

Section 1: General Considerations and Planning Guidelines

PURPOSE

Emergencies in schools are defined as undesirable events that occur and have the potential to cause injury or illness to members of our school community or disrupt the orderly educational process. They range from acts of bullying or harassment to catastrophic natural or man-made events.

Emergency management is the discipline of dealing with and avoiding risks. It is a discipline that involves preparing for an emergency situation or disaster before it occurs as well as supporting and rebuilding from the emergency after natural or human-made disasters have occurred. Emergency management in our schools is the continuous process by which our staff, students, administrators, parents, school groups, emergency responders and our community manage hazards in an effort to avoid or mitigate the impact of disasters resulting from the hazards. Preventive measures and good planning will reduce the likelihood that emergencies will occur and allow us to address those that do in an expeditious and effective manner.

Districts are required to develop district-wide school safety and emergency management plans designed to prevent and effectively manage such events to minimize the effects of serious incidents and emergencies. These plans also facilitate the coordination of the District with local and county plans and resources when incidents and emergencies occur.

The District-wide plan is responsive to the needs of the school and is consistent with the more detailed building-level emergency plans. Districts are vulnerable to a wide variety of acts of violence and natural and man-made disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (S.A.V.E.) law. Project S.A.V.E. is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

Executive Director DIRECTIVE

The Executive Director will serve as the District's Chief Emergency Officer (CEO) whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;
2. Leading the efforts of the District-wide school safety team in the completion and yearly update of the District-wide school safety plan and the coordination of the District-wide plan with the building-level emergency response plans;
3. Ensuring staff understanding of the District-wide school safety plan;
4. Ensuring the completion and yearly update of building-level emergency response plans. The CEO will require the building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17(2). Each plan should be updated annually with the assistance of the Building Emergency Response Team (BERT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, fire and other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators. These plans shall be submitted to the District's Safety Team for annual approval and incorporation into the overall District-wide Safety and Emergency Management Plan.

5. Assisting in the selection of security related technology and development of procedures for the use of such technology;
6. Coordination of appropriate safety, security, and emergency training for school staff, including required training in the emergency response plan;
7. Ensuring the conduct of required evacuation and lockdown drills in all District buildings as required by Education Law section 807; and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

IDENTIFICATION OF SCHOOL TEAMS

The District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner's Regulation 155.17(b)(13). At the direction of the Board and under the direction of the Executive Director, a District-wide Safety Team will be utilized for emergency management within the District. The Safety Team shall include teachers and administrators. At the discretion of the Board, a student may be allowed to participate on the safety team, however, no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a District-wide emergency response strategy are discussed.

The duties of the team shall include the development, review, and update of the District-wide Safety and Emergency Management Plan in compliance with Commissioner of Education Regulation 155.17. The District Safety Team should meet regularly throughout the year to conduct the following business:

1. Assess and review the District-wide Safety and Emergency Management Plan annually.
2. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
3. Conduct training sessions as necessary.
4. Meet with, oversee, and help guide the Building-level Emergency Response Team
5. Meet as needed with the District's Emergency Management Consultant to review protocols and procedures as well as receive training and instruction.
6. Meet with local government and emergency service organization officials to develop procedures for obtaining guidance and for emergency situations that exceed the expertise and/or resources of the District. These procedures may then be incorporated into the District's Emergency Management Plan.
7. Conduct all other business as deemed necessary.



DISTRICT SAFETY TEAM

Title	Name	Phone Number
Executive Director	Mitchell Flax	917-361-4555
Principal	Nicole Kone	585-721-3527
Director of Operations	Celines Leonardo	347-479-3242
Dean of Students	Anthony Mercedes	347-225-1608
Grade Level Dean	Yadira Kim	631-307-2530
Grade Level Dean	Cindy Gonzales	917-586-9213
Grade Level Dean	Ivie Omede	347-665-7841
Grade Level Dean	Laura Quezada	917-215-0040
Dean of Academic Intervention	Jessica Gordon	301-828-8814
Manager of Data, Assessment and Compliance	Christina Buckley	925-360-0664

CONCEPTS OF OPERATION

1. The District-wide School Safety and Emergency Management Plan will be directly linked to individual Building-level Emergency Response Plans for each school. Protocols developed in the District-wide School Safety and Emergency Management Plan will guide the development and implementation of Building-level Emergency Response Plans.
2. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building Emergency Response Team.
3. Once the Executive Director and/or their designee are notified, the District Emergency Response Team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the emergency management protocols and practices outlined in the National Incident Management System (NIMS) and will practice Incident Command System (ICS) techniques to better manage these events.

PLAN REVIEW AND PUBLIC COMMENT

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team and reviewed annually on or before September 1st of each year. A copy of the plan will be available at the front desk and website.
2. Building-level Emergency Response Plans shall be confidential and not subject to disclosure under Article 6 of the Public Officers Law or any other provision of law in accordance with Education Law Section 2801-a.
3. Full copies of the District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department on or before September 1st of each year or within 30 days of adoption.
4. The Board must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(c)(xiii). This plan will be made available for public comment at least 30 days prior to its adoption.



5. Building-level Emergency Response Plans will be supplied to the New York State Police, County Police, and all local police departments covering the District, by October 15th of each year or within 30 days of adoption.

Section 2: Risk Reduction/Prevention and Intervention

PREVENTION AND INTERVENTION STRATEGIES

The District utilizes a variety of intervention strategies to reduce risk and prevent critical incidents.

1. Training for school staff working in an incident control capacity may include:
 - a. Individual and group de-escalation techniques;
 - b. Non-violent conflict resolution skills; and
 - c. Peer mediation
2. The District may provide de-escalation techniques and nonviolent conflict resolution training to other staff annually. Each building has some staff trained in nonviolent conflict resolution.
3. Training may be available during staff development sessions, on conference days, and via on-demand web-based training modules.
4. Procedures relating to building security including utilization of staff and security equipment are as follows:
 - a. All authorized staff members are expected to carry their classroom/office keys/swipe cards at all times.
5. After the designated start time of the school day, each school will be appropriately secured.
6. All visitors must report to each building's (except the High School) designated single point of entry to be approved for entry utilizing the visitor management system before proceeding further into the building. If authorized, an identification badge will be issued, which must be visible at all times while the visitor is on school property.
7. All contractors assigned to work in any building must first be authorized for entry utilizing the visitor management system. If authorized, an identification badge will be issued which must be visible at all times while the workers are on school property. All deliverables and delivery personnel must first be authorized for entry utilizing the visitor management system. If authorized, an identification badge will be issued which must be visible at all times while the delivery personnel are on school property.

The District continually investigates other security measures and conducts staff development training to ensure schools are as safe as possible. Security measures include:

- a. Security personnel
- b. Surveillance cameras
- c. Door-lock (buzzer) entry systems
- d. Portable Radios
- e. Keypad or swipe entry systems
- f. Single or limited points of entry
- g. Visitor Management System

IMPROVING COMMUNICATION WITH STUDENTS

The school provides a wealth of school safety-related initiatives. These programs may include peer mediation, bullying prevention, conflict resolution, social skills development, managing emotions, and components of character education. Students are involved in a wide variety of safety activities through their classes as well as through work with school social workers, and school psychologists.

The School's Code of Conduct is accessible to parents and students and reviewed with all students in the beginning of the school year. During the review with students, bullying, discrimination, harassment



and violations of the Code of Conduct, along with consequences are discussed.

All staff members are trained in recognizing and effectively dealing with these behaviors, as outlined in the Code of Conduct.

In addition, each school has a wide range of programs and supports that impact school safety. These may include offering a variety of clubs, classroom lessons, small group lessons and/or individual counseling sessions, school-wide meetings, morning meetings in classrooms, assemblies, mindfulness rooms, yoga and movement breaks, and a variety of wellness opportunities.

REPORTING THREATS OR ACTS OF VIOLENCE

Students, staff, parents and others are informed annually about the importance of reporting threats or acts of violence and the procedures of reporting.

The District has developed a system for reporting threats and actual acts of violence. The procedure for reporting is as follows:

- Students are instructed to report threats and acts of violence to staff members
- Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instructions on issues of school safety are provided to all employees each year.

TRAINING, DRILLS, AND EXERCISES

The District will conduct emergency management drills and exercises annually including, but not limited to:

- **EVACUATION AND LOCKDOWN DRILLS:** Evacuation and lockdown drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September – June). Eight of all such drills shall be evacuation drills. Four of all such required drills shall be lockdown drills. The first eight (8) drills shall be conducted prior to December 31st of each school year. The New York Fire Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding effective building evacuation in the event of a fire. The New York Police Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted at different times of the school day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies.
- **EARLY DISMISSAL DRILL :** The District will conduct an Early Dismissal drill annually wherein students are dismissed early from school. Parents will be notified of these drills well in advance. Transportation Officials and District staff may also take part in conducting and evaluation of these drills.
- **SHELTER-IN-PLACE DRILLS:** Each school in the District will conduct at least one (1) Shelter-in-Place Drill annually utilizing Shelter-in-Place protocols. The New York Police and or Fire Departments may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

The Building-Level Emergency Response Team shall conduct post-drill debriefings and will complete a drill evaluation form that will be submitted to the District-wide safety team for periodic review.

STAFF DEVELOPMENT TRAINING

All general staff will receive training on District-wide procedures as well as specific procedures contained



within their respective building-level emergency response plan. This training shall occur prior to September 15th of each school year or within 30 days of joining the District. This training will be conducted at a staff development day in August, online or a combination of both.

The District will provide advanced training for each Building-Level Emergency Response Team (BERT) and District-Wide Safety Team annually. The training will include practices and procedures to educate, evaluate, update and review all Emergency management protocols and procedures the teams perform including, but not limited to Lockdown, Lockout, Evacuation, Shelter-In-Place, Hold-in-Place and Early Dismissal. The District may invite local emergency responders to participate in this training.

Additional staff training may include but is not limited to:

- De-escalation training
- Warning signals for violence and mental health concerns
- Non-violent conflict resolution

PROACTIVE BUILDING SECURITY MEASURES

1. The District buildings use limited points of entry. All doors are locked. Signs are in place directing visitors to sign-in at the reception desk at each school. Main doors are controlled by remote “buzzer” entry during normal school hours.
2. The school has a receptionist just inside the entrance to each school in the District. These individuals ensure that visitor management procedures are followed and help supervise building traffic flow. The Director of Operations is responsible for supervision of the receptionist.
3. Visitors are required to sign in and wear visitor identification.
4. Visitor access is limited to specific areas of the school building.

VITAL EDUCATION INFORMATION

Information on each building’s students and staff, transportation needs, and the telephone numbers of key officials are outlined in each Building-level Emergency Response Plan

EARLY DETECTION OF POTENTIALLY DANGEROUS BEHAVIOR

This section contains the District policy and procedure for disseminating information regarding early detection of potentially dangerous behavior.

1. A “plain language” summary of the District’s Code of Conduct is provided to all students in the District at the start of every school year to ensure that all students understand acceptable behavior in the school setting. The Code of Conduct delineates, among other behavior, lack of tolerance for harassment, discrimination, bullying and violence.
2. A “plain language” summary of the District’s Code of Conduct is posted on the District website at the start of each school year, and is disseminated at the time of registration thereafter.
3. All new employees will be provided with a copy of the Code of Conduct at the time of hire. All teachers and other staff members will be provided with a copy of the Code of Conduct annually.
4. Efforts are made on the building level in each of the District’s schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Teams meet regularly in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, parents/guardians, and students may be involved in this process.
5. District students at all grade levels participate in instruction guided by evidence-based violence prevention/intervention programs. Elements of these programs support students in identifying potentially violent or problematic situations with peers and in developing strategies to address these such as reporting to an adult.



6. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
7. The school's social workers may facilitate counseling groups for identified students around issues related to poor social skills development, managing emotions, and good decision-making.
8. Certified and non-certified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.

POLICE AGENCIES

The District buildings fall within the jurisdiction of the following police departments:

Police Department (112 Precinct: 68-40 Austin Street, Forest Hills, NY, 11375-4242)

- General: (718) 520-9311
- Community Affairs Division: (718) 520-9321
- Youth Officer: (718) 520-9283

HAZARD IDENTIFICATION

Each school will identify and locate areas of potential emergencies in and around its building. The Director of Operations and building custodians will locate these sites.

1. These sites shall include electrical, gas, heating, ventilation, water supply, and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.
2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and District personnel.
3. Potentially dangerous sites indicated below that are contained within school property and under the jurisdiction of the District, will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:
 - Electrical panels/shut-offs
 - Gas lines/shut-off
 - Gas appliances
 - Heating plant
 - Sewage system
 - Structural failure
 - HVAC
 - Water supply/shut-off
 - Chemical storage and cleaning supplies
 - Paper supply storage
 - Industrial arts room
 - Science rooms and labs
 - Isolated areas near the school
 - Nearby aqueduct, streams, ponds, rivers (flooding)
 - Steep areas near school
 - Unprotected exterior gas/electric, air conditioning supplies or equipment
 - Playground equipment

SCHOOL SAFETY ALLOCATIONS, HIRING, AND DUTIES

There is a single point of entry for visitors at each building and visitors to the school must be buzzed into the building, present a valid government issued identification, be processed through the visitor management system and receive a visitor identification badge issued by the safety monitor or office staff. Staff are trained to report to the main office any person they observe who is not wearing a badge.



The interviewing and hiring of safety monitors follows the District's practices for the hiring of new staff. All new staff employed by the District must be fingerprinted in order to be employed.

Primary Responsibilities

- Enforcement of the visitor protocols

Section 3: Response

NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

Internal

After receiving the information from the Incident Commander at the scene, an email will be sent from the Executive Director's office to all administrators and administrative offices alerting them to the nature and status of any incident in the District. The mass communication system may be used to provide information as deemed appropriate by the Incident Commander. Portable radios will also be used when possible.

External

Anyone with knowledge of an emergency event is encouraged to immediately call 911.

The District's mass communication system will be used to provide information to parents/guardians and emergency contacts. The District website may also be used to provide updated information throughout an incident as deemed appropriate by the Incident Commander. Schools may also use their websites, groups, and hotlines for announcements or updates as directed by the Incident Commander.

When an emergency requires notification to parents and students, the Executive Director or his designee will provide updated information to parents and students through the emergency notification system.

During an emergency, all contact with the media will be handled either by the Executive Director or their designee. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Executive Director or their designee. Students, staff and parents should refer all questions and requests for information to the Executive Director in order to assure the release of factual and current information.

By definition, emergency events are unforeseen and unpredictable. The safety of students and staff is the primary focus of all activities surrounding an emergency event. Every effort will be made to contact parents and the general public once the situation has stabilized.

SITUATIONAL RESPONSES

In the event of an emergency, a Command Center will be set up at a safe location in collaboration with emergency responders. There are specific plans for dealing with a wide range of hazards. Specific response procedures are sensitive in nature and therefore are contained within each confidential building-level emergency response plan.

The Executive Director or their designee will be the sole contact person for releasing information to the media and for communicating the status of the emergency with other District schools, out-of-district schools, private schools, and outside agencies.



RESPONSE PROTOCOLS

School Cancellation

- The Executive Director or their designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- The Dean of Students will activate use of the District's mass communication system
- The Executive Director will contact local media, post the information on the website and social media sites utilized by the District.

Early Dismissal

- The Executive Director or their designee will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- The Director of Operations will designate people to arrange transportation for students.
- The Dean of Students will activate use of the District's mass communication system.
- The Executive Director will contact local media, post the information on the website and social media sites utilized by the District.

Evacuation

- The Executive Director or their designee will determine the level of the threat.
- The Director of Operations will contact the transportation supervisor to arrange transportation. They will also arrange for student-parent reunification.
- The Director of Operations will clear all evacuation routes and sites prior to evacuation.
- BRT will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. They will report to the Executive Director or their designee any missing staff or students.

Sheltering Sites (Internal and External)

- The Executive Director or their designee will determine the level of the threat
- BRT will move all staff and students to pre-arranged sheltering sites as outlined in building plans. They will report to the Executive Director any missing staff or students.
- The Director of Operations will make appropriate arrangements for human needs in the event of a long-term situation.

Protocols For Responding To Bomb Threats, Hostage-Takings, Intruders, Abduction, And Other Emergency Situations

The District has procedures and provides training for emergencies. Specific response steps are confidential and contained within each Building-level Emergency Response Plan. Emergencies include but are not limited to the following situations.

- Abduction
- Armed Intruders / Active Shooters
- Bomb Threats
- Early or Alternate Emergency Dismissal
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Diseases
- Severe Weather
- Student-Made Threats
- Suicidal Students
- Suspicious Package Protocol



- Suspicious Persons

RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE

1. Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others or school property.
2. Staff members are required to immediately inform the Executive Director or their designee of any direct or implied threat of violence or actual act of violence by students, teachers, other school personnel including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which shall include suicide. The Executive Director or their designee decides whether to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
3. The District disseminates informational materials via the website and emails, encouraging parents and visitors to tell school staff about any direct or implied threat of violence or actual acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves.
4. After considering the specificity/generality of the threat or severity of the violent act, the Executive Director or their designee will determine whether to immediately contact the Board to advise them of the threat, obtain assistance to determine the severity of the threat or report the violent act. The Executive Director will have the discretion to report minor incidents to the Board verbally and/or in memorandum form after the situation has been resolved.
5. Building administrator(s) will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement.

RESPONSES TO ACTS OF VIOLENCE

1. The Executive Director or their designee will determine whether to contact law enforcement personnel. Threats or actions placing students, staff and others in imminent danger require an immediate LOCKDOWN protocol followed by a call to the police and the District Executive Director (if safe to do so). Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.
2. The Executive Director, and/or their designee, then determines the appropriateness of directing the Building-level Emergency Response Team to be activated.
3. The Building-level Emergency Response Team (BERT) consisting of trained staff and school personnel may assist with an Evacuation, Lockout, Shelter-in-Place, Hold-in-Place, or Early Dismissal and will follow the appropriate protocol (see appendices for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building-level teams, District leadership, and responding agencies.
4. If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all BERT members) are required to Lockdown in the nearest lockable space and await further instruction, or in some situations, evacuate the campus. Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal are detailed in each building-level emergency plan. The District's mass communication system is typically utilized.
5. Aggressively dangerous and violent students, staff, or visitors shall be managed as outlined by the procedures detailed in the District's Code of Conduct.
6. Building administrator(s) will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement



7. School administrators must keep records of serious threats and acts of violence and report them annually to the state.
8. Prompt contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on Building-Level Emergency Response Teams. These individuals and appropriate means of contact are documented in each Building-Level Emergency Response Plan.
9. The District has a zero-tolerance policy for acts of school violence.

IDENTIFICATION OF DISTRICT RESOURCES WHICH MAY BE AVAILABLE FOR USE DURING AN EMERGENCY

District resources are available in each building and stored in a central location. Each building will designate a Command Post. These resources , which are not meant to be inclusive, require the following items:

- Copy of District-Wide School Safety Plan
- Building-level Emergency Plan
- Quick reference Emergency Management Procedures
- List of emergency telephone numbers
- Building floor plans
- Telephones
- Radio communications
- Weather radio
- Flashlights
- Photocopier
- Computer
- Student rosters
- List of individuals with special needs and specific evacuation plans
- Telephone numbers for parents/guardians Information about emergency needs (e.g. students/staff that require medications, vehicular transportation issues, etc.)
- School and staff census information

The District will, as appropriate, utilize all available manpower during an emergency. Within each building, schools may use the Staff All Call response protocol, which quickly summons all available staff members to a staging area for assignments. Coordination of available employees is typically performed by the Executive Director or their designee. Specific job duties will be assigned based on the type of emergency and in compliance with the appropriate District and building emergency response procedure. Additional District resources may be requested by any building administrator or designee as needed. The Executive Director or their designee will call in all available maintenance and custodial staff to provide support during an emergency as needed. Assistance from outside government agencies may also be requested.

PARTICIPATING IN UNIFIED COMMAND UNDER ICS PRINCIPLES

A chain of command consistent with the National Interagency Incident Management System (NIMS)/Incident Command System (ICS) will be used in response to an emergency. Members of the Building Emergency Response Team will be part of this system. In the event of an emergency, the response team will adopt NIMS/ICS principles based on the size, scope, and character of the emergency.

EMERGENCY REMOTE INSTRUCTION

The district may offer eLearning days to students in the event-of-an-emergency condition, including, but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak.



When making decisions about remote instruction, the district will consult with students, parents, teachers, administrators, community members, and other stakeholders as appropriate. When implementing remote instruction, the district will ensure that it is complying with applicable teaching and learning requirements.

Remote instruction may be delivered through a variety of formats and methods. Determinations about how to best deliver remote instruction will take into account a variety of factors including, but not limited to, the number of students involved, the subject matter, the students' grade levels, and technological resources of both the district and students. Consideration will also be given to whether accommodations need to be made for students with disabilities or English language learners.

The district may engage students in synchronous and asynchronous learning on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction. When remote instruction by digital technology is unavailable, appropriate special accommodations for students will be made to aid their learning, such as phone call check in appointments from staff to review the plan for instruction with a guardian.

The district will ensure that students have the necessary equipment at home to participate in eLearning.

Remote instruction provided on days when the district would have otherwise closed due to an emergency condition may be counted toward the annual hourly requirement for the purpose of state aid. The Executive Director will certify to the New York State Education Department, on a form prescribed by the Commissioner, that an emergency condition existed on a previously scheduled school day and that the district was in session and provided remote instruction on that day and indicate how many instructional hours were provided on that day and certify that remote instruction was provided in according to the district's emergency remote instruction plan.

As necessary, the district will provide instruction on using remote instruction technology and IT support for students, teachers, and families. The district will also work to ensure that teachers and administrators are provided with professional development opportunities related to designing an effective remote instruction experience

Teachers and students are required to comply with any and all applicable district policies, procedures, and other related documents as they normally would for in-person instruction. Examples include, but are not limited to, the district's policies and procedures on non-discrimination and anti-harassment, acceptable use, and copyright.

The district will take measures to protect the personally identifiable information of students and teachers from unauthorized disclosure or access when using remote instruction technologies in compliance with law, regulation, and district policy. Examples of these measures include, but are not limited to, minimizing the amount of data shared to only that which is necessary, de-identifying data, and using encryption or an equivalent technical control that renders personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons when transmitted electronically.



Section 4: Communication with Others

OBTAINING ASSISTANCE DURING EMERGENCIES FROM EMERGENCY SERVICE ORGANIZATIONS AND LOCAL GOVERNMENT AGENCIES

1. The District continues to work closely with local police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives helped in the development of this plan, have assisted in emergency drills, and provided technical assistance. Providers have given approval to the District to rely on local personnel, resources, and facilities in emergency situations.
2. The District maintains an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The Executive Director or their designee will initiate the contact when needed.

CONTACTING PARENTS, GUARDIANS, OR PERSONS IN PARENTAL RELATION TO THE STUDENTS OF THE DISTRICT IN THE EVENT OF A VIOLENT INCIDENT OR AN EARLY DISMISSAL

In the event of violent incidents or crisis, or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Executive Director or their designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a student involved in disciplinary situations shall be consistent with the District's Code of Conduct and

New York State law, and shall be presented clearly and concisely to staff and students each year. When a student is involved in any violent situation, or an implied or direct threat of violence by such student against themselves, including suicide, a parent or guardian shall be contacted as soon as practicable. Administration shall utilize school mental health resources when necessary. It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

Section 5: Recovery

CONTINUITY OF OPERATIONS

This district maintains continuity of operations at both the district and building-level to ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of instruction. Specific continuity plans are contained within each Building-level Emergency Response Plan.

CONTINUITY OF INSTRUCTION

The District offers a suite of online instructional tools that can be used to support remote instruction and communication. General instructional tools for communicating with students include online services including:

- Google Drive with shared folders
- GSuite (Docs, Sheets, Slides, Forms, Classroom, Sites)
- Gmail
- Schoolrunner
- ParentSquare

BOARD SUPPORT FOR BUILDINGS

When the Board Chair is notified that an emergency exists, he/she will respond accordingly. Members of the District Emergency Response Team will assist as needed either at their respective Building Command Posts or by responding where directed by the Incident Commander(s).

The District Emergency Response Team will assign such other personnel as deemed necessary to meet the needs of the situation. The District Emergency Response Team members will remain at their assigned



posts until the Incident Commander(s) has determined that the emergency is over, or it is unsafe, or no longer necessary to remain, or need to relocate.

In any case, a “debriefing”, or post-incident analysis, will be facilitated by the District Emergency Response Team. This process will include a review of the actual incident, the Team’s response to the incident, and post-traumatic incident debriefing.

District clinicians (or mental health professionals from outside agencies if they have been involved) will provide ongoing as-needed support to the Team members, and will monitor post-traumatic stress symptoms in Team members.

The Executive Director is expected to compose letters to parents following any emergency. The Dean of Students will assist in sending mass communication messages to affected groups. The Executive Director will communicate with outside agencies, such as the County Health Department, to provide necessary services following any emergency.

DISASTER MENTAL HEALTH SERVICES

The Dean of Students will communicate with outside agencies, such as the County Health Department, to provide necessary mental health services following any emergency.

APPENDIX 1 – BUILDING-LEVEL EMERGENCY RESPONSE PLANS

Due to the sensitive safety and security information contained in each Building-level Emergency Response Plan, these plans are confidential and not available for public dissemination.

