

**Employee Handbook
2024-25**

Frontier Central School District



“Working Together For Excellence”

General Disclaimer

This Employee Handbook is a general guide to the policies, practices, and benefits in the Frontier Central School District. Neither this handbook nor any other communication or practice creates an employee contract or gives any employee special rights or privileges. Frontier CSD reserves the right to change, amend, or terminate the content or application of its policies, programs, or benefits that are described in this handbook. These changes may be implemented even if they have not been first communicated, reprinted, or substituted in this handbook. Policies are approved by the BOE; they will be available on the district website: <https://go.boarddocs.com/ny/frontiercsd/Board.nsf/Public#>

Dear Staff,

Welcome to the Frontier Central School District! On behalf of Human Resources, we extend our warmest greetings and well wishes for the new school year.

The Frontier CSD is committed to fostering an environment where every employee is valued, respected, and provided with opportunities to grow both professionally and personally. Our shared goal is to create a positive and inclusive atmosphere that promotes collaboration, innovation, and excellence in all that we do. Your role is an integral part of the educational experience we offer to our students, parents, and the community at large. Your dedication to your work will undoubtedly leave a lasting impact on the lives of those we serve.

This Employee Handbook serves as a guide to inform you about the District's policies and procedures, including key employee policies that must be acknowledged annually. It is every employee's obligation to comply with all District policies. Should you have any questions or require assistance, our HR team is here to support you.

New employees, hired between July 1 and October 1, will complete the Annual Acknowledgment and the mandatory Vector training with all staff, which is due by October 31st annually. New employees hired between November 1st and June 30th will complete their Annual Acknowledgement and mandatory Vector training within 30 days of hire. Your electronic or written signature will indicate that you received a copy of the Employee Handbook and that you have read the key employee policies contained herein.

Employees of the District can access the Board of Education Policy Manual, complete with a full text of all board policies at <https://go.boarddocs.com/ny/frontiercsd/Board.nsf/Public#> All updates to Board policies are maintained in this online version.

We believe in open communication and encourage you to engage with your colleagues, supervisors, and HR staff members. Your insights and feedback are crucial as we continue to enhance our working environment to ensure the Frontier CSD remains an exceptional place to learn and work.

Once again, welcome to the new school year. We are excited to have you as part of our team and look forward to the contributions you will make to our community. Your dedication and commitment are deeply valued, and we are confident that together, we will achieve great things.

Sincerely,

Patrick Moses, Assistant Superintendent for Human Resources
JoAnn A. Balazs, Director of Employee Engagement & Human Resources

District Profile

The Frontier Central School District is located in the Town of Hamburg, along the beautiful shores of Lake Erie and in the shadow of the Peace Bridge to Canada. The District, with an estimated population of 38,000 comprises a suburban area of approximately 39 miles in the southern portion of Erie County, New York.

Student enrollment is approaching 5,000, making Frontier one of the larger school districts in the suburban region of Buffalo, New York. Frontier Central School operates its own Pre-K program- offering both full day and half-day programs within its Elementary Schools. The District has four elementary schools: Big Tree, Blasdell, Cloverbank, and Pinehurst, a Middle School (Grades 6-8) and a High School (Grades 9-12). The District also added a Big Picture Program which has just concluded its first full year during the 23-24 school year, partnering with Erie Community College to operate within its South Campus.

DISTRICT ADDRESSES & PHONE NUMBERS

Frontier Educational Center
5120 Orchard Avenue
Hamburg, NY 14075
716-926-1700

Frontier High School
4432 Bayview Road
Hamburg, NY 14075
716-926-1720

Frontier Middle School
2751 Amsdell Road
Hamburg, NY 14075
716-926-1730

BIG Picture Academy
SUNY ECC South Campus
4041 Southwestern Boulevard
Orchard Park, NY 14127
716-270-5364

Big Tree Elementary
4460 Bayview Road
Hamburg, NY 14075
716-926-1740

Blasdell Elementary
3780 South Park Avenue
Blasdell, NY 14219
716-926-1750

Cloverbank Elementary
2761 Cloverbank Road
Hamburg, NY 14075
716-926-1760

Pinehurst Elementary
6050 Fairway Court
Lakeview, NY 14085
716-926-1770

Board of Education Policies

Board of Education Policies govern the operation of the school system and provide a guide for all employees' discretionary actions. Board Policies reflect the legal requirements for NYS school districts. The formulation and adoption of these written policies constitute the means by which the Frontier Central School District exercises its leadership in the operation of the school system.

A complete set of Frontier Board of Education Policies are available on the District's website at:
<https://go.boarddocs.com/ny/frontiercsd/Board.nsf/Public#>

Each employee should understand the requirements of the core policies contained in the Handbook. Employees are encouraged to access the complete text of each policy online.

While all Board policies are important and must be adhered to, the policies set forth below are ones that all Frontier employees must know and understand. Please read the policies below and complete the electronic or written acknowledgement. Your electronic or written signature indicates that you have received this document and have read and understand the policies contained herein. If you have any questions about these policies, please call Patrick Moses, Assistant Superintendent for Human Resources, at 716-926-1791 or email pmoses@frontiercsd.org. Please remember that policies may change throughout the school year. Policies will automatically be updated in this handbook via the blue links. If you are viewing the Employee Handbook as a paper, or hard copy, please realize that you will need to access the complete text of each policy online. If you do not have regular access to a computer, and want to get access to the current version of any Board of Education policy, please contact the Superintendent's Secretary/District Clerk, Shannon Cross at scross@frontiercsd.org

Selected Board of Education Policies

Click on the "blue" link to view the full policy

3280	Use of School Facilities: Rules for Use of School Buildings, Grounds & Equipment by Outside Groups
3410	Code of Conduct on School Property
3420	Respecting Cultural Diversity
3421	Non-Discrimination and Anti-Harassment in the District
3421F	Complaint Form: Non-Discrimination and Anti-Harassment
3422	Title IX and Sex Discrimination
5640	Smoking, Vaping, and Tobacco Use
6121	Sexual Harassment in the Workplace
6151	Drug-Free Workplace
6180	Staff-Student Relations (Fraternization)
6450	Theft of Services or Property
6470	Staff Use of Computerized Information Resources
7240	Student Records: Access and Challenge
7530	Child Abuse and Maltreatment
7549	Dignity For All Students

To follow is a brief description of each policy and a link to the full policy (click on blue number):

Use of School Facilities: Rules for Use of School Buildings, Grounds & Equipment by Outside Groups 3280

The Board recognizes the value of commercial vendors to provide to students' services having a legitimate school purpose. It authorizes the Superintendent or his/her designee to allow the use of commercial vendors to assist in performing such functions provided they do not violate the New York State Constitution or guidelines established by rulings from the Commissioner of Education.

Code of Conduct on School Property 3410

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 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.

Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender as defined in Education Law Section 11(6), or sex; provided that nothing in this subdivision shall be construed to prohibit a denial of admission into, or exclusion from, a course of instruction based on a person's gender that would be permissible under Education Law Sections 3201-a or 2854(2) (a) and Title IX of the Education Amendments of 1972 (20 USC Section 1681, et seq.), or to prohibit, as discrimination based on disability, actions that would be permissible under 504 of the Rehabilitation Act of 1973.

Respecting Cultural Diversity 3420

One of the Core Values of the Frontier Central School District is the necessity of understanding diversity is essential to understanding our world. Therefore, the District is committed to providing an educational environment that respects cultural diversity and is free of harassment or intimidation by employees, students, visitors, guests, or others which violates this policy.

It shall be a violation of this Policy for any employee, student visitor, guest, or others to harass, abuse, provoke, or intimidate any student, employee or guest of the District on the basis of race, color, ethnic, cultural or religious background, gender, sexual orientation, or national origin. The District will act to investigate all complaints, whether formal or informal, written or verbal, of harassment or intimidation under this policy and to discipline any student or employee who violates this policy.

Non-Discrimination and Anti-Harassment in the District 3421

The Board 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 in areas which the District would have jurisdiction and applies to the dealing between or among the following parties on school property and at school functions, events, programs, or activities held at other locations: students; employees; applicants for employment; paid or unpaid interns; anyone who is (or is employed by) a contractor; subcontractor; vendor; consultant; or other

person providing services pursuant to a contract in the workplace; volunteers; and visitors or other third parties.

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).

The 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. Anyone who knowingly makes a false accusation will face appropriate disciplinary action. Retaliatory behaviors directed against complainants, victims, or witnesses is prohibited.

Complaint Form: Non-Discrimination and Anti-Harassment in the School District [3421F](#)

This complaint form should be turned in to your supervisor.

Title IX and Sex Discrimination [3422](#)

The District is committed to creating and maintaining education programs and activities which are free from discrimination and harassment. This policy addresses complaints of sex discrimination, including sexual harassment, made under Title IX of the Education Amendments Act of 1972 and its implementing regulations (Title IX). It is just one component of the District's overall commitment to maintaining a discrimination and harassment-free educational and work environment.

Title IX prohibits discrimination on the basis of sex in any education program or activity operated by a district that receives federal financial assistance. As required by Title IX, the District does not discriminate on the basis of sex in its education programs and activities or when making employment decisions.

The District adopts this policy as part of its effort to provide for the prompt and equitable resolution of complaints of sex discrimination, including sexual harassment. The District will promptly respond to reports of sex discrimination, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections to complainants and respondents, and impose sanctions and implement remedies when warranted.

Inquiries about this policy or the application of Title IX may be directed to the District's Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Smoking, Tobacco, and Tobacco Use [5640](#)

NYS Law prohibits tobacco and cannabis (marijuana) use anywhere on school grounds. Smoking, vaping or ingesting of tobacco or cannabis are prohibited on school grounds and within 100 feet of entrances, exits, or outdoor areas of any of the District's schools. In addition, the use of tobacco or cannabis products,

smoking, and vaping are prohibited at any school sponsored event or activity that occurs off school grounds.

Sexual Harassment in the Workplace [6121](#)

The Board affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District employees an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises and in another state. It is essential that any employee who believes he/she has been a victim of sexual harassment in the work environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment to the compliance officers below or by calling the NYSDHR toll free confidential hotline: 1-800-HARASS-3 (1-800-427-2773) Monday through Friday, 9:00 AM to 5:00 PM

Drug-Free Workplace [6151](#)

The Board affirms that all programs in the District that receive Federal funds will guarantee that their workplaces are free of controlled substances. "Controlled substance" means a controlled substance in schedules I through V of the Controlled Substances Act. Workplace is defined as any school building or school premises.

Staff-Student Relations (Fraternization) [6180](#)

The Board requires that all District employees maintain a professional, ethical relationship with District students that is conducive to an effective, safe learning environment, and that staff members act as role models for students at all times, whether on or off school property and both during and outside of school hours. Staff must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety. It is essential that any employee who is aware of and/or who has knowledge of or witnesses any possible occurrence of inappropriate behavior, immediately report such alleged fraternization to their Building Principal or Supervisor.

Theft of Services or Property [6450](#)

The theft of services or property from the District by an employee will result in immediate disciplinary action that can lead to dismissal or other penalty, and shall not preclude the filing of criminal or civil charges by the District.

Staff Use of Computerized Information Resources [6470](#)

The Board will provide staff with access to various computerized information resources through the District's computer system (DCS) consisting of software, hardware, computer networks, wireless networks/access, and electronic communication systems. Access to confidential data is a privilege afforded to District employees in the performance of their duties. Staff members must ensure that confidential information is properly maintained. Staff members who engage in unacceptable use may lose

access to the DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously, or unlawfully damages or destroys property of the District. Staff members should not expect that information stored on the DCS is private.

Student Records: Access and Challenge [7240](#)

The District will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Under its provisions, parents/guardians and noncustodial parent(s), attending post-secondary education, have a right to inspect and review any and all educational records maintained by the District. An opportunity to challenge the content of school records, to ensure that the records are not inaccurate, misleading, or otherwise inappropriate data contained therein.

Child Abuse and Maltreatment [7530](#)

The District takes seriously the obligations of its officers and employees to report cases of child abuse or maltreatment. The District is committed to the protection of students in educational settings from abuse and maltreatment by employees or volunteers as enumerated in law. Persons required to report cases of child abuse or maltreatment to the State Central Register (SCR) pursuant to Social Services Law Section 413(1) include, but are not limited to, school teachers, school counselors, school psychologists, school social workers, school nurses, school administrators or other school personnel required to hold a teaching or administrative license or certificate, and full- or part- time compensated school employees required to hold a temporary coaching license or professional coaching certificate. The "Report of Suspected Child Abuse or Maltreatment" Form LDSS-2221A may be accessed at the website of the NYS Office of Children and Family Services.

Dignity For All Students [7549](#)

The District seeks to create an environment free of harassment, bullying, and discrimination, to foster civility in its schools, and to prevent conduct which is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. In addition, other acts of harassment, bullying, and/or discrimination which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline or other corrective action.

Reports of discrimination or harassment against a student should be made to the DASA Coordinator in your building. The list of DASA coordinators can be found on the District's website. All District staff who are aware of harassment, bullying, and/or discrimination, are required to orally report the incident(s) within one (1) school day to the principal, Superintendent, or his/her designee and report it in writing within two (2) school days after making an oral report. The principal, Superintendent, or the principal's or Superintendent's designee will lead and/or supervise a thorough investigation of all reports of harassment, bullying, and/or discrimination, and ensure that such investigations are completed promptly after receipt of any such reports.



Department of Human Resources

Name	Title	Email	Phone
Patrick Moses	Assistant Superintendent for Human Resources	pmoses@frontiercsd.org	Ext: 1790
JoAnn Balazs	Director of Employee Engagement and Human Resources	jbalazs@frontiercsd.org	Ext: 1784
Lisa Doyle	Human Resources Assistant	ldoyle@frontiercsd.org	Ext: 1791
Polly Belsenich	Health & Benefits Clerk	pbelsenich@frontiercsd.org	Ext: 1792
Maria Lorden	Clerk Typist	mlorden@frontiercsd.org	Ext: 1719
Rosanna Freund	Account Clerk Typist	rfreund@frontiercsd.org	Ext: 1793

Please contact HR as follows:

Patrick Moses <ul style="list-style-type: none"> ➤ All personnel matters related to Certified Staff (teachers and administrators) <ul style="list-style-type: none"> ○ Recruitment, Retention, & Retirement ○ Contract compliance 	JoAnn Balazs <ul style="list-style-type: none"> ➤ All personnel matters related to Support Staff/Civil Service <ul style="list-style-type: none"> ○ Recruitment, Retention, & Retirement ○ Contract compliance
Lisa Doyle <ul style="list-style-type: none"> ➤ Leaves of Absence (FMLA, maternity, disability, medical/non-medical, reinstatements, etc.) ➤ Co-curricular ➤ Graduate Hours ➤ Employment Verification ➤ Loan Forgiveness 	Maria Lorden <ul style="list-style-type: none"> ➤ Substitute Teachers ➤ Substitute Support Staff ➤ Workers' Compensation ➤ Reasonable Assurances & Renewals (10 month staff) ➤ Professional Growth ➤ Building Access (ID tags)
Polly Belsenich <ul style="list-style-type: none"> ➤ Health Insurance ➤ P&A Accounts (Vision, HRA, Flex) ➤ Life Insurance ➤ Vector/Annual Acknowledgements ➤ Parking tags 	Rosanna Freund <ul style="list-style-type: none"> ➤ Employee Attendance ➤ Red Rover

NOTICE: EQUAL EMPLOYMENT OPPORTUNITY:

The Frontier CSD is an equal opportunity employer (Policy [6120](#)) that does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, creed, national origin, religion, sex (including gender identity or the status of being transgender), sexual orientation, disability, age, military status, predisposing genetic characteristics, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws (e.g., the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973). The Civil Rights Compliance Officer and will promptly investigate complaints of alleged discrimination.

Reporting Allegations of Employment Discrimination: The 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. Anyone who knowingly makes a false accusation will face appropriate disciplinary action. Retaliatory behaviors directed against complainants, victims, or witnesses is prohibited.

Updates to Personal Information

It is essential that we maintain accurate records for payroll, benefits, and all other personnel matters. Please inform the Human Resources Office in writing should you have any changes in name, address, phone number, and/or family or marital status.

Employee Assistance Program (EAP)

The Board of Education recognizes the importance of helping employees deal with problems that may affect the employee's ability to perform his/her job. The District's Employee Assistance Program (EAP) is available to all employees, their families, to help resolve personal problems in an effective and confidential manner. The services are free to the employee and are a neutral and confidential resource.

<https://eap.cfsbny.org/employees/>

Certification

NYS teaching certification requirements are revised regularly by the NYSED. Certificate holders are responsible for maintaining their own certification(s) for employment purposes. Professional certificates in all classroom teaching and school leader titles are to be maintained through continuing professional development. Each certificate holder should make sure that the State Education Department receives the necessary information to process the application for certification. Certificate holders are responsible for meeting ongoing CTLE requirements and registering according to the prescribed timelines set by the NYS Education Department. Teachers and school leaders must remain informed. Lapsed certification may be cause for termination of employment.

If you obtain additional certifications, please notify Human Resources so that your certification status can be confirmed in TEACH and updated in your personnel file. Completion of degrees should also be reported to Human Resources so that contractual benefits can be processed.

For information regarding NYSED certification visit:

<http://www.highered.nysed.gov/tcert/certificate/typesofcerts.htm>

Or contact Erie 1 BOCES Regional Certification Officer Michael Pasierb at: 716-821-7064

For information on CTLE Requirements and Registration visit:

<http://www.highered.nysed.gov/tcert/certificate/maintaincert.html>

Benefits

The District provides comprehensive medical insurance and benefits to all covered employees pursuant to their respective collective bargaining agreements. For all matters related to health insurance, life insurance, P&A accounts (vision plan, health reimbursement account, or flexible spending account), contact Polly Belsenich, Benefits Coordinator, x 1792.

Staff Absence Procedures

All employees are required to work within their accrual of sick, personal, and vacation days. Please refer to your collective bargaining agreement for procedures on using and requesting sick, personal, and/or vacation time off. **The District now utilizes Red Rover for ALL STAFF absences.** ALL STAFF are required to request leaves of absence (vacation, personal, sick, bereavement, etc.) through Red Rover. When planning for time off, please also notify your immediate supervisor as soon as possible and then utilize Red Rover to document the requested use of leave.

Leaves of Absences

Employees seeking a leave of absence must submit a Request for Leave of Absence form to Human Resources. All requests for a leave of absence must be submitted to Lisa Doyle, at least 30 days in advance, when possible. Please note there are specific timelines and procedures for filing for a leave of absence. Please call the HR office, 716-926-1791, for more information.

Leave of absence options (refer to your collective bargaining agreement for more information):

Family and Medical Leave Act (FMLA)

- The district allows eligible employees to take unpaid FMLA leave for up to 12 work weeks in a 12-month period as determined by the District. Employees are eligible if they have been employed by the District for at least 12 months and for at least 1,250 hours of service during the previous 12-month period.
- For more information on FMLA, see Board Policy [6551](#)

Worker's Compensation

- Worker's Compensation (WC) refers to a work-related injury. Any employee of the Frontier Central School District absent from work as a result of an injury arising in the course of employment with the District is entitled to receive benefits under the NYS Workers Compensation Act. Please contact Maria Lorden at 926-1719, immediately or within 24 hours to submit a report of a work-related injury.

Resignation

Employees should provide thirty (30) days' notice prior to the effective date of resignation. Notice should be in writing and submitted to Human Resources. Upon leaving the District, all employees must return their ID badge, parking tag, keys, and electronic devices.

Retirement

Membership in either the NYS Teacher Retirement System or the NYS Employees' Retirement System is a mandatory benefit for full-time employees and optional for part-time employees. If you are contemplating retirement, please schedule an appointment with Human Resources to review your status and benefits. Be sure to read and understand contract notice periods, together with eligibility requirements as set forth under either NYSTRS or NYSLRS.

For more information on retirement:

- Service employees should contact JoAnn Balazs
- Teachers and Administrators should contact Patrick Moses

Payroll Information:

Payroll is disbursed through Direct Deposit. Under this plan, the district will electronically transfer your pay to the bank of your choice. Each pay period you will receive a direct deposit document that shows proof of your gross pay, all deductions, and the net pay that was deposited into your bank account. For more information, please contact Kelly Hosken (FCEA) at x1121 or Shanna Lockhart (FCTA) at x1123 in the Payroll Department.

Flexible Spending Accounts

A Flexible Spending Account (FSA) is a program set up under IRS 125 regulations which allows employees to set aside a portion of their pay pre-tax to use for eligible expenses like medical, dental, vision and child care/elder care expenses that are not covered by insurance, or only partially covered. Because it is deducted from your pay before taxes, you can save up to 30% on your dollar (depending on your tax bracket).

Accounts available include Health Premium Contribution (Employee contributions are automatically deducted via this account), Health / Medical, Dependent Care Assistance, Individual Premium, and Adoption Assistance.

Tax Deferred Savings

The 403(b)/457(b) are ways of accumulating savings using current pretax income in personal retirement savings accounts. The District works with the Omni Group to manage our 403(b)/457(b) plans to ensure that all participating employees, and each of the various vendors and their agents adhere to all the many compliance regulations of the Internal Revenue Service. Please see Shanna Lockhart in payroll for more information.

District Safety

Frontier is committed to providing a safe working & learning environment for all students and staff.

District & Building Safety Plans

In accordance with New York State's Safe Schools Against Violence in Education (SAVE) Legislation, Frontier's district-wide school safety plan identifies specific safety and security programs that focus on prevention, intervention and crisis response. This district-wide plan is a public document and available at on the District website at: <https://www.frontiercsd.org/Domain/966>

Building-based emergency response plans are confidential. They are shared internally, with law enforcement and with emergency responders. These plans reflect the protocols defined in the district-wide plan. Each school has designated staff members who have been trained to respond in emergency situations. During an emergency, every possible step will be taken to ensure student and staff safety. Our schools and emergency responders will make every effort to provide reliable communication with our staff and families.

Emergency Response Procedures

The New York State Emergency Responses are listed below. Districts are required to conduct annual training on these procedures.

NY STATE EMERGENCY RESPONSE **S.H.E.L.L.**

SCHOOL NAME:
911 ADDRESS:



SHELTER-IN-PLACE

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take Attendance.
- Listen for updates.



HOLD-IN-PLACE

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT TERM EMERGENCIES.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Listen for updates.



EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off site location.
- Listen for updates.



LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED **SCHOOL BUILDINGS** DURING INCIDENTS THAT POSE AN IMMINENT CONCERN OUTSIDE OF THE SCHOOL.

ACTIONS:

- Listen for instructions regarding the situation and your actions.
- Lock all exterior doors and windows.
- Leave blinds/lights as they are.
- Take Attendance.
- After initial instructions, listen for updates.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates.



LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED **CLASSROOMS** DURING INCIDENTS THAT POSE AN **IMMEDIATE THREAT OF VIOLENCE** IN OR AROUND THE SCHOOL.

ACTIONS:

- When you hear LOCKDOWN, LOCKDOWN announced, move quickly to execute the following actions.
- If safe, gather students from hallways and common areas near your classroom.
- Lock your door. Barricade if necessary.
- Move students to a safe area in the classroom out of sight of the door.
- Leave windows, blinds/lights as they are.
- Keep everyone quiet. Silence cell phones.
- Take attendance, if possible.
- Do not communicate through door or answer room phone.
- Do not respond to P.A. announcements or fire alarm.
- Stay hidden until physically released by law enforcement personnel.

These emergency responses are available in multiple languages: <https://www.nyscfss.org/translations>

Code of Conduct

The Frontier CSD is further committed to providing a safe and orderly school environment for all students and staff. Responsible behavior by students, teachers, district personnel, parents and visitors is essential. The Frontier CSD has an established Code of Conduct which is adopted annually by our Board of Education. It can be found on the District website at: <https://www.frontiercsd.org/Domain/966>

Building Access & Identification (ID) Badges for School Personnel

Full and part-time employees are issued ID badges with their name, photo, and building/department. As part of the district safety initiative, all staff must wear and display the District issued photo ID badge at all times while on duty. The ID badge is not only used as an identifier, it also provides requisite building access. Employees are issued access levels based on job locations and responsibilities.

IF YOU MISPLACE OR LOSE YOUR ID: It is important that you notify Human Resources so that building access associated with that ID can be shut down immediately. This is critical to ensuring that our buildings are only accessed by authorized personnel. A new ID badge will be issued and access reinstated. For questions about your ID badge, please contact: Maria Lorden at (716) 9276-1719.

Emergency School Closings

If schools need to be closed due to poor weather conditions or other emergency reasons, staff will be notified through several forms of communication, including automated calls, texts and emails from the District. Please be sure Human Resources has the most current contact information for these forms of communication.

When closing information becomes available it will also be posted on the district website at: www.frontiercsd.org.

Calendar Information:

The most up-to-date District Instructional Calendar, Holidays, and Timesheet/Payroll schedule can be found on the District's website at [Human Resources / Duty and Pay Schedules](#)