

KY Safe Schools Week

TOOLKIT



I pledge to
“Level Up” by:

- Starting with safety
- Being a cyber guardian
- Being prepared
- Teaming up with kindness



VISIT US ONLINE:
www.kycss.org/safe-schools-week
Handouts, Videos, News, Resources and More...
Covering a Wide Range of School Safety Topics

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KENTUCKY CENTER
for SCHOOL SAFETY

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The following pages are a portion of the activities available online to “celebrate” Kentucky Safe Schools Week

The Kentucky Center for School Safety announces this year’s Kentucky Safe Schools Week, is set for October 20-26, 2024.

Level Up: This week aims to “Level Up” school safety. Schools can promote and enhance school safety through targeted activities and discussions. The goal is to raise awareness about various aspects of school safety and empower students, teachers, parents, and the community to take proactive measures to create a safe learning environment.

Kentucky Center for School Safety encourages schools across Kentucky to participate.



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Introduction

Here are a few things to know about this year's KY Safe Schools Week



OCTOBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Kentucky Safe Schools Week is set for **October 20–26, 2024**. This week aims to “**Level Up**” school safety. Schools can promote and enhance school safety through targeted activities and discussions. The goal is to raise awareness about various aspects of school safety and empower students, teachers, parents, and the community to take proactive measures to create a safe learning environment.

Join us and participate in this year’s campaign “**Level Up**” in your school, home and community. Take the online “Level Up Pledge.”

During Safe Schools Week the KCSS website supplies a variety of teaching aids along with the online pledge and Kentucky Safe Schools Week Tool Kit loaded with resources, lessons and ideas. Resources will also be available for school administrators and others at www.kysafeschools.org/safe-schools-week

I pledge to “Level Up” by:

- Starting with safety**
- Being a cyber guardian**
- Being prepared**
- Teaming up with kindness**

The Kentucky “**Level Up**” campaign is sponsored by the **Kentucky Center for School Safety**. This observance coincides with the national campaign. America’s Safe Schools Week is sponsored by the National School Safety Center. “I encourage all Kentuckians to get involved and encourage one another when it comes to school safety. School Safety is our first priority and shining a light on all areas of need, compliance and initiative improves our culture and environment. “**Level Up**” entails great character and engaging in school safety practices with dedication. Join our Level Up Campaign and show Kentucky’s brilliance across the commonwealth.” said Jon Akers, Executive Director, KCSS.

Let’s make the “Level Up” campaign the best ever!



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KY Safe Schools Week Web Pages

On these web pages, you will find many resources and materials for your Ky Safe Schools Week campaign, including:



KY Safe Schools Week Pledge

- Take the “Level Up” pledge, check your district stats and print your very own certificate

Safe Schools Week Promotional Materials

Join the celebration in your school, town and county using these promotional materials:

- Community Promotion Materials
- KY Safe Schools Week Toolkit and Daily Announcements
- Classroom Lessons and Handouts
- Elementary School Lockdown Workbook
- Logos and Posters for Promoting KY Safe Schools Week

Safe Schools Week Highlights

- View photos and videos capturing KY Safe Schools Week participation

Safe Schools Week Classroom Resources

- Find a wealth of teacher and administrator resources — lessons, games, handouts, videos and more using the KY Safe Schools Week theme: “Start with Safety,” “Emergency Boss Battles,” “Team Up,” “Cyber Guardians” and “Health Power-Ups”

Find this information on:
kycss.org/safe-schools-week

The screenshot shows the website interface for the Kentucky Center for School Safety's Safe Schools Week. At the top, there is a navigation menu with categories like 'FEATURED TOPIC', 'RESOURCES BY ROLE', 'SCHOOL SAFETY ISSUES', 'EMERGENCY PROCEDURES', 'SAFE SCHOOL ASSESSMENTS', 'TRAINING & COMPLIANCE', and 'RESOURCES & REPORTS'. A search bar is also present. The main header features the 'LEVEL UP KY SAFE SCHOOLS WEEK' logo. Below this, there is a section titled 'KY SAFE SCHOOLS WEEK' with a sub-header 'KENTUCKY CENTER FOR SCHOOL SAFETY - KY SAFE SCHOOLS WEEK'. The content area includes a 'KY Safe Schools Week' section with a list of links: 'KY Safe Schools Week Pledge', 'Safe Schools Week Promotional Materials', 'Safe Schools Week Highlights', and 'Safe Schools Week Classroom Resources'. A main text block announces the 2024 campaign, stating 'Level Up: This week aims to "Level Up" school safety. Schools can promote and enhance school safety through targeted activities and discussions. The goal is to raise awareness about various aspects of school safety and empower students, teachers, parents, and the community to take proactive measures to create a safe learning environment.' It also includes a 'Take the online "Level Up" Pledge' section with a 'LEVEL UP' logo and a list of pledge items: 'Starting with safety', 'Being a cyber guardian', 'Being prepared', and 'Teaming up with kindness'. Below the pledge section, there are links for 'Safe School Weeks Promotional Materials/Classroom Handouts', 'Safe Schools Week Highlights', 'Safe Schools Week Classroom Resources', and 'Level Up Pledge and Map'. A 'LEVEL UP' pledge card is also visible, featuring the same logo and pledge text.



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KENTUCKY SAFE SCHOOLS WEEK 2024 TOOLKIT

“Level Up” Pledge



Quick Tip:

Share this link with your students, staff and community as you encourage participation in our “Level Up” Pledge.

A screenshot of the KY Safe Schools Week Pledge webpage. The page has a dark blue header with the KCSS logo and navigation links. The main content area is white with a blue sidebar on the left containing links like "KY Safe Schools Week", "KY Safe Schools Week Pledge", and "Safe Schools Week Promotional Materials". The main content features a "LEVEL UP PLEDGE" banner, a description of the pledge, a list of pledge items (Starting with safety, Being a cyber guardian, Being prepared, Teaming up with kindness), and a dropdown menu for "County or Independent School District".



Take the “Level Up” Pledge at:
www.kycss.org/safe-schools-week/safety-week-pledge



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KENTUCKY SAFE SCHOOLS WEEK 2024 TOOLKIT

“Level Up” Pledge Certificate



Completing the “Level Up” Pledge:

After you have completed the pledge, a link will allow you to print your personalized certificate. Display it proudly on your wall for others to see. You can print, save or screenshot the completed certificate online or in classrooms, to put on bulletin boards and in hallways. Share your certificate on social media: #LevelUp

LEVEL UP PLEDGE



This certifies that
Suzy Student

Has taken the
Kentucky Center for School Safety
“Level Up” Pledge
And hereby pledges to:

- 1) Start with safety
- 2) Be a cyber guardian
- 3) Be prepared
- 4) Team up with kindness

Jon Akers
Executive Director
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“Level Up” Pledge Results

Visualizations

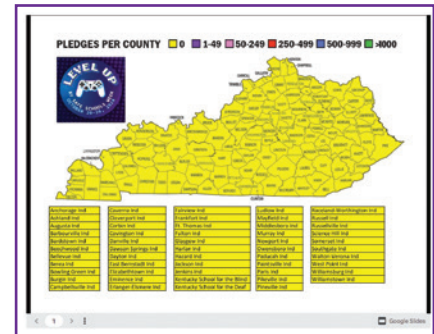
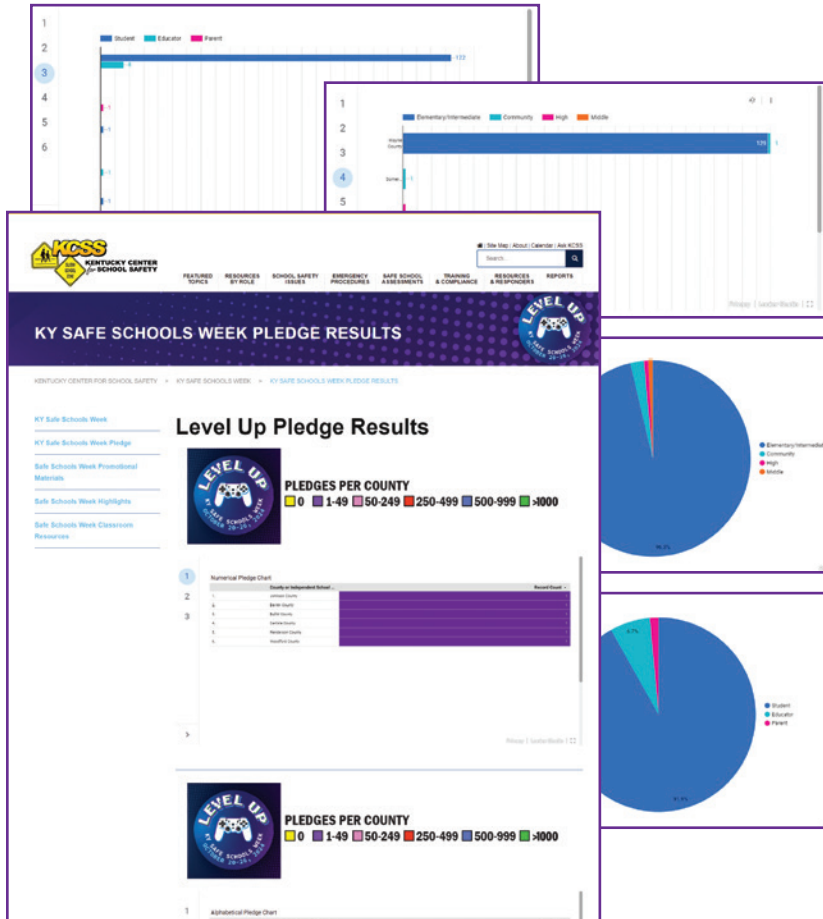
Visualizations can be accessed on the “Level Up” Pledge Results page (updated every 15 minutes):

- Numerical Pledge Chart
- Alphabetical Pledge Chart
- Student, Educator, Parent Bar Chart
- Elementary/Intermediate, Community, High, Middle Bar Chart
- Elementary/Intermediate, Community, High, Middle Pie Chart
- Student, Educator, Parent Pie Chart



Pledge Map

Also check out your district's status with the pledge map (updated daily).



Did you know?

Wow! Last year, there were over 64,000 total pledges. Help us make the “Level Up” Pledge even more successful!

Check out the pledge stats

on www.kycss.org/safe-schools-week/pledge-results to see how your district is doing



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Ky Safe Schools Week Poster



Quick Tip:

Share these posters with fellow teachers, administrators and community members to increase awareness of KY Safe Schools Week. You can include these posters as email attachments, share in virtual meetings or hang them on the wall for others to see. A black-and-white version is also available.

Level Up: This week aims to “Level Up” school safety. Schools can promote and enhance school safety through targeted activities and discussions. The goal is to raise awareness about various aspects of school safety and empower students, teachers, parents, and the community to take proactive measures to create a safe learning environment.

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To view this resource, visit “Safe Schools Week Promotional Materials”

kycss.org/safe-schools-week/safe-schools-week-promotional-materials/



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How to Take the Pledge Handout



Quick Tip:

Display this handout in the teachers' work room, in the hallway on bulletin boards and places where community members can feel empowered to take the online "Level Up" Pledge. A black-and-white version is also available.

To view this resource, visit "Safe Schools Week Promotional Materials"



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/

TAKE THE LEVEL UP

LEVEL UP

TAKE THE LEVEL UP PLEDGE

I pledge to "Level Up" by:

- Starting with safety
- Being a cyber guardian
- Being prepared
- Teaming up with kindness

Take the online pledge at:
kycss.org/safe-schools-week/safety-week-pledge

Print your online pledge certificate to confirm that you took the pledge

Encourage others including fellow teachers, students, parents and community members to take the online pledge

Spread the word!

Level Up Pledge

Level Up: This week aims to "level up" school safety. Schools can promote and enhance school safety through targeted activities and discussions. The goal is to raise awareness about various aspects of school safety and empower students, teachers, parents, and the community to take proactive measures to create a safe learning environment.

I pledge to "Level Up" by:

Being a cyber guardian

Teaming up with kindness

County or the school you work for

LEVEL UP PLEDGE

This certifies that **Suzy Student**

Has taken the Kentucky Center for School Safety "Level Up" Pledge

And hereby pledges to:

- 1) Start with safety
- 2) Be a cyber guardian
- 3) Be prepared
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Sample Press Release



Quick Tip:

Customize the verbiage on this press release template to reflect your school's name as you highlight KY Safe Schools Week, and send to local media outlets.

To view this resource, visit "Safe Schools Week Promotional Materials"



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/



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Public Service Announcement (PSA)




Quick Tip:

This sample script is a great way to publicize KY Safe Schools Week through radio or in-house news programs. Simply change the wording in the script to reflect your campaign activities, and submit it to your local stations or news team.

To view this resource, visit "Safe Schools Week Promotional Materials"



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/



PSA SCRIPT

Kentucky Safe Schools Week Campaign
October 20–26, 2024

"Level Up"

Announcer: YOUR DISTRICT NAME knows that safe schools promote effective, productive citizens, and building Kentucky's future should be everyone's concern. October 20–26, 2024 is Kentucky Safe Schools Week.

The DISTRICT NAME schools have joined together with the entire community to pledge to work for a safe nurturing school environment.

Announcer: All Kentuckians play an important role in school safety efforts. Visit the Kentucky Center for School Safety website, www.kycss.org to take part in this year's "Level Up" Campaign. Level Up: This week aims to "Level Up" school safety. Schools can promote and enhance school safety through targeted activities and discussions. The goal is to raise awareness about various aspects of school safety and empower students, teachers, parents, and the community to take proactive measures to create a safe learning environment.

Take the online pledge at www.kysafeschools.org/safe-schools-week/safety-week-pledge (or on a link from our school's homepage).



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Daily Announcements



Quick Tip:

These daily announcements can be read to students and staff over the course of KY Safe Schools Week to increase awareness of the “Level Up” campaign.

To view this resource, visit “Safe Schools Week Promotional Materials”



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/

A sample of a daily announcement for Day 4. It features a 'LEVEL UP' logo in the top right corner. The text reads: 'Kentucky Safe Schools Week Daily Announcements 2024 (School announcements to encourage involvement in Kentucky Safe Schools Week) Day 4 Remember this is Kentucky Safe Schools Week.' Below this, there is a section for 'Day 1' with a pledge and a list of actions: 'Starting with safety', 'Being a cyber guardian', 'Being prepared', and 'Teaming up with kindness'. It also includes instructions to show support and take an online pledge. This is followed by sections for 'Day 2' and 'Day 3', each with similar instructions and a pledge. The final instruction is: 'If you hear or see something, say something by using our school's tip line. To send a tip, visit the S.T.O.P.! Tipline on our school's website, or call or send a text to 866-393-6659.'



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Proclamation Sample



Quick Tip:

Personalize the wording to reflect your school and community during KY Safe Schools Week, and have local government leaders sign your proclamation.

To view this resource, visit “Safe Schools Week Promotional Materials”



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/

Proclamation

To All Whom These Presents Shall Come:

- WHEREAS, schools make substantial contributions to the future of America and to the development of our nation’s young people as knowledgeable, responsible, and productive citizens; and
- WHEREAS, excellence in education is dependent on safe, secure, and peaceful school settings; and
- WHEREAS, the safety and well-being of many students, teachers, and school staff are unnecessarily jeopardized by crime and violence, such as substance abuse, gangs, bullying, poor discipline, vandalism, and absenteeism in our schools; and
- WHEREAS, all leaders-especially those in education, law enforcement, government, and business-should eagerly collaborate with each other to focus public attention on school safety and identify, develop, and promote answers to these critical issues; and
- WHEREAS, numerous schools and school districts throughout the country, along with national programs, are among those innovative answers; and
- WHEREAS, the observance of Kentucky Safe Schools Week will substantially promote efforts to provide all our nation’s schools with positive and safe learning climates; now, therefore, be it

Now, therefore, we, do hereby proclaim October 20-26, 2024 as “KENTUCKY SAFE SCHOOLS WEEK” And encourage all fraternal, legal, government and professional associations, students and educators in Kentucky schools to formally adopt similar resolutions and proclamations so that we may enthusiastically work together to make our schools safe, secure, and peaceful places for learning, teaching, and working, free of drugs, alcohol, weapons, and fear.

Done this ___ day of _____ in the year of Our Lord Two Thousand and Twenty-Four.

County Judge Executive

Mayor, City of _____, Kentucky



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Bookmarks Promoting Ky Safe Schools Week



LEVEL UP
KY SAFE SCHOOLS WEEK
OCTOBER 20-26, 2024

TAKE THE LEVEL UP PLEDGE

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KY SAFE SCHOOLS WEEK
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LEVEL UP
KY SAFE SCHOOLS WEEK
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KY SAFE SCHOOLS WEEK
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Quick Tip:

These bookmarks are great for spreading the word about your KY Safe Schools Week campaign. This bookmark includes text from the online "Level Up" Pledge. A black-and-white version is also available.

To view this resource, visit "Safe Schools Week Promotional Materials"



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/



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Ky Safe Schools Week Stickers



Quick Tip:

Print these on sticky paper and cut-out or laminate. Use them for your KY Safe Schools Week campaign participants to proudly wear during your events. A black-and-white version is also available.

To view this resource, visit "Safe Schools Week Promotional Materials"



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/



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“Level Up” Gems



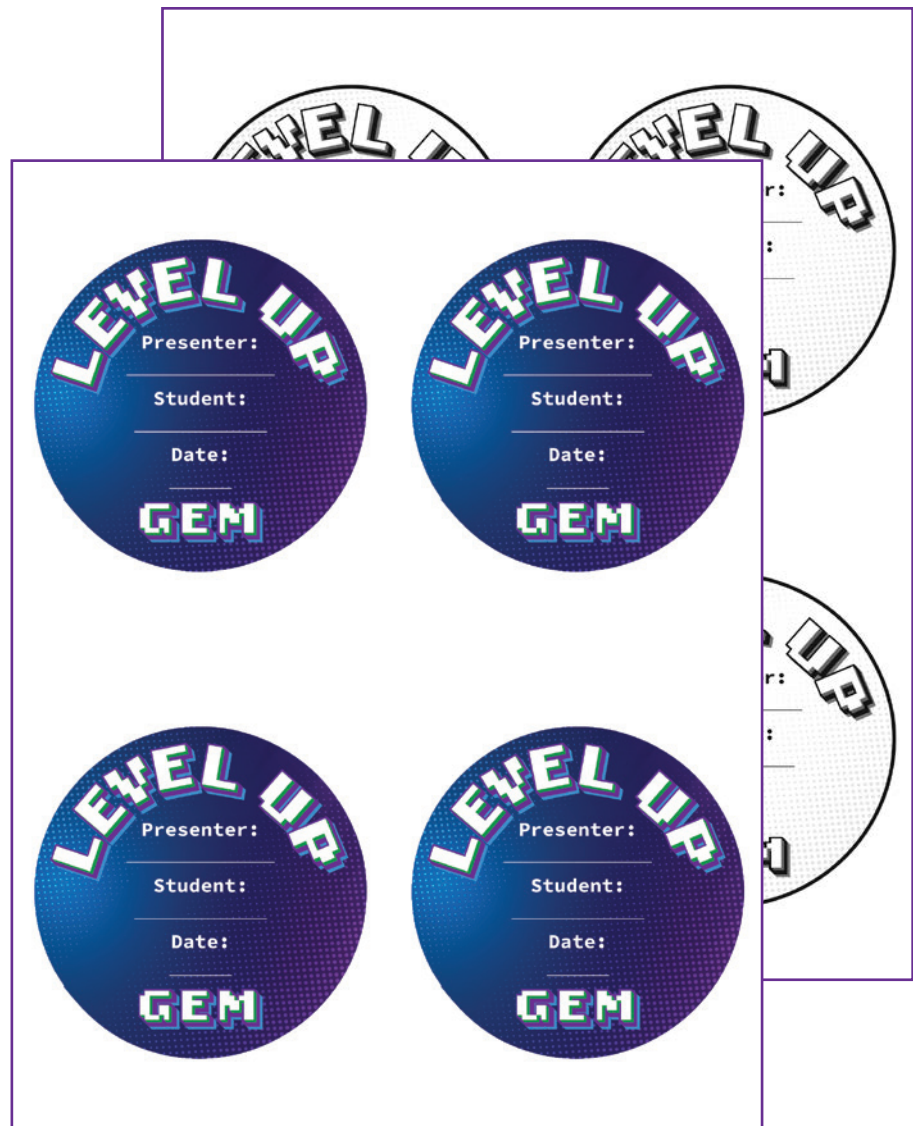
Quick Tip:

Customize and handout as “gems” highlighting good behavior during KY Safe Schools Week. A black-and-white version is also available.

To view this resource, visit “Safe Schools Week Promotional Materials”



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/



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“Level Up” Gem Certificate



Quick Tip:

Customize and hand out as awards at the end of KY Safe Schools Week. A black-and-white version is also available.

To view this resource, visit “Safe Schools Week Promotional Materials”



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/



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Elementary School Lockdown Workbook



Introduction:

Lockdowns and other safety drills are part of a comprehensive emergency preparedness plan. Each school engages in actions designed to mitigate loss in response to a safety threat.

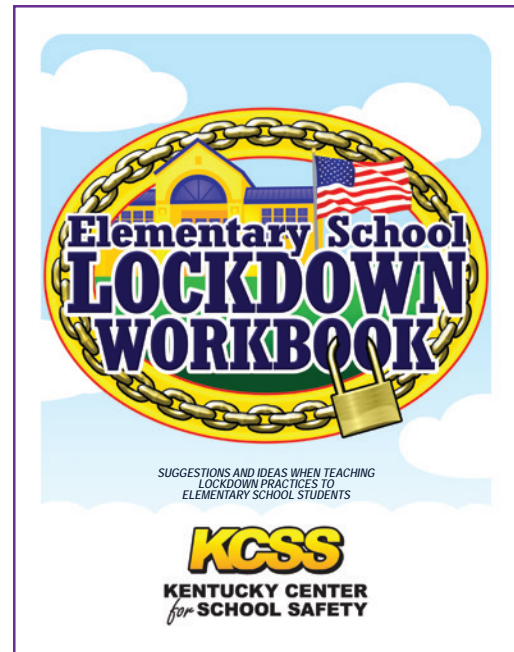
Lockdowns are designed to protect and secure students and staff from a variety of dangers in and around school. Once the school is secure the purpose is to keep the threat out or contained.

Lockdowns can save lives and are considered best practice when responding to specific threats.

Lockdowns can be associated with the presence of law enforcement and create perceived danger even during drills. Being aware that lockdowns may produce anxiety, stress, or trauma for students or staff, careful planning is critical.

In an elementary school setting, lessening fears, stress or trauma associated with lockdowns/drills is the goal of planning lessons, discussions, parent communication and practice.

Each class is unique and the considerations that should be planned for are: age, disabilities, English language learners and those who have experienced trauma. The classroom teacher is best suited to develop specific lessons/instructions for his/her class. This workbook provides ideas and samples to assist in preparing that specific classroom plan.



To view this resource, visit "Safe Schools Week Promotional Materials"



kcss.org/safe-schools-week/safe-schools-week-promotional-materials/

To request a physical copy of this resource, fill out an online request form:



kcss.org/kcss-request-form



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KENTUCKY SAFE SCHOOLS WEEK 2024 TOOLKIT

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Elementary School Lockdown Communication with Parents/Guardians Sample Letter



Quick Tip:

Partnering with Parents:

Communication is key to a great partnership when working with parents/guardians on practicing emergency response procedures.

Ideas for avenues of communication:

- Information can be printed in agenda books or planners to introduce parents and other partners to emergency drills and practice procedures.
- It is essential to inform parents before the first lockdown drill is conducted (with a letter or newsletter, etc.). Remember to alert parents on subsequent lockdowns.
- Your school website can include an explanation of the law. Mention the considerations made when preparing for lockdown practice such as age, disability, English language learners and those who have experienced trauma.
- Social media can also be used to make the community aware that your school practices safety. Don't post specific information about lockdowns or procedural information.

Letterhead

Date _____

Dear Parents/Guardians,

Our school's highest priority is the safety of our students and staff. In order for us to ensure the safety of our students, it is necessary that we practice our emergency and crisis response plans. These plans are required by state statute to conduct a minimum of two lockdown drills each year so that all students know their role during a potential threat.

These lockdown drills are designed to protect students from danger in a school building. They are intended to secure a school and to keep out a threat. They also require students to stay in their classrooms (away from windows and doors). The types of emergencies that could require a lockdown include the possible presence of an intruder; a dangerous situation taking place in the school building; a spill or other type of accident that could pose a threat to the safety of students and staff.

We will be conducting this year's first lockdown drill on (enter either week or date) during the second half of the year.

A few notes about the drill:

- Before the drill, teachers will use age-appropriate lessons with their classes and walk the students through the procedures. This review and practice will help to alleviate unnecessary stress or anxiety.
- On the day of the drill, we will announce reminders prior to the actual drill to ensure that all students/staff feel prepared.
- During the drill, no one will be permitted in or out of our school. This closure may last for 10-15 minutes.
- The lockdown drill is meant to be practice only, and not stressful or scary in nature.
- Teachers will reflect upon the drill with students after it has been completed.
- Members of the (Your School Safety Team) and (Sheriff's Office or Police) will be observing the drill and debriefing with staff.

When talking with your children at home about lockdown drills and safety procedures, you don't have to be specific about the types of emergencies that require a lockdown; you can just explain to your child that this is one of the safety drills all schools practice. When we partner with you to protect our children, these drills become a smooth, uneventful practice that develops into a habit, supporting fast, efficient procedures in case of a threat or emergency.

We hope that we will never have to utilize this procedure in a real situation, but it is important for us all to walk through the process of staying safe at school.

If you have any questions, please feel free to call (Name) at (phone number).

Sincerely,
The (Name) Safety Committee
(Principal)

To view this resource, visit "Safe Schools Week Promotional Materials"

kycss.org/safe-schools-week/safe-schools-week-promotional-materials/

This letter is only a guide and it is the responsibility of each school to revise/create a letter to meet the needs of your school and situation.



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Safety Star Stickers



Quick Tip:

Debrief and Encourage:

Say... "I feel good about practicing safety at school, do you?" Allow for questions... and discuss answers.

Next "Excellent you are all safety stars. Today, you get stickers to wear home that say you are a SAFETY STAR- "We practiced Safety at School".

To view this resource, visit "Safe Schools Week Promotional Materials"



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/

To request a physical copy of this resource, fill out an online request form:



kycss.org/kcss-request-form



VISIT US ONLINE:

www.kycss.org/safe-schools-week

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Safety Star Large



Quick Tip:

Designated Spot:

The area in your classroom that is farthest from the windows and door will be your designated spot. You can use this star to mark where the students should assemble during a lockdown drill. It can be left up all the time or used only when a drill is scheduled. Students will remember the visual and this will help them find the spot quickly. This coordinates with the “Safety Star” lesson.



To view this resource, visit “Safe Schools Week Promotional Materials”



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/



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Lockdown Poster

Quick Tip:

Be a Lockdown S.T.A.R.:

Use this poster as a visual reminder of the lockdown procedure. It can be a stand-alone lesson or it can follow the "Safety Star" lesson. Post it prominently in your classroom and review it frequently.

Visual reminders are a great teaching tool and can lessen stress because it shows the order and routine of a lockdown practice/drill.

To view this resource, visit "Safe Schools Week Promotional Materials"



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/

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LOCKDOWN S.T.A.R.

Shut and cover windows

Turn off lights

Act quietly and walk to the safe spot

Reach the spot, sit still, and wait for "all clear"

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Lockdown Poster Coloring Page



Quick Tip:

Activity Sheet:

As you review the lockdown poster share this coloring page with your students.

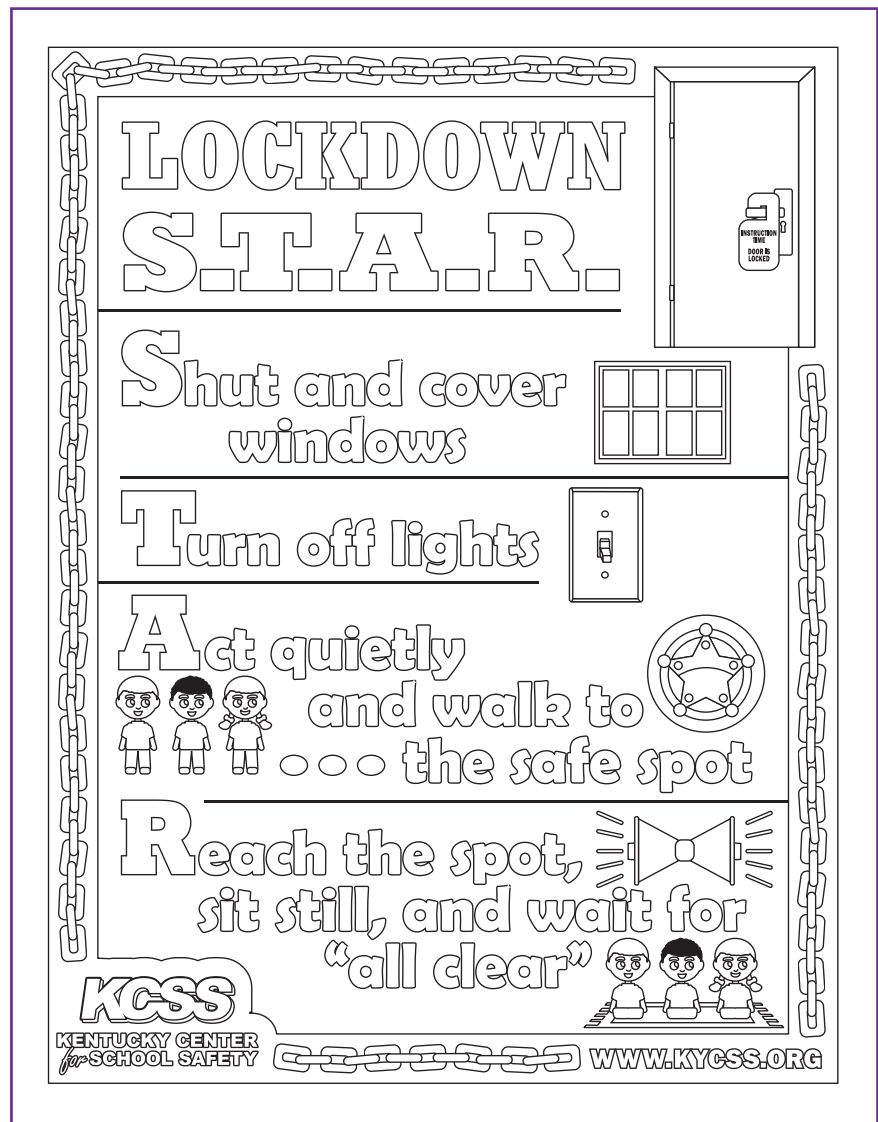
Have them color and then turn on the back and make their own poster to explain a lockdown drill.

This is a school-home connection piece. As it goes home with the students, parents can review the steps and discuss the procedure with their child.

To view this resource, visit "Safe Schools Week Promotional Materials"



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/



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KENTUCKY SAFE SCHOOLS WEEK 2024 TOOLKIT

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Magnifying Glass Activity



Quick Tip:

Teaching Tool:

To use this teaching tool with your students:

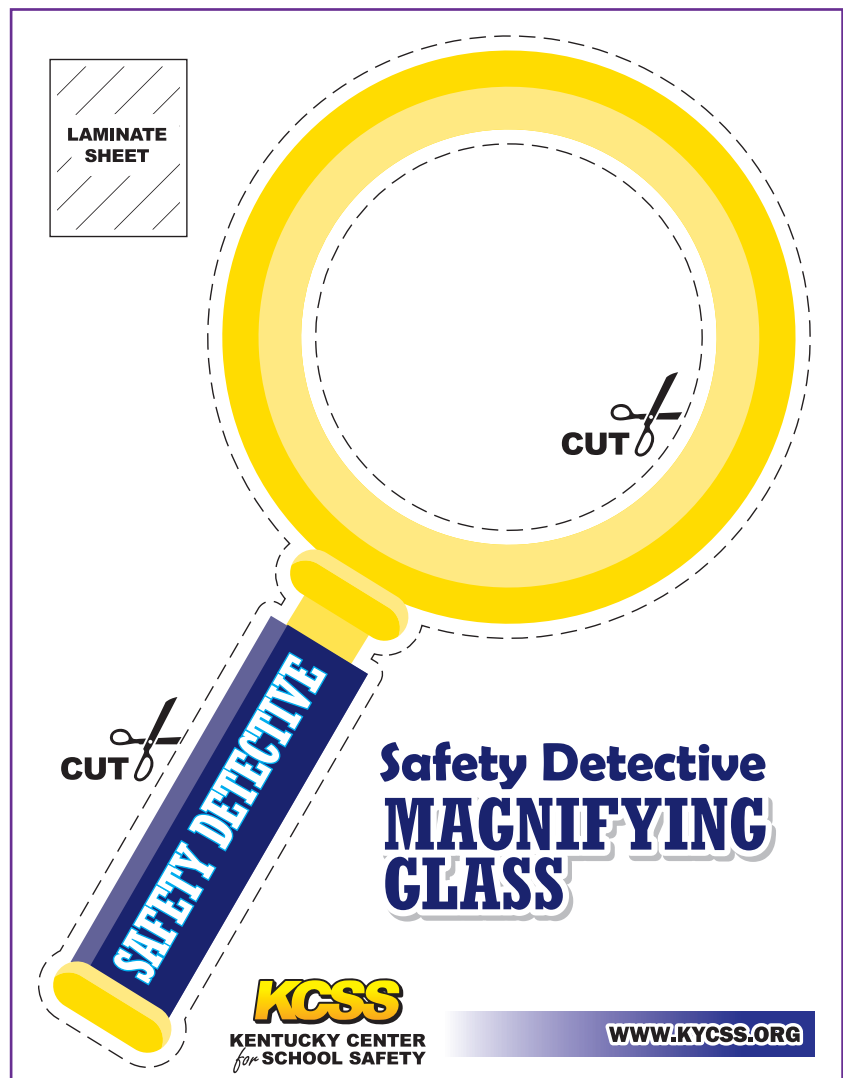
- Cut pattern out of paper (card stock is preferred). If card stock is available, that will make the magnifying glass stronger.
- Popsicle sticks or tongue depressors taped to the back of the handle will also give the magnifying glass structure.

Students enjoy hands-on teaching tools and this sparks their memory and imagination.

To view this resource, visit "Safe Schools Week Promotional Materials"



[kycss.org/safe-schools-week/safe-schools-week-promotional-materials/](https://www.kycss.org/safe-schools-week/safe-schools-week-promotional-materials/)



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Instruction Time Door Hanger

Quick Tip:

Safety Tool:

This door hanger print-out sheet is available to use on classroom doors during instruction. If schools/teachers choose to use them, it reminds students/staff that the reason the door is locked is that classroom instruction is taking place.

The door hanger makes it less stressful for a student who tries to enter a room and a locked door hinders their entrance.

To view this resource, visit "Safe Schools Week Promotional Materials"



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/

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KENTUCKY SAFE SCHOOLS WEEK 2024 TOOLKIT



Calming Strategies Links



Quick Tip: Calming Classroom Ideas:

This page offers various links and ideas to be used as calming strategies in your classrooms. Calming strategies for students should be used with lockdown drills/practices. It is recommended that they are taught in advance and practiced regularly during and outside of drills.

To view this resource, visit "Safe Schools Week Promotional Materials"



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/

Calming Strategy Links and Ideas for All Classes

- Yoga <https://www.youtube.com/watch?v=vYQv8-7Ut1E&app=desktop>
More yoga <https://www.youtube.com/watch?v=Td6zFtZPk4&feature=youtu.be>
- Yoga with Adrienne (and her dog Benji) www.youtube.com/user/yogawithadriene
- Cosmic Kids Yoga Adventures www.youtube.com/watch?v=pn65ltvntp4
- 5-minute cardio video <https://m.youtube.com/watch?v=R0mMvV50tcM>
- Spend some time relaxing in Yellowstone National Park <https://www.youtube.com/watch?v=1VyhG3ypG5s&feature=youtu.be>
- Online jigsaw puzzle www.jigsawplanet.com
- Digital coloring www.coloring.com/pictures/geo-portrait
- Preschool and Kindergarten:
 - Breathe, Think, Do with Sesame Street (This is a great app to help young kids with calming strategies.)
- Things to do without technology:
 - *Writing/drawing: Ask students to write or draw a picture showing how they felt during the drill. This can be done while listening to calming music.
 - *Play-doh
 - *For students who may need their own space, a calming corner is a great place for them to "get away" for a few minutes. See [Appendix I: Calm Down Strategies after Safety Practice](#) for print-outs to hang in your calming corner.
 - "Write your own calming song as a class to the tune of a familiar song. This one is to the tune of Row, Row, Row Your Boat."
 - Let's sing our calming song and get back to our place. Practice, practice, practice, practice. This helps keep us safe.



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Calm Down Strategies After Safety Practice



Quick Tip:

Calm Down Handout:

After a safety practice or as a stand alone activity, a teacher can discuss calming activities and the fact that each student has a choice of which one works best for them. After the students use the calming strategy the handout can be turned over and the child can draw other ideas of how they calm down in other stressful situations. This gives students and parents (when it goes home) ideas for calming strategies during high anxiety. This handout can also be used as a poster.

To view this resource, visit "Safe Schools Week Promotional Materials"



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/

CALM DOWN STRATEGIES I can choose after a safety practice



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Lockdown Sign for School Door



Quick Tip:

Lockdown Sign:

This sign can be used on access doors to the school during a lockdown practice or an actual lockdown. When this sign is used consistently, visitors are given a visual prompt about safety procedures.

To view this resource, visit "Safe Schools Week Promotional Materials"



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/

To request a physical copy of this resource, fill out an online request form:



kycss.org/kcss-request-form

This School is in Lockdown Mode

NO ONE CAN ENTER AT THIS TIME!

We Practice School Safety Regularly

Thank you

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www.kycss.org/safe-schools-week

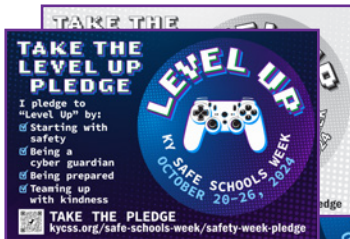
Handouts, Videos, News, Resources and More...

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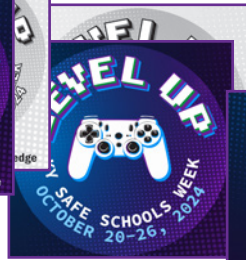
KENTUCKY SAFE SCHOOLS WEEK 2024 TOOLKIT

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KY Safe Schools Week Logos and Posters



Large Level Up Pledge Poster



Level Up Pledge Large Logo



Level Up Photo Frame



Large Level Up Poster



Large Level Up Pledge Poster

To request a physical copy of this resource, fill out an online request form:

EMERGENCY CONTACTS

CHILD PROTECTION HOTLINE 1-877-KSAFE1 1-877-597-2331	NATIONAL SUICIDE PREVENTION HOTLINE 988 1-800-273-8255
NATIONAL HUMAN TRAFFICKING HOTLINE 1-888-373-7888	DOMESTIC VIOLENCE NATIONAL HOTLINE 1-800-799-SAFE 1-877-799-7233

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Emergency Contacts Poster

"Nothing can dim the light which shines from within."
-Maya Angelou

Level Up Quote Poster

Kindness.
It costs nothing but means everything.

Level Up Quote Poster

IF YOU HEAR OR SEE SOMETHING, SAY SOMETHING.

S.T.O.P.! TIPLINE

Visit your School's Website
CALL OR SEND A TEXT
866-EYE-on KY
(866-332-6429)

Fill Out an Online Form BY SCANNING QR CODE

Use the S.T.O.P.! Tipline to report:
Bullying, abuse, feeling sad or depressed, threats of violence or concerning behavior
You can make an anonymous report.

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Homeland Security S.T.O.P.! Tipline Poster

KY SAFE SCHOOLS WEEK 2024 COLORING CONTEST

I pledge to:
 Starting with safety
 Being a cyber guardian
 Being prepared
 Teaming up with kindness

Level Up Coloring Sheet

To view this resource, visit "Safe Schools Week Promotional Materials"

kycss.org/safe-schools-week/safe-schools-week-promotional-materials/

Quick Tip:

Post these around school to increase awareness of KY Safe Schools Week. Black-and-white versions are also available for many posters.



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 Handouts, Videos, News, Resources and More...
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KY Safe Schools Week Coloring Sheet



Quick Tip:

Use these sheets to emphasize the “Level Up” campaign as you discuss KY Safe Schools Week. Another idea is to allow older elementary students to have a coloring contest.

To view this resource, visit “Safe Schools Week Promotional Materials”



kycss.org/safe-schools-week/safe-schools-week-promotional-materials/

KY SAFE SCHOOLS WEEK 2024 COLORING CONTEST



I pledge to “Level Up” by:

- Starting with safety
- Being a cyber guardian
- Being prepared
- Teaming up with kindness



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Website resources: “Start with Safety”



Resources... “Start with Safety” Include:

- **Administrator Checklist**
- **S.T.O.P.! Tipline - Safe School Reporting Tool** – Kentucky Office of Homeland Security
- **Telling Vs. Tattling** – KCSS
- **Stopbullying.gov Website** – Stopbullying.gov
- **FBI Safe Online Surfing** – FBI
- **Cyberbullying Fact Sheet** – Cyberbullying Research Center
- **The Owing Up™ Lessons** – Owing Up
- **YouTube Animated Story of Spockley (A Helpful Pumpkin)** – YouTube
- **Conflict Resolution: Helping Others and Ourselves** – PBS Learning Media
- **The Ned Program Website** – The Ned Program
- **Terroristic Threatening Handout** – KCSS
- **Threats at School Handout** – KCSS
- **Calm, Cool, & Consistent: Keeping Civility in the Classroom** – NEA
- **Classroom Management Approaches to Support School Connectedness** – CDC
- **Green Dot** – Kentucky Association of Sexual Assault Programs, Inc. (KASAP)
- **Bystanders to Bullying** – StopBullying.gov
- **Becoming an Upstander to Bullying Just Got Easier!** – StopBullying.gov
- **Bystanders Are Essential to Bullying Prevention and Intervention** – StopBullying.gov
- **Bystander Video** – StopBullying.gov

Step 1 From: kycss.org/safe-schools-week
 Click: [Safe Schools Week Classroom Resources](#)

Safe School Weeks Promotional Materials/Classroom Handouts

Safe Schools Week Highlights

Safe Schools Week Classroom Resources

Step 2 Click: [Start with Safety](#)



START WITH SAFETY

ADMINISTRATOR CHECKLIST

Emergency numbers are displayed Tip line is displayed All faculty and staff have been trained on EOP

5.T.O.P! TIPLINE - SAFE SCHOOL REPORTING TOOL TELLING VS. TATTLING STOPBULLYING.GOV

Find this and more at: kycss.org/safe-schools-week/safe-schools-week-resources-for-educators/



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Website Resources: “Emergency Boss Battles”



Resources... “Emergency Boss Battles” Include:

- Administrator Checklist
- Elementary School Lockdown Workbook – KCSS
- Classroom Response Kit – KCSS
- Meet the Helpers – PBS Learning Media
- KCSS Flipchart App – KCSS
- KCSS Lockdown Website Page – KCSS
- KCSS Emergency Guide Website Page – KCSS
- KCSS Other Useful Materials and Links – KCSS
- KCSS Reunification Resources – KCSS
- Disaster Hero Activity – Common Sense Media
- Ready Kids Curriculum – Ready.gov/kids
- Ready Kids Disaster Dodgers Video – Ready.gov/kids



Find this and more at:
kycss.org/safe-schools-week/safe-schools-week-resources-for-educators/

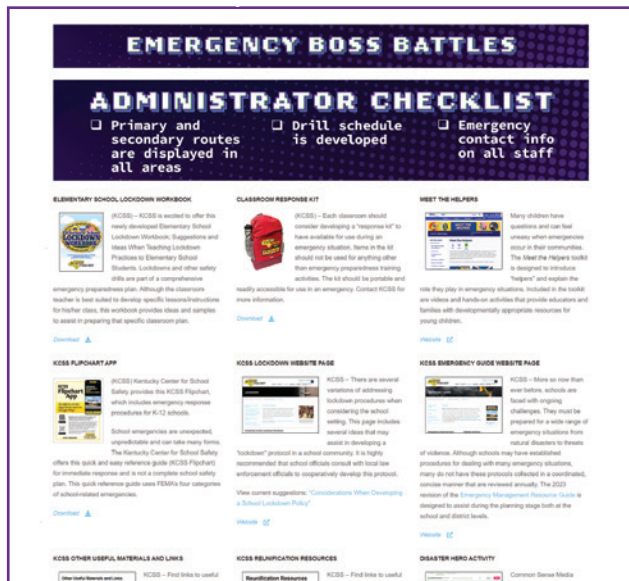
Step 1

From: kycss.org/safe-schools-week
 Click: Safe Schools Week Classroom Resources

- Safe School Weeks Promotional Materials/Classroom Handouts
- Safe Schools Week Highlights
- Safe Schools Week Classroom Resources

Step 2

Click: Emergency Boss Battles



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Website Resources: “Team Up”



Resources... “Team Up” Include:

- Administrator Checklist
- KCSS Cyber Bullying Handouts – KCSS
- KCSS Bullying Handouts – KCSS
- Bullying Prevention Checklist – KCSS
- Random Acts of Kindness Foundation
- Caring as Classroom Practice – Social Studies and the Young Learner
- Compassion Activities-Common Sense Education Links – Common Sense Media
- Games That Teach Sharing – KET
- Books About Sharing – Common Sense Media
- 9 Tips for Teaching Kindness in the Classroom – PBS Learning Media
- Prevent Bullying and Show Kindness-Kindness Catcher – National Bullying Prevention Center
- KCSS SEL Website Page – KCSS
- “Kindness Counts” Bookmarks – KCSS
- Show Kindness Videos – The Foundation for a Better Life
- Cyber Bullying – Kindness – NetSmartz
- Internet Kindness Writing Prompts – KCSS
- Learn R.E.S.P.E.C.T. with the WonderGrove Kids! – WonderGrove Kids
- A Bad Case of Bullying: Using Literature Response Groups – Read Write Think
- Getting Along – KidsHealth in the Classroom
- Thinkfinity- High Interest Novels Teaching Respect – Read Write Think
- Culturally Responsive Teaching – Edutopia

Step 1 From: kycss.org/safe-schools-week
 Click: Safe Schools Week Classroom Resources

Safe School Weeks Promotional Materials/Classroom Handouts

Safe Schools Week Highlights

Safe Schools Week Classroom Resources

Step 2 Click: Team Up

TEAM UP

ADMINISTRATOR CHECKLIST

Review the district code of conduct on the procedures for identifying, documenting, reporting bullying, investigating and responding to bullying (KRS 158.148 Section 5 (e))

Is your Threat assessment team established and trained?

KCSS CYBER BULLYING HANDOUTS

KCSS BULLYING HANDOUTS

BULLYING PREVENTION CHECKLIST

RANDOM ACTS OF KINDNESS FOUNDATION

CARING AS CLASSROOM PRACTICE

COMPASSION ACTIVITIES-COMMON SENSE EDUCATION LINKS

Find this and more at:
kycss.org/safe-schools-week/safe-schools-week-resources-for-educators/



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Website Resources: “Cyber Guardians”



Resources... “Cyber Guardians” Include:

- Administrator Checklist
- Device Advice: Onboarding for School-Issued Devices – Common Sense Media
- Digital Well-Being: Middle School Lessons – Common Sense Media
- Digital Well-Being: High School Lessons – Common Sense Media
- Lesson Plans - NetSmartz
- Cyberbullying Research Center Information – Cyberbullying Research Center
- Internet Kindness Writing Prompts – KCSS
- TikTok Handout – KCSS
- Selfies and Self Esteem Handout – KCSS
- Sexting Handout – KCSS
- KCSS Cyber Bullying Handouts – KCSS
- Cyber Bullying - Kindness – NetSmartz
- FBI Safe Online Surfing – FBI
- StopBullying.gov Website – StopBullying.gov
- Cyberbullying Fact Sheet – Cyberbullying Research Center
- Lesson Plan for Elementary School Children – Pacer
- Olweus Bullying Prevention Program – Olweus
- Pacer Middle/High Videos – Pacer
- KCSS Cyber Bullying Website Page – KCSS
- KCSS Internet Safety Website Page – KCSS
- KCSS Social Networking Website Page – KCSS
- Thinkfinity- High Interest Novels Teaching Respect – Read Write Think
- Counselors & Media Specialists Bullying Book Discussion Guide – Random House Inc.
- A Frill A Minute – Video – PBS Learning Media

Step 1

From: kycss.org/safe-schools-week
Click: Safe Schools Week Classroom Resources

- Safe School Weeks Promotional Materials/Classroom Handouts
- Safe Schools Week Highlights
- Safe Schools Week Classroom Resources

Step 2

Click: Cyber Guardians



CYBER GUARDIANS

ADMINISTRATOR CHECKLIST

- Review transportation: pick up and drop off effectiveness
- Review supervision: active and effective
- Review front office gatekeeper scripts and visitor protocols

DEVICE ADVICE: ONBOARDING FOR SCHOOL-ISSUED DEVICES
Common Sense Media – Help students get ready to use tech for learning in the classroom. Whether it's their first-ever school-issued device or they've switched tech accounts, it's always helpful to remind students about responsible tech use. From device care to practicing active learning and avoiding device distractions, these quick lessons will help you set up a positive culture for learning with tech in the classroom. Check out the Device Advice Planning Guide for implementation tips, sample introductions, and FAQs.

DIGITAL WELL-BEING: MIDDLE SCHOOL LESSONS
Common Sense Media – Research-based lessons to engage students' social-emotional learning and digital well-being. Middle and high school students have a way of magnifying the stress that young people face on a daily basis. But why is that the case? And more importantly, what can they do about it? Besides just taking a break from their phones? Support students' digital well-being with this set of evidence-based lessons. Each is designed to help them build agency, reduce anxious thoughts, and increase mindfulness related to their tech habits. This collection was co-developed by Common Sense Education and the Center for Digital Privacy at Harvard.

DIGITAL WELL-BEING: HIGH SCHOOL LESSONS
Common Sense Media – Research-based lessons to support students' social-emotional learning and digital well-being. Middle and high school students have a way of magnifying the stress that young people face on a daily basis. But why is that the case? And more importantly, what can they do about it? Besides just taking a break from their phones? Support students' digital well-being with this set of evidence-based lessons. Each is designed to help them build agency, reduce anxious thoughts, and increase mindfulness related to their tech habits. This collection was co-developed by Common Sense Education and the Center for Digital Privacy at Harvard.



Find this and more at:
kycss.org/safe-schools-week/safe-schools-week-resources-for-educators/



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Website Resources: “Health Power-Ups”



Resources... “Health Power-Ups” Include:

- Administrator Checklist
- The CASEL Guide to Schoolwide Social and Emotional Learning – CASEL
- Collaborative for Academic, Social, and Emotional Learning (CASEL)
- Program Guide from CASEL for SEL Programs – CASEL
- Trauma-Informed Toolkit – KDE
- Teacher’s Guide: Empathy (Grades 3 To 5) – KidsHealth in the Classroom
- Sources of Strength Program – Sources of Strength
- S.T.O.P.! Tipline - Safe School Reporting Tool – Kentucky Office of Homeland Security
- Trauma-Informed, Resilience-Oriented Schools Toolkit – National Center for School Safety
- Handle with Care Notification System – The Kentucky State Police
- Bark Monitoring Tool for Schools – Bark
- Telling Vs. Tattling Handout – KCSS
- Free Hotline: What You Can Do to Help End Bullying – National Suicide Prevention Lifeline
- KCSS SEL Website Page – KCSS
- Global Game Changers Student Empowerment Program – Global Game Changers
- Green Dot – Kentucky Association of Sexual Assault Programs, Inc. (KASAP)
- Bystanders to Bullying – StopBullying.gov
- Becoming an Upstander to Bullying Just Got Easier! – StopBullying.gov
- Bystanders Are Essential to Bullying Prevention and Intervention – StopBullying.gov
- Bystander Video – StopBullying.gov

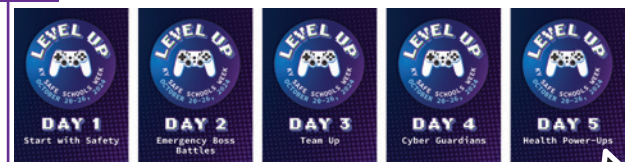
Step 1

From: kycss.org/safe-schools-week
Click: Safe Schools Week Classroom Resources

- Safe School Weeks Promotional Materials/Classroom Handouts
- Safe Schools Week Highlights
- Safe Schools Week Classroom Resources

Step 2

Click: Health Power-Ups



Find this and more at:
kycss.org/safe-schools-week/safe-schools-week-resources-for-educators/



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Website Resources: KCSS Website



From: kycss.org/safe-schools-week
 Click: Safe Schools Week Classroom Resources
 Scroll to the bottom of the page

Safe School Weeks Promotional Materials/Classroom Handouts

Safe Schools Week Highlights

Safe Schools Week Classroom Resources

KCSS Website Resources Include Pages On:

- Bullying and Harassment
- Cyber Bullying
- Social Emotional Learning (SEL)
- School Violence
- Internet Safety
- Social Networking
- Resources
- Lockdown
- Emergency Guide

KY CENTER FOR SCHOOL SAFETY WEBSITE

KCSS BULLYING AND HARASSMENT WEBSITE PAGE
 KCSS – Bullying prevention strategies and resources. Bullying is a devastating form of abuse that can have long-term effects on its victims, lowering their self-esteem, isolating them from others and even prompting health problems.
[Website](#)

KCSS CYBER BULLYING WEBSITE PAGE
 KCSS – Cyber bullying involves the use of information and technology such as e-mail, instant messaging, the publishing of defamatory personal websites, and online personal polling websites that are used to support conscious, willful, deliberate, repeated, and hostile behavior by one or more people with the intent to harm others. Online harassment or threatening is Cyber bullying and it is on the rise.
[Website](#)

KCSS SEL WEBSITE PAGE
 KCSS – This page includes some resources that are available that will hopefully help promote and incorporate empathy in your lessons as you make it an integral part of each school day. When others' feelings become important their safety and well-being will be a priority. Resources listed include lessons, activities, kits, handouts, PowerPoints, videos and more.
[Website](#)

KCSS SCHOOL VIOLENCE WEBSITE PAGE
 KCSS – School violence can be prevented. Research shows that prevention efforts – by teachers, administrators, parents, community members, and even students – can reduce violence and improve the overall school environment. No one factor in isolation causes school violence, so stopping school violence involves using multiple prevention strategies that address the many individual, relationship, community, and societal factors that influence the likelihood of violence. Prevention efforts should ultimately reduce risk factors and promote protective factors at these multiple levels of influence. (Center for Disease Control and Prevention)
[Website](#)

KCSS INTERNET SAFETY WEBSITE PAGE
 KCSS – The Internet is a wonderful tool which puts the world and all its information at our fingertips. Much of this information has been available for a long time through public library access or other means. Indeed, many of these sites have been in operation for a number of years. However, this ease of access is paving the way for massive growth in Internet-based crime such as identity theft and predators. Most of these sites also provide an opt-out feature for you to remove or manage what information is available, though it may take some clicking around to locate it.
[Website](#)

KCSS SOCIAL NETWORKING WEBSITE PAGE
 KCSS – Social networking has become the "get to know your friends" means of communication for the majority of teen students today. Because of the anonymity of the global resource, areas of concern reach a higher level of danger. As students share their life through this open to the world means of communication the chances of problems escalate. Not only is there a freedom of expression but it seems it is a new avenue to push acceptance or non-acceptance to a realm that is really inconceivable with extreme consequences. Below are resources to help educate and prepare students in this ever-evolving area of communication.
[Website](#)

KCSS RESOURCES WEBSITE PAGE
 KCSS – The KCSS Resource Center locates and evaluates information regarding school safety practices from KCSS research, national databases, the Internet, education journals and other resources to keep the KCSS and the citizens of Kentucky on top of current information and trends. Various handouts, reports and links are provided assisting interested school personnel, law enforcement officers and school safety conscious community members.
[Website](#)

KCSS LOCKDOWN WEBSITE PAGE
 KCSS – There are several variations of addressing lockdown procedures when considering the school setting. This page includes several ideas that may assist in developing a "lockdown" protocol in a school community. It is highly recommended that school officials consult with local law enforcement officials to cooperatively develop this protocol. View current suggestions: "Considerations When Developing a School Lockdown Policy"
[Website](#)

KCSS EMERGENCY GUIDE WEBSITE PAGE
 KCSS – More so now than ever before, schools are faced with ongoing challenges. They must be prepared for a wide range of emergency situations from natural disasters to threats of violence. Although schools may have established procedures for dealing with many emergency situations, many do not have these protocols collected in a coordinated, concise manner that are reviewed annually. The 2024 revision of the Emergency Management Operations Guide is designed to assist during the planning stage both at the school and district levels.
[Website](#)



Find this and more at:
kycss.org/safe-schools-week/safe-schools-week-resources-for-educators/



VISIT US ONLINE:
www.kycss.org/safe-schools-week
 Handouts, Videos, News, Resources and More...
 Covering a Wide Range of School Safety Topics



Promoting Ky Safe Schools Week in Your School



When promoting Kentucky Safe Schools Week in your school, here are a few things to consider:

- Every school is unique, and therefore the campaign should be adjusted to fit individual needs.
- Using the theme “Level Up” incorporates the needed safety precautions for our students.
- Try to involve all students in the campaign. Everyone is needed to help make the school a safe place.

Various school districts across Kentucky have great ideas about how they plan on promoting KY Safe Schools Week this year. Here are just a few of the many ideas:

- Some schools use the **Daily School Announcements** on the PA system or Closed Circuit TV.
- Some have a spirit day where everybody can participate and “Level Up” and they **wear the school’s logo or ball team shirts**. Schools also print stickers for students to wear or attach to their notebooks. Have students **take the pledge before school or at lunch**. Also, students could **wear a theme color** to emphasize school safety. Don’t forget to send us a picture and we will put it on the website.
- A school could focus on a different part of the “Level Up” Pledge... “Starting with safety,” “Being a cyber guardian,” “Being prepared” and “Teaming up with kindness”

each day during SSW lunch and have **handouts and resources with posters and bookmarks** available for the students. A club or the SRO could man the display table, just an idea...also a computer for the students to **take the pledge** could be available at this time.

- Some schools have a service club that **paints a large banner** to go up in the lobby of the school along with other activities throughout the week.
- Some of the media specialists **have the bookmarks available** for students in the library during SSW week and devote the computers before and after school for students to take the online pledge.
- Others **post the pledges in the halls and on the walls** along with some of the handouts about bully prevention, cyber bullying, sexting, conflict/bullying, telling/tattling as reminders to the students during this week.
- TRTs and computer teachers **use the cyber bullying and digital citizenship resources** during SSW and talk about self-control and self-esteem online. They use STLP students to **teach some of the younger students** about acceptable use of technology and helping them take the pledge.

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for **SCHOOL SAFETY**

Tips on Using Ky Safe Schools Week Handouts



Here are some tips on using any of the KY Safe Schools Week Handouts to help you get the word out about your campaign:

- Have the handouts **displayed in your offices for parents** and others to see and pick up or read online
- **Post handouts on school websites, social media feeds or in virtual classrooms** sharing with parents, teachers and community
- Parents can **share handouts with their children in a one-on-one talk about school safety**, and discuss how they can be part of this year's theme "Level Up"
- Put information from the handouts into your **school newsletter, classroom packets or website** (you can break up the information over the course of several editions)
- Students can use the information from handouts to **write an article about keeping schools safe** in their school newspaper
- Use elements from the handouts for **planning lessons** (this information can be adapted for different age groups)
- Counselors: Use the handouts in **one-on-one talks with parents and students** about safety issues either in-person or virtual visit
- Remember to **share photos that align with "Level Up"** of students and staff holding coloring sheets or standing in front of a bulletin board. Don't forget to **send us any respect or kindness pictures** you may have. #LevelUp
- **Check out our social media pages:**
facebook.com/KYSCHOOLSAFETY
twitter.com/KCSSnews



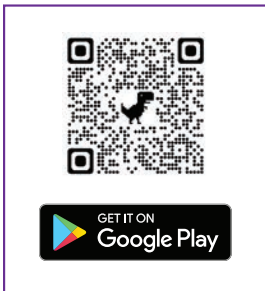
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KCSS Flipchart App



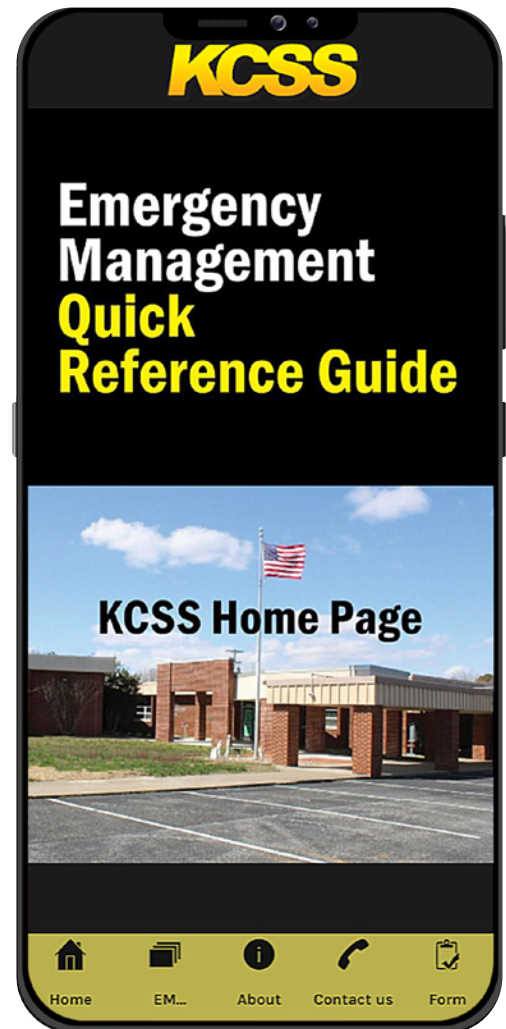
Available on the
App Store and
Google Play!



Kentucky Center for School Safety provides this KCSS Flipchart, which includes emergency response procedures for K-12 schools.

School emergencies are unexpected, unpredictable and can take many forms. The Kentucky Center for School Safety offers this quick and easy reference guide (KCSS Flipchart) for immediate response and is not a complete school safety plan. This quick reference guide uses FEMA's four categories of school related emergencies.

This resource includes an alphabetical list of emergency response protocols and subsections for easy access to information when needed.



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KENTUCKY SAFE SCHOOLS WEEK 2024 TOOLKIT

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More KCSS Web Pages



Below are some of the many pages with resources located at www.kycss.org:

Bullying and Harassment	www.kycss.org/school-safety-issues/bullying
Bus Safety	www.kycss.org/resources-and-responders/bus-safety
Cyber Bullying	www.kycss.org/school-safety-issues/cyber-bullying
Drug Abuse	www.kycss.org/school-safety-issues/drug-abuse
Emergency Procedures	www.kycss.org/emergency-procedures
Gangs	www.kycss.org/school-safety-issues/gangs
Handouts	www.kycss.org/handouts
Health	www.kycss.org/resources-and-responders/health
Hotlines	www.kycss.org/hotlines
Internet Safety	www.kycss.org/school-safety-issues/internet-safety
Resources by Role	www.kycss.org/resources-by-role
School Resource Officers	www.kycss.org/resources-and-responders/school-resource-officers
School Violence	www.kycss.org/school-safety-issues/school-violence
SEL	www.kycss.org/school-safety-issues/sel
Sexting	www.kycss.org/school-safety-issues/sexting
Social Networking	www.kycss.org/school-safety-issues/social-networking
Suicide Prevention	www.kycss.org/school-safety-issues/suicide



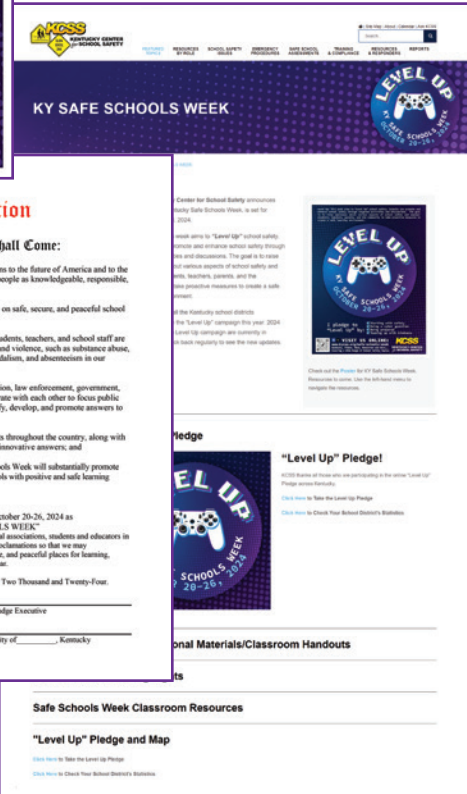
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Look Inside

Inside this Toolkit, you will find:

- Posters
- Media Releases
- Bookmarks
- Proclamation
- Online Resources
- And more



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