DOLGEVILLE CENTRAL SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN [2026-2027 SCHOOL YEAR]

Reviewed by the Board of Education: 7-20-2026
Adopted by the Board of Education: 8-17-2026

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, and 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 District-wide School Safety Plan has been developed in collaboration between the school and the community through the district's Wellness Committee and Health Council. In development of the plan, the committee/council relied upon NYSED school safety resources, including the guidance planning document and the facilities assessment document.

The Dolgeville Central School District supports SAVE legislation, and intends to engage in a continuous cycle of planning and assessment of its District-wide and Building School Safety Plans.

Section I: General Considerations

A. Purpose

The Dolgeville Central School's District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Dolgeville Central School District's Board of Education, the Superintendent of the Dolgeville Central School District appointed a District-wide Wellness Committee and Safety Council and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of School Wellness Committee and Safety Council

The Dolgeville Central School District has appointed a District-wide Wellness and Safety Council consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and other school personnel. The members of the committee and their positions or affiliations are as follows:

Name	Title/Affiliation
District Health/Safety Coordinator	Joseph Gilfus
Superintendent of Schools	Joseph Gilfus
Business Administrator	Jessica Radley
Secondary School Principal 7-12	Michelle Primeau
Elementary School Principal PK-6	Timothy Barnes
Director of Pupil Services	Nadine Paul
Parent/Community Member	
Head Custodian	Wayne Congdon
School Lunch Manager	Anthony DuPuis
Transportation Supervisor	Joe Stack
Athletic Director	Dan Zilkowski

Name	Title/Affiliation
K-12 Guidance Counselor	Mirella Pazzaglia
K-12 Guidance Counselor/Parent	Dan Guenthner
PK-Grade 6 School Nurse	Chelsea Snyder
Grades 7-12 School Nurse	Jackie Congdon
School Psychologist	Mary Dieffenbacher
Preschool Representative/Parent	Julie Castor
Teacher Rep - Elementary	Lee Gonyea
Teacher Rep – Middle	Robert Wein
Teacher Rep – High School/Parent	Kathryn Bilinski
Teaching Assistant Rep	Sabrina Edick

Name	Title/Affiliation
Dolgeville Fire Department Rep.	Michael Shepardson
MOVAC Ambulance Representative	Robert Parry
Dolgeville Police Representative	Phil Klosner
Dolgeville Police Representative	Craig Eggleston

Name	Title/Affiliation
Student Representative	Student Council President
BOE Representative	Tiffany Rutkowski
BOE Representative	Jeremy Boyer
School Social Worker	Vanessa Boyer

C. Concept of Operations

The District-wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plans for the PK-6 building and the 7-12 building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.

The District-wide School Safety Plan was developed by the District Wellness Committee and Safety Council, reliant upon the knowledge of the school district, guidance of NYSED planning/assessment documents, areas of concern addressed over time by the District Wellness Committee and Safety Council, and careful assessment of previous responses of the District to emergencies over time.

In the event of an emergency, the Superintendent of Schools or his/her designee shall activate the District-wide School Safety plan and the Building-wide Emergency Response plans. Following the chain of command determined in the Emergency Plan Flow Chart (Appendix A), the Board of Education, district-wide departments, and outside agencies will be notified as necessary.

D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department and placed on the district's website within 30 days of adoption. This plan will be reviewed periodically throughout the year and maintained by the District Wellness Committee and Safety Council. A copy of the District-wide School Safety Plan will be available at the district office.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

The district and its schools utilize the following programs and activities to prevent emergencies and to intervene when district/school health and safety is threatened (pending Covid restrictions):

- District-wide Code of Conduct, which includes expectations for appropriate behaviors and consequences for inappropriate behaviors.
- Athletic Code of Conduct, which includes specific expectations for appropriate behaviors and consequences for inappropriate behaviors for all district student-athletes.

- Research-based prevention programs through Catholic Charities: Too Good for Drugs, Too Good for Violence, Life Skills, and Good Touch/Bad Touch.
- Dignity for All Students Act (DASA) coordinator
- Programs to promote general kindness and respect, such as: Grades PK-6 – "Bucket Filling" & "Super Kids", SOAR, Sweetheart & Heroes, and Primary Project Grades PreK-3 promoting play therapy, social skills, and kindness.
- Counseling services available at every level, PK – 12: PMHP, guidance counselors, school counselors, school psychologist, and counseling programs, Neighborhood Center Counseling Services, and access to the school district's licensed clinical social workers.
- Preventive social services through the Herkimer County DSS SIP Program and Kids Herkimer.
- The Health and Safety Expo through the Southern Adirondack Fire Prevention Team for grades 3-6.
- October Fire Prevention Presentations to individual classes, PK-6. (TBD)
- Bi-Monthly District Wellness Committee and Safety Council meetings.
- Bus Safety drills, three times annually for all students.
- Driver's Education, DWI Awareness program.
- Programs to address specific health and safety issues through Bailey's Karate, the National Center for Missing and Exploited Children, YWCA, Connected Community Schools, and other community organizations.
- Run Like a Girl and No Guts No Glory running/character building programs.
- Open Houses with representation of a wide range of community health, wellness, and safety organizations.
- Firefighters' Challenge for Grades 7-12.
- A variety of programs (Morning Program, Monthly Magic, Student Success) and assemblies (Student Success Assemblies, Arts in Education Assemblies), and assemblies by outside providers (Motivational Media multimedia presentations, for example) focusing on building a positive, safe, and healthy school culture are presented each year.

- ***Trainings, Drills and Exercises***

To prepare for the eventuality of emergencies, faculty, staff and students practice the following:
- Fire Drills
- Bus Evacuation Drills
- Go-Home-Early Drills
- Shelter-in-Place, Hold-in-Place, and Lockout Drills
- Evacuation to Alternate Site Drills: Churches and Fire Station
- Lockdown Drills

Faculty and staff prepare to prevent and intervene in emergencies by:
- Receiving in-service on the Building-level Emergency Response Plans
- Receiving in-service on Blood-Borne Pathogens, "Right to Know", Sexual Harassment, and DASA
- Providing selected staff members with training in CPR/AED/First Aid (Note: Staff members who are not selected may also voluntarily participate in the training and will be covered under the Good Samaritan Act.)
- Providing selected staff members with training in the use of the second floor evacuation chair
- Providing selected staff members with Non-Violent Crisis Intervention training.
- Active school shooter training.
- Narcan Training.

After each drill or live emergency situation, the District Wellness Committee and Safety Council solicits comments/ questions from all staff and emergency personnel. Information is compiled and analyzed by the District Health and Safety Committee and adjustments to the District-wide Safety Plan and Building-wide Emergency Plans are made as necessary.

The district employs personnel to man two points of entry to the building during the day. Those persons have guidelines for allowing persons to enter/leave the building, including sign-in/sign-out sheets, controlled "buzz through" doors, and ID badge issuance. Both reception rooms have live security camera displays to monitor movement in the building. They also have phone access to contact the offices, administration, or emergency services. The only professional security in the building for the 2026-2027 school year will be the trained Special Patrol Officer, a position established through an interagency agreement with the Village of Dolgeville.

Implementation of School Security

Dolgeville Central School District has two points of controlled access during the school day when classes are in session: the PK-6 entrance and the 7-12 entrance. Both entrances are monitored by receptionists in closed security booths. Anyone visiting the school during the time classes are in session must sign in and obtain a visitor's badge, which includes visitors to provide official I.D. documentation that scanned into the district's Raptor System (VisitU). The receptionists control access into the building electronically with a buzzer system that stabilizes visitors in the "fishbowl" area until I.D. is confirmed through the VisitU system. The receptionists also call ahead to the visitor's destination to determine the legitimacy of visitors in the building and may be asked to escort certain persons to their destination. Throughout the building, there is considerable video surveillance, which receptionists can view in real time. In addition, during the 2026-2027 school year, the district will have the services of a Special Patrol Officer through an interagency agreement with the Village of Dolgeville. Dolgeville will continue to utilize their Schedule N funding for the following: 1. Installation of additional cameras and software. 2. Purchase additional internal and external door fob security (including intercom), and 3. Hardening of interior doors: this includes removal and replacement of the oldest sets of hallway doors in the building.

Vital Educational Information

Information about students and staff is available to school staff in hard copy, and via computer from any computer or device with internet capability. Information includes emergency contact information, phone numbers, addresses, medical alerts, attendance, e-mail addresses, and other relevant information.

B. Early Detection of Potentially Violent Behaviors

The Dolgeville Central School District employs several strategies for early detection of potentially violent behaviors, as well as interventions to prevent them.

- An open line of communication between faculty/staff/administrators/students/parents/community members for the purposes of reporting potentially violent behaviors that come to an individual's attention through direct knowledge, rumor, or written/oral/electronic communication.
- The district and local police department communicate regularly regarding situations that may lead to school or community violence.
- Screenings through PMHP assist in early identification of student health (behavioral, emotional, social, mental) and family-based issues.
- Child Study Teams at all three levels of the District (elementary, middle, high school) identify and seek interventions for health (behavioral, social, emotional, mental) and family-based issues.
- All staff members throughout the District will maintain certification in Crisis Prevention and Intervention (CPI), a method of de-escalating violent situations and, if necessary, properly restraining a violent student.
- Staff and faculty participate in workshops as they become available to learn effective management strategies for students with behavioral issues.
- Students who are demonstrating behaviors that could harm themselves or others are referred for an immediate "Risk Assessment" with the district's school psychologist or counselors.
- Students who are demonstrating low to moderate risk behaviors are referred to school counselors for intervention.

- Students who are demonstrating high risk behaviors are referred for immediate services through outside agencies. The district may contact the Mobile Crisis Assessment Team for a higher level of assessment and intervention. Link System through Community Schools to assist families with obtaining mental health and medical services.
- Law enforcement is contacted for students who are demonstrating the highest risk of self-harm or harm to others and are in an immediate crisis situation. Students in immediate crisis situations may be transported, voluntarily or involuntarily, via police vehicle or ambulance for mental health evaluation at a hospital. The district may contact the Mobile Crisis Assessment Team for a higher level of assessment and intervention.

C. Hazard Identification

All areas of the school – its buildings, grounds, facilities, buses, and off-site trip locations – have the potential for being hazardous. Dolgeville Central School has conducted a Facilities Assessment to determine potential risks. The district's insurance company, NYSIR (NYS Insurance Reciprocal), and the HFHO BOCES Safety Office also conduct periodic risk assessments to minimize hazards. Identified risks and hazards are remediated as soon as possible.

Section III: Response

A. Notification and Activation (Internal and External Communications)

The district has established a clear line of communication and protocol through the use of a flow chart, which is updated at least annually. In the event of a violent incident, employees are encouraged to contact a building administrator, the superintendent, or the business administrator immediately. However, employees shall always have the option of dialing 911 immediately instead of first notifying an administrator in the event of a serious incident.

Whenever there is a disaster or act of violence, the flow chart (Appendix A) will be utilized to facilitate communications. In addition to the flow chart, the following methods of communication may be utilized:

● Weather Channel Email Alerts ● NOAA Weather Radios ● National Weather Service Email ● Hand-Delivered Paper Messages ● Phones ● Cell Phones ● E-mail ● Faxes	● School Intercom System ● Walkie-Talkies/Radios ● Bus Radios ● District Website and Phone App ● Parent Square ● District Facebook Page ● Local Media Emergency Postings ● School Messenger Parent Notification System ● **Herkimer County 911 (315-866-0974)**

Whenever a disaster or act of violence occurs, the superintendent or his/her designee will call an emergency meeting of all administrators and supervisors to assess the situation and create a response. School counselors and nurses may also be asked to attend the meeting.

B. Situational Responses

Multi-hazard Response

The multi-hazard response plan is designed for taking action in emergencies that may include the following:

• Violence/Threats of Violence • Hostage/Kidnapping • Natural Disaster • Weather Related Disaster • Civil Disturbance • School Bus Accident • Gas Leak • Water/Power Failure • Dam Failure	• Intruder • Cyber Attack • Explosive/Bomb Threat • Hazardous Material Leak/Spill • Biological Hazard • Radiological Hazard • Epidemic (Disease) • Wild Animal Threat • Others as Determined by Council

For each situation, a determination will be made by the superintendent or his/her designee and the crisis team to the type(s) of most appropriate response. Responses will consist of one of the five responses below, or a combination of the five responses below:

Shelter-in-Place Used to shelter students and staff inside the building.
Hold-in-Place Used to limit movement of students and staff while dealing with short term emergencies.
Evacuate Used to evacuate students and staff from the building.
Lockout Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.
Lockdown Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

*Note that Dolgeville Central School is a designated Red Cross Emergency Shelter, as it is equipped with an emergency power source (generator), with full use of a cafeteria, gymnasium, nurse's office, auditorium and restroom/shower areas. In the event that an event required Red Cross to designate the school as an emergency shelter, Red Cross would assume authority.

Responses to Acts of Violence: Implied or Direct Threats

Implied or direct threats by students, staff, or visitors will be reported immediately to the building principal and superintendent or their designees, who will determine the level of threat and respond accordingly. Depending on the threat level, any or all of the following responses may be used:

- Enlist assistance of SPO and law enforcement agency (dependent on jurisdiction)
- Threat assessment by school psychologist or counselor
- Threat assessment by Children's Mobile Assessment Team (CMAT) or hospital
- Threat assessment by Mobile Crisis Assessment Team (MCAT)
- Hold-in-Place, Shelter-in-Place, Evacuation, Lockdown
- Early dismissal

Acts of Violence:

Acts of violence committed by students, staff, or visitors to the school will not be tolerated. When an act of violence occurs, it will be reported immediately to the building principal and superintendent, or their designees, and the SPO. Depending on the type and level of violence, any or all of the following responses may be used:

- Enlist assistance of law enforcement agencies (dependent on jurisdiction).
- Shelter-in-Place, Hold-in-Place, Evacuation, Lockout, or Lockdown
- A nurse or EMT evaluates injuries, and calls 911 for emergency medical assistance, if necessary.
- Investigate the incident.
- If a student, discipline perpetrator according to Code of Conduct guidelines.
- If a staff member, discipline in accordance with New York State Education Law or Criminal Law Guidelines.
- If a visitor, suspend or ban from school property, press charges if applicable through Criminal Law Guidelines.

Response Protocols:

Emergency response protocols shall be in accordance with the Crisis Response Flow Chart. Plans to safeguard students and staff shall include shelter-in-place, hold-in-place, evacuations, lockouts, lockdowns, and early dismissals. Procedures are in place in each building level plan for transportation of students from the school or from emergency evacuation sites. In the case of large-scale emergencies, parents will be contacted through the district's School Messenger System, via the district's Facebook page, and via local media outlets. Procedures for contacting local media outlets are in place and available to all district administrators and the superintendent's administrative assistant. Following any emergencies, a debriefing meeting will be held by the District Wellness Committee and Safety Council to analyze the response to the emergency. Input from faculty and staff will be solicited as part of the debriefing. Results of the analysis will be used to improve the district-level and building-level emergency plans.

Arrangements for Obtaining Emergency Assistance from Local Government

In the event of an emergency, the building principal or superintendent or their designees or the SPO will contact 911 for emergency law enforcement, fire, or EMS response. The superintendent will notify the Board of Education president, Scott Hongo, and the HFHO BOCES District Superintendent DJ Shepardson.

Procedures for Obtaining Advice and Assistance from Local Government Officials

The superintendent or his/her designee will contact the emergency management coordinator and/or local government officials for assistance, as deemed necessary.

A listing of agencies to provide emergency resources may be found in Appendix B.

District Resources Available for Use in an Emergency

Any and all district resources will be available in the event of an emergency.

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

Those persons authorized to make decisions in the event of an emergency are listed on the Crisis Response Flow Chart. Building-level emergency plans designate specific roles and tasks for every staff member in those buildings. Administrators and supervisors of transportation, buildings and grounds, and food service departments will coordinate personnel responses specific to each emergency situation.

Protective Action Options

The superintendent or their designee shall make decisions regarding the following actions:

- Cancellation of School
- Early Dismissal
- Late Arrival
- Shelter-in-Place
- Hold-in-Place
- Evacuation
- Lockout
- Lockdown

In each case, the superintendent or their designee will work with other administrators, the SPO, department supervisors, and members of the crisis team to determine the level of threat; determine the most appropriate response; direct building administrators or their designees to activate building response plans; initiate contact with parents via email, Facebook, local media outlets, District website, and Parent Square; and monitor the situation for continued response to provide students, staff, and visitors with optimum safety and security.

Section IV: Recovery

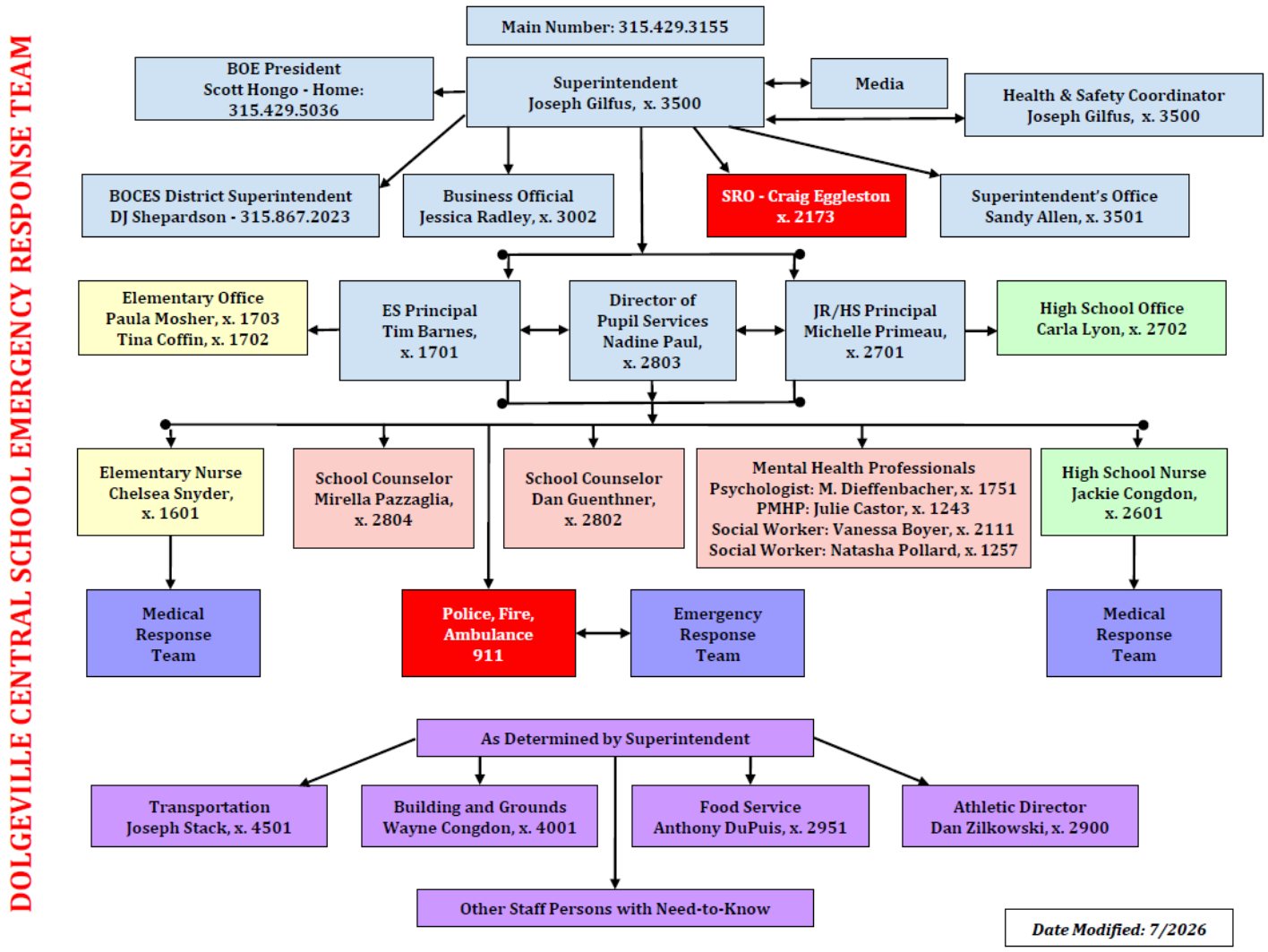
District Support for Buildings

Following emergency responses, the District Wellness Committee and Safety Council will meet to debrief. Any agencies involved in the emergency response will be invited to attend the debriefing. Input from faculty and staff will be solicited as part of the debriefing. Determinations will be made at the debriefing regarding any types of post-emergency support that will be needed.

Disaster Mental Health Services

Disaster mental health services will be provided to students, staff, parents, and community members through district-employed nurses, counselors, and psychologists. In addition, the superintendent, via the Superintendent's Cabinet, will solicit additional counselors from HFHO districts and HFHO BOCES to assist. The superintendent may also contact other local agencies (Connected Community Schools, Neighborhood Center, RK4, Herkimer County Mental Health, Fulton County Mental Health) for additional services.

APPENDIX A: Crisis Response Flow Chart



Appendix B: Agency and Governmental Contacts

Village of Dolgeville Mary Puznowski, Mayor – 315.429.3112 David Jaquay, Department of Public Works - 315.429.5252 (Garage); cell: 315-717-1483 Tammy Chmielewski, Village Clerk – 315.429.3112 tchmielewski@villageofdolgeville.gov
Town of Manheim John Haughton, Supervisor - 315.429.9631; cell: 315.360.0016 Lloyd Hall (Don), Highway Superintendent - 315.429.3109; Town cell: 315.940.1102; cell: 518.339.2107 Carrie Rockwell, Town Clerk – 315.429.9631
Town of Salisbury John Mowers, Supervisor – 315.429-8581; cell: 315.868.3758 Carl Nichols, Highway Superintendent – 315.429.3223 (Garage); cell: 315.401.5336 Stanley Bilinski, Town Clerk – 315.429.8581
Town of Stratford Richard Fogarty, Supervisor – 315.429.8612; or cell: 315.717.6966 Larry Staring, Highway Superintendent – 315.429.8341 (Garage) cell: 315.868.5318, home: 315.429.8488 Patricia Dineen, Town Clerk – 315.429.8612
Herkimer County Alvin Montana, II, Herkimer County Administrator - 315-867-0266 or 315-866-4955 Jennifer M. DeMetro, County Clerk – 315.867.1129 Mark Nagele, Superintendent of Highways – 315.867.3191; Garage: 315.866.2050 Scott Scherer, Sheriff – 315.867.1167 John Raymond Director of Emergency Services – 315.867.1212; Herkimer County 911 – 315.866.0974 Christina Cain, Director of Public Health – 315.867.1176 Deanna Charles, Executive Director of Catholic Charities of Herkimer County – 315.894.9917 Kristin Snyder-Branner, Director of Community Services (Mental Health) – 315.867.1465 Timothy D. Rogers, Director of Campus Safety at Herkimer College (SUNY) - 315.866.0300 x 8276
Fulton County John Callery, Chairperson of Board of Supervisors - 518.736.5540 Linda Kollar, County Clerk – 518.736.5555 Jeff Martin, Superintendent of Highways and Facilities - Garage: 518-736-5712 Richard Giardino, Sheriff – 518.736.2100 Laurel Headwell, Director, Public Health – 518.736.5720 Janine Dykeman – Executive Director of Mental Health Assoc. in Fulton & Montgomery Counties – 518.762.5332 Mary Carpenter, Executive Director of Catholic Charities of Fulton & Montgomery Counties – 518.842.4202
State and Federal Government Officials Kathy Hochul, NYS Governor – 518.474.8390 Charles E. Schumer, US Senator – 202.224.6524 Kirsten Gillibrand, US Senator – 202.224.4451 James Tedisco, NYS Senator – 518.762.3733 Robert Smullen, NYS Assemblyman – 315.866.1632

Other Important Contacts

- MOVAC – Dolgeville Station – Brad Vrooman – 315.941.2349 OR 315.866.2336
- East Canada Creek Fire Department (Dolgeville) – Michael Shepardson - 315.717.5204
- Dolgeville Police Department - Phil Klosner - 315.429.8183, 315.868-3446
- Dolgeville SPO - Craig Eggleston - 315-868-0045
- Children's Mobile Assessment Team (CMAT) – 315.732.6228
- Mobile Crisis Assessment Team (MCAT) - 315.732.6228
- Domestic Violence Program (24-Hour Hotline) – 315.866.0458
- YWCA Sexual Violence Program (24-Hour Hotline) – 315.866.4120
- Timothy D. Rogers, Director of Campus Safety at Herkimer College (SUNY) - 315.866.0300 x 8276
- Emergency Room Services:
    - Bassett Little Falls Hospital – 315.823.1000
    - Wynn Hospital – 315.917.9966
    - Local Doctor's Offices:
    - Bassett Primary Care Center - 315.429.8714