

USD 412 HOXIE COMMUNITY SCHOOLS

CRISIS PLAN

EMERGENCY TELEPHONE NUMBERS

SCHOOL

<u>Title</u>	<u>Name</u>	<u>Work #</u>	<u>Cell Phone #</u>
Superintendent	Mary Ellen Welshhon	785-675-3258	785-675-1775
H.S./J.H. Principal	Carey Fose	785-675-3286	785-731-5118
Grade School Principal	Sharris Werner	785-675-3254	785-737-6094
School Board President	Michael Bretz		785-627-6216

OTHER

Fire/Police/Sheriff/Ambulance	911
Hoxie Police Department	785-675-3291
Sheridan Co. Sheriff Department	785-675-3481
Hoxie Fire Department	785-675-3211 or 3291
Sheridan Co. Fire Department	785-675-3773
Poison Control	785-623-5550 or 5555 1-800-248-0074
Weather Service	785-899-6412

**HOXIE COMMUNITY SCHOOLS
USD 412
HOXIE, KS 67740**

Introduction

All educational institutions are vulnerable to threats, hazards and disasters which have the potential to cascade into emergencies or disasters. It is critical for school officials along with first responders, emergency management and local government officials to prevent or mitigate, plan for, respond to and recover from these potential incidents.

The intent of a Crisis Plan is to provide an overview of the School District's approach to emergency operations. It describes the School District, its emergency response policies, procedures and assigns tasks. The primary audience for this plan is the Superintendent's staff, key administrators and policy makers (Board Members). This plan will help serve as the foundation for the more operationally oriented building level plans.

Promulgation Statement and Approval

Hoxie Community Schools is committed to the safety and preparedness of its students, staff and its visitors. In support of this commitment, the Board of Education has asked for a thorough review of this District's Crisis Plans. The CRISIS PLAN that follows will assist this District in saving lives, minimizing property damage and preserving the environment. Our signatures signify our commitment to keep the plan current and to provide training and resources to the school's personnel in the All-Hazards approach to school crisis management. This is to verify that Hoxie Community Schools Crisis Plan is hereby approved, is in force and supersedes all previous editions.

Superintendent

Date

Board of Education President

Date

Clerk of the Board

Date

I. STATEMENT OF PURPOSE

This Crisis Procedure Guide is designed to provide direction, support, coordination and communication to the students, staff and community for a variety of crisis situations. This guide is to be augmented with emergency procedures, maps, checklists and other supplemental materials developed at each attendance center which are tailored to meet the particular needs of the school.

II. DEFINITION OF A CRISIS

A crisis is an event or series of events that impact the operation of a school and/or the well being of the school community, necessitating an organized set of responses to preserve life and health, ensure safety, minimize property damage and meet the informational and other human needs of the general community.

III. RESPONSIBILITIES

- a. The Superintendent of Schools** has the overall responsibility for establishing and implementing this crisis procedure guide and for prescribing the training required for staff members and for crisis intervention team (CIT) members.
- b. Principals** are responsible for establishing CIT's as prescribed by this crisis procedure guide and for notifying the Superintendent (central office) of the incidents which require implementation of this crisis procedure guide. They must also ensure that the crisis procedure guide is available to all staff members and that the staff is well versed in procedures.
- c. All teachers/staff members in the district** are responsible for familiarizing themselves with this crisis procedure guide.

IV. CRISIS INTERVENTION TEAMS

- a. Composition.** Each building principal should annually identify CIT members. Some characteristics which should be considered in member selection include:
 - * Good listening skills
 - * Availability / flexibility / location
 - * Leadership and decision-making ability
 - * Emotional stability; calmness under duress
 - * Genuine desire to be a team member
 - * Number of members appropriate for the size of the building
- b. Training.** Each team should have a CIT member(s) who is trained/certified in CPR and in basic first aid procedures. CIT members should receive training on handling grief and loss. CIT members should be familiar with the plans for his/her building.
- c. Staff In-service.** Building CIT's should provide information about the crisis procedures to the staff. The staff should be surveyed to determine those with CPR training or other related specialized skills.
- d. Evaluation.** This crisis procedure guide should be reviewed and evaluated prior to the beginning of each school year.

Crisis Intervention Team (CIT) 2023-2024

<u>Position</u>	<u>Name</u>	<u>Cell Phone</u>
Superintendent	Mary Ellen Welshhon	785-675-1775
JH/HS Principal	Carey Fose	785-731-5118
GS Principal	Sharris Werner	785-737-6094
Athletic Director	Lance Baar	785-657-1589
JH/HS Guidance	Tennille Giancola	620-499-9234
HS Teacher	Carmen Simon	785-754-8183
HS Teacher	Jennifer Carder	785-657-7079
GS Teacher	Lichelle Baar	785-657-1590
GS Teacher	Kim Robben	785-673-9928
GS Teacher	Morgan Slipke	785-735-8174
GS Teacher	Lisa Weimer	785-675-9032
School Nurse	Sunnie Minium	785-475-8338
JH/HS Secretary	Amber Vaughn	785-627-2047
GS Secretary	Celeste Schippers	785-657-7601
Transp/Maint. Supervisor	Tom Feldt	785-657-7036
JH/HS Custodian	Kevin Bieker	785-657-1020
	Karl Stillman	785-675-9167
GS Custodian	Travis Arnold	785-675-8334
	Landon Heim	785-657-7532
Social Worker	Terra Rath	785-672-3175
Mental Health Professional	Jalyn Shaw	785-386-8454
Spanish Translator	Perla Valencia	785-470-1191

Other Contacts

Mental Health	High Plains Mental Health	785- 462-6774
Ministerial Alliance	Carl Dumler	785-657-7515
Law Enforcement	Sheridan County Sheriff Hoxie Police Department	785-675-3481 785-675-3291
Ambulance	Sheridan County	785-675-3664
Emergency Management	Don Koerperich	785-386-8051

Emergency Response Plan

For the purpose of this plan, an emergency is defined as an event that requires an orderly and immediate response to minimize risk of physical harm to students and staff. An emergency situation may occur due to natural disaster, accident or individual(s) seeking to do harm.

During an emergency, one of three basic actions will take place:

- **Evacuation** – students and staff will exit the building and be moved to a safe location (either on or off campus).
- **Shelter in place** – at the minimum, all students and staff will remain in the building. Depending on the situation; they may be moved to a safe location in the building, be confined to the classroom or other designed area, or only limited to not exiting the building. Shelter in place will be terminated by announcement over the intercom.
- **Lockdown** – there is an eminent threat of violence occurring in the building. All students and staff must remain in the classroom, etc. with doors locked and out of sight. It is vital to remain as quiet as possible. Classroom teachers and administrative personnel are the **ONLY** individuals allowed to utilize a cell phone during lockdown. Lockdown will be terminated following a specific procedure known only to staff.

All three of the actions will be initiated by announcement over the intercom. No special code will be used. If an evacuation is being initiated, the announcement will include information regarding location.

Drills

Schools have utilized fire and tornado drills for many years to help ensure that students and staff members know how to react if those types of emergencies were to occur. In order to ensure a timely and proper response to other emergency situations, evacuation and lockdown drills will be conducted on an annual basis.

EVACUATION PROCEDURES

Bus Drivers for Evacuation (High School)

- | | | |
|--------------------|--------------|--------------------|
| 1. Sherry Franklin | Activity Bus | students and staff |
| 2. Kim Munk | Route Bus | students and staff |
| 3. Kevin Bieker | Route Bus | students and staff |

Bus Drivers for Evacuation (Grade School)

- | | | |
|--------------------|-----------|--------------------|
| 1. Laurie Farber | Activity | students and staff |
| 2. Hannah Franklin | Route Bus | students and staff |
| 3. Miranda Scanlon | Route Bus | students and staff |

Order of Command (High School)

1. Carey Fose/Mary Ellen Welshhon
2. Lance Baar
3. Tennille Giancola

Order of Command (Grade School)

1. Sharris Werner/Mary Ellen Welshhon
2. Mandy Shipley
- 3.

Temporary Off Campus Safety Locations (High School)

1. Red's
2. Hoxie Schools Bus Barn

Temporary Off Campus Safety Locations (Grade School)

1. United Methodist Church
2. Hoxie Christian Church
3. City of Hoxie Parking Lot

EMERGENCY FACILITIES SHUT OFF LOCATIONS

Hoxie Junior High / High School

Gas Shut Off

Outside - Call Midwest Energy (800-222-3121)

Inside - Call Tom, Kevin, and/or Karl for the location of the gas shut off.

Electric Shutoff

Outside - Call Midwest Energy (800-222-3121)

Inside - Call Tom, Kevin, and/or Karl for the location of the electric shut off.

Water Shutoff

Call Tom, Kevin, and/or Karl for the location of the water shut off.

Hoxie Grade School

Gas Shutoff

Outside - Call Midwest Energy (800-222-3121)

Inside - Call Tom, Travis, and/or Landon for the location of the gas shut off.

Electric Shutoff

Outside - Call Midwest Energy (800-222-3121)

Inside - Call Tom, Travis, and/or Landon for the location of the electric shut off.

Water Shutoff

Call Tom, Travis, and/or Landon for the location of the water shut off.

FIRE

In the event of a fire in the building or on the premises requiring evacuation of the building, the following procedure is recommended:

1. Know the location of alarms throughout the building. Individual buildings should have emergency equipment as needed.
2. Activate fire alarm/signal.
3. Call 911.
4. Notify building administrator, who will, depending on the situation, notify the building CIT and Central Office personnel.
5. Evacuate the building using established evacuation routes. An alternate evacuation site should be identified for use in case of inclement weather.
 - a. Identify individuals who require assistance and assign staff members responsible to help them.
 - b. Teachers should close all windows and doors.
 - c. Evacuate to a safe distance from the building.
 - d. Take a class list of students and account for everyone.
 - e. Supervise students. Do not leave students unattended.
6. Check bathrooms/other space for people still in the building.
7. Take roll and report missing/injured students to the principal (office).
8. Deploy search/rescue team for missing individuals. (Job for professionals if they are on the scene by this time.)
9. Establish a First Aid station. (Job for professionals if they are on the scene by this time.)
10. Students are signed out to parents.
11. Provide transportation for students not released to parents.
12. Staff is released.
13. Administration is available to law enforcement personnel.

****Individuals must not make statements to the media.****
Refer all press/media to the principal/central office personnel.

STUDENT RUNAWAY / ABDUCTION

In the event that a student runs away from the school building during school hours or is abducted by a stranger or by a family member, the following procedure is recommended:

1. Notify the building administrator.
2. Notify superintendent and central office.
3. Notify police and emergency services when appropriate (911).
4. Notify parent(s)/ guardian(s).
5. Follow students or observe, if appropriate.
6. Gather identifying data for police.
 - a. picture of child,
 - b. description of clothing,
 - c. description of abductor, etc.
7. Notify classroom teachers / counselors when appropriate.

****Individuals must not make statements to the media.****
Refer all press/media to the principal/central office personnel.

THREATENING INDIVIDUALS / INTRUDERS

Any teacher or school personnel sighting what appears to be an armed, dangerous, or otherwise threatening person in the building or on the school grounds will notify the building principal (office) as soon as possible.

Building principal (office) will implement the following procedure:

1. Notify the police department (911).
2. Notify the Superintendent and the head custodian.
3. Notify staff and students of the situation with the following announcement over the intercom:
“May I have your attention. We have a situation that requires all students and staff to remain in the classrooms. Students in the halls report immediately back to your room. No one is to leave the classroom until instructed by an administrator or law enforcement personnel. Ignore a fire alarm. If we need to evacuate the building, an announcement will be made.”
4. Custodians or school personnel will be directed to lock appropriate doors to isolate the intruder from the students and staff.
5. Surrender the building to law enforcement personnel.

Teachers will implement the following procedure:

1. Account for all students.
2. Secure the classroom by locking the door.
3. Tell the students that we have an unknown emergency and they need to remain calm.
4. Instruct students to go to an area of the room that is away from the door and away from windows.
5. Close blinds/curtains.
6. Remain in the classroom until instructions are provided by an administrator or law enforcement personnel.

BOMB/BOMB THREAT

In the event of a bomb threat, the following procedures should be followed:

1. Identification of caller

- a. Keep the caller on line as long as possible. Write down the exact wording of the threat and the time of day received.
- b. Obtain as much information about the caller as possible (Sex, approximate age, unusual characteristics).
- c. Attempt to learn where the bomb is placed and when it will explode.

2. Discovery of a written bomb threat

- a. Handle with rubber gloves. If rubber gloves are not used, document personnel who have handled the written threat.
- b. Secure the site when a threat is written on a wall, floor, mirror, etc.

3. Notify school personnel

- a. Superintendent and central office
- b. Building principals
- c. Head custodian and transportation director.

4. Notify appropriate authorities

- a. Police department (911)
- b. Fire department (911)

5. Implement evacuation procedure

6. Notify the media of the procedure for parents to pick up students.

7. Surrender building to law enforcement personnel.

HAZARDOUS MATERIAL SPILL

In the event a hazardous material emergency occurs that poses danger to the school the following procedures will be followed.

1. All students should be taken inside the building.
2. Everyone should assist in closing doors, windows, and the ventilation system.
3. Emergency management personnel will communicate with school officials whether or not to evacuate the school. Evacuation procedures will follow if necessary.

EVACUATION PROCEDURE

1. Determine and secure evacuation destination.
2. Determine and inspect evacuation exit and perimeter.
3. Principal (or designee) read the following announcement over the intercom.

May I have your attention. We have a situation that requires us to evacuate the building. All students and faculty will use the _____ exit of the building and proceed to the _____ Do not take anything with you --- bookbags and coats are to remain in this building. Staff are reminded to bring grade books and to remain with the students. Again, the evacuation exit is _____. Please proceed in an orderly manner at this time.

4. Roll is taken by grade level --- missing students reported to administration.
5. Principal (or designee) addresses staff and students.
6. Students are signed out to parents.
7. Provide transportation for students not released to parents.
8. Staff is released.
9. Administration is available to law enforcement personnel.

All vehicles will remain at school until released by law enforcement personnel.

DEATH/ BEREAVEMENT GUIDELINES & PROCEDURES

In the event of death of a student/staff member, the following procedures are recommended:

Procedures for death occurring at school/on school premises

- * Notify building principal/office
- * Summon emergency help
- * Isolate area where death occurred. Clear students from the area.
- * Move all who witnessed the death to a separate location.
- * Notify the Superintendent and central office personnel.
- * Activate the CIT
- * Determine when/how/which next of kin to notify.
- * When (if appropriate) the Principal informs students about the death.

1. Notify Administrators and office personnel (prior to call, verify information).

- * If the death occurred on school property, during school hours, or at a school sponsored event, the central office staff and the administration of the building directly involved should coordinate the information gathering and dissemination. The actual release of information must come through the Superintendent or designee only.

2. Inform faculty and staff members (faculty/staff meeting or calling tree).

- * CIT's should be activated
- * Begin using the prepared checklist
- * Staff members should be given the appropriate/accurate information surrounding the death in a staff meeting, if possible.
- * If circumstances allow, staff members should be advised of the situation before the students are informed and should be given an opportunity to deal with their own grief/shock.
- * Staff members must agree to pass on to students only information which has been verified and approved by the administration.
- * When possible, a single, prepared written statement should be used to convey the same information to all. This prepared statement should be given to the secretaries to be used in responding to incoming calls. No other information should be given out.
- * At an appropriate time, the building principal/designee should make contact with the family to offer condolences.

3. Inform students through a prepared announcement given by the building administrator/designee.

- * If time allows, where younger children are involved, consider contacting the parents first.

- * Teachers who feel comfortable doing so should allow students to talk about death and share emotions.
- * Teachers must be able to recognize the signs of an impending emotional crisis in the classroom and avert that crisis by seeking help for those individuals before their behavior can influence the entire classroom.
- * Students should be kept informed of funeral arrangements and, with parental permission, be allowed to attend the funeral service.
- * Gestures that "sensationalize" or "glorify" death should be discouraged, particularly in cases of non-accidental death.

TORNADO

In the event of a tornado, the following procedure is recommended:

1. A tornado signal will sound or will be announced over the school intercom.
2. Students and staff will proceed to assigned locations at the direction of the teacher. Each room is to have a procedure/location assignment posted.
 - a. The teacher should close classroom doors after students exit into the hallway.
 - b. The teacher should take class roster with them during drills/actual event and account for students.
 - c. Students should be quiet so that necessary directions can be heard.
3. No one will be released from a shelter until the "all clear" is announced.
4. In the event of evacuation following a tornado, follow the procedures for Fire Evacuation.

****Individuals must not make statements to media.****

Refer all press/media to the principal/ central office personnel.

COMMUNITY CRISIS

In the event of a bus accident, chemical spill, power outage, etc., the following procedure is recommended: Each building should develop a plan which not only encompasses the identified safety features but also suits the specific building and the number of ages of its occupants.

Verify information. Assess quickly the extent of the problem. The first decision is to determine whether the situation requires evacuation of the building(s) or whether the safest initial response is to shelter-in-place.

***If the decision is to evacuate the building, follow the fire drill procedures.**

***If the decision is to shelter-in-place, make the announcement from the threatening individuals/ intruders procedure.**

CRISIS MANAGEMENT

Crisis Management relates to the actions that may be required because of circumstances resulting from some form of tragic event. The Crisis Management Plan will be implemented when it is necessary to help protect the sociological, psychological and emotional well-being of students and staff.

Although every situation is different and the effects on individuals vary, it is prudent to have a plan of action in place to serve as a guide to appropriately respond to a set of circumstances.

Below are listed general considerations as a Crisis Management Plan is implemented:

1. A Crisis Management Team, under the direction of district administration, will develop and implement the specific plan of action.
2. Every effort should be made to operate school as normal as possible. In most circumstances, all school assemblies should not be called. School will not be dismissed if avoidable.
3. Every effort will be made to keep staff informed with up-to-date and accurate information. Staff members are expected to give accurate information when interacting with students. Never speculate, only discuss what is known.
4. Professional outside resource people may be called and made available to meet with individuals or small groups.
5. Staff meetings will be held as needed to assess the situation and determine if needs are being met. Adjustments to the action plan will be made as circumstances warrant.

Crisis Management Checklist

- Properly identify the nature of the crisis and determine the probable effect of individuals.
- Determine the need for outside professional resources.
- Make contact with appropriate individuals, i.e. administration, counselor, etc.
- Review known facts and determine what and how information will be distributed to:
 - a. Faculty
 - b. Students
 - c. Community
 - d. Media
- Prepare for information dissemination.
- Review procedures for the identification of high-risk students.
- Coordinate any intervention services:
 - a. Staff meetings
 - b. Individual / Small group counseling
 - c. Classroom activities / discussions
 - d. Parent meetings
 - e. Referrals to community or other outside agencies.
- De-brief:
 - a. Review the process, status of students
 - b. Plan follow-up activities

Follow-up and Assessment

- Monitor progress of all individuals, especially those identified as high-risk.
- Provide for continuing education and awareness
- Provide on-going support for all students, staff and parents.
- Re-evaluate the Crisis Management Plan and implement appropriate modifications.
- Express genuine appreciation to all those who assisted in carrying out the plan.

Breakdown of General Responsibilities for Crisis Management Preparedness

Below are identified responsibilities for preparing for emergency or crisis situations. These responsibilities shall be reviewed and appropriate steps put into place on an annual basis.

Administrator (or Designee):

1. Convene and preside over core team meetings and faculty/staff meetings.
2. Prepare and issue a statement for communities if deemed appropriate related to emergency or crisis management preparedness.
3. Facilitate any appropriate parent or community meetings as needed.
4. Act as the contact person for law enforcement or other agencies.

Crisis Management Team:

1. Develop and write specific crisis management guidelines for each building.
2. Identify individual responsibilities for each member of the team.
3. Crisis management guidelines shall include a process for the utilization of community resources.
4. Establish early intervention procedures that are responsive to the needs of students, staff and community.
5. Annually review and update basic crisis management guidelines and procedures.

Counselor Responsibilities:

1. Identify and establish strategies for working with potentially at-risk students.
2. Identify and make connections with possible outside resources.
3. Develop a plan to facilitate small group or individual support and/or counseling if the need should arise.

Faculty Responsibilities:

1. Review crisis management guidelines and participate in the district's annual emergency and crisis management in-service.
2. Appropriately instruct students on the specific safety and security guidelines utilized in your classroom. (Each room is different, so procedure may vary)
3. At the high school, attend each class period with fidelity. Notify the office immediately if a student is unexpectedly absent from your class.
4. Be cognizant of student attitudes and behavior. Any behavior that is suddenly out-of-character should be brought to the attention of the administration or counselor.

5. Be responsive to student concerns.

Staff Responsibilities:

1. Review crisis management guidelines and participate in the district's annual emergency and crisis management in-service.
2. Be aware of students who are in locations where they should not be. Ask the student(s) to return to their assigned area and report to administration as soon as possible.
3. Be aware of students who behave out of character. Notify administration or the Counselor as soon as possible.
4. Be aware of any items left in the building that appear out of place or are suspicious. Notify administration immediately.

Crisis Management Guidelines

Because every situation presents itself in a unique manner with its own set of specific circumstances, it is impractical to attempt to develop a comprehensive plan of action. However, it is possible and prudent to establish guidelines and special considerations that should be followed when a tragic situation develops. The proceeding information outlines individual and team responsibilities and items to be considered as a specific plan of action is being developed.

Action Plan Development

1. If time and circumstances allow, convene a meeting of the Crisis Management Team to develop an action plan.
2. If time and circumstances allow, meet with faculty and staff to communicate facts about the event and review the plan of action developed by the Crisis Management Team.
3. If time and circumstances are such that it is impossible for the Crisis Management Team to meet, it will be the responsibility of the district administration to develop a plan of action that will meet the needs of students and staff until such time as the full team can meet. Primary considerations must include: communication with staff and students, assignment of responsibilities to individual staff members, identification and utilization of outside resources and providing appropriate supervision and support for all students.

Crisis Management Team – Leader Responsibilities

1. Verify that a tragic event has occurred with law enforcement or other appropriate officials.
2. Prepare a draft “Statement to Students” based on verified facts.
3. Determine the possible impact on surrounding schools or districts. Notify those administrators if necessary.
4. Determine if the circumstances surrounding the event will require significant modification of established Crisis Management protocol. If modifications are required, convene a Crisis Management Team meeting ASAP for the purpose of developing the appropriate action plan.
5. Notify faculty/staff, providing basic facts of the event. Establish time and place for a staff meeting to review the action plan.
6. Direct building counselor to establish contact and begin coordinating outside resources.
7. Take steps to ensure that building secretaries understand their role in carrying out the action plan.

Crisis Management Team – Action Planning

1. In the aftermath of a tragic event, the Crisis Management Team will meet as soon as possible to discuss the event and the school's internal and external response. (The Crisis Management Team will meet even if an interim action plan was implemented)
2. The Crisis Management Team will develop an action plan based upon the available known facts related to the event. The Superintendent or designee shall be responsible for coordinating the implementation of the action plan. The Superintendent (designee) may delegate authority to act to individual staff members as needed.
3. Action planning must also provide for adaptability and flexibility as circumstances evolve. Procedures must be established to properly communicate if changes to the action plan are implemented.

Crisis Management Team – Typical Meeting Agenda

1. Review known facts related to the event (Do not allow speculation or rumor to enter into the discussion)
2. Review Crisis Management Plan – guidelines, considerations and responsibilities.
3. Review draft “Statement to Students.” Revise/modify as appropriate.
4. Assess the potential impact of the event on students and staff. Establish a protocol for the identification of “at-risk” students.
5. Identification of available resources and how they should be used.
6. Clarify individual responsibilities related to implementation and communication.
7. Determine if any special scheduling should be established.
8. Discuss under what circumstances a student is allowed to leave the building.
9. Schedule meeting for full staff to review the action plan. Establish a method for notification of remaining faculty and staff.

Communication – Typical Faculty/Staff Meeting Agenda

1. Provide written statements of facts and “Statement to Students.” Review procedures for informing students.
2. Provide all staff with a written copy of the action plan developed by the Crisis Management Team. Review with staff.
3. Discuss the outside resources and supports that have been identified and how they will be utilized.
4. Discuss procedures for excusing students needing access to the support being made available.

5. Generate a list of potential “at-risk” students. Review signs to watch for during the day – stay cognizant of all student reactions. Notify administration or counselor if a student seems overly distraught.
6. Emphasize the importance of proper supervision, accountability and building security.
7. Discuss protocol if contacted by the media or other outside agencies.
8. Schedule follow-up meetings for the end of the school day to reassess the situation and make necessary adjustments.

Communication – Guidelines for Notifying Students

1. In individual classrooms, teachers will read the prepared “Statement to Students” (developed by the Crisis Management Team) informing them of the tragedy. This should take at the earliest possible time so all students receive the information in a controlled setting.
2. Teachers should not elaborate beyond information contained in the written prepared statement.
3. Students shall be informed of the support resources that will be available and how they may be accessed.