

Communication Committee

3/30/2023

MINUTES

- **Introductions & Norms-** Each member was introduced and shared one thing they would like to see come out of the committee.
- **Brief overview of steps already taken (Anonymous Alerts & Parent Square)-** Videos were shown about Anonymous Alerts which will begin being used after April Spring Break.
- **Three tiers of communication group work-** Each group had the opportunity to discuss what level of concern incidences take and placed them into three tiers.
- **A “parking lot” was used so that members could ask questions and request future discussion items.**
- **As a wrap up, committee members were able to ask questions and make comments and suggestions.**
- **Next meeting –** The next meeting will be at 5:45 pm on April 12, 2023, in Casey Hall at Carmel High School. At this meeting the committee will begin discussing in small groups how and when each incident in each tier should be communicated.

Communication Committee

3/30/2023

Agenda

- **Introductions & Norms**
- **Brief overview of steps already taken (Anonymous Alerts & Parent Square)**
- **Three tiers of communication group work**
- **One word to wrap-up**
- **Next meeting**

STRENGTHS	WEAKNESSES	OPPORTUNITIES FOR IMPROVEMENT
Push for more communication evident	Too many emails, difficult to manage	Make sharing information a priority
Improved use of digital formats	They all start with the same opening - may help to identify type of communication	Administration should have a full grasp of situation, i.e.: seen video, etc. and admit to the problem
Appreciate communication: calls, emails, texts; also, good to know about absences (elementary is notified so much earlier)	Many marked "urgent", hard to differentiate	Make clear what constitutes a threat, i.e.: hate crime, use clear language not legalese
Weekly emails - Great info	Delineate source of communication	Discuss school climate/culture, i.e., Gather data and present so kids know where to go for help
Community forum - do them for specific incidents also	Some emails taking longer/delayed only for some	**Culture of communication*** . Give information "developing situation"; make corrections as you go
Communication amount	Bus depot communication is not consistent (different numbers from D.O.) and there are discipline issues on the buses	Train staff in protocols on how/what can be communicated - share a script with everyone - main office and teachers so communication is consistent
Administrators have been helpful and have served as mentors for students.	"Absence" calls coming in much later (night for a daytime absence) May be secondary 6-12 issue and is a safety concern	Parent log-in to see real time attendance, especially CHS
	Can parents sign up for type of email/text/etc. they prefer? Can they set priority lists for formats preferred?	Can officers help with communication
	District email re: Incidents are not providing enough detail; too vague; let parents know kids are safe and more about the infraction so they can address and communicate at home how school is addressing	Systemic communication programs
	Tik Tok videos include threats that are not concisely shared with parents and risk is minimized	Provide more information about clubs and activities offered to students

	When an incident, communication needs to be clearer, especially when critical - to greatest extent possible to decrease parent, staff and student anxiety	Student voice is important
	Follow up needed - what are the consequences as this may deter other students	See something/Say something drop box or a link that goes right to administrators
	Follow up communication, after investigation to let others know/clarify threat level needs to let community know kids are safe/school is safe	Administer surveys
	What is the procedure? What can be communicated & when? Families should know protocol, next steps and when they will hear follow up	"Closing the loop"; Admin goes right to the teacher or student
	Communication is vague at all levels, especially with larger issues	
	Check ins during the day when there is a threat	
	Follow up to know school is safe/threat is gone, etc. Controlling narrative	
	When police presence on campus, parents do not know, finding out on news rather than from district	
	If an incident occurs at CHS, elementary parents and staff should also know as a community - we are all the community	
	Where is the initiative? Why aren't parents getting closure, i.e.: case is closed. Other examples - NYC school's procedures	
	After school program incidents, not handled similarly/all one community	
	Communicate penalties for threats, Suspensions, and any other discipline issues	
	Why did the school allow students to attend? Why not shut down?	

	Explain when additional measures are taken such as increased police presence, lockdown or lockouts are implemented.	
	People don't know where to go if they have questions	

Possible Incidences

- Alcohol/Drugs found on property
- Ambulance on property
- Police on property
- Fighting/Physical Altercation between students
- Gang related issue
- Threat of gun violence
- Bomb threats
- Weapons on property
- Safety concerns (ex. Bear on property)
- Vandalism
- Threat against particular students
- Threat against particular staff
- Bus incidents
- Bus accident
- Weather related closures or dismissals
- Facilities issues (ex. No water)
- Other- please add

Carmel Central School District

Safety Communication Tiers

Tier One- A Tier one incident is a low level of concern incident.

Incident	How and when it is communicated
Ambulance called to a school	
Fighting	
Dangerous animal on property	
Vandalism	
Weather related school closures	
Facility issue	
Alcohol or drugs on property Tier one or two?	
Vandalism depends- on what?	
Bus incident- Tier one or two? Dependent on type?	

Tier Two- A Tier two incident is a medium level of concern incident.

Incident	How and when it is communicated
Police on property- can be 2 or 3 depending on?	
Threats against particular students or staff	
Facility issues- depends on what?	
Bus incident- Tier one or two? Dependent on type?	
Vandalism depends- on what?	
Alcohol or drugs on property Tier one or two?	

Tier Three- A Tier three incident is a High level of concern incident.

Incident	How and when it is communicated
Gang related issue	
Threat of gun or weapon violence	
Bomb threats (real or perceived)	
Weapons on property	
Bus accident	
Fire department presence	
Threats against students and staff	
Police on property	
Social media threats	
Student related tragedy in the community	
Hate crimes	

self-harm?

Parking Lot/Other

Anonymous Alerts and Parent Square Questions to be answered-

- **How is privacy protected?**
- **How are fake reports identified and handled?**
- **How will parents be educated in using this?**
- **How will we accommodate parents without smart phones?**
- **How will students be trained in this?**

Future topics of discussion:

- **Definition of a weapon**
- **Increase in law enforcement on school property**
- **How security cameras are monitored and how long do the videos last**
- **Alarms on ALL doors**
- **All pupils in building wearing ID tags**
- **Explain to parents the district's threat response process**
- **Sexual harassment/assault**
- **Suicide and tragedies**
- **Monitors and security by doors**
- **Metal detectors/screeners**
- **Random locker checks**
- **Open campus**
- **More communication about DASA reports**