

**HAVE YOU EVER HAD THE THOUGHT;
“I wonder if I should report this?” The answer is YES!**

GUIDELINES TO KEEP OUR SCHOOLS SAFE SHOULD YOU BECOME AWARE OF A THREAT

As a school system, it is imperative that we ensure the physical and emotional safety of all students and staff. We realize that to do this, students and families must feel connected to their school community. As part of our work in the Schenectady City School District, we stress the importance of collaboration and strive to build strong relationships with students and families.

To ensure that our schools are safe, we must work together. It is important that parents and students recognize potential warning signs of school violence and report them to school officials or law enforcement as soon as possible.

In this day of social media and instant sharing of information, parents and students oftentimes receive information that may be perceived as a threat to one or more of our schools. Any time you become aware of a threat, please report it immediately. The sooner we become aware of a threat made against the school or students, the sooner we can track it down and assess the validity of it. ***Please do not spread a rumor through social media.*** If we work together and always report what we see and hear, we, in conjunction with law enforcement, will be able to quickly investigate, identify sources and uncover key information and ensure the safety of our students.

Should you receive word during the school day of threat to the school over social media, please:

- Contact the main office at your child’s school right away and report that you have some information that needs to be shared with an administrator immediately.
- Please do not spread the news or forward a social media post to others. We need time to work with law enforcement so we can confirm the information and track it ASAP. If you do choose to forward it please include that school officials and law enforcement have been made aware of the situation.
- At this point, the administrator will begin to follow the steps outlined in our District and Building Safety Plan. This may or may not include contacting law enforcement and or placing the building into Lockdown.

Should you receive word outside of the normal school day of a threat to the school, please:

- Call 911 and report the information as a threat to the Schenectady City School District.
- Call your child’s school and let the principal know as soon as school is back in session

SCHOOL SAFETY IS EVERYBODY’S BUSINESS- IF YOU SEE SOMETHING, SAY SOMETHING

Please have a talk with your child about what they should do if they hear about a student who has a weapon in school or they see a social media post threatening school violence. It is important that students share this information with a trusted adult. For more information please go to;

<http://www.parenttoday.org/when-the-news-gets-scary/>

<https://www.nasponline.org/resources-and-publications/resources/school-safety-and-crisis/talking-to-children-about-violence-tips-for-parents-and-teachers>

http://www.pbs.org/parents/talkingwithkids/news/talking.html?utm_source=Twitter&utm_medium=channel&utm_campaign=PBS#.UMt024mgE6U.twitter

