

**ONTEORA CENTRAL SCHOOL  
DISTRICT**

**DISTRICT WIDE**

**SAFETY PLAN**

**2017-2018**

## **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 School Safety 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. School districts and other educational agencies stand at risk from a wide variety of acts of violence and nature, and man-made or technological disasters. To address these threats, the State of New York has enacted the **Safe Schools Against Violence in Education (SAVE)** law. Project SAVE is a comprehensive planning effort that addresses risk reduction & prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

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

## **Section I: General Considerations and Planning Guidelines**

### **Purpose**

The Ontario CSD District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Ontario CSD Board of Education, the Superintendent of Schools appointed a District-Wide School Safety Team and charged it with the development, maintenance, and update of the District-Wide School Safety Plan. As per the amendments to 155.17, the District-Wide School Safety Plan supersedes the district's Emergency Management/Disaster Preparedness Plan.

### **Identification of School Team**

The Ontario CSD has created a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, staff members, administrators, parent organizations, school safety personnel and other school personnel. The members of the team for 2017-18 are identified in Appendix A.

### **Concept of Operations**

The District-Wide School Safety Plan is directly linked to the individual Building-Level School Safety Plan for each school building. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of individual Building-Level School Safety Plans. In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. Upon the activation of the School Emergency Response Team, the Superintendent of Schools or her designee will be notified and, where appropriate, local emergency officials will also be notified.

Emergency response efforts may be supplemented by local, county and state resources through existing

protocols.

## **Plan Review and Public Comment**

This plan will be reviewed periodically during the year and will be maintained by the District-Wide School Safety Team. A copy of the plan will be available at Onteora CSD, Administrative Offices, Route 28, Boiceville, NY 12412.

Pursuant to Commissioner’s Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its original adoption. Public hearings will be held pursuant to plan updates. 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.

While linked to the District-Wide School Safety Plan, Building-Level School Safety 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.

Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-Level School Safety Plans will be supplied to both local and the NYS Police within 30 days of adoption.

## **Section II: Risk Reduction/Prevention and Intervention**

Risk Reduction/Prevention and Intervention is comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility of the occurrence, or reduce the impact, of such emergency if it does occur.

### **Prevention/Intervention Strategies**

#### **Program Initiatives**

The following programs and activities are available to building administrators for improving communication among students and between students and staff and the reporting of potentially violent incidents:

\_\_\_ **Dignity for All Students Act**

\_\_\_ **Peer mediation programs at Woodstock Primary School**

\_\_\_ **Extended day and other school safety programs**

\_\_\_ **Student Government, SADD, GSA**

\_\_\_ **PBIS (Positive Behavior Intervention and Supports) program**

- \_\_\_ **Building assemblies to empower students**
- \_\_\_ **Character Education**
- \_\_\_ **Child Study Case Management, Response to Intervention, Multi-Disciplinary Teams**
- \_\_\_ **Bussing for walkers at Bennett and the Middle School/High School**
- \_\_\_ **Prime for Life (Drug/Alcohol Program)**
- \_\_\_ **Teaming up for Success (Adult-Student Mentoring Program)**
- \_\_\_ **Social Thinking Curriculum (K – 6)**
- \_\_\_ **Too Good For Drugs (1 - 6)**

## **Training, Drills, and Exercises**

The Onteora CSD shall arrange to provide multi-hazard school training for staff and students at each educational site. Such training shall include Incident Command Training for administrators and selected faculty members and other multi-hazard training for staff and students as deemed appropriate by the Board of Education and Superintendent of Schools.

The Onteora CSD annually performs twelve (12) fire and emergency drills at each of its school buildings which are documented for review. Eight (8) of the drills are fire drills and four (4) are lock down drills. Eight (8) of the drills are completed by December 31st. In addition, the district participates in the annual Go-Home Early Drill. The efficacy of these drills is assessed annually by building administrators and staff. Participation in the annual Weather Hazards Awareness Drill, sponsored by the National Weather Service, is also required.

**Clinical Staff: Social Workers, School Counselors, School Psychologists.** These professionals are trained to provide 1. Crisis intervention services 2. Behavior Intervention 3. Counseling services 4. Risk assessments for self-harming behavior 5. Mediation services 6. Re-entry for students returning to school after an extended absence due to psychiatric hospitalization, drug rehabilitation, or suspensions. Social Workers & Psychologists are assigned to all the buildings. School Counselors are assigned at the intermediate and secondary level. Psychologists are more involved in special education evaluations; however, they also provide ongoing counseling services.

### **PBIS Training:**

Regional Associate for PBIS provide an informational session to stakeholders (i.e. Administrators, Child/Instructional Support Team members

- Establish “Coaches” and building teams who will attend PBIS trainings and bring PBIS back to the district to train all staff
- Attend PBIS trainings and coach or co-coaches delegate tasks

- Train all staff on PBIS
- Provide community and parent information on PBIS Technical Support
- The district will provide professional development for the volunteers on mentoring.
- Positive Behavioral Interventions and Supports (PBIS) as our district wide behavior system and make recommendation to the Core Team

## School Resource Officer

The District has entered into a contractual relationship with the Ulster County Sheriff’s Department for the services of a School Resource Officer. The SRO will maintain an office in the MS/HS building, but will be a presence in all of the District buildings. The SRO will develop a positive relationship with students and staff and provide resources and guidance to the District.

## Implementation of School Security

The Onteora CSD uses the following security procedures in its school buildings and on school buses:

- Monitor west end and front hallway in Middle School/High School during Instructional Time
- Securing those exterior doors not routinely used for student or staff entrance.
- To the extent possible, limiting entrance to the main door of each school building.
- Requiring all visitors to sign in with a staff member and wear a visitor badge.
- Requiring all employees to wear identification badges.
- Other security measures as deemed appropriate by the Board of Education and the District Superintendent.
- Electronic door monitor at all buildings
- Independent contractors will wear identification at all times
- Utilizes a camera surveillance system in the Middle School/High School building
- Has placed two cameras on each large and small bus that is District owned and requires two cameras on each large or small bus provided by transportation contractor that services the District. (no cameras have been installed on the suburban’s, SUVs or the minivan)

## Vital Educational Agency Information

Each individual educational program within the Onteora CSD collects and maintains vital educational information, i.e. student enrollment, number of staff, etc. (see chart below). Transportation needs are assessed by the Transportation Department in conjunction with district administrators. Vehicle need based on 65 passenger bus utilization. Internal divisions (e.g. the Business Office) maintain and update listings of home and business telephone numbers for key personnel throughout the district.

Location	Contact Person	Phone Number	Approximate Enrollment	Evacuation Vehicles Needed	Approximate Number of Staff
Onteora Middle/High School	Lance Edelman Jennifer O’Connor	845.657.2373	650	18	174
Bennett Elementary	Gabriel Buono	845.657.2354	315	7	65

<b>School</b>					
<b>Phoenicia Elementary School</b>	<b>Linda Sella</b>	<b>845.688.5580</b>	<b>130</b>	<b>4</b>	<b>43</b>
<b>Woodstock Elementary School</b>	<b>Scott Richards</b>	<b>845.679.2316</b>	<b>200</b>	<b>6</b>	<b>41</b>

## **Critical Office & Fax Numbers**

<b>Name</b>	<b>Office Number</b>	<b>FAX</b>
Superintendent	845.657.8851	845.657.8742
Asst. Super. for Business	845.657.8499	845.657.8742
Transportation	845.657.2537	845.657.7079
Buildings & Grounds	845.657.6384	845.657.6835
HS Principal	845.657.2373	845.657.8430
MS Principal	845.657.2373	845.657.7763

### **Emergency “Red Phone” Numbers**

In the event of a power outage, there are direct phone lines into each building and several offices that can be connected with a traditional rotary phone. These were historically red phones. The direct numbers are below by location:

<b>Location</b>	<b>Emergency Phone Number</b>
Superintendent’s Office	845.657.7805
Central Administration Conference Room	845.657.7804
Transportation Department	845.657.7803
HS/MS Main Office	845.657.7808
High School Principal’s Office	845.657.7806
Middle School Principal’s Office	845.657.7807
Bennett Elementary Main Office	845.657.2038
Woodstock Elementary Main Office	845.679.7726
Phoenicia Elementary Main Office	845.688.2096

## **Dignity for All Students Act (DASA)**

The Onteora Central School District has and will continue to meet all requirements of the Dignity for All Students Act as a means for providing a safe and welcoming learning environment. Each building will have a trained and Board of Education approved Dignity Act Coordinator who will be responsible for educating parents, students, and teachers as well as receive and investigate all complaints regarding bullying and harassment. The Dignity Act Coordinators will be responsible for reporting to the state those incidents that meet the requirements identified in the law in a summative report. Onteora Central School District will continue to promote those programs and curriculums that educate students on civility and citizenship.

### **Early Detection of Potentially Violent Behaviors**

Where a student is deemed by an appropriate staff member to require attention in this area the school principal, school counselor, social worker, school psychologist, and/or the CSE Chairperson of the district in which the student is enrolled shall be notified. Police shall be notified in the event of any crime, violent act, or threat of violence to self or another. Parents will be notified and family court may also be contacted. If concerns are raised about a student's mental health, parents and school district personnel shall be contacted.

### **Hazard Identification**

Each Onteora CSD educational site is evaluated annually by the Buildings & Grounds Department (in conjunction with Ulster BOCES Risk Management) for potential hazards, both on and off school grounds. Such hazards include fire, explosion, chemical spills, biological contamination, and criminal mischief. There are fuel tanks at the Transportation Building on the Middle/High School campus, all buildings have heating fuel tanks, and the High School has chemical storage closets. A copy of the current hazard assessment can be found with each school's Building-Level School Safety Plan.

## **Section III: Response**

### **Notification and Activation (Internal and External Communications)**

In the event of a violent incident, either implied or direct, the Onteora CSD shall use Ulster County's 911 system to contact available law enforcement personnel. The Superintendent or his/her designee will contact local government officials including the county or city officials responsible for the implementation of article 2-B of the Executive Law (State and Local Natural and Man-Made Disaster Preparedness).

In the event of an emergency or disaster that may impact school facilities or programs, the Onteora CSD will use the following means to communicate with the community and between educational facilities within the district:

Facebook

Telephone & Fax

Radio Systems

Electronic Mail

Onteora Central School District App.

Infinite Campus Auto Dial Feature (*Shoutpoint*)

Local Media (WKNY - WPDH - WPDA - WRRV - WRRB - WCZX - WKXP – WZAD – WRWD – WRNQ –  
WBWZ – WKIP – WPKF – WRNN-TV – WDST – WHUD – WSPK – WBNR – WLNA – WXPB – WBPM –  
WKZE – WHVW – YNN – FOX5 – NBC TV – School Closings Network – Cancellations.com – WJFF  
Jeffersonville – WABC TV)

Onteora CSD Web Site (<http://onteora.schoolwires.com/onteora/site/default.asp>)

In the event of an early dismissal or other event that warrants such action, persons in parental relations are notified via the local media, Facebook, the Onteora website and App. and/or automated telephone calls.

## **Situational Responses**

### **Multi-Hazard Response Protocols**

Onteora CSD has developed multi-hazard response plans, based on the Incident Command System and the National Incident Management System (NIMS), for the following emergency situations:

<b>Hazard Category</b>	<b>Type</b>
Civil Disturbance	Bomb Threat Intruder Alert Hostage Taking Kidnapping Physical Assault or Threat
Environmental Emergency	Flood Hazardous Materials Incident Snow/Ice Storm Tornado Warning Thunder/Lightning Storm Fire Explosion Gas Leak
Building Failure	System Failure Structural Failure
Medical Emergency	Sick/Injured Person School Bus Accident Mass Illness/Epidemic Influenza Pandemic

Please see **Appendix E** for an outline of the sequential response action for each emergency situation.

## **Responses to Acts of Violence: Implied or Direct Threats**

- Students, staff and visitors of the Onteora CSD are expected to abide by normal standards of civility (see **Appendix B**: Onteora CSD Code of Conduct. In the event of a direct or implied threat, by a student, staff member or visitor, the building administrator should be informed as soon as possible by the threatened individual or other involved party. The administrator shall make the appropriate contacts (e.g. crisis intervention, law enforcement, District Superintendent) based on the nature of the threat.
- Civility Procedure (see **Appendix D**)
- The Onteora CSD Code of Conduct contains Board of Education Policies and Procedures regarding conduct on school property and is incorporated by reference into this District-Wide Safety Plan.

## **Acts of Violence**

Any act of violence against themselves or another, by a student, staff member or visitor, will not be tolerated by the Onteora CSD. In the event of such an incident the building administrator or his/her designee shall notify law enforcement and the Superintendent of Schools, where appropriate. If law enforcement is called, the building administrator or his/her designee shall meet with representatives when they arrive on site. Depending on the nature of the emergency, other actions (e.g. evacuation, lockdown) will be taken where appropriate.

## **Arrangements for Obtaining Emergency Assistance from Local Government**

When appropriate, the Onteora CSD shall make use of the following local government agencies during Emergencies;

Fire, Police, Medical	911
Central Hudson (Gas Odors)	800-942-8274
Congressional Offices	845-331-4466
Department of Environmental Conservation	845-256-3000
Family Court	845-340-3600
Poison Control Center	800-336-6997
Ulster County American Red Cross	845-338-7020
Ulster County District Attorney	845-340-3315
Ulster County Emergency Management	845-331-7000
Ulster County Health Department	845-340-3150
Ulster County Highway/Bridge Department	845-340-3100
Ulster County Safety Office	845-340-3410
NYS Police	845-338-1702
Town of Olive Police	845-331-3115
Town of Shandaken Police	845-688-9902
Town of Woodstock Police	845-679-2422

Ulster BOCES Traumatic Event Team  
Child Protective Services

845-255-1402  
800-342-3720

## **Procedures for Obtaining Advice and Assistance from Local Government Officials**

When deemed appropriate, the Superintendent of Schools or her designee will contact the appropriate local government district or agencies for advice or assistance during an emergency situation.

## **District Resources Available for Use in an Emergency**

Each Onteora school facility is equipped with resources available for use during emergency situations. These include communication devices, first aid and medical supplies, food/water, fire extinguishers, automated external defibrillators (AEDs), flashlights, batteries, and emergency phone number lists. Additional resources (e.g. tools, duct tape, hardware) are located in the maintenance shop in Boiceville. Each Onteora CSD facility can serve as a sheltering site, if required, during most emergencies.

The Onteora CSD Transportation Department maintains a fleet of 15 vehicles, which are currently in service. This fleet includes 6 large buses, 6 small buses, 1 suburban, 2 small SUVs and a minivan.

The Onteora CSD Facilities and Operations Department maintains 3 pickup trucks, 1 dump trucks, 2 box trucks, 1 front end loader, 1 small utility vehicle – 4wd, 1- small utility vehicle – 2wd.

## **Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies**

The use of manpower and resources during an emergency shall be coordinated at each facility by the building administrator or director with direction from the Superintendent of Schools or her designee. The coordination of manpower may be further broken down into internal departments or divisions.

An inventory of resources will be made periodically but no less than annually and following each activation of the Building-Level School Safety Plan.

## **Protective Action Options**

### **(a) School Cancellation or Delay**

The decision to implement a cancellation or delay of the Onteora Central School District educational programs shall be made by the Superintendent or her designee. The Onteora Central School District Director of Transportation is then notified to contact both District employees and the contractor to send their buses to pick up students at the designated time. Persons in parental relations are notified via the local media, Facebook, the Onteora website and App. and/or automated telephone calls.

**(b) Early dismissal**

Early dismissal shall be implemented under conditions when it is imperative to return students to their homes as quickly as possible (e.g. an impending blizzard). The decision to dismiss school early shall be made by the Superintendent or her designee. The Ontario Central School District Director of Transportation is then notified to contact both District employees and the contractor to send their buses to pick up students at the designated time. Persons in parental relations are notified via the local media, Facebook, the Ontario website and App. and/or automated telephone calls.

**(c) Emergency Evacuation**

Emergency evacuation is implemented under conditions when it is no longer safe for students and staff to remain in the building (e.g. a hazardous materials spill). The decision to evacuate is made by the building administrator or his/her designee. Once out of the building students will be assembled by class groups, or some other means, and at designated areas to be accounted for by staff members. In some cases, students will be taken to an alternative location off site. All students and staff shall remain outside the building until it has been deemed safe for them to return by local emergency responders and the District administration. If the decision is made to dismiss for the day, the conditions of section (b) apply.

**(d) Sheltering**

Sheltering, inside the school, is implemented under conditions when it is safer for students and staff to remain inside the building than to evacuate or be dismissed early (e.g. a tornado warning). The decision to shelter students on site is made by the building administrator or his/her designee. Where to shelter students and staff on site will depend upon the nature of the emergency. During a high wind advisory or tornado warning, for example, sheltering should take place at the building's lowest level in interior rooms or corridors (preferably away from windows & doors). Other emergencies may call for students and staff to remain where they are (i.e. lockdown). A code or similar system should be in place to inform staff members what actions to take. If the sheltering period is to be extended more than a few hours, arrangements to meet basic human needs (toilet facilities, water, food) must be accounted for.

Sheltering off site may be required when students and staff cannot remain in the building or on school grounds but also cannot be dismissed. Such conditions require that an alternative site be available and that a means of moving or transporting students be arranged.

**(e) Terrorist Threats & Activities**

In the event of terrorist threats or activities, building administrators shall be instructed by the District Superintendent or her designee to follow the recommended actions outlined in the NYS Homeland Security System for Schools (see **Appendix F for an excerpt or <http://archive.pressconnects.com/assets/pdf/CB70695425.PDF> for the entire document**). The actions recommended are based on the level of alert declared by the state and federal governments.

## **Section IV: Recovery**

The extent of, and need for, disaster or emergency recovery depends in large part upon the nature of the incident. The administration of the Onteora CSD will provide the necessary resources to ensure as smooth a transition back to normal operations as possible following an emergency or violent incident.

- A. The Onteora CSD will support the Emergency Response Teams and the Post-Incident Response Teams in school buildings affected by emergencies or disasters by providing both financial and logistical support. The district will also assist these teams by interfacing with relevant regulatory agencies and the media.
- B. The Onteora CSD's administrative offices, under the direction of the Superintendent of Schools, shall facilitate the coordination of disaster Mental Health Resources by interfacing with the State Emergency Management Office, the NYS Office of Mental Health, and the American Red Cross.
- C. BOCES Traumatic Event Team may be called to assist in the recovery.
- D. The Onteora CSD will document damage to facilities and provide any required information to our insurance carrier.
- E. The Onteora CSD Information Officer, Superintendent or designee, will interact with the community to provide timely and relevant information.

## Appendix A

### DISTRICT WIDE SAFETY TEAM MEMBERS

Victoria McLaren	██████████	Superintendent of Schools/Chief Emergency Officer
Marystephanie Corsones	██████████████████	Assistant Superintendent for Curr. and Instruction
Monica LaClair	██████████	Assistant Superintendent for Business
Jared Mance	██████████	Director of Operations and Maintenance
Nicole Sommer	██████████	Director of Transportation
Christine Downs	██████████	School Lunch Manager
Lance Edelman	██████████	Principal – H.S.
Jennifer O'Connor	██████████	Principal – M.S.
Kim Pilla	██████████	Athletic Director
Gabriel Buono	██████████	Principal – Bennett
Colleen McDaniel	██████████	H.S. Nurse
Sarah Turck	██████████	Guidance and Counseling Department Chairperson
Maegan Schenker	██████████	Social Worker
Valerie Storey	██████████	Board Member
Michael O'Rourke	██████████	BOCES Safety and Risk Management
Louis Casciaro	██████████████████	Insurance Representative/Community Member
Richard Brunner	██████████████████	Parent/NYS Trooper
Thomas Sharon	██████████	School Resource Officer

# Appendix B

## CODE OF CONDUCT

The full **Onteora Central School District Code of Conduct** can be found on the **District Website** at: [Code of Conduct](#)

The following is an excerpt from the full document:

### I. INTRODUCTION

The Onteora Board of Education hopes that our students will become passionate learners who are empowered to achieve their dreams and act as good citizens of the world and of their community at large.

To achieve this goal, the Board strives to provide safe schools for all students, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex and to ensure that all members of the school community assume personal responsibility and behave with a sense of mutual respect. The Board recognizes that to maintain such an environment, we must all live within certain boundaries and that inappropriate action by one person can infringe upon the rights of another. When conflicts arise, we are committed to nonviolent resolutions that encourage personal growth, responsibility, recovery and that treat each individual with respect and dignity.

This Code of Conduct, consistent with Board Policies 3410 Code of Conduct On School Property and 7310 School Conduct and Discipline, describes the behavior that the Board expects from all members of the school community, identifies consequences if those standards are not met, and establishes procedures to ensure that discipline, when necessary, is prompt, fair, progressive and effective.

**Attachment A** defines the terms used in this Code.

### II. STUDENT RIGHTS AND RESPONSIBILITIES

<b>Students have a right to:</b>	<b>Students have the responsibility to:</b>
A free, appropriate public education that will prepare them for active citizenship in a democracy.	Attend classes per Policy 7110 Comprehensive Student Attendance Policy, observe school rules, and work for satisfactory achievement.
A safe and secure environment that promotes academic and social/emotional learning.	Refrain from violence. Notify an adult of the presence of drugs, alcohol, weapons, harassment, and other violent acts or threats of violence.
Speak and be heard.	Listen to others.
Take part in any school activity on an equal basis.	Participate and support others in school events.
Be treated with courtesy and respect.	Be courteous and respectful.
Freedom from bullying, harassment, and other abuse based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.	Speak up about and refrain from bullying, harassment, and other abuse based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
Academic and emotional support.	Ask for help when it is needed and offer help to peers when needed.
Express themselves through their choices in clothing and appearance.	Adhere to the school Dress Code.
Communicate thoughts and beliefs that do not interfere with the rights of others or school operations.	Show consideration for people whose beliefs differ from their own.

Assemble peacefully.	Get permission from appropriate school personnel before assembling.
Learn strategies that develop cooperation, tolerance, and conflict resolution.	Use cooperative solutions.
Be informed of school policies and rules.	Abide by the Code of Conduct.

### III. EXPECTED BEHAVIOR

All members of the school community should respect the rights and welfare of others, act ethically, and care for school facilities and equipment. The Board expects respectful behavior and civil conduct on all school property, including buses, and at all school functions, whether on or off school property.

The Board will not tolerate:

- threats of violence in school, per Policy 3412 Threats of Violence in School.
- possession or use of weapons or illegal materials.
- possession, distribution, use, or being under the influence of alcohol or illegal substances (including synthetic drugs).
- behaviors that infringe on the physical, social, mental, or emotional well-being of others, or that disrupt the safety and support of the educational environment.
- bullying, harassment, or discrimination on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, or for any other reason.
- academic misconduct (e.g., plagiarism, cheating, copying, altering records, forging documents such as passes, notes, etc., assisting another student in any of these actions).
- damage to school property, including buses, or the property of others, per Policy 7311 Loss or Destruction of District Property or Resources.
- the physical or electronic dissemination, posting, or sharing of materials that are obscene, advocate illegal action, or appear libelous to students or faculty.
- the posting of materials without the consent of the building administrator.
- entering or remaining on school property without authorization.
- violation of any federal, State or local law, or Board policy.

**Attachment B** describes specific expectations for staff, parents/guardians, and visitors. **Attachment C** describes specific expectations for students.

### IV. DIGNITY FOR ALL STUDENTS ACT

The Board of Education recognizes that a learning environment that is safe and supportive can increase student attendance and improve academic achievement. A student’s ability to learn and achieve high academic standards, and a school’s ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting, hazing, and intimidation. The District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct that is inconsistent with the District’s educational mission.

Consistent with Policy 3420 Anti-Harassment in the School District, the District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at school-sponsored events and activities that take place on or off of school property. In addition, any act of discrimination or harassment outside of school-sponsored events that can reasonably be expected to materially and substantially disrupt the educational process may be subject to discipline.

The Dignity Act Coordinators are as follows:

Phoenicia Elementary School:	Linda Sella, 845-688-5580 Ext. 6111, lsella@onteorak12.ny.us
Woodstock Elementary School:	Scott Richards, 845-679-2316 Ext. 5111, srichards@onteorak12.ny.us
Bennett Elementary School:	Gabriel Buono, 845-657-2354 Ext. 4111, gbuono@onteorak12.ny.us
Middle School/High School:	Dieter Schimmelpfennig, 845-657-2373 Ext. 2110, dschimmelpfennig@onteorak12.ny.us

## V. DRESS CODE

All students and staff should show healthy and respectful attention to their personal cleanliness and clothing. Adults should model and reinforce acceptable dress for students. **Attachment E** lists the specific Dress Code rules, consistent with Policy 7312 Student Dress Code. This list is not exhaustive, and additional requirements may be determined at the building administrator's discretion.

## VI. REPORTING CODE VIOLATIONS

Each individual in the school community has the responsibility to report Code violations that he or she witnesses. Violations involving weapons, alcohol, bullying, harassment and intimidation, or illegal substances (including synthetic drugs such as synthetic cannabinoids) must be reported immediately. Students should report violations to the building principal or a guidance counselor, social worker, teacher, or any adult they trust. Adults should report violations in accordance with District policies 5573 "Whistle Blower" Protection Policy and 6410 Maintaining Discipline and Conduct. When Code violations break not only school policy but also the law, the school principal or designee may consult with the Superintendent of Schools to determine if law enforcement notification/involvement is warranted. Building/District administrators reserve the right to notify law enforcement agencies at their discretion.

## VII. DISCIPLINE

The Board believes that the best discipline is that which is self-imposed. Adults should model self-discipline and help students accept responsibility for their actions.

Disciplinary action should be used only when necessary and in accordance with applicable contracts, laws, regulations, and policies. Such actions should not just punish, but also encourage personal growth and individual responsibility. Staff members authorized to impose discipline should act in a prompt, fair, progressive and problem-solving manner. School personnel administering student discipline should consider:

- The student's age, learning style, and prior disciplinary record.
- The nature and circumstances of the offense.
- The effectiveness of any prior discipline.
- Information from parents/guardians, teachers, or others, as appropriate.
- Other extenuating circumstances.

**Consequences.** For students, these can range from an oral warning to permanent school suspension. Disciplinary action against staff will conform to law and applicable contracts. Visitors will be asked to leave the building. **Attachment D** more fully describes the possible consequences.

**Procedures.** All disciplinary action should adhere to District contracts, regulations, and policies. Students accused of misconduct should be told by authorized personnel of the nature of the accusation. If necessary, authorized school staff should investigate the facts surrounding the alleged misconduct. Students will have an opportunity to tell their version of the events. Students subject to penalties other than an oral or written warning or a written notification to their parents/guardians are entitled to additional rights before the consequence is imposed. **Attachment F** more fully describes disciplinary procedures.

**Minimum suspensions.** A student who brings a weapon to school will be suspended for at least one calendar year, unless the Superintendent modifies the penalty based upon the student’s age, grade, prior disciplinary record, the belief that other forms of discipline may be more effective, other relevant information from parent(s), teacher(s), or others, or other extenuating circumstances. A student who commits any other violent act or who repeatedly and substantially disrupts the educational process could be suspended for at least five days, unless the Superintendent modifies the consequence. **Attachment G** more fully describes minimum suspensions.

**Alternative instruction for disciplined students.** The District will provide alternative instruction within a reasonable amount of time to students removed from classes by teachers or suspended from school.

**Referrals.** Students may be referred for counseling, in-house District programs (e.g., Prime for Life, Peer Mediation, etc.), a Person in Need of Supervision petition through Family Court, or juvenile delinquency proceedings. **Attachment H** describes when students may be referred to such counseling or proceedings.

**Disciplining students with disabilities.** Students with known or suspected disabilities who are determined to have committed an act of misconduct will be referred to the District’s Committee on Special Education (CSE). A student will not be punished if the CSE determines that the conduct stems from the student’s disability. But when the CSE determines that discipline is warranted, the resulting disciplinary action will conform to the federal and State laws and regulations that govern the discipline of students with disabilities. Such students will not receive harsher punishments than students who are not disabled. **Attachment I** describes the specific policies for disciplining students with disabilities.

**Use of physical force by staff.** Corporal, or physical, punishment by District employees is strictly forbidden. However, reasonable physical force may be used to:

- Protect yourself or others from physical injury.
- Protect school or personal property.
- Restrain or remove a disruptive or violent student who refuses to refrain from disruptive or violent acts. If a therapeutic restraint is necessary, only trained staff members may perform the restraint. Each school building will maintain and disseminate to all staff a current list of staff members trained in TCI

The District Superintendent or designee will file reports on incidents of the use of physical force with the Commissioner of Education in accordance with Commissioner’s Regulations. The building principal or designee is responsible for enforcing these rules, as described in **Attachment J**.

## **VIII. STUDENT SEARCHES AND INTERROGATIONS**

**Searches.** Police, as well as the Superintendent and District/building administrators, may search students and their possessions if there is reasonable suspicion.

By bringing a personal electronic device (including, but not limited to, cellular phones, smart phones, tablets, and laptops) to school, the student consents to a search of the device when school officials have reasonable suspicion that such a search will reveal a violation of the District Code of Conduct. The scope of the search will be limited to the violation which the student is accused of. Content or images that violate state or federal laws will be referred to law enforcement. The school district will cooperate with law enforcement officials as appropriate.

School computers, desks, lockers, and storage spaces are school property and may be opened and inspected by school officials without prior notice or student consent. Video surveillance footage may be accessed as part of a search process, consistent with Policies 5686 Use of Surveillance Cameras in the School District and 5751 Video Cameras on School Buses.

**Questioning.** School officials may question students about possible violations of school rules. The student’s parents/guardians may be contacted, depending upon the circumstances.

The police may enter the schools if a crime has been committed on school property, they have an arrest or search warrant, or if they have been invited by school officials. Prior to questioning students, police must read them their “Miranda rights,” and school administrators or police must diligently try to notify the students’ parents/guardians and give them the opportunity to be present.

Child Protective Services (CPS) may interview students on school property without notification to the parents/guardians regarding allegations of suspected child abuse, maltreatment, or neglect (including educational neglect).

**Attachment K** more fully describes the rules governing student searches and questioning.

## **IX. SCHOOL VISITORS**

The Board encourages parents/guardians and other community members to visit our schools. All visitors must first sign in and obtain authorization for being on school premises during the instructional day. The building principal or his or her designees are responsible for all persons in the building and on the grounds. **Attachment L** more fully describes Policy 3210 Visitors to the School governing school visitors.

## **X. PUBLIC CONDUCT ON SCHOOL PROPERTY**

The District is committed to providing an orderly, respectful, and safe environment that is conducive to learning. All persons on school property or attending a school function, whether on or off school property, consistent with Policy 3410 Code of Conduct on School Property, shall conduct themselves in a respectful and orderly manner.

No person, either alone or with others, while on school property or attending a school function, shall:

- Intentionally injure or threaten to injure any person.
- Intentionally damage or destroy school property or the property of others, or remove or use such property without authorization.
- Disrupt the orderly conduct of classes, school programs, and activities.
- Distribute or wear materials that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass, or discriminate against any person on the basis of actual or perceived race, color, creed, weight, national origin, ethnic group, religion, religious practice, age, gender, sexual orientation, or disability or any other discriminatory reason.
- Harass, including creating a hostile environment by conduct or by threats, intimidation, bullying, cyberbullying, or other abuse, as defined in **Attachment A**.
- Intimidate, including engaging in actions, statements, or threats that put an individual in fear of bodily harm.
- Enter any school property without authorization or remain in any school premises after it is closed.
- Obstruct the free movement of any person.
- Violate traffic laws, parking regulations, or other vehicle restrictions.
- Possess, consume, sell, distribute, or exchange alcoholic beverages, tobacco, or controlled substances (including synthetic drugs such as synthetic cannabinoids), or be under the influence of any of the above.
- Possess or use weapons (unless specifically authorized by the District).
- Loiter, gamble, litter, spit, or urinate in public.
- Refuse to comply with reasonable directives of school officials while they are performing their duty.
- Willfully incite others to commit any acts prohibited by the Code of Conduct.
- Violate any federal or State law, local ordinance, or Board policy.

## APPENDIX C

### Policy 5686 SUBJECT: USE OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT

The Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. Upon the recommendation of the Superintendent of Schools and after having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of video surveillance cameras in its Middle/High School and surrounding school grounds. District video surveillance cameras will only be utilized in areas where there is no "reasonable expectation of privacy." Video surveillance does not include audio surveillance; we are not conducting audio surveillance. To further the Board's objective, the School District's District-wide Safety Team shall meet as appropriate and/or deemed necessary to review District and building level safety practices, including the use of video surveillance cameras. The Team may also make recommendations to the Superintendent regarding the use of video surveillance cameras. The Superintendent shall retain final decision-making authority regarding the recommendations of the Safety Team; and he/she shall notify the Board as to the procedures to be implemented with regard to the use of video surveillance cameras by the School District. The Superintendent will be responsible for appropriate use of video surveillance. The Superintendent or his/her designee will determine the need to view and/or review video surveillance recordings. Designees will be limited to the following individual administrators in the following order: The Building Administrators, the Assistant Superintendent for Business, the Director of Buildings and Grounds, the Director of Transportation, the Director of Athletics and/or the School Resource Officer. The Superintendent and/or his/her designee may view live video streaming in order to assist in the event of an emergency in progress that threatens safety and security of students/building occupants or in order to maintain the system; these events will be specifically authorized. The Superintendent and/or his/her designee may specifically authorize an individual with technology expertise to view live video-streaming, only as necessary, in order to determine repairs to the system. The Superintendent and/or his/her designee will grant viewing of live video-streaming to law enforcement only when there is a crime or emergency in progress that threatens safety and security of students/building occupants. A log will be kept of the date and names of all individuals viewing the videotape. Any video recording used for video surveillance purposes in school buildings and/or on school property, shall be the sole property of the District; and the Superintendent or his/her designee will be the custodian of such recordings. All video recordings shall be retained for a period of 15 days from the date of its creation. When a recording may be used as evidence in a student disciplinary matter or hearing pursuant to Education Law §3214 or an employee disciplinary proceeding initiated pursuant to procedures set forth in a collective bargaining agreement, Education Law § 3020-a or Civil Service Law § 75, it shall be retained in a secured (cont'd) location by the District in its original format for the period provided for in the Records Retention and Disposition Schedule ED-1 or until the conclusion of any such disciplinary or legal proceeding, whichever is longer. Disciplinary Hearings in the event a student is brought up on disciplinary charges pursuant to Education Law §3214 or an employee is subjected to a disciplinary proceeding relative to alleged misconduct that has been recorded on a District-owned video recording, the charged student, student's parent/guardian or employee may request to view such video recording. Requests for viewing such video recording must be made in writing to the Superintendent or his/her designee. The Request for Viewing Form will require a statement detailing the reason for the request. Requests for viewing a video recording must be made in writing to the Superintendent or his/her designee and, if the request is granted, such viewing must occur in the presence of the District's designated custodian of the recording. Under no circumstances will the District's video recording be duplicated and/or removed from District premises unless in accordance with a court order and/or subpoena or at the discretion of the Superintendent. A student who is disciplined as a result of the contents of the video recording, as well as his parents and legal guardian, or an employee who is disciplined as a result of the contents of the video recording shall have an opportunity to view the tape which is the basis for the disciplinary action. However, should the results of a formal investigation that is conducted by the District, (relative to a student or employee's misconduct) be unfounded, the student, parent/guardian and/or employee to which the video recording allegedly pertains, shall not be entitled to view such video

recording. Signage/Notification Regarding Use of Video Surveillance Cameras in School Buildings, School Buses and/or on School Grounds: Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of video surveillance cameras. Students and staff will receive additional notification, as appropriate, regarding the use of video surveillance cameras in the schools and on school grounds. Such notification may include, but is not limited to, publication in the District calendar, employee handbook, and student handbook. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of video surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

Refer to: Policy 5751 Adopted: 2/7/17

# **Appendix D**

## **CIVILITY PROCEDURE**

### **Purpose**

The Ontario Central School District staff and Board of Education will treat each other, our students and parents, and other members of the community with respect, and expect the same in return. This will assist the District in keeping schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district properties.

The District believes that all schools should be places where mutual respect is practiced, modeled and reinforced by all who enter them. This procedure will promote mutual respect, civility, and professional conduct among district employees, the Board of Education, students, parents, and the community. We do not intend this policy to deprive any person of his or her right to freedom of expression. We seek to maintain a reasonable, safe, welcoming, harassment free workplace for our students and staff. As professionals, we encourage positive communication through telephone, written word including e-mail, and in person, working toward appropriate resolution. We discourage volatile, hostile and/or aggressive actions. We expect public cooperation with this endeavor.

### **Disruptive Individual Must Leave School Grounds**

Any individual who disrupts or threatens to disrupt school/office operations will be directed to leave school or school district property promptly by the school's principal, other administrator, designee, or law enforcement. Disruptive behavior may include, but is not limited to:

- threatening the health and safety of students and/or staff
- willfully causing property damage
- continued use of loud and/or offensive language
- establishing a continued pattern of unauthorized entry on district property
- threatening and/or harassing phone calls and/or written communication including e-mail.

### **Directions to Staff in Dealing with an Abusive Individual**

When dealing with the abusive behavior of an individual, the staff member will calmly and politely warn the speaker to communicate civilly. If the abusive behavior does not stop, the staff member will verbally notify the individual that the meeting, conference, or telephone conversation is terminated until further civil communication can be arranged. If the meeting or conference is on district premises, the employee shall notify the building principal, other administrator, designee, or law enforcement who may direct the individual to leave. If the conversation is between two employees, the supervisor and/or building administrator is to be immediately notified and will direct the situation.

### **Report Incident**

The staff member will immediately notify his or her supervisor and provide a written report of the incident.

# APPENDIX E

## CIVIL DISTURBANCES

### BOMB THREAT

Emergency Planning: Utilize the NYS Education Department Bomb Threat Response Guideline to develop a bomb threat response protocol. Provide training for those employees who volunteer to serve on search teams.

#### Response Protocols

<b>Action</b>	<b>Responsible Individual</b>
Upon receipt of bomb threat phone call ask questions as listed on the NYS Police Bomb Threat Instruction Card.	Person receiving call
Record answers to questions.	Person receiving call
Call 911 and listen carefully for instructions. <i>Do not use cellular phone or radio.</i>	Person receiving call
Notify Building Administrator.	Person receiving call Member of Building Response/Safety Team
Use appropriate means to notify building staff (do not use fire alarm) and enact bomb threat response protocol.	Building Administrator Member of Building Response/Safety Team
Notify Superintendent	Building Administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement of the situation, follow instructions, and provide any necessary assistance.	Building Administrator Member of Building Response/Safety Team
Upon recommendation from law enforcement, terminate emergency & return to normal operations or close building.	Law enforcement Building Administrator Superintendent

## CIVIL DISTURBANCES

### INTRUDER ALERT

**Emergency Planning:** Develop appropriate procedures for identifying unauthorized visitors and intruders.

#### Response Protocols

Action	Responsible Individual
Identify suspected intruder	First person on scene
Notify building administrator	First person on scene Member of Building Response/Safety Team
Confront intruder/unauthorized visitor and ask for identification	Building administrator Member of Building Response/Safety Team
Escort intruder/unauthorized visitor out of the building	Building administrator Member of Building Response/Safety Team
If intruder refuses to leave, call 911 and maintain surveillance	Building administrator Member of Building Response/Safety Team
If warranted, notify staff that appropriate protocol is in effect. Notify Superintendent	Building administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement of the situation, follow instructions, and provide any necessary assistance.	Building administrator Member of Building Response/Safety Team
Upon recommendation from law enforcement, terminate emergency and return to normal operations or close building.	Law Enforcement Building Administrator Superintendent

## CIVIL DISTURBANCES

### HOSTAGE TAKING

**Emergency Planning:** Meet with local and state police to review appropriate responses.

#### Response Protocols

<b>Action</b>	<b>Responsible Individual</b>
Identify and evaluate hostage-taking situation.	First person on scene
Notify building administrator	First person on scene Member of Building Response/Safety Team
Call 911 and listen carefully for instructions.	Building administrator Member of Building Response/Safety Team
Notify Superintendent	Building administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement of the situation, follow instructions, and provide any necessary assistance.	Building administrator Member of Building Response/Safety Team
Notify parent(s) or spouse.	Building administrator Superintendent
Upon recommendation from law enforcement, terminate emergency and return to normal operations or close building.	Law Enforcement Building Administrator Superintendent

## CIVIL DISTURBANCES

### KIDNAPPING

**Emergency Planning:** Establish attendance procedures to account for pupils and staff members including unscheduled releases during the school day.

#### Response Protocols

Action	Responsible Individual
Identify kidnapping situation.	First person on scene
Notify building administrator	First person on scene Member of Building Response/Safety Team
Call 911 and listen carefully for instructions.	Building administrator Member of Building Response/Safety Team
Notify Superintendent	Building administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement of the situation, follow instructions, and provide any necessary assistance.	Building administrator Member of Building Response/Safety Team
Notify parent(s) or spouse.	Building administrator Superintendent
Upon recommendation from law enforcement, terminate emergency and return to normal operations or close building	Law Enforcement Building Administrator Superintendent

## CIVIL DISTURBANCES

### PHYSICAL ASSAULT OR THREAT (To Self or Others Including Suicide Attempt)

**Emergency Planning:** Meet with local and state police to review appropriate responses.

#### Response Protocols

Action	Responsible Individual
In the event of physical assault attempt to break up confrontation and/or de-escalate the situation.	Building Administrator Member of Building Response/Safety Team
After controlling situation, notify building administrator	Building Administrator Member of Building Response/Safety Team
If necessary, call 911 to summon law enforcement or emergency medical services.	Building Administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement or emergency medical services of the situation, follow instructions, and provide any necessary assistance.	Building Administrator Member of Building Response/Safety Team
In the event of a threat, notify the Building Administrator	Person on scene Member of Building Response/Safety Team
Evaluate the level of threat and take appropriate action (e.g. call 911 to summon law enforcement or emergency medical services, call Superintendent).	Building Administrator Member of Building Response/Safety Team
Notify parents if student or students are involved in physical assault or threat against self or others	Building Administrator Member of Building Response/Safety Team

# ENVIRONMENTAL EMERGENCIES

## FLOOD

**Emergency Planning:** Monitor weather reports and cancel educational programs if appropriate.

### Response Protocols

<b>Action</b>	<b>Responsible Individual</b>
Be familiar with the local flood plain.	Director/Asst. Director of Facilities & Operations Building Administrator(s)
If school is in session when flood watch/warning is received, monitor weather and road conditions.	Director of Transportation Building Administrator(s)
Based on weather and road conditions, take one of the following actions: a. Continue normal school operations; b. Enact Early Dismissal Plan; c. Enact Sheltering Plan	Building Administrator(s) Superintendent
If Early Dismissal Plan or Sheltering Plan is enacted, inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator(s)

## ENVIRONMENTAL EMERGENCIES

### HAZARDOUS MATERIALS INCIDENT

**Emergency Planning:** Provide First Responder Training & Incident Command Training for those individuals who are likely to encounter a HazMat Incident. Provide those individuals with copies of current Emergency Response Guidebook. Provide local fire company with copy of hazardous materials inventory.

#### Response Protocols

Action	Responsible Individual
If adequately trained, take appropriate actions to control spill. If not trained, keep others away and isolate the location of the spill.	First person on scene.
Call 911 and the Department of Environmental Conservation.	First person on scene. Member of Building Response/Safety Team
Notify Building Administrator.	First person on scene. Member of Building Response/Safety Team
Notify Superintendent	Building Administrator Member of Building Response/Safety Team
Upon their arrival, give fire service/emergency response personnel all relevant information, and provide any necessary assistance.	Building Administrator. Member of Building Response/Safety Team
Based on advice of emergency responders, take one of the following actions: a. Enact Evacuation Plan; b. Enact Early Dismissal Plan.	Building Administrator.
If Early Dismissal Plan or Sheltering Plan is enacted, inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator.

## ENVIRONMENTAL EMERGENCIES

### SNOW/ICE STORM

**Emergency Planning:** Monitor weather reports and cancel educational programs if appropriate.

#### Response Protocols

Action	Responsible Individual
If school is in session, monitor weather and road conditions.	Director of Transportation. Building Administrator(s).
Based upon road conditions, take one of the following actions: a. Continue normal school operations; b. Enact Early Dismissal Plan; c. Enact Sheltering Plan.	Building Administrator(s). Superintendent.
. If Early Dismissal Plan or Sheltering Plan is enacted, inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator.

## ENVIRONMENTAL EMERGENCIES

### TORNADO WATCH/WARNING

**Emergency Planning:** Establish tornado sheltering locations within each school building. These locations should be on the building's lowest level and interior locations away from windows and doors. Areas with long-span roofs (e.g. gymnasiums) should be avoided. Monitor weather reports and cancel educational programs if appropriate.

#### Response Protocols

<b>Action</b>	<b>Responsible Individual</b>
Monitor NOAA Weather Radio.	Building Administrator(s).
If Tornado Watch is issued, continue to monitor weather radio and utilize tornado spotters, if available. Curtail all outdoor activities.	Building Administrator(s). Member of Building Response/Safety Team
If Tornado Warning is issued, immediately bring all students and staff inside the building and assemble in tornado sheltering locations.	Building Administrator(s). Member of Building Response/Safety Team
Inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator(s).
After the Tornado warning is discontinued, terminate emergency and return to normal operation or close building.	Building Administrator(s).

## ENVIRONMENTAL EMERGENCIES

### THUNDER/LIGHTNING STORM

**Emergency Planning:** Monitor weather reports and cancel educational programs if appropriate.

#### Response Protocols

Action	Responsible Individual
If school is in session, monitor weather and road conditions.	Director of Transportation Building Administrator(s).
Curtail all outdoor activities.	Building Administrator(s).
Based upon weather and road conditions, take one of the following actions: a. Continue normal school operations; b. Enact Early Dismissal Plan; c. Enact Sheltering Plan.	Building Administrator(s). Superintendent.
If Early Dismissal Plan or Sheltering Plan is enacted, inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator(s).

## ENVIRONMENTAL EMERGENCIES

### FIRE

**Emergency Planning:** Prepare staff and students for fire emergencies by performing required fire drills. Post emergency escape plans in all classrooms and other locations of pupil occupancy. Ensure all building occupants are familiar with the building.

#### Response Protocols

Action	Responsible Individual
Upon discovery of smoke, fire or evidence thereof, activate the building's fire alarm system.	First person on scene.
Notify Building Administrator.	First person on scene. Member of Building Response/Safety Team
If the fire occurs during the normal school day, call 911 to notify the fire department to dispatch to the building.	Building Administrator. Member of Building Response/Safety Team
Assemble in predetermined locations and perform headcount.	Faculty members.
Upon their arrival, apprise fire service of the situation, follow instructions, and provide and necessary assistance.	Building Administrator.
After the Fire Chief returns control of the building back to the agency, terminate emergency and return to normal operations or close the building.	Building Administrator. Superintendent.

## ENVIRONMENTAL EMERGENCIES

### GAS LEAK

**Emergency Planning:** Know the location of the following: main gas shut-off to building; gas meter; and, emergency gas shut offs in science labs and other relevant locations. Train new administrators on this procedure. Have phone number for Central Hudson gas leak response (800-942-8274) available.

#### Response Protocols

Action	Responsible Individual
Upon discovery of a gas leak or the detection of gas odors (i.e. mercaptan) notify the building administrator.	First person on scene. Other staff member.
Notify Director/Asst. Director of Facilities & Operations.	Building Administrator. Maintenance/Custodial staff.
If location of leak is found or isolated (e.g. in a science lab) activate emergency gas shut off for that location. Make necessary repairs.	Maintenance staff.
If cause of leak is unknown, call 911 to alert fire service and call Central Hudson gas leak response.	Building Administrator.
Evacuate building according to established emergency escape plans.	All building occupants.
Assemble in predetermined locations and perform head count.	Faculty members.
Upon their arrival, appraise fire service & utility representatives of the situation, follow instructions, and provide any necessary assistance.	Building Administrator.
After the Fire Chief returns control of the building back to the agency, terminate emergency and return to normal operations or close building.	Building Administrator. Superintendent.

## BUILDING FAILURE

### SYSTEM FAILURE

**Emergency Planning:** All relevant personnel should be familiar with the basic operation of the major systems in the building (e.g. HVAC, electrical). Know the location of the valves that shut off the fuel supply to the building. Have architectural drawings that depict the building's mechanical systems readily available.

### Response Protocols

Action	Responsible Individual
Upon discovery of a building system failure, notify the building administrator.	First person on scene.
Notify Director/Asst. Director of Facilities & Operations.	Building Administrator. Maintenance/Custodial staff.
Investigate problem to determine the cause and assess danger to building occupants.	Maintenance staff. Building Administrator.
If problem can be readily fixed, effect repairs.	Maintenance Staff.
If problem cannot be readily fixed and there is a danger to the health and safety of building occupants, initiate Evacuation Plan.	Building Administrator.
Notify Superintendent.	Building Administrator.
If deemed appropriate enact Early Dismissal Plan.	Superintendent.
Notify those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator. Superintendent.
Reopen the building once the problem has been corrected and all vital services (e.g. heat, water, electricity, sewer) are being provided.	Superintendent.

## BUILDING FAILURE

### STRUCTURAL FAILURE

**Emergency Planning:** Have readily available structural plans for the building and a copy of the results from the most recent Building Condition Survey.

#### Response Protocols

Action	Responsible Individual
Upon detection of a suspected structural failure, notify the Building Administrator.	First person on scene.
Notify Director/Asst. Director of Facilities & Operations	Building Administrator. Maintenance/Custodial staff.
Investigate problem to determine the cause and extent of damage.	Maintenance staff. Building Administrator.
Assess danger to safety of building occupants. Notify Superintendent	Director/Asst. Director of Facilities & Operations. Maintenance staff. Building Administrator.
If problem is deemed sufficiently dangerous, initiate Evacuation Plan. If problem does not appear to be an imminent threat continue normal operations.	Building Administrator. Director/Asst. Director of Facilities & Operations.
Notify Superintendent.	Building Administrator. Superintendent
Initiate Early Dismissal Plan or continue normal operations.	Superintendent.
If Early Dismissal Plan is initiated, notify those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator. Superintendent.
Contact the agency's architectural/engineering firm to assess the problem and provide a report.	Superintendent. Director/Asst. Director of Facilities & Operations.
Reopen the building once the problem has been corrected or find alternate facilities.	Superintendent.

## **MEDICAL EMERGENCIES**

### **SICK/INJURED PERSON**

**Emergency Planning:** Have First Aid kits and medical supplies readily available at each site. Maintain a listing of those staff members certified to perform First Aid and/or CPR.

#### **Response Protocols**

<b>Action</b>	<b>Responsible Individual</b>
Identify sick/injured person.	First person on scene.
Contact main office and/or nurse's office.	First person on scene. Other staff member.
Provide comfort and, if qualified, basic first aid to sick or injured person.	First person on scene. Other staff member.
If necessary, call 911 to emergency services.	School Nurse. Other staff member.
Apprise medical responders of any specific medical conditions the victim may have.	School Nurse. Building Administrator.
Notify parents or spouse.	Building Administrator.
Notify Superintendent, if called for.	Building Administrator.

## **MEDICAL EMERGENCIES**

### **SCHOOL BUS ACCIDENT**

**Emergency Planning:** Establish procedures for responding to a school bus accident, including provisions for adequate communication.

#### **Response Protocols**

<b>Action</b>	<b>Responsible Individual</b>
Radio in accident to Director of Transportation.	School bus driver.
Call 911 to summon emergency response.	Director of Transportation. Other Transportation Department Staff.
Take names and addresses of all passengers and keep passengers on the bus unless it is hazardous to do so.	School bus driver.
Contact Assistant Superintendent for Business and Building Administrator.	Director of Transportation. Transportation Department Staff.
Contact parents and spouses if necessary.	Director of Transportation. Transportation Department Staff.
Notify Superintendent	Transportation

## **MEDICAL EMERGENCIES**

### **MASS ILLNESS/EPIDEMIC**

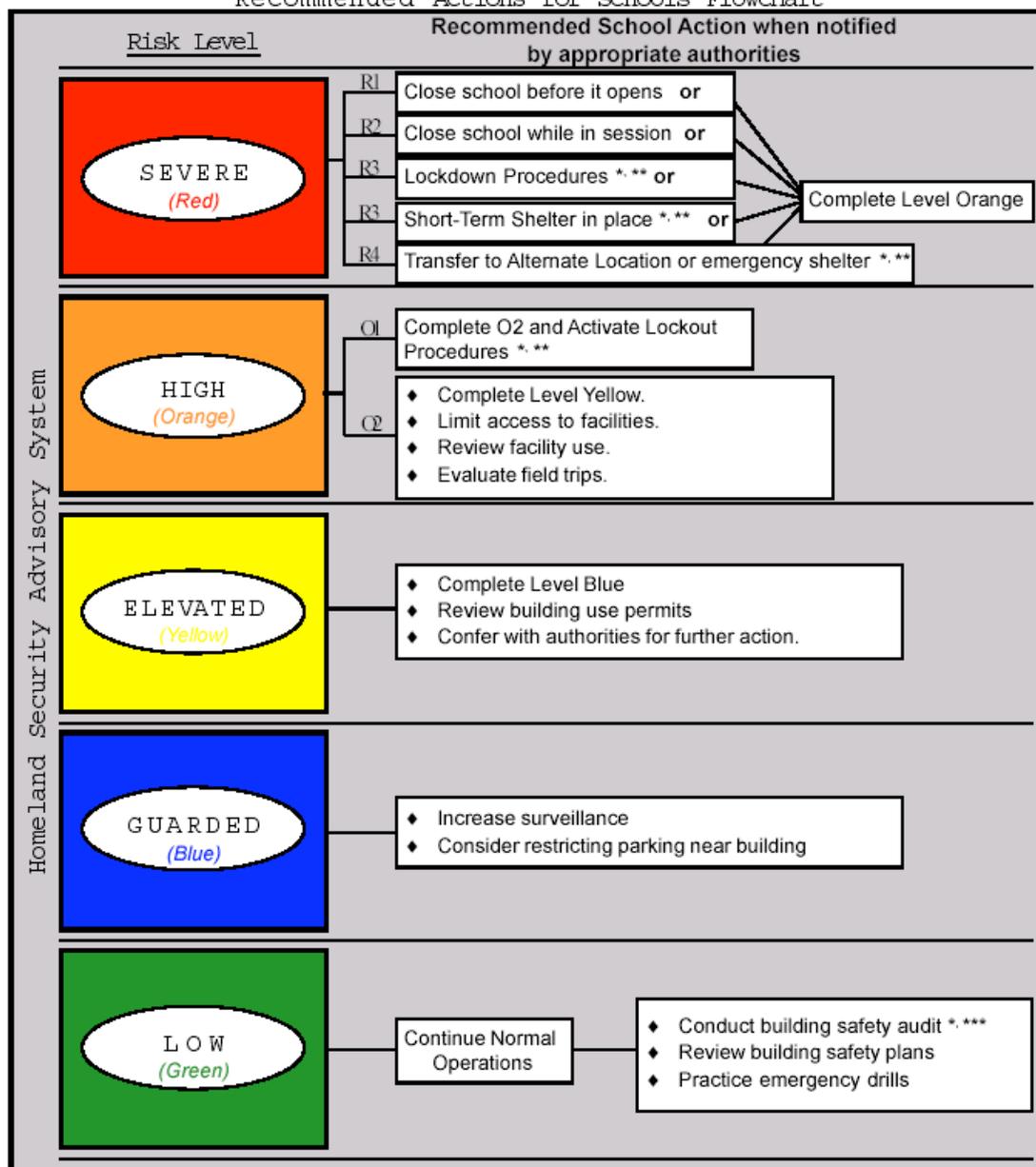
**Emergency Planning:** Maintain open dialogue with county health officials. Have first aid and medical supplies on hand at each facility. Maintain a listing of those staff members certified to perform First Aid and/or CPR.

#### **Response Protocols**

<b>Action</b>	<b>Responsible Individual</b>
Identify illness pattern.	School Nurse. Building Administrator.
Attempt to determine the causative or etiologic agent.	School Nurse.
Notify Superintendent.	Building Administrator.
Notify the Ulster County Health Department.	Building Administrator.
Notify the parents of any stricken students.	Building Administrator.
Meet with public health officials, apprise them of the situation, and provide and necessary assistance.	Building Administrator. School Nurse.
If warranted, initiate Early Dismissal Plan.	Building Administrator. Superintendent.
If Early Dismissal Plan is enacted, notify those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator. Superintendent.
Reopen building upon guidance from public health officials.	Superintendent.

## APPENDIX F

Color Coded Risk Level System and  
Recommended Actions for Schools Flowchart



These are all actions to be taken by school districts upon direction from the County Executive, State Education Department, State Police, and/or State Emergency Management Office through the District Superintendent.

\* See page 7 for definitions.

\*\* See page 13 for instructions and response actions.

\*\*\* See page 16 for instructions and response actions.

The ultimate responsibility for actions taken in a district rests with district administration. These recommended actions are guidelines and should be implemented based on the judgment and discretion of authorized district officials.

# Homeland Security Recommended Actions

## **Level Red – Severe Risk**

**Please note that a red alert will be declared only in the event of an imminent, site-specific threat. Such an alert is likely to be very localized, based on credible intelligence information. Not all areas of the state will be affected the same in the case of a statewide red alert.**

- R1 Close school before opening
- R2 Close schools while in session – Districts will close schools as soon as it is feasible. Students will not be released unless there is reasonable assurance that they will be in the custody of legally designated adults. Any student who is not released will be transported to one designated site within the district. Parents will be notified in advance of this procedure.
- R3 Lockdown - School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed.
- R4 Short-term Shelter in Place – Everyone reports to the assigned classroom as quickly as possible. Close and lock classroom doors and windows. Students not in the room are to report to the alternate shelter site. Take attendance. Intercoms, radios and televisions may be used for getting information during the event. Do not allow anyone to leave the classroom. Wait for further instructions.
- R5 Transfer to Alternate Location or Emergency Shelter – In the event of an order of a full evacuation to another building, or to a non-school building, assigned nurses will move first-aid supplies & medications with special needs students to their designated building(s). Staff will be assigned to students who need special treatment. REMAIN at the assigned area until released.

## **Level Orange – High Risk**

- O1 Complete O2 and activate Lockout Procedures - This procedure allows the school to continue with the normal school day, but curtails outside activity. Allows no unauthorized personnel into the building.
- O2 Complete Level Yellow  
Limit access to facilities  
Review facility use  
Evaluate field trips

## **Level Yellow – Elevated Risk**

Review building use permits  
Confer with authorities for further actions

## **Level Blue – Guarded Risk**

Restrict parking and increase surveillance

## **Level Green – Low Risk**

Normal Operations

## **Definitions**

**Clear and Sanitized Area:** An assembly space, such as the gymnasium, that is used to shelter students, faculty and staff after it has been thoroughly searched by school volunteers and law enforcement for suspicious packages and objects.

**Emergency Response Team:** Designation of an emergency response team comprised of school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies, other appropriate incident response teams and a post-incident response 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 violent incident.

**Incident Command System:** The Incident Command System, also known as ICS, is defined as a standardized on-scene emergency management system that allows multi-agencies to work together without any jurisdictional boundary problems. ICS defines the chain of command as a series of management positions in order of authority. Individuals in the chain of command are from different agencies and positions.

**Shelter-in-Place:** Shelter-in-Place describes a course of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

**Hold-in-Place:** If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a “Hold-in-Place” may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

**Evacuation:** Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

**Lockdown:** A procedure used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed. This allows the school to secure the students and staff in place and remove any innocent bystanders from immediate danger. Most commonly used when building has an intruder.

**Lockout:** Allows no unauthorized personnel into the building. All exterior doors are locked and main entrance is monitored by administrators, security or school resource officer. This procedure allows the school to continue with the normal school day, but curtails outside activity. Most commonly used when incident is occurring outside school building, on or off school property.

**School Safety Plan:** All emergency response plans developed by building-level school safety teams must include the following elements: policies and procedures for the safe evacuation of students, teachers, other school personnel as well as visitors to the school in the event of a serious violent incident

or other emergency, 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.

**School Safety Team:** Team appointed by principal in accordance with guidelines established by the board of education, chancellor or other governing body; responsible for developing the school building safety plan. Teams shall include but not be limited to representatives of teacher, administrator and parent organizations, school safety personnel and other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the board of education, chancellor or other governing body deems appropriate.

**Short-Term Shelter in Place:** A procedure whereby the entire school population is moved to a single (or multiple) location(s) in the school (depending on building population) that has been clear and sanitized. Most commonly used during bomb threats and weather emergencies.