these potential threats, the State of New York has enacted the Safe 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 schools. WBCS supports the SAVE legislation, and intends to facilitate the planning and implementation process using members of the school, community, law enforcement and state expertise. Our plan is specifically sensitive to the urban location of our building and the young ages of our students. 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 that could occur in our school. The Superintendent of Schools encourages and advocates on-going school-wide cooperation and support of Project SAVE.

A. Purpose

West Buffalo Charter School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the West Buffalo Charter School Board of Trustees and the School Leader, West Buffalo Charter School 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

West Buffalo Charter School has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the Board of Trustees, students, teachers, administrators, parent organizations, school safety personnel, and other school personnel. The members of the team and their positions are as follows:

Name	Title
Andrea Todoro, School Leader	School Administration (WBCS)
Amy Jones, Chief Financial Officer	School Administration (West Buffalo Charter School)
Rachel Banas, Director of Operations and Student Services	School Administration (WBCS)

Lauren Lysiak, Director of Administrative Services	School Administration (WBCS)
Erin Clifford, K-8 School Principal	School Administration (WBCS)
Maxine Perez, Receptionist	Office (WBCS)
Shawna Carlton, Nurse	Health Clinic (WBCS)/Parent
B. Mitchell, Director of School Business	Office Manager (WBCS)
Cpt. Boice/Cpt. Roach	Buffalo Police Department
Robert Schreck	WBCS Board of Trustees
Yolanda Perez	Substitute

C. Concept of Operations

- The District-Wide School Safety plan is directly linked to the Building-Level Emergency Response Plan, because West Buffalo Charter School has only one campus with one school building. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of the Building-Level Emergency Response Plan.
- In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the School Emergency Response Team.
- Under the activation of the School Emergency Response Team, the School Leader or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Local emergency officials play an important role in managing response actions in emergency situations.

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 September 1 of each year.
- Pursuant to Commissioner's Regulation 155.17(e)(3), this plan was formally adopted by the West Buffalo Charter School Board of Trustees in 2012 after a 30 day public comment period. 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.
- A copy of the District-Wide School Safety Plan and any amendments were 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 by September 1 of each school year.

Section 2: Risk Reduction/Prevention and Intervention

A. Prevention and Intervention Strategies

The Administration of West Buffalo Charter School believes that improved communication among students, students' parents, and school staff adds to the quality of life and sense of safety at our school. Such communication allows for the reporting, intervention, and prevention of potentially violent incidents before they actually occur. The following is a brief list of initiatives at West Buffalo Charter School that promote open communication and have a positive impact on the quality of life at our school:

- West Buffalo Charter School comprehensively addresses not only the instructional and social-emotional needs of our students but core values clarification as well.
- Character Education is embedded in our culture and curriculum. Concepts presented include but are not limited to: violence prevention, bullying, and non-violent conflict resolution. These concepts are inexorably linked to the daily discussion and modeling of core values such as caring, courage, respect, resilience, and responsibility.
- WBCS follows the Win-Win Philosophy, which emphasizes positive relationships, creative conflict resolution, problem solving, and intrinsic motivation. The method was developed by education researcher Dr. Jane Bluestein.
- Because West Buffalo Charter School places a heavy emphasis on mutual respect and trust among all stakeholders, students are encouraged to approach any staff member in the building whenever they have a concern, especially when it involves violence or an emergency.

B. Training, Drills and Exercises

- Staff will receive appropriate training in emergency procedures on a regular basis.
- Test Components of the Emergency Response Plan - The Safety Team will regularly conduct building wide drills, including fire, general evacuation and lockdown. Each drill will be followed by a meeting of the Safety Team to assess necessary improvements/alterations.
- West Buffalo Charter School will periodically conduct a test of the Safety Response Plan for sheltering or early dismissal. Transportation and communication procedures shall be included in the test. Staff and students will receive clarifying feedback and instruction prior to and after the test to increase understanding, decrease anxiety and enhance the efficacy of the plan.
- Hall Supervision/Personnel Acting in a School Security Capacity -West Buffalo Charter School does not currently employ designated security personnel. However, the WBCS Administrative team has an avid presence in the hallways, especially during high transition times.

C. Implementation of School Security

- All doors leading to outside exits are secured. Administration and the appropriate local authorities, if necessary, respond in the event of the alarm being activated.
- All visitors must ring a doorbell to gain entrance to the building as all doors are secured and monitored by the Admin. and the WBCS Receptionist . Visitors must state the reason for visiting the school prior to the door being unlocked and then sign in on an electronic system. Visitors will not be allowed in the building without an appointment during the 23-24 school year.
- All staff have undergone requisite fingerprinting and background checks through local law enforcement and the FBI upon hiring and the NYS Dept. of Education.
- West Buffalo Charter School will work collaboratively with local law enforcement, specifically the Buffalo Police Department, to assess the overall effectiveness of our school safety and emergency response protocols and procedures.
- The school will designate the K-8 Principal and the School Leader to communicate with parents (both written and verbal). The primary function of this position will be to work with parents to ensure optimal learning conditions for the student population. The team will acquire and disseminate information to the community, staff and students related to school safety and security. It is his/her responsibility to alert faculty when students may be considered at-risk due to traumatic experiences outside our learning community. Information regarding ongoing staff development pertaining to violence prevention and early detection and intervention will be disseminated by the Administration.

D. Vital Education Agency Information

- West Buffalo Charter School utilizes eSchool, a school information system, designed to store extensive information regarding students and employees. eSchool tracks our student population, numbers of staff and key contact information.

E. Identification of Community Sites with Potential for Emergencies

- All hazardous materials are secured and locked in a central location appropriately distanced from all instructional programs.

F. Early Detection of Potentially Violent Behaviors

The school acknowledges the importance of early recognition and intervention into conflicts and potentially violent behaviors.

- West Buffalo Charter School teachers and staff receive an extensive amount of professional development training which aids them in identifying and addressing any behavior or emotional issues students may face. Regularly scheduled student support

team meetings with teachers provide ample room for staff discussion of any issues as they arise.

- Students and staff are encouraged to share information regarding any conflicts or potentially violent behaviors with an Administrator (and law enforcement when appropriate) so an investigation can commence.
- WBCS utilizes a Multi-Disciplinary Threat Assessment Team to identify and carry out the Virginia Threat Assessment Model for students exhibiting concerning behavior.

Section 3: Response - Notification and Activation

In the event of a dangerous or violent incident, the School Leader or any other appropriate staff member will notify local law enforcement officials via 911. Buffalo Police Department and Buffalo Fire Department – 911

A. Notification and Activation

- Law enforcement in a Violent Incident - Law enforcement officials will be immediately notified via 911 by the School Leader or any member of the Safety Team when deemed appropriate. Primary responders will be the Buffalo Police and Fire Departments but may also include the Erie County Sheriff's Department and the New York State Police.
- At the initiation of a threatening event, the School Leader or designee will activate the plan and notify the Safety Team as prescribed. Notifications to various police, fire and emergency/safety organizations will emanate from the Admin. Conference Room which will serve as the Command Center whenever possible.
- Methods of communication within our building may include but will not be limited to, personal contact, school-wide communication, telephone, 2 way radio, email, PA system or cell phone.
- Notification regarding early dismissal and/or emergency evacuations of the school will be communicated to the local media by the School Leader or designee.
- The School Leader and her designee will issue all internal and external communications, prepare news releases, and brief the media as appropriate. No other employee should provide information to the media regarding an emergency unless expressly authorized to do so by the School Leader.
- Information regarding any situation involving school safety will only be disseminated to the media through the School Leader's office.
- In the event of an emergency requiring immediate parent/guardian notification, the School Leader and/or her designee will authorize such notification by phone and any and all other effective means of communication, such as media broadcasts or other forms of electronic communication such as the school website and social media.
- Notifications for treatment for injury will be the primary responsibility of the School Nurse when available. If the Nurse is not present or in the event that she is treating multiple injuries, due notification will be made by the School Leader or her designee.

B. Situational Responses

West Buffalo Charter School believes that multi-hazard emergencies could potentially fall into one of the following three categories:

- Natural Disasters - Analysis of common weather patterns for our area suggest that the highest likelihood of a natural disaster would occur from a sudden winter storm. Severe thunderstorms with high winds have also been known to sometimes cause significant damage in our vicinity.
- Man-made Disasters - West Buffalo Charter School has identified building-specific man-made disasters. Such disasters could include but not be limited to, plane crashes, toxic releases from highway accidents and chemical/hazardous material spills.
- School Disasters - Acts of violence, terrorism, fire, explosion, water line breaks, electrical malfunctions or toxic substance release could occur in our school. Therefore, procedures for managing these types of emergencies are included in the plan.

C. Identification of Responses to Emergencies

- Emergency School Closing - School is closed or delayed in opening only when the weather or other emergency makes it impossible or unsafe to be in session. If it is necessary to close school or delay our start time, parents, students and staff will be notified in the early morning or evening prior via the local media and school communication tools.. Please note: In the event that the Buffalo Public Schools is closed or delayed, WBCS will be as well.
- Early Dismissal - Because West Buffalo Charter School students are transported by the Buffalo Public Schools, any/all early dismissals must be coordinated with them. Early dismissals occur only in extreme circumstances and the final decision to close would initially be made by the BPS. Although empowered to do so, West Buffalo Charter School would only unilaterally close early with the clear understanding that parents/guardians would bear the responsibility of transportation. Early dismissal will only be invoked if it is likely that all students will reach their homes safely. If a community-wide disaster is impending, it may be preferable to evacuate students to a safe location where parents can pick them up. (Rich Products and School 19) These locations could include but not be limited to a neighboring school or local church. The primary evacuation sites for West Buffalo Charter School will be the school parking lot.
- Evacuation - It is appropriate to evacuate a school building in the event of fire, explosion, some toxic chemical releases, earthquakes, some violent acts, or when ordered by law enforcement officials because of dangerous conditions in the immediate area.
- The signal to evacuate the building shall be given by radio or overhead announcement by the School Leader or designee. The same evacuation procedures as a fire drill should be followed. Additional verbal instructions may also be given.
- If an evacuation is ordered, all groups will evacuate the building as quickly as possible after all evacuation routes have been secured. Normal fire evacuation routes shall be used unless teachers are instructed otherwise.
- Teachers must bring their chromebook or phone with them to the designated assembly point which will minimally be 75 feet away from the building. They will take attendance

electronically and notify the School Leader of any missing students via a mobile application.

- No one will re-enter the building until an appropriate authority gives an all clear.
- Evacuating to Another Site - Depending upon the scope of the emergency and the projections of likely safe areas, designated gathering points for evacuated students and staff will be used. This information will be communicated by school administration as to the appropriate evacuation location and the (secured) route to get there.
- Shelter In Place - Certain emergencies in the community may make it advisable for students and staff to remain in school beyond the end of the normal school day. In this event, students will normally remain in their classrooms, but groups may be taken to such places as the cafeteria. In the case of high winds and tornadoes, these areas may not be used, and students should be prepared to move into hallways. In the case of such an emergency, the School Leader shall give directions over the overhead or via walkie talkie.
- Teachers moving students from their classrooms must take their class lists and accompany their children to the designated area. Staff will stay with the students until formally relieved of their duties by a supervisor.
- Shelter (Community) - When the building may need to be used as a community disaster shelter site, or when students from another school are evacuated to that site, the School Leader or designee will staff the Command Post to coordinate activities and assist in communication. The School Safety Team will inspect the portion of the building to be used prior to occupancy to assess its condition and inventory equipment. The assistance of available maintenance and custodial staff will be enlisted as well.

D. Types of Potential Emergencies

- Aircraft Crash
- Air Raid/Emergency Procedures
- Armed Person, Hostage or Terrorist Activities
- Bomb Threats
- Bus Accident
- Chemical Accident
- Civil Disobedience; Student Disorder
- Explosion/Fire
- Flash Flood
- Flood
- Food Poisoning or Other Mass Illnesses
- Hazardous Material Spill Off School Premises
- Injury at Athletic Event
- Radiological Emergency
- Receipt of Suspicious Letter/Package
- Bio-terrorist threat
- Tornado, Severe Windstorm, Thunderstorm
- Utility Failure
- Winter Snow/Ice Storm
- Intruder

E. Responses to an Intruder or Other Building Emergency Situation

- Immediately upon discovery, Administrators will be notified of an impending emergency or stranger in the building or on campus. The Administrator in charge will then investigate the situation and thoroughly assess the threat level.
- If deemed appropriate, the Administrator in charge will alert staff through the use of personal contact or via overhead announcement or 2 way radio to lockdown the building.
- Administrators and available faculty and support staff will then immediately conduct a building sweep for students in transit. This sweep will also focus on bathrooms.
- Students in the cafeteria and other non-classroom areas or outside will remain in their respective areas with the present adult(s) in charge.
- Classroom staff will immediately:
 - Lock and close their doors
 - Keep students away from all doors and windows
 - Maintain absolute silence
- The Administrator in charge will direct Administration to call the appropriate authorities for assistance via 911 and the Admin. Conference Room will serve as the Command Center.

F. Responses to Acts of Violence: Implied or Direct Threats

Faculty and staff will receive professional development training in conflict resolution and de-escalation of potentially dangerous situations. The School Leader and the Finance and Operations Officer will be notified immediately of all implied or direct threats. The level of the threat will be determined through information gathering and the School Leader or her designee will contact local law enforcement officials if necessary. The situation will be closely monitored and appropriate adjustments will be carried out as necessary until the threat has dissipated or local law enforcement officials have taken control of the situation.

G. Responses to Bomb Threats, Threats of Violence

Having acknowledged that the recognition and early intervention into potentially violent situations is critical, it shall be the policy of West Buffalo Charter School to deal with all threats in a serious and deliberate manner. Depending on the imminent nature of the threat, the following procedures may be used by the school:

- The receiver of the threat should attempt to get all information possible from the caller/suspect.
- Receiver of the threat notifies the School Leader or designee who in turn notifies the School Safety Team. In the absence of the School Leader, the Chain of Command will be utilized. The School Leader will remain in the office to receive further directions. The Admin. Conference Room will be designated as the Command Center.
- Contact the Buffalo Police Department if necessary. When in doubt, contact the police for their input and assistance. The police have authority that extends beyond the school. In addition, threats to personal safety may well constitute a violation of law and the person

making the threat can be prosecuted. Prosecution in Criminal or Family Court provides another opportunity for intervention.

- The School Leader or Operations and Finance Officer will have floor plans and all other security materials. The School Leader or Operations and Finance Officer will initiate (with available staff) a visual search of the hallway for any unusual object. Nothing should be touched. If something out-of-the-norm is found, the staff member will directly report it to the School Leader.
- According to police authorities, urgent evacuation is NOT normally needed.
- Evacuation sites can include the cafeteria, another building, city streets, or buses. An external evacuation site and routes to it must be secured before anyone is to move to the area. This mirrors our fire drill procedure of street evacuation. We do not have the luxury of bus garages or fields, as we are in an urban location.
- If and once the evacuation is authorized, the School Leader and Operations and Finance Officer will lock all doors to the threatened floor. No public access will be allowed.
- Once all sites have been secured, the School Leader will be notified when to begin the evacuation of the building.
- Staff should take attendance information and leave the door open, yet locked. Students should take with them only those possessions that they brought to school.
- Staff should move students to the evacuation site and remain there for further instructions, as they would in a fire drill.
- Maintenance/custodial staff (along with any chain of command staff) will assist police in a room-by-room search. The School Leader should remain in the office to receive information.
- Public communication about the bomb threat will come from the School Leader (or designee) as soon as possible after the conclusion of the incident:
 - A letter will be sent home (and mailed later) with the students to explain the event.
 - The staff will receive an email of this letter and, if appropriate, information gained during the threat. Some information may not be divulged due the needs of the law enforcement agencies and their pending investigation.
 - Any information sought by the media will be directed to and given out through the School Leader (or designee).
- The Buffalo Public Schools and the New York State Education Department will be notified of the bomb threat.

H. Hazardous Chemical/Substance Spill

- The School Leader or his/her designee will notify the Chain of Command of the situation.
- If warranted, the decision to evacuate the building will be done so by sounding the fire alarm as an evacuation warning. Before an evacuation is conducted, all routes out of the building must be determined to be safe and properly distanced from the hazardous area.
- The Buffalo Fire Department and New York DEC will be immediately notified if it is assessed that the problem exceeds the intervention of the Safety Team.

I. Fire

- Fire drill procedures are posted prominently in every room and drills will be conducted as required. Fire drills are standard evacuations that are known as external evacuation. In virtually every instance, the alarms will sound as a recognized symbol necessitating evacuation.
- All staff members are involved in safely assisting children out of the building and to designated stations on surrounding Buffalo streets. Emergency response staff helps secure the building and leave last. The goal for the school is to evacuate in under 2 minutes.

J. Security of Crime Scene

- The School Leader or designee is responsible for crime scene security until relieved by law enforcement officials.
- No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency as they may have subsequent significant evidentiary value.
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

K. Acts of Violence - Zero Tolerance Policy for School Violence

When an act of violence has occurred, regardless of whom it involves, the School Leader or designee must quickly obtain all essential information to try to determine the degree of threat or danger and decide what actions might mitigate further risk.

- The School Leader or designee will be alerted immediately to react to the following situations and the Chain of Command will be followed.
- Determine the immediate need for Medical or Police assistance and initiate steps to ensure prompt notification using the Threat Assessment Model.
- Monitor the situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures
- Students found to be engaged in violent behavior will receive a consequence at the discretion of the School Leader. The School Leader will require a parent conference with the student, family, and/or behavioral specialist to review the incident and prevent future occurrences.
- All disciplinary sanctions will be in accordance with the articles of the West Buffalo Charter School Code of Conduct as set forth in the Student and Parent Handbook and related provisions found under the New York State Education Law, Regulations of the Commissioner of Education and other applicable local laws.
- Visitors participating in any violent acts on school grounds will be subject to appropriate sanctions as imposed by local law enforcement. All visitors are bound by the Board of Trustees policies as outlined in the West Buffalo Charter School Code of Conduct. Violators will be subject to prosecution to the fullest extent of applicable laws when deemed appropriate.

- In keeping with the tenets of mandated reporting, child abuse reporting procedures will be followed for all acts of violence committed against students learned to have occurred in or outside of school.

L. Response Protocols

- The Chain of Command will be utilized in response to all emergencies.
- The School Leader will ultimately make decisions based on input from the team.
- The School Leader will determine how best to disseminate information using a variety of means including the school website, telephone, mail, and local media.

M. Arrangements for Obtaining Emergency Assistance from Local Government

- The School Leader will determine what outside agencies to contact given the situation. In emergency situations, 911 will be called and police and/or fire departments will dispatch.
- In the event of a potentially life-threatening situation or a person in dire need of immediate medical attention, any adult should call 911.

N. Procedures for Obtaining Advice and Assistance from Local Government Officials

- Upon approval of the West Buffalo Charter School Safety Plan, the members of the Chain of Command will meet with appropriate officials within Buffalo to disseminate the plan. The School Leader will contact the highest ranking local government official to seek advice and assistance. The school will identify resources for an emergency from: the Red Cross, the Salvation Army, the Buffalo YMCA, and the Buffalo Police and Fire Departments.

O. School Resources Available for Use in an Emergency

- As Buffalo Public Schools are responsible for meeting the transportation needs of our students, we cannot rely on transportation for the purposes of school-wide evacuation. All building evacuations will be on foot and commence at the designated area(s). Parents will be notified via PikmyKid and Kiddio applications.
- Depending on need and the scope of the emergency, additional help may be sought from neighboring schools and businesses.
- Depending on need and the scope of the emergency, additional help may be sought from the following sources:
 1. Buffalo Fire Department
 2. Emergency Medical Services
 3. Buffalo Police Department
 4. Erie County Sheriff's Department
 5. New York State Police

P. Procedures to Coordinate the Use of School Resources and Manpower During an Emergency

- The School Leader or her designee will implement emergency response procedures upon learning of an emergency situation within West Buffalo Charter School. The School Leader or her designee will notify the members of the School Safety Team who will then contact local authorities if appropriate.
- The Admin. Conference Room shall serve as the Command Center in the event of an emergency. If an emergency requires the involvement of police or fire personnel, the School Safety Team will turn authority over to local emergency crews to ensure optimal response.

Q. Protective Action Options

Should an emergency occur at WBCS, the School Leader will gather the School Safety Team to formulate an appropriate plan of action following the procedures outlined earlier in this document for confronting and rectifying specific emergency situations. The School Leader or his designee may declare a school emergency and implement the procedures set forth in this document. The office of the School Leader shall become the Command Center and the Chain of Command shall report to the Command Center. The School Leader shall remain in charge until local law enforcement or emergency response personnel are on the scene and take command of the situation. The following steps will occur in an actual emergency:

1. Take control once informed of emergency situation
2. Gather information and make appropriate decisions
3. Order evacuation if necessary
4. Contact appropriate law enforcement authorities as necessary
5. Turn control of emergency situations over to law enforcement as required
6. Test the emergency response procedures on an annual basis
7. Meet with local government official to seek advice and assistance

Section 4: Communication with Others

West Buffalo Charter School will support its staff members and students in dealing with an emergency by providing adequate training regarding the identification and prevention of violence as well as training in appropriate responses.

- After any emergency which has resulted in the serious injury, death or emotional trauma of a student or staff member, the entire staff will be used to help with post trauma counseling. Planning and establishing the debriefing sessions will be the responsibility of the School Leader and members of her immediate staff. Needed and appropriate alterations in the safety plans will be implemented based upon the debriefing sessions.
- For critical situations that require the utilization of community mental health resources, the chain of command will be responsible for contacting the appropriate city and county mental health agencies for assistance, guidance and trained personnel, as needed.

- The School Safety Team will meet to review the specific incident to determine if the school's response plan was adhered to and if any improvements are needed to enhance the plan. This review may, depending on the nature and degree of the incident, include input from representatives of local emergency response agencies.

Post Incident Response Guide

The following guide provides suggestions on how to proceed after a crisis has occurred and there is no longer an imminent threat to the school or its occupants. For the purposes of this guide, a crisis is defined as a sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death.

The Building-level Post-incident Response Team will have the responsibility of assisting the school community in coping with the aftermath of a serious violent incident or emergency. It is likely however that these duties and responsibilities will be shared by members of the Building-level School Safety Team and the remainder of the school community.

- Post-incident Response Team members should convene at the earliest possible time following the crisis for a meeting to help the School Leader prepare a written statement for the staff to be presented at the Emergency Staff Meeting.
- The Team should review all roles in providing support during the day of the critical incident and make recommendations to improve functions when appropriate.
- Meet with the School Leader, following staff debriefing, to process the day's events and prepare for the next school day.
- Meet daily, for as many days as necessary, to process events and decide measures needed to meet the needs of students, staff, family and community.
- Solicit and encourage feedback from students, staff, family and community. This feedback will be recorded and help guide future modifications to the plan.

A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title.

West Buffalo Charter School

Remote Instruction Plan

A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title.

Note: School staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should anticipate how certain positions/titles may be necessary to assist in response to a school closure.

Position/Title	Description/Justification
School Leader	As the title implies, this person is responsible for overseeing all functions of the school, implementation of all safety and emergency plans and reports directly to the Board of Trustees, the Charter School Office and the broader NYS Education Department. To that end, she must have access to the building whenever needed.
Chief Financial Officer	As the title implies, this person is responsible for all aspects of the finance functions of the school. Even if the building is closed to the public, all financial functions of the school must continue. During closure, staff, students, and families must still be supported (material handling, payroll, benefits, payables, etc.) therefore this person must have access to the building whenever needed.
Director of Operations & Student Support Services	During a state-ordered closure, the Director of Operations & Student Support Services must still oversee all functions and safety of the facilities, including overseeing maintenance, office functions, and food service (emergency distribution site), etc. The building must be maintained for its eventual re-opening. Proper cleaning and maintenance protocols for essential workers must be managed. This person must have access to the building at all times.
<p>Director of Administrative Services</p> <p>K-8 School Principal</p>	These two staff members are essential to the operations and success of the school. However, during a state mandated closure, they would operate remotely. Both have wide ranging duties all related to students, student families and staff. Since all three of those stakeholder groups would be working from home, the Director of Administrative Services and K-8 School Principal would be able to support them remotely and are not required to be in the school.

<p>School Cleaning Staff</p>	<p>This group is responsible for maintaining and cleaning the school and school grounds. While the number of people accessing the building during a state-mandated closure would be limited to the above, the school must still be maintained, and cleaned each day. The cleaning staff would likely have reduced hours but would be needed to clean the areas in use daily. Since the school operates as a breakfast and lunch distribution site, the areas in need of cleaning and disinfecting are broad (food prep, cafeteria, distribution area, etc.). Additionally, the need for maintenance varies depending on the time of year. Snow removal from the entire school grounds is still required and in the warmer weather months, the playground and grounds are used by the neighborhood and require constant clean-up.</p>
<p>Food Service (number varies)</p>	<p>WBCS contracts with a food service vendor for daily meals. During a state-mandated closure, WBCS would continue to offer meals to the WBCS community as a designated food distribution site (past practice). This typically requires four to six food service workers. The program is managed by the vendor but conducted from WBCS for the benefit of the whole community.</p>

West Buffalo Charter School has protocols that will allow all non-essential employees to work remotely. Faculty and staff will be provided devices such as employer-issued Chromebooks and Internet hot-spots for use during the period of building closure. All incoming phone calls to West Buffalo Charter School will be forwarded to an identified staff member's cell phone during scheduled work hours. Access to the building will be granted during specified hours.

West Buffalo Charter School will stagger work shifts of essential employees and contractors. Essential employees and contractors will rotate work days and stagger their daily hours to minimize the number of employees on site at any given time. A total of four Cleaners (per shift) will be on site each day, four in the morning and four in the

afternoon. Two members of the clerical staff will modify their work schedules to allow for a rotation of days limiting the number of staff onsite each day.

Plans for Remote Learning

Students in Kindergarten through Grade 8 will receive a combination of synchronous and asynchronous instruction aligned to NYSED guidelines whenever school is required to close due unforeseen and/or emergency circumstances. Students that receive Special Education services and/or English as a New Language services may be grouped in the same cohorts to help with scheduling and ensuring that their mandated minutes are met.

- At West Buffalo Charter School all remote instruction Kindergarten through Grade 8 will be aligned with the Next Generation Learning Standards. All students will meet the minimum required hours of instruction provided each day in the remote learning model.
- At West Buffalo Charter School students will participate in remote instruction and learning through live-streamed lessons and online, posted assignments. West Buffalo Charter School will provide clear opportunities for instruction that are accessible to all students and aligned to the Next Generation Learning Standards.
- In addition to meeting students' academic learning needs during periods of remote instruction, West Buffalo Charter School will also meet students' social-emotional needs through conversations, community circles, SEL lessons, and other activities.
- West Buffalo Charter School's core content remote instruction will be provided by a certified teacher. All students will have access to and interaction with an appropriately certified teacher on a regular basis.
- West Buffalo Charter School will be utilizing multiple methods for communication with families and caregivers during periods of remote instruction. The school will use a digital app to organize notifications, share up-to-date information, and to communicate regularly. The school will also utilize social media platforms to share information. All teachers will reach out via phone and/or email to check in on the students and answer any questions. Reference sheets, videos, and training modules will be provided to families

and caregivers to assist them with remote instruction, how to use a Chromebook, what to expect with live-streamed instruction, and much more. West Buffalo Charter School will work with the school's Parent Liaison to translate information into other languages to meet our diverse families' language needs.

Curriculum Extension Classes during Remote Instruction:

West Buffalo Charter School will offer several Curriculum Extension classes to K-8 students.

- Teachers will create a plan for how to give students assignments, feedback, and track their progress in the event the school transitions to a fully remote model.
- Teachers will develop digital and non-digital options for sharing student's creative works within the classroom community and with the broader school community.
- Teachers will use digital platforms and other methodologies that will enable students to collaborate on group projects even if at home.
- Teachers will utilize resources such as digital field trips and online arts collections.
- Teachers will use games and activities that require no physical contact and do not require students to be in close physical proximity to each other.
- Teachers ensure lessons are planned around the available space for instruction.

Academic Intervention Services:

Students in grades 3-8, including students with disabilities and English Language learners, who are at risk of not achieving State Learning Standards in English Language Arts, Mathematics, Social Studies, and or Science are entitled to receive Academic Intervention Services in accordance with Commissioner's Regulations section 100.2(ee). West Buffalo Charter School will use a school developed procedure to be applied uniformly at each grade level for determining which students are entitled to such services.

Grading:

West Buffalo Charter School has quarterly report cards that can be accessed through the eSchool Parent Portal. Kindergarten through 5th Grade uses standards based report cards and Grades 6-8 are graded using weighted categories (homework, tests, participation, etc.). All students will be graded using the same expectations and procedures.

Education for ELLs During Remote Instruction:

It is crucial that ELLs receive high-quality instruction, and WBCS will provide remote instruction aligned to the Blueprint for English Language Learner/Multilingual Learner Success. WBCS has incorporated co-planning time in the ENL teacher's schedules to coordinate with content area teachers for the delivery of remote learning. Teachers will get the opportunity to discuss and plan for the delivery of co-teaching models during integrated ENL, as well as discuss student progress during stand-alone ENL, and any other ways to support ELLs.

Education for Special Education Students During Remote Instruction:

WBCS will ensure that students with disabilities have equal access to the same opportunities including the provision of FAPE. WBCS will ensure that to the greatest extent possible each student with a disability can be provided the special education and related services identified within the student's IEP developed under IDEA or a plan developed under Section 504. WBCS will utilize a documentation system via Google Docs that reflects IEP mandates and Section 504 mandates, how each mandate will be met during remote instruction and a schedule for each provider to reflect the mandated minutes.

Appendix A: Fact Sheet

West Buffalo Charter School
113 Lafayette Ave.
Buffalo, NY 14213
School Leader: Andrea Todoro
2023-2024 Population: 500 Students
Total Classrooms: 47

Transportation Needs: 10-12 buses supplied by the Buffalo Public Schools, Outside districts include: Ken-Ton, Cheektowaga, Cleve Hill, Amherst, Williamsville, Sweet Home, West Seneca

Law Enforcement Agencies:

- Buffalo Police Department - 911
- Erie County Sheriff's Department - 911
- New York State Police - 911

Fire and Rescue Agency:

- Buffalo Fire Department – 911
- Special Needs for students or staff when evacuating the building

West Buffalo Charter School Chain of Command

Appendix B: Chain of Command

Name	Title
Andrea Todoro, School Leader	School Administration (WBCS)
Amy Jones, Chief Financial Officer	School Administration (WBCS)
Rachel Banas, Director of Operations and Student Services	School Administration (WBCS)
Lauren Lysiak, Director of Administrative Services	School Administration (WBCS)
Erin Clifford, K-8 Principal	School Administration (WBCS)
Maxine Perez, Receptionist	Office (WBCS)/Parent
Shawna Carlton, Nurse	Health Clinic (WBCS)
Brittany Mitchell, Director of School Business	Office Manager (WBCS)
Cpt. Boice/Cpt. Roach	Buffalo Police Department
Robert Schreck	WBCS Board of Trustees
Elizabeth Sterns	Substitute