



SAFETY GUIDE

A COMMITMENT TO SAFETY at Shelby City Schools

At Shelby City Schools, nothing matters more than the safety and well-being of our students, staff and community. We believe that students thrive and educators succeed when everyone feels secure and supported, both physically and emotionally.

This guide offers a look into the steps we take to maintain a safe learning environment and shares practical ways you can support these efforts. From physical security to mental wellness, online safety and emergency preparedness, our approach is comprehensive and ongoing. Together, we can foster a school culture where every student has the opportunity to learn, grow and succeed in a safe space.

PHYSICAL SAFETY

At Shelby City Schools, physical safety means protecting everyone who comes through our doors. That includes students, staff, families and community members. We work hard to prevent violence, theft and other potential threats so that our schools stay a secure and welcoming learning environment. Below are some of the steps we take each day to keep our buildings and campuses safe.

- All schools conduct fire, safety and shelter-in-place drills with first responders throughout the school year.
- Video cameras are used to monitor activity at all schools.
- All visitors must sign in and wear a visitor badge while on school property.
- All volunteers must pass a criminal background check.
- A School Resource Officer is shared between buildings.
- Staff members at all schools are CPR certified.
- The staff has been trained in active response training.
- Threat Assessment Teams are established and trained at each school.
- Staff participate in regular tabletop exercises related to various safety scenarios.

CYBER SAFETY

Technology is a big part of everyday life and learning, so it's important that students know how to use it safely. Shelby City Schools works hard to keep students safe online. We use secure technology and clear rules to protect personal information and help students use the internet responsibly. By teaching smart online habits and keeping an eye on digital activity, we create a safe space for learning and exploring online. We take the following cyber safety precautions:

- Utilize 24/7 monitoring and content filtering for student devices, both on and off campus.
- Employ antivirus and antimalware programs to protect staff and student user accounts from being compromised.

SOCIAL-EMOTIONAL WELLNESS

Social-emotional health refers to the ability to understand and manage our emotions, as well as form social connections and relationships with those around us. Feeling good emotionally and getting along with others are key parts of staying safe and doing well at school. When students and staff are socially and emotionally healthy, it helps prevent problems and creates a more positive school environment. Here are a few ways we support the social-emotional wellness of our students and staff.

The Village Network

The Village Network is a Columbus-based nonprofit that delivers trauma-informed behavioral health and family services. It supports youth and families through outpatient counseling, residential treatment, treatment foster care and wraparound care—helping young people build resilience and brighter futures.

Ohio RISE

OhioRISE (Resilience through Integrated Systems and Excellence) is a specialized Medicaid program supporting Ohio youth with complex behavioral health needs. It offers care coordination and expanded access to services like in-home therapy, mobile crisis support and behavioral health respite, helping children thrive at home, in school and in their communities.

Family Life Counseling

Family Life Counseling and Psychiatric Services is a North Central Ohio nonprofit that offers mental-health and addiction-recovery support for individuals, youth and families. They provide outpatient counseling, home-based services and a full continuum of care with the goal of restoring healthy family connections and community life.

HOW TO TALK TO YOUR CHILD ABOUT SCHOOL SAFETY

According to the American Psychological Association, parents/caregivers are the single most influential people in a child's life when it comes to making them feel safe and equipping them with the resources and skills they need to be successful as adults.

Here are some ways you can ensure your child stays safe at school — and wherever they go.

1

SEE SOMETHING, SAY SOMETHING

Teach your child to say something to a trusted adult anytime they see something out of the ordinary or feel something is off.

2

MAKE TIME TO TALK

Asking your child about their day reinforces that you care and encourages them to share information openly and honestly.

3

REASSURE THEM

Reassure your child that schools and other social settings are safe and secure.

4

REVIEW SAFETY PROCEDURES

Safety looks different at every age, and so do the lessons that come with it. For younger students, it might mean learning to look both ways before crossing the street or memorizing a phone number or address. For teens, it could be about making smart choices like not texting while driving and being cautious with people they meet online. No matter the age, these habits help build a strong foundation for staying safe.

Keeping our schools and community safe takes all of us working together. Your support makes a real difference for your child and for every student at Shelby City Schools. Thank you for being a vital part of our team.

CRISIS RESPONSE

We know that crises can happen at any time. These situations can range from severe weather, power outages, health emergencies or even more serious threats like an active shooter situation. We partner with local, state and national agencies to make sure we are ready to respond quickly and effectively. Our goal is to protect students, staff and families by being prepared for anything that could affect the safety of our schools. The district:

- Fosters good relationships with the Richland County Sheriff's Office, and Shelby Police and Fire Departments.
- Routinely participates in tabletop exercises using hypothetical scenarios to plan for a variety of crises.
- Maintains up-to-date Emergency Operations Plans that outline what to do in the event of an emergency.

If a crisis happens, our first priority is keeping students and staff safe. Right behind that is making sure families get clear and timely updates. We're committed to sharing what we know as soon as we can. Here's how you can support us during an emergency and resolve a crisis:

DON'T

Call the school

Phone lines may be needed for emergency communication.

Go to the school

This can restrict first responders from accessing the building, and in some cases, students may be relocated to an alternative location.

Share information you don't know to be true on social media or through other means of communication.

We must focus on the safety issue at hand without being distracted by misinformation.

DO

Make sure your contact information is up to date in FinalForms

We will use this information to communicate updates via text, phone, and/or email as often as possible.



Hanna Hall
School Resource
Officer



Lance Combs
Shelby Police
Department Chief



Steve Sheldon
Richland County
Sheriff



Sam Sauder
Shelby Fire
Department Chief

CONTINUOUS IMPROVEMENT

At Shelby City Schools, we believe there's always room to grow, especially when it comes to safety and well-being. Creating a secure place to learn means constantly looking for ways to do better. We regularly review what's working, what needs to improve, and how we can keep moving forward to support every student and staff member.

RESOURCES

Safer Ohio School Tip Line

Call 844-723-3764 to report threats to student safety anonymously to school officials and law enforcement. The tip line can be used for:

- Bullying and cyberbullying incidents
- Self-harm or suicidal behaviors
- Verbal or written threats observed toward students, staff or the school as a whole
- Weapons/suspicious devices on or near school property
- Gang-related activity
- Illegal drug use

If you or someone you know is experiencing a mental health crisis, call the National Suicide Prevention Lifeline at 988.



Shelby City School District
109 West Smiley Avenue
Shelby, Ohio 44875

Phone 419-342-3647

www.shelbyk12.org



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KEY DEFINITIONS AND COMMUNICATION PROCESS

SCHOOL CLOSURE

When schools are temporarily closed due to inclement weather, loss of utilities or another unexpected event.

Communication Plan - We will communicate as soon as possible via text and phone call, as well as and send information to local radio and TV stations, post on the district website and on social media.

EVACUATION

When staff and students are asked to leave the building due to a safety concern. If the evacuation is believed to be temporary, staff and students will stay on-site. If it is believed to be a prolonged event, staff and students may be relocated to an off-site location.

Communication Plan - We will communicate as soon as the building has been evacuated and it is deemed safe for students and staff.

REUNIFICATION

This takes place when staff and students have been relocated to an off-site location after an evacuation and families are required to pick up their student(s).

Communication Plan - We will update as often as necessary and provide logistical information.

ALARM DROP

When an alarm goes off but there is no immediate threat to those in the building.

Communication Plan - We will email if necessary.

DRILL

Mandated safety exercises that include evacuation, fire, tornado and lockdown drills.

Communication Plan - Routine drills are not communicated.

LOCKDOWN

When an emergency affecting the school prevents the safe evacuation of a building, staff and students are put on lockdown or kept inside the building and/or classroom.

- **Level 1 Lockdown:**

There is no immediate threat to student or staff safety. All individuals remain inside the building, and entry or exit is restricted. The potential threat is off campus. Normal school activities continue indoors.

- **Level 2 Lockdown:**

A non-life-threatening threat is present inside the building, such as an angry visitor or student. Class changes are suspended, and teachers should secure their classrooms with students inside. Teaching and learning may continue as appropriate.

- **Level 3 Lockdown:**

An immediate safety threat is present. This is a shelter-in-place situation. All school activities are suspended, and only authorized safety personnel are permitted access to the building.

We will communicate as soon as possible and follow up when the lockdown has cleared with more detailed information.

***Please note:** Each situation has its own set of challenges that may change how and when we communicate with families. Our goal remains to communicate with you as often and as transparently as possible. Thank you for your patience and understanding in the event of a safety situation.*