

DEPOSIT CENTRAL SCHOOL DISTRICT DISTRICT WIDE SCHOOL SAFETY PLAN 2023 – 2024

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DEPOSIT CENTRAL SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN ←

PROJECT SAVE (Safe Schools Against Violence in Education) DISTRICT-WIDE SCHOOL SAFETY PLAN Commissioner's Regulation 155.17

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Deposit Central School District ("District") supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

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SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Deposit Central School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Deposit Central School District Board of Education, the Superintendent appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

The Superintendent is the Chief Emergency Officer for the Deposit School District.

Incident Command will be utilized in the event of an emergency.

| Incident Command Structure | Telephone Number |
|---------------------------------------|-------------------------|
| Superintendent | 467- 5380 |
| Principals: | |
| High School | 467-8509 |
| Middle School | 467-8512 |
| Elementary | 467-8508 |
| Director of Facilities and Operations | 467-8515 |

B. District Wide School Safety Team and Building Level School Safety Teams

The District has created a District-wide School Safety Team including the following positions:

| Position |
|------------------------------------|
| Board Of Education Representative |
| Administration Representative |
| Teacher Representative |
| Parent Organization Representative |
| Student Representative |
| School Safety Personnel |
| Other School Personnel |
| Police Organizations |
| Fire Company |
| EMS |

The Deposit Central High School and the Deposit Elementary School have Building Level School Safety Teams to deal with building related incidents. The specific building level information is found in the Building Level Safety Plans and is summarized in the building level summaries as per the SAVE legislation.

C. Emergency Response Contacts

- The District-Wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response plan.

D. Plan Review and Public Comment

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1st of each year.
- Pursuant to Commissioner’s Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education. Information on the public comment period for the District Wide School Safety Plan is filed in the Superintendent’s Office by September 1 each year. October 15, 2002 the Deposit Central School District Board of Education initially adopted the District Wide School Safety Plan.
- While linked to the District-wide School Safety Plan, Building level Emergency Response Plans shall be confidential and shall not be 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.

SECTION II General Emergency Response Planning

A. Identification of sites of potential emergency

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. See Appendix 2

B.Actions in response to an emergency.

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- Threats of Violence
- Weather Emergencies
- Medical Emergencies
- Technological Emergencies
- Pandemic
- Suicide

C.District Resources and Personnel Available for Use during and Emergency

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building Level Emergency Response Plans as deemed appropriate by the Incident Command Team. Specifics are identified in the Building Level Plans..

D. Procedures to coordinate the use of school district resources during emergencies

The District uses the Incident Command System model for emergency actions. The Incident Commander is authorized by the Deposit Central School District and Board of Education to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building Level Emergency Response Plan. Building-level Incident Command staff are identified in the Building Level Emergency Response Plans.

Annual multi-hazard school training for staff and students.

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Principals and may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills of other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident critiques of these drills.

E. Staff development

Staff receive annual training on various facets of violence prevention, mental health and response to emergencies by September 15th of each school year. The District must certify by October via BEDs each year on the annual training.

Staff training for new hires shall receive training within 30 days of hire or as part of the district’s new hire training program whichever is sooner.

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence. The District Code of Conduct has developed and implemented a Code of Conduct as required by the Dignity for All Students Act (DASA).

Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident

Law enforcement officials will be contacted by the Incident Commander, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible.

B. Appropriate responses to emergencies.

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. Specific Emergency Responses will be outlined in the Building Level Plans.

C. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident, including suicide or an early dismissal

The District will contact parents, guardians or persons in parental relation to the student via media release of local television and radio stations, Parent Teacher telephone tree contact or other appropriate means in the event of a violent incident or early dismissal. The Deposit Central School District sends a parental notification form for the annual early dismissal drill and evacuation drill to the parent or those in parental relation. Conditions requiring such notification are outlined in the Building Level Emergency Response Plans.

In the event of an individual or group student suicide or other violent incident at school regarding an individual student, the Principal or his or her representative or police or police representative would contact the parents, guardians or persons in parental relation to the student directly either via phone call and/or home visit.

D. Zero Tolerance

The district will review cases of implied or direct threats of violence on a case by case basis and will not use zero tolerance policies for student disciplines.

SECTION IV: COMMUNICATION WITH OTHERS

A. Obtaining assistance during emergencies from emergency services organizations and local government agencies.

The Incident Commander has authority to contact and obtain the services needed from various emergency agencies. Procedures for contacting police during a violent incident permits any staff member to contact police via school phone system using 9-911 or use phone system 5069 to contact administration for emergencies.

B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law

The Incident Commander has authority to contact and obtain the services of these agencies.

C. A system for informing all educational agencies within a school district of a disaster

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery.

D. In case of a school district, maintaining certain information about each educational agency located in the school district, including information on:

Each Building Level Emergency Response Plan will include information regarding each individual school.

E. Building Access during emergencies by Police Agencies

Local and State Police have been issued building access using the school fobs which work 24/7 for the police agencies, or if necessary force will be used to gain access in the event of emergencies.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and or/security devices or procedures.

B. Policies and procedures for the dissemination of informative materials.

The District is committed to the use of the interpersonal violence prevention education package for grades kindergarten through twelve, when available.

C. Prevention and intervention strategies.

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- Case by case basis contact with state and local law enforcement officials designed to ensure that school Safety Committee members and other school personnel are adequately trained including being trained to de-escalate potentially violent situations,
- School safety programs for students: on multi-cultural/diversity situations over a three year cycle, character education for grades K-6, conflict resolution K-5, anti-violence workshops periodically at the High School

D.Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents.

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the District is exploring programs in the following areas:

- Creating a forum or designating a mentor for students concerned with bullying or violence,
- Others based on district need

E.Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.

All staff will monitor visitors or others in the building, directing anyone without a visitor or staff badge to the main office for sign in or reporting such persons to the main office.

Main Office staff at each building have access to a secure entry way and camera that the visitor can be viewed and talked to and questioned about their reason for visiting. All doors to the building are locked. The main office person can allow the door to open if the purpose for the visit is legitimately verified with the person being visited or if a student needs to be picked up for an appointment, etc. Visitors are then signed in and given a badge and then the badge is returned and the visitor signed out at the end of the visit

F.Anonymous Reporting

Deposit Central Schools uses the Quick Tip app as the anonymous reporting mechanism for the district. The app can direct the “tip” to a specific building in order to have quicker resolution.

G.School Resource Officer (SRO)

The training of the School Resource Officer will be fairly recruited and provided adequate training. Currently the district does not have an SRO but the Deposit Elementary School has the NYS Police participate in Character Education and local Deposit Police, and NYS Police participated in career day.

Appendix 1:
Strategies for student intervention:

Elementary School

- Drug Free/Weapon Free/Tobacco Free School Zone
- Student Recognition Assemblies
- Character Education Assemblies
- Social-Emotional Learning Curriculum (grades pk-5)
- Non-Violent Crisis Intervention
- Family Learning Opportunities; Parent Cafes, Wellness Fairs, STEAM fairs
- Parent Newsletters
- Response to Intervention (RtI) Teams
- Rock on Café
- Special Assemblies/Pep Rallies
- Student Leadership Teams (Student Council)
- Mediations and Peer Mediations
- Incentive Programs
- Health and Wellness Seminars
- Individual and Group Counseling
- Afterschool Enrichment Programs
- Sensory Room
- Professional Learning Communities; Teacher Professional Development

Appendix 1:
Strategies for student intervention:

**Intervention Strategies for Students
Deposit Middle / High School
Safety Plan**

- Drug Free/Weapon Free/Tobacco Free School Zone
- Student Recognition Assemblies
- Social-Emotional Learning Activities
- Non-Violent Crisis Intervention
- Peer Tutoring
- Positive Postcards/Lumberjack Leader
- Response to Intervention (RtI) Teams
- Rock on Café
- Special Assemblies/Pep Rallies
- Student Leadership Teams (Student Council)
- Gay Straight Alliance (GSA)
- Lunch Groups
- Mediations and Peer Mediations
- New Student Mentors
- Senior Mentors
- Team Building Activities
- Incentive Programs
- Healthy Relationship Education & Wellness/Health Education
- Lourdes Student Assistance Program
- Professional Learning Communities; Teacher Professional Development
- Afterschool Enrichment Programs
- Community Service

**Appendix 2:
Building Risk Determination**

| POTENTIAL SITE | ADDRESS | HAZARD |
|--|---|---|
| Route 17/86 | North of School Building | Transportation Accident/Hazardous Spill or Gas Release |
| Cannonsville Dam | South of School Buildings | Failure of dam could release catastrophic amount of water |
| NYSEG Gas Building | On School Campus | |
| High Tension Lines | | Transportation / Fire |
| Industry | South of School Buildings | Air Pollution/Chemical Release |
| Chemistry Lab | (Internal Hazard) - 2nd Floor | Chemical Release or Fire |
| Pool Chemical Liquid Bulk Storage | (Internal Hazard) - NE Corner /Outside Building High School | Chemical Release or Fire |
| Norfolk Southern Railway Co. (formerly Conrail) rents NY Susquehanna & Western Railway | South of School Building | Train Accident - Release of Chemical or Poisonous Gas |
| | | |

Weather Hazards

| # | Hazard | Chance for Occurrence |
|----------|--|---|
| 1 | Extreme Heat above 95 degrees F – difficulty keeping people cool | Usually July through September several different times per year |
| 2 | Droughts | Rare |
| 3 | Earthquakes | Low |
| 4 | Brush Fires | Low |
| 5 | Thunderstorms | Medium |
| 6 | Winter Storms/Blizzards | Medium |
| 7 | Hurricane Winds | Low |
| 8 | Flooding due Hurricanes | Medium |
| 9 | Tornadoes | Low |

Appendix 3:

Commissioner's Regulation 155.17

§ 155.17 School safety plans.

(a) Development of school emergency management plans. Each board of education of a school district, other than a school district in a city having a population of more than one million inhabitants, and each board of cooperative educational services shall prepare by October 1, 1990, and shall update by October 1st of each succeeding school year, a school emergency management plan as prescribed in this section to insure the safety and health of children and staff and to insure integration and coordination with similar emergency planning at the municipal, county and State levels, which plan, and any amendments thereto, shall remain in effect until the adoption of a comprehensive multi-hazard, district-wide school safety plan and building-level school plans pursuant to subdivisions (b) and (e) of this section, at which time it shall be superseded by such plans. A copy of the plan shall be available in each school district for inspection by the public and shall be made available to the commissioner upon request.

(b) Development of school safety plans. Every board of education of a school district, every board of cooperative educational services and county vocational education and extension board and the chancellor of the City School District of the City of New York shall adopt by July 1, 2001, and shall update by July 1st of each succeeding year, a district-wide school safety plan and building-level school safety plans regarding crisis intervention and emergency response and management, provided that in the City School District of the City of New York, such plans shall be adopted by the chancellor of the city school district. Such plans shall be developed by a district-wide school safety team and a building-level school safety team, as such terms are defined in subdivision (c) of this section, and shall be in a form developed by the commissioner in consultation with the Division of Criminal Justice Services, the superintendent of the State Police and any other appropriate State agencies. A school district having only one school building shall develop a single building-level school safety plan, which shall also fulfill all requirements for development of a district-wide plan to insure the safety and health of children and staff and to insure integration and coordination with similar emergency planning at the municipal, county and State levels. Each plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.

(c) Definitions. As used in this section:

(1) *Educational agencies* means public and nonpublic elementary and secondary schools, public and private nursery schools, approved private schools for the education of students with disabilities as defined in section 200.1(d) of this Title, and public and private schools for the education of preschool children with disabilities.

(2) *Superintendent* means a superintendent of schools or a district superintendent of schools, as appropriate.

(3) *Disaster* means occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.

(4) *Emergency* means a situation, including but not limited to a disaster, that requires immediate action, occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.

(5) *Emergency services organization* means a public or private agency, organization or group other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.

(6) *School cancellation* means a determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.

(7) *Early dismissal* means returning students to their homes or other appropriate locations before the end of the school day.

Appendix 3 – Commissioner’s Regulations 155.17 Continued

(8) *Evacuation* means moving students for their protection from a school building to a predetermined location in response to an emergency.

(9) *Sheltering* means keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated.

(10) *Building-level school safety plan* means a building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and has the contents prescribed in paragraph (e)(2) of this section.

(11) *Building-level school safety team* means a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the board of education, the chancellor in the case of New York City, or other governing body. The building-level team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the school board, chancellor or other governing body deems appropriate.

(12) *District-wide school safety plan* means a comprehensive, multi-hazard school safety plan that covers all school buildings of the school district, BOCES or county vocational education and extension board, that addresses crisis intervention, emergency response and management at the district level and has the contents prescribed in paragraph (e)(1) of this section.

(13) *District-wide school safety team* means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

(14) *Emergency response team* means a building-specific team designated by the building-level school safety team that includes appropriate school personnel, local law enforcement officials, and representatives from local, regional and/or State emergency response agencies and assists the school community in responding to a serious violent incident or emergency. In a school district in a city having a population of more than one million inhabitants, such emergency response team may be created on the district-level with building-level participation, and such district shall not be required to establish a unique team for each of its schools.

(15) *Post-incident response team* means a building-specific team designated by the building-level school safety team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a serious violent incident or emergency. In a school district in a city having a population of more than one million inhabitants, such post-incident response team may be created on the district-level with building-level participation, and such district shall not be required to establish a unique team for each of its schools.

(16) *School safety plan* means a district-wide school safety plan or a building-level school safety plan.

(17) *Serious violent incident* means an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and/or staff because of an imminent threat to their safety or health, including, but not limited to: riot, hostage-taking kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.

(d) School emergency management plans. A school emergency management plan shall be designed to prevent or minimize the effects of emergencies and to coordinate the use of resources, and shall include, but not be limited to:

(1) the identification of sites of potential emergency;

(2) the identification of appropriate responses to emergencies;

(3) a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

(4) a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;

(5) the identification of district resources which may be available for use during an emergency;

(6) in the case of a school district, a system for informing all educational agencies within such school district of

Appendix 3 – Commissioner’s Regulations 155.17 Continued

an emergency;

(7) a description of plans for taking the following actions in response to an emergency where appropriate:

- (i) school cancellation;
- (ii) early dismissal;
- (iii) evacuation;
- (iv) sheltering; and

(8) in the case of a school district, certain information about each educational agency located in the school district, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency; and

(9) the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law.

(e) School safety plans. District-wide school safety plans and building-level school safety plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such incidents or emergencies.

(1) District-wide school safety plans. A district-wide school safety plan shall be developed by the district-wide school safety team and shall include, but not be limited to:

- (i) the identification of sites of potential emergency;
- (ii) except in a school district in a city having a population of more than one million inhabitants, a description of plans for taking the following actions in response to an emergency where appropriate:

- (a) school cancellation;

- (b) early dismissal;

- (c) evacuation;

- (d) sheltering;

- (iii) policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school;

- (iv) policies and procedures for responding to acts of violence by students, teachers, other

- school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence;

- (v) appropriate prevention and intervention strategies, such as:

- (a) collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;

- (b) nonviolent conflict resolution training programs;

- (c) peer mediation programs and youth courts; and

- (d) extended day and other school safety programs;

- (vi) policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident;

- (vii) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations

- (b) and local governmental agencies;

- (c) (viii) except in a school district in a city having a population of more than one million inhabitants, the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;

- (ix) except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;

- (x) except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies.

Appendix 3 – Commissioner’s Regulations 155.17 Continued

- (xi) policies and procedures for 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;
- (xii) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;
- (xiii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;
- (xiv) policies and procedures for annual multi-hazard school safety training for staff and students;
- (xv) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;

- (xvi) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- (xvii) strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth- run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;
- (xviii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- (xix) in the case of a school district, except in a school district in a city having more than one million inhabitants, a system for informing all educational agencies within such school district of a disaster; and
- (xx) in the case of a school district, except in a school district in a city having more than one million inhabitants, certain information about each educational agency located in the school district, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency.

(2) School emergency response plan. A school emergency response plan shall be developed by the building-level school safety team and shall include the following elements:

- (i) policies and procedures for the safe evacuation of students, teachers, other school personnel and visitors to the school in the event of a serious violent incident or other emergency which may occur before, during or after school hours, which shall include evacuation routes and shelter sites and procedures for addressing medical needs, transportation and emergency notification to persons in parental relation to a student;
- (ii) designation of an emergency response team, other appropriate incident response teams, and a post-incident response team;
- (iii) procedures for assuring that crisis response, fire and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area;
- (iv) establishment of internal and external communication systems in emergencies;
- (v) definition of the chain of command in a manner consistent with the National Interagency Incident Management System (NIMS)/Incident Command System (ICS);
- (vi) coordination of the school safety plan with the statewide plan for disaster mental health services to assure that the school has access to Federal, State and local mental health resources in the event of a violent incident;
- (vii) procedures for an annual review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials; and

(viii) policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crime on school property.

Appendix 3 – Commissioner’s Regulations 155.17 Continued

(3) Each board of education, chancellor or other governing body shall make each district- wide and building-level school safety plan available for public comment at least 30 days prior to its adoption, provided that only a summary of each building-level emergency response plan shall be made available for public comment. Such district-wide and building-level plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Each district shall file a copy of its district-wide comprehensive safety plan with the commissioner and all amendments to such plan shall be filed with the commissioner no later than 30 days after their adoption. A copy of each building-level safety plan and any amendments thereto, shall be filed with the appropriate local law enforcement agency and with the State Police within 30 days of its adoption. Building-level emergency response plans shall be confidential and shall not be subject to disclosure under article six of the Public Officers Law or any other provision of law.

(4) The commissioner may grant a waiver of the requirements of Education Law section 2801-a , this subdivision and subdivision (b) of this section to any school district or board of cooperative services or county vocational education and extension board for a period of up to two years from July 24, 2000 upon a finding by the commissioner that such district had adopted a comprehensive school safety plan on or before November 1, 2000 which is in substantial compliance with the requirements of Education Law section 2801-a.

(f) Use of school property. Each board of education and board of cooperative educational services shall cooperate with appropriate State, county and city agencies in developing agreements for the use of school- owned facilities and vehicles during a disaster. School districts and boards of cooperative educational services are required to relinquish to the appropriate State or county agencies the control and use of school transportation vehicles and facilities in accordance with county emergency preparedness plans or directives.

(g) Communication liaisons.

(1) Except in a school district in a city having a population of more than one million inhabitants, each district superintendent, during a local or State emergency, shall act as the chief communication liaison for all educational agencies within the supervisory district territorial limits.

(2) The superintendent of schools in the Cities of Buffalo, Rochester, Syracuse and Yonkers, during a local or State emergency, shall act as the chief communication liaison for all educational agencies located within the city district.

h) Reporting. Each superintendent shall notify the commissioner as soon as possible whenever the emergency plan or building-level school safety plan is activated and results in the closing of a school building in the district, and shall provide such information as the commissioner may require. School districts within a supervisory district shall provide such notification through the district superintendent, who shall be responsible for notifying the commissioner. Such information need not be provided for routine snow emergency days.

(i) Instruction. Each public school superintendent and each chief school administrator of an educational agency other than a public school shall take action

to provide written information, by October 1st of each school year, to all students and staff about emergency procedures.

(j) Drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency plan or its emergency response procedures under each of its building-level school safety plans, including sheltering or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

(1) Parents or persons in parental relation shall be notified at least one week prior to the drill.

(2) Such drills shall test the usefulness of the communications and transportation system during emergencies.

Appendix 3 – Commissioner’s Regulations 155.17 Continued

(3) The provisions of section 175.5(a) of this Title regarding the length of school day for State aid purposes shall not apply to school days in which less than the minimum number of hours is conducted because of an early dismissal pursuant to this subdivision.

(k) Reports by educational agencies. Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

(l) Nothing contained in subdivision (a) or (c) of this section shall prevent an educational agency from using, in part or in total, an emergency management plan previously developed in cooperation with a county or other municipality as the emergency management plan required in this section until the adoption of school safety plans as required by subdivision (b) of this section; provided, however, that all applicable requirements of this section shall be met.

(m) Commissioner of Education. The Commissioner of Education or his or her designee may order emergency response actions by individual school districts in the event that the local officials are unable or unwilling to take action deemed to be appropriate by State and/or county emergency personnel in accordance with county or State emergency preparedness plans or directives.

Historical Note Sec. filed Dec. 23, 1997; renum. 155.21, new added by renum. 155.13, filed Sept. 21, 1999; amds. filed: Nov. 14, 2000 as emergency measure; Feb. 9, 2001 as emergency measure; March 23, 2001 as emergency measure; April 27, 2001 eff. May 17, 2001.

Appendix 3: Education Law 408.b

Education Law 408.b

*S 408-b Submitting plans and specifications of school buildings with local fire and law enforcement officials. The appropriate authorities for each public and private school building in the state shall submit the most current plans and specifications for each school building under their responsibility to the fire and law enforcement officials in the city, towns or village where the school building is located. The commissioner may adopt such rules and regulations as are necessary and appropriate to implement the provisions of this section to facilitate its purpose of providing quick and easy access to and passage through school buildings should it be necessary for fire or law enforcement reasons. Such regulations shall authorize submittal of simplified plans showing access and passage ways for older schools where original plans or blue prints may not exist or where the school authorities can justify a claim of hardship in meeting the requirements of this section.

*NB Effective March 19, 2001



**Deposit Central School District
Pandemic Response Plan
September 2023**

INTRODUCTION

Deposit CSD recognizes that our schools are a critical community institution. The threat of a highly infectious outbreak in our schools could be detrimental to the community. By following this highly infectious disease preparedness plan, we are dedicated to reducing the miscommunications that may encompass the chaotic nature of an outbreak of any highly infectious illness.

This plan outlines Deposit Central Schools' strategy in preparing for, responding to, and recovering from a highly infectious disease outbreak such as Pandemic Flu or COVID in a collective, community approach.

This document includes supplemental information from the New York State Department of Health (NYSDOH), the Broome County and Delaware County Departments of Health, the New York State Education Department (NYSED), the Centers for Disease Control (CDC), and United Health Services (UHS).

PURPOSE

The purpose of this highly infectious disease preparedness plan is to increase the communication to our DCS staff and students in the event of an outbreak. The plan would serve as a resource guide for planning and responding to a sudden pandemic within our organization. Highly infectious illnesses may have a short incubation period, spread easily, and cause severe illness or possible death, and may have no possible existing vaccine or treatment.

The purpose of this plan is to achieve the following goals:

- Maximize the protection of lives while minimizing educational and social disruption while reducing morbidity and mortality.
- Enable Deposit Central Schools to continue to operate and provide services as normally and effectively as possible in the event of a highly infectious disease outbreak with minimal academic and economic losses.
- Continue the essential core operations of Deposit Central Schools in the event of increased staff/student absences due to a highly infectious outbreak.
- Establish and maintain a coordinated command system with Broome County and Delaware County Health Departments to enable effective, timely, and sensitive decision-making regarding continuity of student learning needs to remain the core value and focal point.
- Develop a communications plan to ensure that students, parents, and staff receive timely and accurate information regarding disease prevention strategies and infection control strategies.
- Coordinate the use of Deposit Central Schools' facilities for the use of vaccination sites, temporary clinics/health areas, or other needs when appropriate.
- Coordinate with other close districts for safety measures related to the outbreak. These districts include the BT and DCMO BOCES schools.
- Prepare and provide for mental health/crisis service needs of staff, students and families.

SCOPE

The scope of this preparedness plan covers the most prevalent highly infectious illnesses such as Pandemic Flu, other airborne respiratory illnesses – COVID19 (coronavirus), MERS and SARS, and all other unknown diseases.

CHARACTERISTICS OF A PANDEMIC

Public Health authorities have identified characteristics and challenges unique to a pandemic such as:

- When the pandemic virus emerges, its global spread is considered inevitable.
- Most people will have little or no immunity to a pandemic virus, and a significant percentage of the population could require medical care.
- Death rates could be unpredictable due to the significant number of people who become infected, the virulence of the virus, and the characteristics and vulnerability of affected populations (elderly, those with chronic disease, and children).
- Past pandemics have spread globally in two, and sometimes three, waves.
- Medical supplies may be inadequate. Vaccine for the virus may not be available for months.
- Hospital beds and other supplies may be limited.
- Pandemics may cause economic and social disruption such as schools and businesses closing, travel bans, and canceling of community events.
- Care of sick family members and fear of exposure can result in significant absenteeism in the workforce. Symptoms of viruses in humans have ranged from typical influenza-like symptoms, such as fever, cough, sore throat, muscle aches and eye infections to more serious conditions such as pneumonia, acute respiratory distress, viral pneumonia, and other severe and life-threatening complications. Pre-existing physical conditions such as asthma may result in serious illness from a pandemic flu virus.

COVID-19 (Coronavirus) – Symptoms of COVID-19 have reportedly had mild to severe respiratory illness accompanied with fever, cough, and shortness of breath. The 2020 outbreak originated in the Wuhan province of China. Symptoms may appear 2-14 days after exposure. The virus is spread person-to-person between people within close contact (about 6 feet), via respiratory droplets produced when an infected person sneezes or coughs, and these droplets can land in the mouths or noses of people who are nearby where the droplets are inhaled into the lungs. Transmission may also be possible through contact with contaminated surfaces, but this is not thought to be the main way of transmission. People at risk are those who have recently traveled to/from China or those in close contact to positively diagnosed individuals.

MERS & SARS – Middle East Respiratory Syndrome and Severe Acute Respiratory Syndrome.

MERS – also known as the “camel flu.” A fairly new respiratory virus for humans. Symptoms include fever, cough, diarrhea, and shortness of breath.

Some experience symptoms involving the gastrointestinal tract as well causing nausea, vomiting, and diarrhea. Spread through respiratory droplets is the believed transmission, however this is still being studied. Incubation period is approximately 5-7 days. Mortality hits one-third of diagnosed cases.

Spread is uncommon outside of hospitals, thus the risk to the global community is fairly low. No diagnosed cases in the US since 2014. No vaccine or treatment.

SARS – severe respiratory illness that started in southern China. No cases have been diagnosed since 2004. Initial symptoms are flu like including muscle pain, high fever, sore throat, cough, severe muscle aches, and possible diarrhea. These symptoms may lead shortness of breath and/or pneumonia. Incubation period is 4-6 days, although it has been known to incubate for one day.

Transmission is through respiratory droplets. Although there is some belief that SARS may be spread through airborne transmission – meaning spread by tiny pathogens in the air that are inhaled.

Pandemic Flu/Influenza –

Influenza (flu) viruses can cause a severe illness, even death. Younger and older populations as well as populations with certain health conditions (asthma, COPD, heart disease, neurological disorders, blood disorders, endocrine disorders, kidney disorders, and weakened immune systems) are at a high risk of serious flu complications.

Flu viruses are grouped into three types, designated A, B, and C.

Type A – can affect both humans and animals, and are associated with more severe illness. Usually the cause of global pandemics.

Type B – infect only humans and cause seasonal outbreaks and less severe disease than A in the United States (US). Does not cause pandemics

Type C – Very common, usually cause mild respiratory symptoms.

The average incubation period (time between infection and onset of symptoms) for seasonal flu is TWO days. Flu symptoms are only passed human to human by respiratory secretions. People infected with the flu viruses may shed the virus and transmit the infection up to one day before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first three-four days after the onset of symptoms.

An influenza pandemic is a global outbreak of a NEW INFLUENZA VIRUS that is very different than current and circulating influenza A viruses. Pandemics happen when new influenza A viruses emerge which are able to infect people easily and move quickly person to person.

Influenza viruses come from different animals including birds and pigs from the past, most recent pandemics. In a pandemic influenza, the influenza A virus in these animals may shift to what's called an "antigenic shift." The antigenic shift represents an abrupt, major change in an influenza A virus. This can result in a direct non-human to human transmission. Once this occurs in one person and is able to move to another person, this is now defined as a pandemic. Pandemics happen quickly and move fast from country to country.

ASSUMPTIONS

New York State Governor may declare a State of Emergency, resulting from a public health emergency – highly infectious illness – i.e., COVID19. Response to this outbreak/pandemic will require swift and coordinated action by all levels of government.

- Effective prevention and therapeutic measures, including vaccine and antiviral medications, could be delayed, in short supply, or not available.
- Substantial public education regarding the need to target priority groups for vaccination and antiviral/antibiotic medication and the allocation of limited supplies, is crucial in averting public panic.
- Non-pharmaceutical interventions, travel restrictions, cancellation of public events, isolation and/or quarantine may be required to slow the spread of an outbreak.
- There may be a need for alternate care sites as a temporary health facility.
- Healthcare workers, firefighters, and police officers may be at higher risk of exposure and illness than the general population, further straining the outbreak response.
- Widespread illness could increase the likelihood of sudden and potentially significant shortages of personnel in other sectors that provide critical public safety and necessary services.

DISTRICT ASSUMPTIONS

- The District will be provided with guidance and/or direction by Federal, State, and local governments regarding current pandemic status in its area.
- The District will have actionable plans and procedures to assist in the ability to remain operational during a pandemic. Plans and procedures may include social distancing protocols, personal protection equipment (PPE), and temporary suspension of some non-essential activities.
- The District will review its continuity communications programs to ensure they are fully capable of supporting pandemic and other related emergencies, and give full consideration to supporting social distancing operations, including telework and other virtual office/classroom options.
- The District-controlled buildings will be accessible, but right of entry may be limited.
- Essential functions, operations, and support requirements will continue to be people dependent. However, human interactions may be remote or virtual, resulting in the employment of appropriate teleworking and other approved social distancing protocols.
- Travel restrictions, such as limitations on mass transit, implemented at the Federal, State, and local levels may affect the ability of some staff to report to work.
- Additional funding will be budgeted for the acquisition of additional equipment required for a possible surge in teleworking capabilities.

COMMUNICATIONS PLAN

The superintendent of schools will serve as the incident commander for the pandemic response team/plan. The superintendent will have the final approval of any communication that is sent to staff, families, state/local officials or the media. The District will use the following methods to communicate important information to stakeholders:

- Social media such as the school Facebook account
- Mass emails, phone calls and text messages utilizing the school messenger system
- Individual phone calls, emails and face-to-face meetings as needed
- Local press & media
- District website pages and alert banners

The District website can be found at: <https://www.depositcsd.org>

The District Facebook page can be found at: <https://www.facebook.com/depositcentralschooldistrict>

DCS ADMINISTRATIVE ORGANIZATIONAL CONTACTS

| | | | |
|-------------------|-------------------------------|--|------------------------|
| Denise Cook | Superintendent | dcook@deposit.stier.org | 607-467-5380 |
| Karen Armbrust | HS Principal | karmbrus@deposit.stier.org | 607-467-2197 x 1100 |
| Hal Pettersen | MS Principal | hpetters@deposit.stier.org | 607-467-2197 x 1100 |
| Kelli Vosbury | Elementary Principal | kvosbury@deposit.stier.org | 607-467-2197 x 2301 |
| Matt Mastropietro | Director of Operations | mmastrop@deposit.stier.org | 607-467-2197 x 1001 |
| Lauriel McCoy | Director of Special Education | lthomasmccoy@deposit.stier.org | 607-467-2197 x 2304 |
| Mark Putrino | Business Manager | mputrino@btbooces.org | 607-467-2197 x 3547 |

DISTRICT EMERGENCY OPERATIONS/COMMAND CENTER

***The Governor of New York, county executives and/or the Department of Health is responsible for declaring a state of emergency.**

| Name/Title | Prevention Phase/Preparation Phase | Response/Recovery Phase |
|---|--|--|
| Denise Cook/Superintendent Incident Command Officer/Public Information Officer | <ol style="list-style-type: none"> 1. Review existing policies and amend/add. 2. Develop communications plan. 3. Identify essential employees in the event of a state of emergency 4. Establish communications with local health departments and county executives. 5. Advise employees regarding childcare and sick leave; establish return to work practices. 6. Develop plans and protocols required by state and local agencies. | <ol style="list-style-type: none"> 1) Communicate with stakeholders regarding plans for instruction, supplies, food and health protocols (see communication plan). 2) Comply with state/local requirements to track data. 3) Communicate any state/local/federal updates to all stakeholders. 4) Notify the school community of positive cases. Convene Pandemic Response Team (PRT) to activate operations in the event of closure. |
| Building Principals: Kelli Vosbury Hal Pettersen Karen Armbrust | <ol style="list-style-type: none"> 1. Develop instructional plan in the event of mass staff absences. 2. Develop continuity of instruction plan including attendance/grading. Communicate to staff (Remote Learning Plan). 3. Recruit substitutes and identify duties and back-up plans for instruction. 4. Identify staffing needs and create assignments/schedules. 5. Identify and provide training needs. | <ol style="list-style-type: none"> 1) Assess instructional plan and adjust as needed. 2) Conduct meetings to update staff as needed. 3) Communicate with parents re: daily operations and changes in plans. 4) Distribute supplies including technology. 5) Ensure proper health/prevention protocols are being followed. |
| Lauriel McCoy – Director of Special Education | <ol style="list-style-type: none"> 1. Identify special needs students and how needs would be addressed in the event of a closure. 2. Assess caseload and assign teachers and support staff. | <ol style="list-style-type: none"> 1. Work with teachers to coordinate delivery of services to all students. 2. Implement 504 and CSE committee meetings as required. 3. Maintain communication with families to ensure student needs are being met. |

| | | |
|--|---|--|
| <p>– MS/HS Nurse Maria O’Connor – Elem. Nurse Kaeli Rutledge</p> | <ol style="list-style-type: none"> 1. Develop materials to be shared with families and staff regarding preventative measures: handwashing, social distancing etc. 2. Develop campaign to share prevention materials with all parties. 3. Plan training for staff, students and families regarding health procedures to mitigate the spread. 4. Connect with local medical providers, the medical director and local health departments to ensure communication lines are established. 5. Identify potentially vulnerable students/staff. | <ol style="list-style-type: none"> 1. Provide training for school staff regarding trauma and possible health problems. 2. Train families, staff and students regarding proper hygiene and PPE. 3. Work with county health departments/medical providers to assist with contact tracing and enforcing of state/local policies. 4. Refer symptomatic students/staff to medical care. Follow up regarding requirements to quarantine/isolate. 5. Track data related to absences. |
| <p>David Lester – Director of Transportation</p> | <ol style="list-style-type: none"> 1. Review existing supply and plan for additional purchase of PPE/related items. 2. Train staff regarding cleaning procedures for bus and use of equipment such as PPE and thermometers. 3. Order initial supplies. | <ol style="list-style-type: none"> 1. Develop routes and assign staff to meet the needs of students/instructional programs and any delivery of materials or food. 2. Evaluate supply of PPE and replenish as required. |
| <p>Mark Putrino – Business Manager</p> | <ol style="list-style-type: none"> 1. Review budget to plan for the additional purchase of PPE/related item. 2. Assist in the creation of codes to track all spending related to the pandemic. | <ol style="list-style-type: none"> 1. Meet with superintendent to review the state of the budget and make fiscal recommendations on a monthly basis. |
| <p>Board of Education</p> | <ol style="list-style-type: none"> 1. Review existing policies and amend/add policy as needed. 2. Approve emergency motions that allow for the purchase of pandemic related supplies. | <ol style="list-style-type: none"> 1. Attend required meetings. 2. Participate in the review and planning of the budget. 3. Represent District information to community members. |
| <p>Teacher Reps: Erin Wehrli – MS/HS Michelle Riter - Elem</p> | <ol style="list-style-type: none"> 1. Assist with communications regarding instruction as directed. 2. Communicate with admin. regarding upcoming issues and/or state/regional union concerns. | <ol style="list-style-type: none"> 1. Act as liaison for admin/teaching unit. 2. Serve as members of the PRT to assist with continuity of operations. |
| <p>Mental Health:</p> | <ol style="list-style-type: none"> 1. Identify mental health support resources for families. | <ol style="list-style-type: none"> 1. Deliver mental health, trauma, and social emotional information |

| | | |
|--|--|--|
| <p>Julia Wheeler, Guidance Counselor/Social Worker</p> | <p>2. Work with outside agencies to establish SEL support services for staff, students and families.</p> | <p>to teachers, students and families. 2. Connect families/students to outside agencies as needed. 3. Offer 1:1 counseling for students as identified. 4. Partner with outside agencies to provide families with needed resources, i.e., clothing, PPE</p> |
| <p>Matt Mastropietro – Director of Operations</p> | <p>1. Review existing supplies, staffing and cleaning protocol to assess additional need. 2. Secure quotes for needed supplies. 3. Examine facilities requirements and ensure compliance with codes and regulations.</p> | <p>1. Purchase PPE and items required for staff and students and maintenance of facilities. 2. Arrange training for staff in use of disinfectants. 3. Ensure that all classrooms/offices have proper cleaning kits and items are stocked.</p> |
| <p>Jamie Ballard – HR/ Payroll</p> | <p>1. Review regulations about sick time/absences, compensation and extended leave; identify options for personnel</p> | <p>1. Ensure continuity of payroll in the event of campus closure. 2. Identify/add absence codes to employee leave request to accurately document illness. 3. Inform staff of available services associated with insurances – counseling etc.</p> |
| <p>Lori Wheeler – Food Services Manager</p> | <p>1. Work with superintendent, building principals and transportation to plan for the feeding and delivery of meals to all students. 2. Plan staffing to meet the needs of all students for both breakfast and lunch. 3. Ensure that the district is prepared with appropriate supplies to deliver meals.</p> | <p>1. Coordinate the timing and delivery of meals to all students/families in the district. 2. Train staff in the proper use of PPE and food safety.</p> |

Some members of the District Emergency Operations Center will also serve as the **Pandemic Response Team, PRT**. The team will meet on a monthly basis to review progress and discuss operational issues.

PREVENTION/MITIGATION:

- The District will work closely with the Broome and Delaware County Health Departments to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
 - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*.
 - *Report suspected and confirmed cases of COVID-19 to respective health departments.*
 - Prepare and submit contact tracing template to respective health department.
- The Broome and Delaware County Health Departments will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The Pandemic Response Team and School Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* was reviewed in September 2020 for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- The district will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. The district will utilize our website, postings and direct mailings for this purpose.

ESSENTIAL POSITIONS/TITLES

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning, we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

The worksheet below has been completed by each department which includes Central Administration, Facilities Services, Transportation, Food Service, Technology, Instructional Programs, Athletics, Special Education, and Messenger/Mail Services, **Actual information can be found in Appendix A, Essential Employee Worksheets.**

Human Resources Essential Positions
(Example Table)

| Title | Description | Justification | Work Shift | Protocol |
|-------|-------------|---------------|------------|----------|
| | | | | |
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PROTOCOLS ALLOWING NON-ESSENTIAL EMPLOYEES TO TELECOMMUTE

In the event that employees will need to telecommute, the district will invoke the Remote Work/Telecommuting Agreement with staff. (Appendix B)

Ensure Digital Equity for Employees

- Mobile Device Assessments:
 - Survey agency departmental staff to determine who will need devices at home to maintain operational functions as well as instructional services
 - Conduct a cost analysis of technology device needs
- Internet Access Assessments:
 - Survey agency departmental staff to determine the availability of viable existing at-home Internet service
 - Conduct a cost analysis of Internet access needs
- Providing Mobile Devices and Internet Access:
 - To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
 - To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

TECHNOLOGY & CONNECTIVITY FOR STUDENTS - MANDATORY REQUIREMENTS:

- To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

Mobile Devices Delivery:

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments:
 - Identify students' technology needs to include adaptive technologies
 - Use the Asset Tracking Management System procedures to check out all mobile devices
 - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- Providing Multiple Ways for Students to Learn
 - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet.

STAGGERING WORK SHIFTS OF ESSENTIAL EMPLOYEES – REDUCING OVERCROWDING

Depending on the exact nature of the communicable disease and its impact, Nassau BOCES is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate workdays or work weeks.
- Limit or eliminate visitors to the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

OBTAINING AND STORING PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE & Face Covering Availability:

- The school district will provide employees and students with an acceptable face covering at no-cost to the employee/student and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).

- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information will be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the Agency is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff/students.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work in partnership with the Broome/Tioga Office of Emergency Services to provide this capability. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

PPE SUPPLY MANAGEMENT

The Facilities Department is working with programs to determine the overall PPE needs of the Agency. Centralized purchasing through United Health Services will be used as available.

| Disposable Face Covering Supplies | | | | | |
|-----------------------------------|------------|-----------------------------------|----------------------------------|----------------------------------|---|
| Group | Number (N) | 12 Week Supply 100% Attendance | 12 Week Supply 50% Attendance | 12 Week Supply 25% Attendance | Assumptions |
| Students | 500 | 6000 | 3000 | 1500 | 1 Disposable Mask per Day per Student (supplements parent provided) |
| Teachers/Staff | 130 | 1560 | 780 | 390 | 5 Disposable Masks per Week per Teacher |
| Nurse/Health Staff | 2 | 240 | 120 | 60 | 10 Disposable Masks per Week per School Nurse |

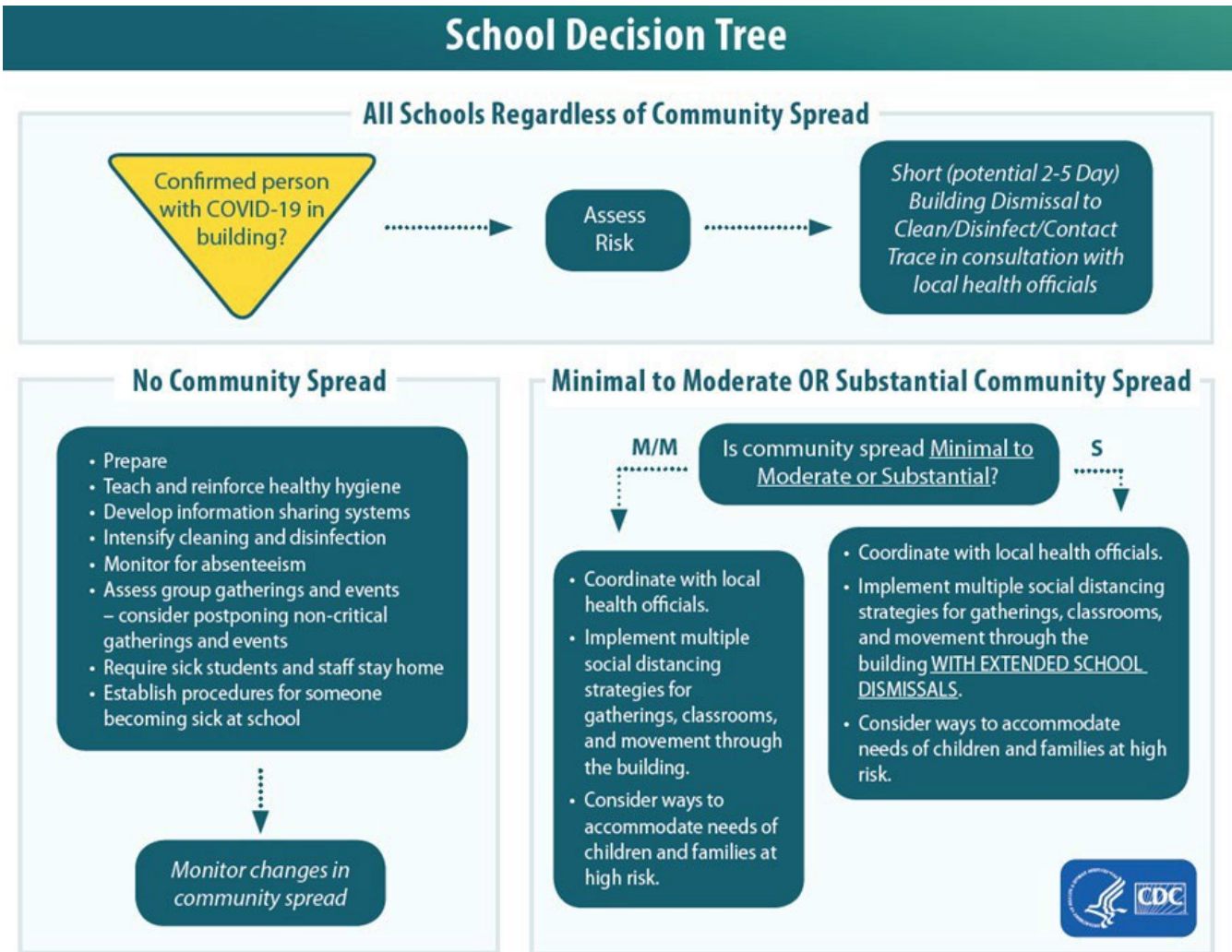
| PPE for High Intensity Contact with Students | | | |
|--|---------------------------|----------------|------------------------|
| Item | 1 Week Supply for 1 Staff | 12 Week Supply | Assumptions |
| Disposable Nitrile Gloves | 10 | 120 | 10 per Week per Staff |
| Disposable Gowns | 10 | 120 | 10 per Week per Staff |
| Eye Protection | 2 | n/a | 2 Re-usable per Staff |
| Face Shields | 2 | n/a | 2 Re-usable per Staff |
| Waste Disposal Medium | 1 | n/a | 1 Unit per Staff Total |
| N-95 Respirators* | 10 | 120 | 10 per Week per Staff |

***Note:** N-95 respirators are recommended only if staff will be in contact with a suspected COVID-19 positive case and/or aerosol-generating procedure. Those employees required to wear N-95 respirators will need to be fit tested and medically evaluated in order to determine if the employees are capable of wearing an N-95 respirator without impacting health.

PREVENTING SPREAD AND DISINFECTION

Confirmed COVID-19 Case Requirements & Protocols

Instructional programs must be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. CDC has provided the following decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation:



CDC AND NYSDOH RECOMMENDATIONS

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

- Refer to DOH's [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) for information on "close and proximate" contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

DEPOSIT CENTRAL SCHOOL DISTRICT COVID-19 CLEANING PROTOCOL

All procedures are to be performed with the approved PPE for the area to be cleaned and the product being used.

Outside Areas

- Any outside area will be cleaned as needed depending on use.

Classrooms

- All rooms will be dust mopped and swept to remove any debris.
- Any frequently touched hard surfaces will be cleaned using Tenacity (an approved green cleaner) and water. Example: desk, tables, door handles, light switches etc.
- Soft surfaces will be cleaned as required following the Mfg. directions. Example: seating areas, rugs
- All rooms will be disinfected using an approved EPA Cleaner/Disinfectant, Vital Oxide EPA NO. 82972-1 using a mister for application.

Bathrooms

- All floors and hard surfaces will be mopped/cleaned using Marauder (an approved green cleaner). Examples: floors, toilets, urinals etc.
- All frequently touched hard surfaces will be cleaned using Tenacity (an approved green cleaner) and water. Examples: sinks, faucets, door handles, light switches etc.
- All bathroom areas will be disinfected using an approved EPA Cleaner/Disinfectant, Vital Oxide EPA NO. 82972-1 using a mister for application.

Corridors and Stairwells

- All floors will be dust mopped/swept to remove debris.
- All frequently touched hard surfaces will be cleaned using Tenacity (an approved green cleaner) and water. Examples: floors, walls light switches, handrail etc.
- Areas such as door frames, lower walls, handrails etc. will be disinfected using an approved EPA Cleaner/Disinfectant, Vital Oxide EPA NO. 82972-1 and a mister for application.

Offices

- All floors will be dust mopped and vacuumed to remove debris.
- All frequently touched hard surfaces will be cleaned using Tenacity (an approved green cleaner) and water.
- Soft surfaces will be cleaned as needed following mfg. recommendations. Examples: rugs, seating areas etc.
- All offices areas will be disinfected using an approved EPA Cleaner /Disinfectant, Vital Oxide EPA NO. 82972-1 and a mister for application.

Kitchens/Cafeterias

- All floors will be dust mopped/ swept to remove debris.
- All floors will be with cleaned with Tenacity (an approved green cleaner) and water.
- All frequently touched hard surfaces will be cleaned using Tenacity (an approved green cleaner) and water. Examples: walls, lights switches etc.
- All preparation, serving surfaces will be cleaned using a food safe Quaternary Cleaner. Examples: cooking tables, counter tops serving line etc.
- All areas will be disinfected using an approved EPA Cleaner/Disinfectant, Vital Oxide EPA NO. 82972-1 and a mister for application.

Buses

- Floors will be swept to remove debris.
- All buses will be sprayed with Vital Oxide, EPA NO. 82972-1 and a mister for application.
- Handrails will be wiped down with disinfecting wipes.
- All hard surfaces will be cleaned with Spray 77 disinfecting spray.
- Windows will be cleaned with Eclipse glass cleaner.
- Floors mopped with Mint disinfectant.
- Seats and seat belts will be wiped down with soap and water.

POSITIVE CASES/CONTACT TRACING PROCEDURES

If a student or staff member tests positive for Coronavirus, the District will notify the persons who are considered close contacts (see appendix C) via our automated email system.

If you test positive, our school nurses will connect you with the support and resources you may need and will provide you with updated guidance regarding quarantines and masking if applicable. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record.

DOCUMENTING PRECISE HOURS/WORK LOCATIONS OF ESSENTIAL WORKERS

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. Supervisors will assign and document the work locations of essential employees in order to assist with contact tracing if required. No changes will be allowed to work locations without approval from a supervisor.

EMERGENCY HOUSING FOR ESSENTIAL EMPLOYEES

Broome County School Districts have also established school building shelter sites across the County in cooperation with the Broome County Office of Emergency Management which may be utilized in the event of any emergency situation. If deemed necessary, school districts will work closely with Broome County Office of Emergency Management to determine housing options.

RECOVERY

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Facility Director, and Curriculum Supervisor will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

COUNTY AND LOCAL CONTACTS

| Name/Title | County | Contact Information |
|--|------------|--|
| Jason Garnar/County Executive | Broome | Jason.garnar@broomecounty.us |
| Matthew Sitek/Investigator Case Integrity Unit | Broome | Matthew.sitek@broomecounty.us P: 607.343.1782 |
| Mary McFadden/Director of DOH | Broome | mary.mcfadden@broomecounty.us p: 607.778.2811 |
| Mandy Walsh/Director of DOH | Delaware | Mandy.walsh@co.delaware.ny.us 607.832.5200 |
| Courtney Ellis-Jamison, FNP | UHS Broome | Courtney.ellis-jamison@nyuhs.org 607-761-8496 |
| Dr. John Giannone, Medical Director | UHS | John.giannone@nyuhs.org Mobile: 607-206-6646 |

ADDITIONAL RESOURCES

[Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning | CDC](#)

[Schools & Youth | Department of Health \(ny.gov\)](#)

APPENDICES

Essential Employee Worksheets – Appendix A

In the event of a government ordered shutdown similar, to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below for your department utilizing the following guide:

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.

| Title | Description | Justification |
|------------------------|--|---|
| Director of Operations | Oversees all functions of buildings and safety protocols districtwide | On site management districtwide to facilities/safety protocol |
| Custodians | Oversight of buildings, cleaning, sanitizing, and maintenance | On site work is required to maintain building safety. |
| Transportation | Supervisor and drivers to organize routes and deliver food to families, take students to specialized programs and deliver supplies | As needed |
| Food Service | Supervisor, Director, and workers to prepare food for distribution | As needed |
| BOCES IT Department | Oversees all technology implementation and maintenance of devices | As needed |
| Office Personnel | Managing pick up of instructional work, devices, food, general inquiries, deliveries, purchasing etc. | As needed |
| Superintendent | Serve as Chief Emergency Officer and coordinate communication between, staff, law enforcement, other first responders and media | As needed |
| Teachers | Provide instruction to students; coordinate materials and learning platforms. | As needed |
| Aides | Assist in the support of instruction, food deliveries and supplies | As needed |
| Administration | Manage instructional delivery and coordinate district procedures | As needed |

EMPLOYEE TELECOMMUTING PROPOSAL FEEDBACK

After reviewing the telecommuting proposal, please note the following: The request for

telecommuting has been:

Approved

Denied

Reason: Health/Documented ADA Request

Supervisor Signature: _____

Date: _____

TELECOMMUTING AGREEMENT

The following constitutes an agreement on the terms and conditions of telecommuting between the District and _____ henceforth referred to as “the employee.”

Term

The Agreement is in effect from _____ to _____. It may be extended beyond this period if agreed to by the District and the employee. If extended, this agreement should be reviewed and modified as necessary. This agreement may also be modified or cancelled at any time upon written notice by either party.

Policies

The telecommuting employee agrees to abide by all District policies and procedures. The telecommuting employee should be familiar with the following policies:

- Code of Conduct - #28
- Code of Ethics - #9
- Computer Operations - #85
- Notification of Breach of Security - #6
- Internet Protection Policy - #24

Requirements

The telecommuting employee and supervisor must complete the District Safety Checklist to ensure that the telecommuting location meets the Telecommuting Guidelines.

Work Location and Hours

The employee’s telecommuting location is:

The employee is approved to telecommute the following days:

| | | | | | |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday | <input type="checkbox"/> As Needed |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|------------------------------------|

The employee’s core hours on telecommuting days when they are available to supervisor and co-workers are: 7:50 – 2:50 PM

An employee who works from a telecommuting location may be required to use shared spaces when working from a regular work location (non-telecommuting location).

The employee is scheduled to work from the normal work location (non-telecommuting) on:

| | | | | | |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|-------------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday | <input type="checkbox"/> As Needed* |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|-------------------------------------|

*This may be accomplished via Zoom or another digital venue as practicable.

The employee’s core hours at the regular work location are: 7:50 AM – 2:50 PM

Specific Job Title/Duties: Teacher

Compensation & Benefits

Employee compensation and benefits are outlined in the collective bargaining agreement.

Telecommuting employees may not work overtime from the telecommuting location without prior approval from their supervisor.

Employee is responsible for tax consequences related to telecommuting.

Communication

In order to maintain close communication and standards of professionalism while working from a telecommuting location, the telecommuting employee shall:

- Use the Frontline system to clock in and out at 7:50 and 2:50
- Adhere to and follow the leave request process using Frontline
- Be available to their supervisor or designee and co-workers by telephone and email during core hours (7:50-2:50)
- Return calls and emails in a timely manner (within 24 hours or sooner)
- Fulfill required communication (such as daily contact) with their supervisor or designee

The telecommuting employee will agree with the supervisor or designee on a plan for receiving assignments, returning assignments, and reporting to the supervisor or designee on telecommuting days.

The telecommuting employee will maintain contact with their team and colleagues, including attending scheduled meetings (*This may be accomplished via Zoom or another digital venue as practicable.)

Equipment and Expenses

The District will provide the telecommuting employee with equipment as determined by their supervisor. Additional equipment may be issued on a case-by-case basis. Equipment supplied by the District will be maintained by the District. Equipment supplied by the telecommuting employee will be maintained by the telecommuting employee. The District accepts no responsibility for damage or repairs to telecommuting employee-owned equipment. The District reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the District is to be used for business purposes only as per District policy. The telecommuting employee must sign an inventory of all District property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the District, unless other arrangements have been made.

The employee is responsible for telecommuting location costs as well as ongoing operating costs.

Information Security

Consistent with the organization's expectations of information security for employees working at a regular work location, telecommuting employees are also expected to ensure the protection of proprietary company Personally Identifiable Information (PII) as defined by Education Law 2-d and related Regulations and customer information accessible from their telecommuting location. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Any sensitive information in hardcopy form is returned to the regular work location or shredded.

Safety

The telecommuting employee will establish an appropriate telecommuting location within their home for work purposes. The District will not be responsible for costs associated with the set-up of the telecommuting location, such as remodeling, furniture or lighting, nor for repairs or modifications to the telecommuting space.

Telecommuting employees are expected to maintain their telecommuting location in a safe manner, free from safety hazards. The District will provide each telecommuting employee with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in the telecommuting location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The telecommuting employee is liable for any injuries sustained by visitors to his or her worksite.

Limitations

Telecommuting employees must observe the following limitations when working from the telecommuting location:

- Telecommuting employees must maintain a professional atmosphere.
- Telecommuting employees cannot operate a business or work for another employer during work hours.
- Telecommuting employees cannot use District equipment for personal use.
- Telecommuting employees cannot allow others to use District equipment or to access the District network.
- Telecommuting employees cannot have sole responsibility for providing dependent care during work hours except under special conditions approved by the supervisor.

Conflict Resolution

A telecommuting arrangement may never be allowed to continue uninterrupted if it is detrimental to the work quality or the District. In such situations, the supervisor will make a good faith effort to work with the telecommuting employee to resolve the situation and make necessary adjustments.

Appendix B

Agreement

This Agreement may be amended at any time by the District and discussed with the telecommuting employee. A copy of this agreement and any addendums or amendments will be provided to the telecommuting employee and placed in the telecommuting employee's personnel file.

EMPLOYEE: By signing, the telecommuting employee states they have read, understood, and agree to the terms and conditions of this agreement.

Employee Signature _____ Date _____

TELECOMMUTING SAFETY CHECKLIST

Overview: The following checklist is recommended for use by each telecommuting employee in organizing the telecommuting location. The telecommuting employee should review this checklist with their supervisor prior to the start of telecommuting, and they are encouraged to work together to ensure the safety of the telecommuting location.

Work Site:

1. The telecommuting employee has a clearly defined workspace that is kept clean and orderly.
2. The telecommuting workspace is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it.
3. Exits are free of obstructions.
4. Supplies and equipment (both District and employee-owned) are in good condition.
5. The area is well ventilated and heated.
6. Storage is organized to minimize risks of fire and spontaneous combustion.
7. All extension cords have grounding conductors.
8. Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
9. Electrical enclosures (switches, outlets, receptacles, junction boxes) have tight-fitting covers or plates.
10. Surge protectors are used for technology equipment.
11. Heavy items are securely placed on sturdy stands close to walls.
12. Technology equipment is kept out of direct sunlight and away from heaters.

Employee Signature _____ Date _____

Deposit Central School District

Emergency Remote Instruction Plan Appendix C

District-Wide School Safety Plan (DWSSP)

This appendix addresses the 2022-2023 amendments of Sections 100.1, 155.17, and 175.5 of the Regulations of the Commissioner of Education Relating to Remote Instruction and its Delivery under Emergency Conditions, and the amendments of Sections 200.7, 200.16, and 200.20 of the Regulations of the Commissioner of Education Relating to Remote Instruction and its Delivery Under Emergency Conditions and Length of School Day for Approved School-Age and Preschool Programs Serving Students with Disabilities

INTRODUCTION

The Deposit Central School District developed the following Emergency Remote Instruction Plan to address the instruction of students if extraordinary circumstances prevent students and staff from physically attending school. The Emergency Remote Instruction Plan meets the requirements of New York State Education Commissioner’s Regulations for inclusion in the 2023-2024 District-Wide School Safety Plan. Additionally, the plan adheres to guidance set forth in the following Board of Education policies: Comprehensive Attendance Policy #25, Data Security and Privacy #108, Internet Protection Policy #24, Code of Conduct #28

BACKGROUND INFORMATION

The NYS Education Department (NYSED) authorized a “snow day pilot” program during the Covid-19 pandemic 2020-2021 and 2021-2022 school years. This program allowed school districts to deliver instruction remotely on days in which they would otherwise have closed due to an emergency.

To give districts greater predictability, in September 2022, the NYSED Board of Regents amended section 175.5(e) of the Commissioner’s regulations to codify this flexibility. Districts that would otherwise close due to an emergency may, **but are not required to**, remain in session and provide instruction through remote learning and count these instructional days towards the annual hours requirement for State Aid purposes. Instruction must be provided to all students and be consistent with the definition of remote instruction, as explained below. In addition, beginning with the 2023-2024 school year, such instruction must be consistent with the school district’s Emergency Remote Instruction Plan.

NYSED also amended section 155.17 of the Commissioner’s regulations to require public schools, BOCES, and county vocational education and extension boards amend their District-wide School Safety Plans to include plans for remote instruction beginning with the 2023-2024 school year. This gives the public an opportunity to provide feedback on such plans for remote instruction prior to their adoption. The Emergency Remote Instruction Plan must include the methods that the school district will ensure the availability of: devices; internet access; provision of special education and related services for students with disabilities; the expectations for time spent in different remote modalities.

Such plans also require that each chief executive officer of each educational agency located within a public school district report information on student access to computing devices and access to the internet each year.

NYSED additions to section 100.1 of the Commissioner's regulations define the term "remote instruction." This definition identifies various ways in which remote instruction may be delivered, but which must include, in all situations, regular and substantive teacher-student interaction with an appropriately certified teacher.

The NYS Board Regents adopted the amendments noted above that became effective as a permanent rule on September 28, 2022.

Sections 200.7, 200.16, and 200.20 of the Regulations of the Commissioner of Education were amended, and became effective September 13, 2022, and December 12, 2022, as an emergency action for the preservation of the general welfare to permit approved special education providers to provide remote instruction in the 2022-2023 school year on days they would otherwise close due to an emergency and to count such instructional days towards 14 minimum requirements and to identify the ways in which such remote instruction may be delivered. These amendments relate to remote instruction and its delivery under emergency conditions for students in approved private schools for the education of students with disabilities, state-supported schools, state-operated schools, and approved preschool special education programs. These updated regulations now provide the same flexibility for remote instruction under emergency conditions that was given to school districts. The effective date of the final rule was January 25, 2023.

REMOTE INSTRUCTION

The Commissioner's regulations define remote instruction as "instruction provided by an appropriately certified teacher, or in the case of a charter school an otherwise qualified teacher pursuant to Education Law §2854(3)(a-1), who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher." For the purpose of this plan, remote instruction means the instruction occurring when the student and the instructor are in different locations due to the closure of one or more of the district's school buildings due to emergency conditions as determined by the Superintendent of Schools. Emergency conditions include, but are not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficient water supply, prolonged disruption of electrical power, shortage of fuel, destruction of a school building, shortage of transportation vehicles, or a communicable disease outbreak, and the school district would otherwise close due to such an emergency.

UNSCHEDULED SCHOOL DELAYS AND EARLY RELEASES

Instructional hours that a school district scheduled but did not execute, either because of a delay to the start of a school day or an early release, due to emergency conditions, may still be considered as instructional hours for State aid purposes for up to two instructional hours per session day, provided the School Superintendent certifies such to NYSED, on the prescribed NYSED form, that an extraordinary condition existed on a previously scheduled session day and that school was in session on that day ([NYSED Part 175.5](#)).

The Emergency Remote Instruction Plan shall identify various ways in which instruction may be delivered, including synchronous and asynchronous instruction. In all situations, remote instruction requires regular and substantive teacher-student interaction with an appropriately certified teacher.

Synchronous instruction engages students in learning in the direct presence (remote or in-person) of a teacher in real time. During remote instruction, students and teachers attend together from different locations using technology. Asynchronous instruction is self-directed learning that students engage in learning without the direct presence (remote or in-person) of a teacher. Students access class materials during different hours and from different locations. During an emergency closing, synchronous instruction is the preferred method of instruction, whereas asynchronous instruction is considered supplementary instruction.

ENSURING ACCESSIBILITY AND AVAILABILITY (INTERNET, COMPUTERS/DEVICES)

The Deposit Central School District shall survey families to find out who has a reliable high-speed internet connection. A survey conducted in 2020 identified families who live in the district that do not have access, therefore remote learning is a challenge, if not impossible, for these students. Since 2020, every student who enrolls in the district provides information on internet access and computer accessibility. All survey information is stored and available in the Schooltool database. When students do not have internet access, the district works with the families to develop a plan to provide instructional materials for them as well as a process for recording attendance and grading. The district works with the community to provide locations where internet access could be used if they are able to use these locations.

Commissioner's regulation 115.17(f) outlines the annual data collection that districts must submit to SED every year by June 30. It requires the school district to survey families regarding internet and device access at the student's place(s) of residence. The chief executive officer (School Superintendent) shall survey students and parents and persons in parental relation to such students to obtain information on student access to computing devices and access to internet connectivity.

District procedures are followed to ensure computing devices are made available to all students so they are able to participate in synchronous and asynchronous instruction (Deposit CSD Digital Device Overview/Plan).

DEPOSIT CSD EMERGENCY CLOSURE REMOTE LEARNING PLAN

| | |
|---|--|
| <p align="center">POLICIES</p> | <p>The plan adheres to guidance set forth in the following Board of Education policies: Comprehensive Attendance Policy #25, Data Security and Privacy #108, Internet Protection Policy #24, Code of Conduct #28</p> |
| <p align="center">INTERNET AND DIGITAL DEVICE ACCESS</p> | <p>The school district provides all students in grades K-12 access to a personal computing device (Chromebook). In the event of an emergency, closing provisions will be made to the greatest extent possible to ensure that all students have their device at home for instruction.</p> <p>The school district participates fully in the SED Digital Access Survey along with locally developed surveys to assess how many students have internet access at home. The district provides hotspots to any families that indicate a need for reliable internet to facilitate access to learning at home.</p> <p>All faculty should have an alternative general activity for students in the instance that widespread power outages or other disruptions to connectivity occur preventing synchronous connection. If students lose connectivity, then the expectation is they will complete the alternate assignment provided.</p> |
| <p align="center">PEDAGOGY</p> | <p>All teachers in grades PK-2 will use SeeSaw as their primary instructional platform. All teachers in grades 3-12 will use Google Classroom as their primary instructional platform.</p> <p>Several district provided instructional technology software programs are available to support instruction along with a wide array of other resources curated by faculty. Teachers will utilize these programs to differentiate instruction, accessing a variety of delivery methods that best suit their course, grade level, and teaching style. The instructional approach may include a combination of:</p> <p><u>Synchronous “Live” Instruction</u> - Using SeeSaw/Google Meet, along with other digital platforms, teachers will deliver real time instruction to a full group or subset of students. Teachers may incorporate asynchronous or project based opportunities within this model.</p> <p><i>Teachers will make personal connections with all students during scheduled class times via Zoom, SeeSaw or Google Meet. These connections will allow teachers to take attendance, introduce new content or skills and will allow students to connect with their teachers and peers in order to be guided through lessons, ask questions, and maintain personal relationships. The duration of these synchronous connections depends on the grade level and daily instructional plan but should be the primary mode of instruction and substantial enough to guide learning.</i></p> <p><u>Asynchronous “Flipped” Instruction</u> - Using a variety of digital platforms, teachers will deliver captured or recorded lessons with associated expectations for students participation and assignment completion. These activities may include teacher/student synchronous interactions for a portion of the lesson. Special area teachers will</p> |

| | |
|--|---|
| | <p>communicate and collaborate to post an asynchronous special area lesson during a day of remote instruction.</p> <p><u>Authentic Independent Instruction</u> - Using a variety of methods, teachers will engage students in high quality learning activities. These activities must engage students in the learning process. Teachers will provide assistance to students in this mode of instruction through asynchronous and synchronous methods outlined above.</p> |
| <p style="text-align: center;">STUDENT EXPECTATIONS</p> | <p>All students will receive information on how to access course material and instruction from their teachers. Students are expected to follow all directions and requests to participate in instruction to the fullest extent possible. During synchronous instruction students are expected to be school ready. This includes being on time for class, engaging fully through video and audio as directed by their teacher, and presenting themselves in a manner that is in accordance with school expectations.</p> <ul style="list-style-type: none"> • All students are expected to practice appropriate digital etiquette and responsible behavior during assigned synchronous learning times. <ul style="list-style-type: none"> ○ Mute yourself on meets as directed by your teacher ○ Cameras are to be kept on during classroom meets unless directed specifically by your teacher to do otherwise. • Students are expected to work in an appropriate setting when participating remotely / on-line. Work places include a desk, table, kitchen counter, etc... Other locations are not appropriate or acceptable. • Student dress must be appropriate in all platforms - the Student Dress Code section of the Student Handbook / Code of Conduct applies to students in all platforms. <p>If there are any circumstances preventing full and appropriate participation the student should let the teacher know. As this is a required attendance day, students must fulfill expectations for satisfactory participation as determined by their teacher.</p> |
| <p style="text-align: center;">DAILY SCHEDULE</p> | <p>The virtual day will follow the same schedule framework as the HS, MS and Elementary School to which the student is assigned. As with all school schedules, appropriate breaks will be included in the daily schedule for students and faculty, including time for lunch. Students will attend all assigned classes at their scheduled time. The method of instructional delivery will vary to facilitate appropriate screen time per age level within these parameters. Students who engage in synchronous and asynchronous work shall be marked “remote present” in the student management system.</p> |
| <p style="text-align: center;">COMMUNICATION PROTOCOL: INTERVENTION</p> | <p>Teachers will follow the same communication protocols that are established in school for addressing areas of academic or behavioral need. This includes a combination of email, phone calls, and academic/behavioral referrals to the administration. All effective strategies should be accessed to maintain effective communication.</p> |
| <p style="text-align: center;">SPECIAL SERVICES</p> | <p>School districts are required to implement supports, services and accommodations, as indicated in students’ IEPs or 504 Accommodation Plans, to the best of their ability. NYSED recognizes that there may be limitations to implementing certain services or accommodations through remote instruction and as a result, encourages districts to apply a “lens of reasonableness” to their approach.</p> |

| | |
|---|--|
| | <p>Special education teachers who provide direct/indirect consultant services will initiate outreach to their students’ general education teacher(s) to collaborate on instructional modalities and any necessary accommodations or modifications required of assignments or assessments for the day.</p> <p>Special education teachers who teach resource room, self-contained special classes either content specific or specialized programs, should follow the same guidance and expectations as classroom teachers in regards to pedagogy, content, class meetings, and flexibility.</p> <p>Related service providers are to provide “tele-therapy” services, to the best of their ability. Related service providers are expected to adhere to similar guidelines as other professionals in regard to student and teacher work at home, communication, and flexibility and they will use the students’ IEPs to determine an appropriate/reasonable level of communication and support.</p> <p>Documentation Requirements: Special education personnel are expected to document all supports and services provided to students during this time. Document the manner, means, duration of time, follow up efforts, etc. IEP progress monitoring is required to be collected and reported to parents following the schedule listed on students’ IEPs. Medicaid session notes continue to be a requirement for eligible related service providers. Special education teachers/service providers are responsible to hold any virtual professional meetings already scheduled on a day that becomes a virtual instruction day.</p> |
| <p>NON- INSTRUCTIONAL SERVICES</p> <ul style="list-style-type: none"> ● TRANSPORTATION ● FOOD SERVICE ● MAINTENANCE ● CUSTODIAL ● CLERICAL/ ADMINISTRATIVE SUPPORT | <p>When a school district is in remote session, non-instructional services may still be required to report to work to perform critical services related to their area of expertise. In the event that the change to remote instruction is due to a snow or other weather emergency, such change will likely impact transportation and other critical services. Decisions whether or not non-instructional employees should report to work will be made and communicated in real time by the appropriate supervisor or administrator based on whether services can be provided in a safe and efficient manner.</p> |

NYSED Plan Requirements

1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction;
2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity;
3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency

conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction;

4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate;
5. A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education; and
6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.

INSTRUCTIONAL HOURS FOR STATE AID AND REPORTING REQUIREMENTS

Pursuant to Section 175.5 of Education Law the school district may decide to transition to remote instruction in the event emergency conditions dictate the closure of the PreK through Grade 12 facilities. Under the provisions of New York State Education Law and the District Emergency Remote Instruction Plan any instruction sessions provided during the closure of the school facilities are counted towards annual hour requirements for meeting 180 days required for State financial aid.

Annual Hourly Requirements for the purpose of apportionment of State Aid (for districts receiving foundation aid) are noted below:

- 450 instructional hours for pupils in half-day kindergarten
- 900 instructional hours for pupils in full-day kindergarten and grades one through six
- 990 instructional hours for pupils in grades seven through twelve

The district estimates the number of instructional hours it intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions from a minimum of 1 remote instruction day due to emergency conditions, up to the full year's annual hourly requirement. A district remote instructional day is the same number of hours as an in-person instructional day. For the 2022-2023 school year, the total hours per day for grades 6-12 are 5 hours 35 minutes (M-Thursday) and 4 hours 48 minutes (Friday). For grades k-5, the instructional hours per day are 5 hours 36 minutes (M-Thursday) and 4 hours 36 minutes (Friday).

TRANSPORTATION

When a school district is in remote session, pupil transportation must be provided to students attending religious and independent schools, charter schools or students whose individualized education program (IEP) have placed them out of district. In the event that the change to remote instruction is due to a snow or other weather emergency, such change will likely impact transportation for students attending school outside of the district. Decisions not to transport need to be based on real-time information relevant to the safety of students, staff and vehicles. School districts and religious and independent schools, charter schools and other programs are

encouraged to work together to ensure continuity of education while ensuring that transportation can be provided in a safe and efficient manner.

REPORTING

IMMEDIATELY

Whenever a school building must close to instruction due to the activation of its District-wide School Safety Plan or Building-level Emergency Response Plan, a *Report of School Closure* must be submitted to the Commissioner of Education by the School Superintendent as required under CR 155.17(f) via the NYSED Report of School Closure portal. Even when remote instruction is provided during an emergency closure, a *Report of School Closure* must be submitted. This also applies when instruction can be delivered in an interim location or via another instructional modality.

When it is determined that it is safe to re-open a school building after an emergency closure, the School Superintendent must notify the Commissioner by completing a corresponding *Report of School Re-Opening*, via the NYSED Report of School Re-Opening portal.

The *Report of School Closure* is intended to provide immediate notification to the Commissioner regarding an emergency closure. The *Report of School Re-Opening* notifies the Commissioner of the re-opening and also collects the actual duration of the closure, the location and modality of instruction, and detailed information that may not have been available at the time of the closure.

Reasons for building closures may include, but are not limited to, natural disasters, power outages, instances of infectious disease, extraordinary adverse weather conditions and threats of violence. It is no longer required to submit a *Report of School Closure* for routine snow days.

ANNUALLY BY JUNE 30TH

The School Superintendent shall notify the NYSED Commissioner the results of the survey on student access to computing devices and access to internet connectivity through the Student Information Repository System (SIRS) every year by June 30th.

END OF THE SCHOOL YEAR

The school district shall report Emergency Remote Instruction through the State Aid Management System at the end of the school year. After the close of the school year starting with the ending of 2023-2024, the School Superintendent reports remote instructional days under emergency conditions through the State Aid Management System, and certifies this at the time NYSED's *Form A* is submitted as part of other required certifications. Using the NYSED prescribed form, the School Superintendent certifies to NYSED:

- That an emergency condition existed on a previously scheduled session day and that the school district was in session and provided remote instruction on that day;
- How many instructional hours were provided on such session day; and
- Beginning with the 2023- 2024 school year, that remote instruction was provided in accordance with the district's Emergency Remote Instruction Plan.

BOARD OF EDUCATION APPROVAL

As part of the District-wide School Safety Plan, the school district's Board of Education shall make the Emergency Remote Instruction Plan available for public comment and public hearing for no less than thirty days (30) prior to adoption. The plan must be adopted as part of the District Wide School Safety Plan annually prior to September 1st and posted on the district website in a conspicuous location.