

# **Red Creek Central School District**

## **District-Wide School Safety Plan**

### **Commissioner's Regulation 155.1**

**Adopted by the Board of Education: September 20, 2023**

#### **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. School 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 programs within the district and is consistent with the more detailed emergency response plans required at the school building level. School districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of 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 Red Creek Central School District continues to support this integral component of the SAVE Legislation through the regular review and updating of its contents. The Superintendent of Schools encourages and advocates this ongoing District-Wide cooperation and support of Project SAVE.

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**SECTION I: GENERAL CONSIDERATIONS AND  
PLANNING GUIDELINES**

**A. Purpose**

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

**B. Identification of School Teams**

As referenced in the previous section, the Red Creek Board of Education has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, faculty, administration, school safety personnel, and other school personnel. The members of the team and their positions or affiliations are as follows:

<b>Member’s Name</b>	<b>Position or Affiliation</b>
Matthew VanOrman	Superintendent of Schools
William McDonald	Business Administrator
Dennis Taylor	Elementary School Principal
Brian Smiley	Middle School Principal
Patrick Wallace	Interim High School Principal
Rob Carter	Middle School/High School Assistant Principal
Julia Herbst	Special Education Director
Dave Welcher	Athletic Director
Kristy Smith	School Nurse
Kate Madigan	School Board Member
Jack Mekeel	Safety Officer, BOCES
William “Pat” Davenport	Director of Facilities
Stephen Bockus	Transportation Director
Tom Munzert	School Resource Officer

**C. Concept of Operations**

General protocols reflected in the District-Wide School Safety Plan guide the development and implementation of the Building-Level Emergency Response Plan. The District-Wide Safety Plan sets forth the general procedures and protocols to be adhered to at the school and serves as the standard operating procedure.

In developing the District-Wide plan, key internal and external stakeholders were involved in order to garner the best local operational knowledge and the best emergency management and safety expertise in creating and revising the plan. The Red Creek CSD is an integral part of the community and, as such, it is important that community stakeholders are involved and understand the role of the school district and its relationship to the safety of the community at large.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building Emergency Response Team (BERT).

Upon activation of the Building Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. Efforts may be supplemented by county and state resources through existing protocols.

#### Chief Emergency Officer

Matthew VanOrman, Superintendent of Schools, is the Red Creek CSD Chief Emergency Officer. The responsibilities of the Chief Emergency Officer are:

- Coordinating communication between school staff and first responders
- Ensuring understanding of the District-Wide safety plan
- Ensuring completion of Building-Level Emergency Response Plan
- Ensuring the amendment of all plans as needed

If the Superintendent of Schools is not able, Brian Smiley, District Safety Coordinator, is the Red Creek CSD secondary Emergency Officer.

#### **D. Plan Review and Public Comment**

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The District-Wide plan may be adopted by the Board of Education 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.

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. In addition, the Building-Level Emergency Response Plan will be sent to the New York State Police and the Wayne County Sheriff's Department.

This plan will be reviewed periodically during the year and will be maintained by the District-Wide Safety Team. The required annual review will be completed on or before September 1 of each year after its adoption by the Board of Education. A copy of the plan will be available on the district website.

## **SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION**

### **A. Prevention/Intervention Strategies**

Initiatives that improve the culture and climate in our schools and improve communication at all levels can substantially enhance our ability to truly prevent any negative event from occurring. Prevention would always be preferred over risk reduction. However, not all such events will be prevented despite our best efforts. Therefore, we must formulate plans to intervene and reduce risk by minimizing the impact of any negative event.

This section will identify specific prevention and risk reduction strategies that have been implemented within the Red Creek CSD. Many of these components serve as both prevention and risk reduction tools.

## Program Initiatives

The Red Creek CSD recognizes the importance of programs and activities that improve the school climate and communication throughout the school community and that encourages the reporting of potentially dangerous, suspicious or violent behavior. Such efforts serve to improve the security, safety and quality of life for all those in the Red Creek CSD school community. The following is a partial list of such current initiatives:

- UPK-12 Assemblies to discuss pertinent issues
- Interventions by MTSS Coordinator, teachers, counselors, psychologists, aides and monitors, and administrators
- Group setting discussions by psychologist (anger management groups)
- Character Education for all students Grades UPK-12 incorporated into the curriculum.
- Special events, grades UPK-12 for character education
- Beginning of school year assembly to encourage students to report threats, sexual harassment, bullying, or other potential violent incidents to an adult.
- Newsletter articles encouraging students to report incidents to adults.
- Professional Development for staff
- Go Guardian – Monitor student network and device use
- Ongoing assembly/programs for anti-bullying
- Website “Tip Line”

The Red Creek CSD encourages its leadership to develop strategies that support a positive safe learning environment for students, such as community involvement in the schools, mentoring programs, or adjusting scheduling to minimize potential for conflicts or altercations.

## Training, Drills, and Exercises

- The Red Creek CSD will provide annual multi-hazard school safety training for all staff and students. The components of this training will be consistent across the district while the means of dissemination will likely be varied due to the specific needs of program participants involved.

Staff training will be routinely conducted at the beginning of the school year and will be followed by drills that include the entire school population.

- The Red Creek CSD will conduct drills and exercises to test the components of the Building-Level Emergency Response Plan. The use of tabletop exercises to accomplish this task in coordination with local and county emergency response and preparedness officials may be considered when live drills are impractical or not sufficient to meet training goals. At a minimum, eight evacuation drills (fire drills) and four lockdown drills will be conducted each school year.
- In addition, an annual early dismissal drill will occur, not more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the test, and parents and guardians will be notified in writing at least one week prior to such drill.
- The emergency back-up generator and lighting systems are also tested annually and all systems verified functional without electricity.
- Training and/or a drill must be conducted by September 15.

### Implementation of School Safety

- Routine Precautions by all staff

All staff are expected to immediately report to their building principal any information they have received or observations they have made regarding anything that could possibly impact the safety and security of anyone within the school community.

Note: Staff should always err on the side of safety and share such information each and every time. No detail is too small or inconsequential as individual staff may not be aware of all circumstances surrounding a particular student or concern.

- Limited Access

The Red Creek CSD is tasked with implementing this policy while tailoring it to the specific needs of each building. Generally, this means that the fewest exterior doors necessary to maintain normal business will remain unlocked during portions of the regular school day – most commonly to facilitate morning arrival. Those doors that may need to remain unlocked during a portion of the school/business day should be monitored in some fashion. All entrances are to be secured shortly after the start of the instructional day.

Once secured for the instructional day, the District utilizes an audio and video electronic, visitor access control system at their primary entrances that provides a means for school staff to remotely screen and approve visitors prior to actually granting them access into the building.

The District also utilizes a keyless entry / electronic access control system allowing specific access (designated days/times, and entrances) to authorized personnel by presenting a programmed

proximity identification card to a reading device at those entrances. This system also automatically unlocks and locks specific entrances to accommodate normal arrival, dismissal and after school activity.

- Staff Photo Identification Badges

All Red Creek CSD employees are issued photo identification (proximity) badges that are to be displayed at all times while on school district property to assist visitors, students and staff in identifying employees as well as possible intruders.

- Visitor Policy

The District Visitors to Schools policy will provide the detail related to how visitors are handled at each building. Should an unannounced visitor appear at a classroom, office or be observed in the hallways without proper identification (visitor pass or a note from the office), staff may approach and inquire as to a subject's business or contact their school's main office immediately.

- Visitors will be screened using the Raptor Visitor System.

- Student Sign-Out Procedures

Schools are diligent in ensuring that only those persons authorized to sign-out students are allowed to do so utilizing the applicable data maintained within School Tool. Staff may also require a photo ID if the requesting party is unknown to them and may contact a parent or guardian for confirmation when deemed appropriate.

- Video Surveillance

A digital video surveillance system is in service at all Red Creek CSD facilities to assist in monitoring, deterring and recording activity in high use areas, as well as areas of chronic concern or perceived vulnerability.

- Fire Alarm

A fire detection alarm that is linked to a central monitoring station is in service at all Red Creek CSD facilities. These alarms and fire response procedures are tested regularly consistent with New York State Education Department regulations.

- School Resource Officer (SRO) is contracted with the Wayne County Sheriff's Office.

### Vital Educational Agency Information

The Red Creek CSD maintains general information about each educational agency located in the BOCES service area, including the business and home telephone numbers of key officials of each such educational agency.



**B. Early Detection of Potentially Violent Behaviors**

The District recognizes the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. As such, the District will ensure that appropriate school violence prevention and intervention training will be incorporated into all phases of staff professional development.

Informative materials regarding the early detection of potentially violent behaviors shall be made available to the school community through various means that may include brochures, district-wide newsletters, and the district website.

Students, parents, and all staff are encouraged to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so that an investigation can commence in a timely fashion if deemed necessary.

This communication may extend beyond Red Creek CSD personnel to include members of the District's Safety Team, Law Enforcement, Mental Health Professionals, etc., when deemed appropriate and within existing legal parameters.

**C. Hazard Identification**

The list of sites of potential emergency include: all school buildings, playground areas, properties adjacent to schools, buses, and off-site field trips. The School Safety Team has assessed Red Creek CSD facilities for any unique hazards and has documented them on the Building-Level Emergency Response Plan.

**D. Construction and Capital Project Safety**

Each school under the direction of the Superintendent of Schools and the Building Maintenance Mechanic as well as the involved construction manager (if applicable) will take steps to ensure the safety and security of the students and staff during periods of construction. This requirement may include conducting background checks on workers, maintaining sufficient and appropriate emergency egress routes, and notifying building occupants of any changes.

The District-Level Safety Team, or a subcommittee thereof, will be involved in monitoring safety during construction projects as needed. The Committee may include the Building Maintenance Mechanic, Superintendent of Schools, architect, construction manager, and contractors. The committee will hold additional meetings as needed to review issues and address complaints related to health and safety resulting from the construction project.

**SECTION III: RESPONSE**

**A. Notification and Activation (Internal and External Communications)**

Incident Commanders are authorized to and will initiate contact with the appropriate law enforcement officials in the event of a violent incident. The district maintains a list of local law enforcement agencies, and the designation of the individual who is authorized to contact the law enforcement agencies.

The process for informing educational agencies within a school district of a disaster or an act of violence include the following possible forms of communication: telephone, e-mail, district radio system, NOAA weather radio, district website, intercom or PA system, local media, others as appropriate or necessary.

In the event of an emergency, or impending emergency, the District will notify all principals/designees within the district to take the appropriate action. The District will utilize Parent Square to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. The District might also use social media or the local news media in some instances to post information.

## **B. Situational Responses**

### **Multi-Hazard Response**

In the event of a catastrophic emergency (fire, building collapse, etc.) the evacuation of the building and the preservation of life is the only consideration. It is anticipated that specific procedures outlined in this document, particularly as they relate to notifications, line of authority, etc., may well be violated in cases involving catastrophic emergencies.

There are many variables that could impact the manner in which the Building Emergency Response Team responds to a particular occurrence. These variables could include: time of day, weather, age of students, and location of students, anticipated response time of emergency responders, availability of support personnel, and availability of transportation. Specific emergency situations are identified and standard response procedures are detailed in the Building-Level Emergency Response Plan; however, given the aforementioned variables, it is impractical to try and map out the specific steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing injury and loss of life.

The Superintendent of Schools is designated as the person in charge – the Incident Commander – during the initial response to any emergency in the District. The Superintendent of Schools will provide leadership, organize activities and disseminate information with the assistance of the Building Emergency Response Team (BERT) if needed. If the Superintendent of Schools is unavailable, or not on site, Brian Smiley, District Safety Coordinator, will act in their absence with the same authority and responsibility.

In most instances where this level of school response is warranted, the District will be seeking assistance from outside emergency responders in resolving the situation. As such, the immediate objective is generally to contain and manage the incident until the emergency responders arrive on scene.

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. By

contacting 9-1-1, the system for coordinating the delivery of assistance from both the county and local agencies will be activated.

The Building-Level Emergency Response Plan includes procedures and actions that will be implemented in the event of the occurrence of a hazardous event. The plan is not available to the public, nor are they to be included in the District-Level Safety Plan.

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

The District policies and procedures for responding to implied or direct threats of violence, including suicide, by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Emergency Response Plan. The following types of procedure(s) may be used by the District:

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Director or Principal of implied or direct threat.
- Determine level of threat with Superintendent of Schools/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team.

#### Acts of Violence

The District policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Emergency Response Plan. The following types of procedure(s) could be used by the District:

- Determine level of threat with Superintendent of Schools/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Inform Director or Principal.
- If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

#### Response Protocols

The District selection of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings will be included in the Building-Level Emergency Response Plan. The following possible protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

### Arrangements for Obtaining Emergency Assistance from Local Government

Arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies include contacting 9-1-1 immediately. Additional support can be obtained by contacting the Wayne County Sheriff's Department, NY State Police, Red Creek Fire Department, and the Wayne County Emergency Management Office.

### District Resources Available for Use in an Emergency

District resources which may be available during an emergency include all of the District's vans, trucks, heavy equipment, and other vehicles. We can also contact the Village of Red Creek DPW or the Wayne County Highway Department to request additional heavy equipment and other resources.

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

The Red Creek CSD will use the Incident Command System to coordinate the use of school district resources and manpower during emergencies.

### Protective Action Options

Plans for taking the following actions in response to an emergency where appropriate will be included in the Building-Level Emergency Response Plan: school cancellation, early dismissal, evacuation, and sheltering.

## **SECTION IV: RECOVERY**

### **A. District Support for Buildings**

After an incident, the District Crisis Plan will be initiated by the appropriate level emergency response team. Necessary resources will be deployed in order to support the Emergency Response Team and the Post-Incident Response Team.

### **B. Disaster Mental Health Services**

Mental health services needed will be addressed by the appropriate emergency response team using the District Crisis Plan.

## **ADDENDUM: SCHOOL DISTRICT REMOTE PLAN**

Red Creek Central School District is dedicated to provide quality and uninterrupted instructional support to its students, teachers and staff. This Remote Learning Plan (RLP) addendum will outline the steps,

processes and procedure, that we will take in the event that remote learning is needed. While in-person instruction will always be our main goal, we do recognize that at times remote learning is needed. The addendum will outline what will be provided to administrators, staff, teachers, and students. This will include but not be limited to:

- Technology Hardware – Personal Computers, laptops, Chromebooks
- Technology Hardware – Monitors, keyboards, mice
- Audio/Video equipment – Web-cameras, Microphone/speaker
- Internet Access – Mifi devices
- Remote access to staff resources and data files
- Licensing for remote software, such as ZOOM, Google Meet, Microsoft Teams
- Access to file sharing systems and Learning Management Systems (LMS)
- Hardware/Software Technical Support
- Instructional Technology Support
- Access to remote learning resources
- Communication

In the event there is the need for remote learning, the Technology (IT) Department, will put into action our RLP. The plan is able to be scaled to an individual level all the way up to the entire school district, and any combination in between.

### **A. Individual Plan Supports**

#### **Technology Hardware – Computer devices**

Technology hardware will be supplied to any staff or students that require it. Appropriate equipment such as Personal Desktop Computers, Laptops, Chromebooks, and iPads would be distributed to support the RLP in part or whole. All hardware would be processed by the technical team, before distribution, to ensure that they are up to date with operating system, as well as security and filtering software. All hardware will be remotely managed and tracked by the Technology (IT) technical staff.

#### **Technology Hardware – Accessories**

Technology hardware accessories will be provided, if needed, to enable the remote workstations to be enhanced for efficiency and accessibility. These accessories would include separate and possibly larger single or dual computer displays. In addition, separate full-sized keyboards and external mice would be provided as well.

#### **Audio/Video (A/V) equipment**

To make sure that teacher student interactions can take place and can be substantive, the Technology (IT) department will make available, Web-cameras to staff and students that need them. Most portable devices have built in cameras that would be more than adequate to enable remote Audio/Video connections. In the case that a separate microphone or speaker is need they will be provided. The A/V equipment will also be available to all non-instructional staff to allow for operational continuity of the district. This would include the offices Special Education, Business, and District Administration, along with any other offices at the approval of the Superintendent of Schools.

#### **Internet Access**

If there is a need to grant internet access to anyone who does not have it, a portable cellular MiFi device will be distributed with consultation and agreement of the department head.

### **Remote Access- Data**

Remote access to data files and resources is key to a successful RLP. The Technology (IT) department will provide access to the main data file server through a Virtual private Network (VPN) or remote access through our Classlink system. Staff, including administrators and teachers, already have access to Classlink, that enables them to reach their files remotely from any device. Students would have access to their instructional materials and lessons through systems such as Google classrooms or a full Learning Management System (LMS). This will allow teachers to manage their classroom content as well as file share, bi-directionally, with their students. Teachers would also have continued access to their student management system, currently School Tool, through the internet.

### **Remote Software**

Licenses for remote videoconferencing software will be provided to all staff. Systems that we support are:

- ZOOM
- Google Meet
- Microsoft Teams

### **Hardware/Software Technical Support**

Remote Technical Support will continue to be provided. Our technical support web presence is located on our Red Creek Central School District web site. It can be accessed through the link below.

<https://www.rccsd.org/departments/instructional-technology>

The site contains contact information and the hours of operation. It also includes guides for parent and student support for the most common technical issues as it pertains to them. The site will be always evolving with new information and updates.

### **Instructional Technology Integration Support**

The Technology (IT) Department provides Instructional Technology Integration training and professional development for all hardware and software platforms that are supported. The staff consists of Model Schools Instructional Integration Specialists that directly provide the training. This training is ongoing whether in a remote session or not. The Instructional Technology Integration Specialists role is to support instructional technology and curriculum initiatives. The primary focus of the position is to enrich and support teaching and learning, while strengthening the technology skills of students, teachers, and staff through technology integration within the curriculum. This position also provides, staff development, and instructional support to all instructional and administrative staff. The goal of the specialist is to promote the use of technology to support student achievement in the Pre-K-12 classroom. The Integration Specialists have also created and maintain a Remote learning Tool kit web presence. These resources are available to anyone. It is located at the link below.

<https://www.rccsd.org/departments/instructional-technology/red-creek-chromebook-handbook>

### **Communication**

Highly effective communication is key to any organization, whether their day-to-day operation is person to person or remote. However, in a fully remote environment it is extremely important. The Technology (IT) department will maintain the lines of communication to all Red Creek Central School District employees. Current methods to reach our organization include:

- Telephone
- Email

- Texting
- Web page banners and announcements
- Social media

In addition, we also have in place a mass communication system, currently Red Creek uses Parent Square for mass communication. All staff can be reached by at least one of the following.

- Email
- Text – registered to receive
- Phone call

## **Workplace Violence Prevention Program**

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## **Introduction:**

### **What is Workplace Violence?**

Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury;
- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

### **What is the New York State Workplace Violence Prevention Law and Regulation?**

On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations can be found at 12 NYCRR 800.6 and are enforced by NYSDOL. Effective January 4, 2024, all public schools previously exempted under Section 2801 of the Education Law must comply with 12 NYCRR Part 800.6.

### **Purpose of this program:**

The purpose of this Workplace Violence Prevention Program is to provide information to managers, supervisors, employees, and authorized employee representatives about preventing and responding to incidents of workplace violence or threats of violence in accordance with the Workplace Violence Prevention Law and Regulation.

The goal of this program is to reduce the probability of threats or acts of violence in the workplace and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is the District/BOCES commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

## **Policy Statement**

Red Creek Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, clients, and students. Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against the Red Creek Central School District employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal



justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and 12 NYCRR 800.6 and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program and;
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

***Designated Workplace Violence Administrator/Officer Contact:***

Name: Matthew S. VanOrman

Title: Superintendent of Schools

Department: Superintendent's Office

Phone: 315-754-2010

Location: District Office, 6624 South Street, Red Creek, NY 13143

Name: Danielle A. DeBiase

Title: School Business Administrator

Department: Business Office

Phone: 315-754-2011

Location: District Office, 6624 South Street, Red Creek, NY 13143

**Workplace Risk Assessment**

Red Creek Central School District has conducted a workplace risk assessment consisting of:

- Examination of records that concern workplace violence incidents,
- Assessment of policies, practices, and procedures that may impact the risk of workplace violence, and
- Evaluation of the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the authorized employee representatives. Although workplace violence can occur in any work setting, some settings or factors may pose a

greater degree of risk. Employment situations or factors that may pose a higher risk for the employees include, but are not limited to, the following:

- Working in public settings
- Working late night or early morning hours
- Exchanging money with the public
- Working alone or in small numbers
- Working in a setting with uncontrolled access to the workplace
- Working in a setting where previous security problems have occurred:
- Having a mobile workplace assignment
- Working with a population which might expose one to potentially violent persons (e.g. in healthcare, social service, public service or criminal justice settings)
- Having duties that include the delivery of passengers, goods, or services

Risk factors identified during the examination, assessment and evaluation are listed in **Appendix 2**, along with the methods and means by which each risk is being addressed. The employer is responsible for addressing all risk factors that their employees are potentially exposed to.

Any incidents that may occur after the implementation of this program must be carefully documented and analyzed in order to make improvements to this program during the required annual review or as necessary.

### **Control methods that the Red Creek Central School District will use to prevent workplace violence incidents**

#### **Hierarchy of Controls**

There are three main types of control measures that may be implemented as part of a safety program to protect employees from recognized hazards. The following types of controls are arranged in order of preference and effectiveness - this is referred to as the “hierarchy of control measures”.

#### **Hierarchy of Controls**

- Engineering controls
- Administrative controls
- Personal Protective Equipment (PPE)

**Engineering controls** eliminate or reduce the hazard through substitution or design (possible capital project).

#### **Examples include:**

- Increased lighting

- Designing secure building access
- Security hardware
- Eliminating isolated work areas
- Minimizing “cash on hand”

**Administrative controls** eliminate or reduce the hazard through organizational policies, procedures and work practices (staff promulgated action). (Refer to District-Wide School Safety Plan, Code of Conduct, Sexual Harassment Policy, Employee Handbook, etc.).

**Examples include:**

- Increased staffing
- Employment of safety personnel/SRO, SPO, SSO
- Developing building access control procedures
- Cross-shift communication to share information regarding agitated visitors or students
- Reduction of visitor wait times
- Provision of personal alarms (examples include: portable/fixed panic alarms)
- Provision of cell phones/radios
- Provision of life safety supplies (examples include: first aid kit, stop the bleed kit, etc.)
- Training (examples include: workplace violence, conflict resolution, de-escalation training, mental health first aid, restraint training (TCI, CPI))

**Personal Protective Equipment (PPE)**

PPE is generally considered the least desirable form of control, but may be needed to enhance other controls and/or minimize potential injury severity when other controls fail. Reference to special education and student IEPs to determine and develop what types of materials are necessary to protect staff.

**Examples include:**

- Eye and face protection (examples include: goggles, face shield)
- Hand/Arm protection
- Leg/Foot protection
- Head protection

**Prevention**

Prevention of violence in the workplace is the responsibility of every employee. The following section focuses on early warning signs and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized employee representatives should be familiar with the issues below in order to become aware of and to reduce the likelihood of workplace violence.

**Early warning signs of potential violence:**

There is no single “profile” that can identify a potentially dangerous individual. However, certain patterns of behavior and events frequently precede episodes of violence.

- A list of indicators of increased risk of violent behavior include, but are not limited to the following: Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others

- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons
- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicide
- Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems
- Signs of abuse of drugs/alcohol on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against any staff

These behaviors should be reported to an employee's supervisor and/or the administrator of this program. Some behaviors may require immediate law enforcement intervention where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral or other employee assistance, if available.

**Workplace issues that may trigger violence:**

Listed below are two categories of common issues that may trigger workplace violence.

**1. Employee issues (some examples include:)**

- Negative performance review
- School Climate/Student behavior
- Unwelcome change in role due to performance or reorganization issue
- Criticism of performance
- Conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure, e.g. deadlines, projects, etc.

**2. Workplace issues (any of the following may be an employee's perception of issues)**

- No clearly defined rules of conduct
- Lack of training
- Inadequate hiring practices/screening of potential employees
- Insufficient supervision
- Lack of discipline or inconsistent discipline in workplace
- Lack of or inadequate employee support systems
- Failure to address incidents as they occur
- Overly authoritarian management style

**Taking this into account, there are three key elements that may help to prevent a violent situation from occurring:**

- Recognizing the early warning signs (such as a change in a person's behavior preceding an episode of violence)
- Recognizing issues or events that may trigger violence
- Early intervention to prevent a violent incident from occurring

**Please note:**

It is important to be careful when drawing assumptions or relying solely on any of the above behaviors as indicators of violence.

**Reporting an incident**

At the core of this Workplace Violence Prevention Program is the Red Creek Central School Districts commitment to work with its employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Any employee, upon becoming aware of an instance of physical assault, threatening behavior, or verbal abuse occurring in the work setting must immediately report the facts and circumstances of said incident to their supervisor and/or to the contact person identified in the Policy Statement (**Appendix 1**). In the event that employees observe or experience an incident of violence involving an employee or visitor to the District in which there is an immediate threat to their safety or the safety of others or where an injury has occurred, the employee will immediately obtain law enforcement and medical assistance by calling 911 and in addition notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the *Superintendent Matthew S. VanOrman or School Business Administrator, Danielle A. DeBiase*, using the Incident Report in **Appendix 4**.

Where a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury exist, the Red Creek Central School District will attempt to develop a protocol with the appropriate local District Attorney or Police agency to insure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. An employee who, in bad faith makes a false report, is also subject to disciplinary action.

**Post-Incident Response**

- Assure that injured employees receive prompt and appropriate medical care (This includes, but is not limited to, providing transportation of the injured to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations
- Inform management about the incident in writing
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process
- Prepare an incident report immediately after the incident, noting details that might be forgotten over time (**Appendix 4** contains a sample incident report form)
- Address the need for appropriate treatment for victimized employees (In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.)
- Any reported workplace violence incident will be thoroughly investigated. (Also see Program Review section below).

In the event that critical incident management or crisis counseling is needed following a workplace violence incident in the workplace, arrangements will be made through management, employee unions, Applicable Supervisor, and/or the *Superintendent, Matthew S. VanOrman or School Business Administrator, Danielle*

*A. DeBiase.*

### **Employee Information and Training Outline**

Training of every employee will be performed upon initial assignment and annually thereafter. Retraining is required any time there is a significant change to the program, a risk factor, or work control. Required training topics are listed in the Training Outline in **Appendix 3**.

### **Recordkeeping Requirements**

The record keeping requirements outlined in 12 NYCRR Part 801, Recording and reporting Public Employees' Occupational Injuries and Illnesses, must be used to document recordable injuries sustained during workplace violence incidents.

In addition to Part 801, all incidents will be investigated and documented to ensure that all threats and workplace violence incidents are reported to management. These reports will provide written notification when a violence incident occurs so that management can develop an appropriate response. The Incident Report will also create a historical record that can be used in the annual review and program update. (A sample incident reporting form is attached as **Appendix 4** of this document)

### **Program Review**

Red Creek Central School District, Superintendent Matthew S. VanOrman or School Business Administrator Danielle A. DeBiase, with the Authorized Employee Representatives, shall evaluate the effectiveness of this Workplace Violence Prevention Program, at least annually or after any serious incident. The review will focus on incident trends, addressing root cause, and the effectiveness of the control measures in place or the need to make changes. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information.

Appendix 5 will be updated with titles of those who perform the review.

Following the submission of a written notice of concern regarding the employer's workplace violence program or that an imminent danger exists, the employer must be afforded a reasonable opportunity to address the reported concern. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the District/BOCES workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the Consultation Fact Sheet available here:

<https://dol.ny.gov/system/files/documents/2023/10/p206-pesh-consultation-fact-sheet.pdf>

## APPENDIX 1

### **Workplace Violence Prevention Policy Statement**

Red Creek Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, clients, and students. Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against the District/BOCES employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and 12 NYCRR 800.6 and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program and;
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

#### ***Designated Workplace Violence Administrator/Officer Contact:***

Name: Matthew S. VanOrman

Title: Superintendent of Schools

Department: Superintendent's Office

Phone: 315-754-2010

Location: District Office, 6624 South Street, Red Creek, NY 13143

Name: Danielle A. DeBiase

Title: School Business Administrator

Department: Business Office



Phone: 315-754-2011

Location: District Office, 6624 South Street, Red Creek, NY 13143

**APPENDIX 2**

Red Creek Central School District  
**Risk Assessment of the Workplace**

**Facility Name:** \_\_\_\_\_

**Date of Survey:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

**Names/Titles/Organization for those conducting assessment**

**Employer Rep's:** \_\_\_\_\_

**Employee Rep's:** \_\_\_\_\_

Area Assessed	Yes	No	Comment
<b>General:</b>			
Employees work in public setting			
Employee work late at night or early morning hours			
Employees work alone or in small numbers			
Employees exchange money as part of job			
Employees work in location with uncontrolled public access			
Employees work in area of previous security concerns			
Employees work with public			
Employees work in high crime area			
Employees work with volatile persons			
Does facility have posted evacuation plan/map			

Does facility conduct routine evacuation/fire drills			
Are electric panels locked to prevent unauthorized access			
Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits			
<b>Security:</b>			
Does the facility use Resource Officers? If yes, # R.O. per facility			
Is security or law enforcement present at this location? If yes list # present per shift:			
Is security/law enforcement posted at entrances If yes, list entrances			
Do security/law enforcement personnel patrol facility			
Are I.D. badges required to be worn by all personnel			
Are students required to use school issued I.D. badges when on premises			
Is card reader or equivalent required for entry to facility			
Is facility equipped with metal detectors			
Is facility equipped with security cameras			
Is facility equipped with panic buttons			
Are visitors permitted to enter facility			
Are visitors required to wear Visitor I.D. badges			
Are emergency contact names and phone numbers posted in each occupied room			
Is each room equipped with a telephone or radio to call for help when needed			
<b>Parking Lots:</b>			
Are parking areas protected with security/ law enforcement personnel			
Are parking areas patrolled by security/law enforcement personnel			
Are parking areas equipped with security cameras			
Are parking areas equipped with lights			

<b>Offices:</b>			
Do office areas have controlled access			
Is office area separated from entrance with privacy glass			
Is office area equipped with panic alarm			
Are offices equipped with telephones to call 911			
Are telephones or radios used to communicate with facility personnel			
Are office doors equipped with door locks to prevent unauthorized access			
Do employees receive De-escalation training			
<b>Classrooms:</b>			
Are evacuation maps posted in each classroom			
Are classroom doors equipped with locks to restrict access			
Are classrooms equipped with telephones			
Are classroom personnel equipped with radios			
Is personal protective equipment provided to all classroom personnel as needed			
Are classroom personnel exposed to violent behavior from students			
Do classroom personnel receive De-escalation training			
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom			
Have classroom personnel been provided with training on working with students with behavioral issues			
Are windows locked to prevent uncontrolled access			
Is availability to items that can be used as weapons by students minimized			
Are classrooms equipped with security cameras			

<b>Cafeteria:</b>			
Is access restricted to authorized personnel only			
Does cafeteria personnel exchange money with students and staff			
Are cafeteria personnel provided with necessary personal protective equipment			
Is cafeteria equipped with security cameras			
Is cafeteria locked when not in use			
Is cafeteria staff provided with telephones and/or radios			
Are evacuation maps posted at all exits			
<b>Auditorium:</b>			
Are all entrances kept locked when not in use			
Is auditorium, stage, back stage equipped with security cameras			
Is auditorium, stage, back stage equipped with security lighting			
Is backstage entrance restricted to authorized personnel only during events			
Are catwalks, light towers, etc. restricted to authorized personnel only			
Is auditorium patrolled by security/law enforcement during events			
<b>Gymnasium:</b>			
Does gymnasium have exterior lighting around all entrances and exits			
Are locker rooms locked or monitored to prevent unauthorized entry			
Is the area patrolled by security/law enforcement during events			
Is gymnasium equipped with security cameras			
<b>Athletic fields</b>			
Is security/law enforcement present for all sporting events home & away			
Are athletic fields protected from unauthorized entry with fences			

Are athletic fields equipped with security/event lighting			
Are I.D.s required to be worn by school personnel at sporting events			
<b>Bus Garage &amp; busses</b>			
Are all busses equipped with radios			
Are all busses equipped with security cameras			
Is somebody available to respond to all radio calls from drivers that are on road			
Are I.D.s required by individuals getting on busses			
Do all bus runs have two employees on board for each run			
Are busses secured or locked when not in use			
Is bus garage equipped with security cameras			
Is bus garage locked when vacant			
<b>Field trips:</b>			
Do school personnel have a copy of emergency contact names and numbers for administration			
Does school personnel verify I.D. of each student at beginning and end of trip			
Do chaperones receive security briefings prior to trip			
<b>Building &amp; Grounds:</b>			
Are buildings equipped with security cameras			
Are buildings equipped with security lighting			
Are buildings/rooms locked when not in use			
Are employees provided with radios			
Is equipment locked up when not in use			
<b>Staff Meetings &amp; Conferences:</b>			

Do security/law enforcement personnel patrol facility during these events			
Do school personnel receive de-escalation training			
Are metal detectors utilized for after hour activities such as conferences & meetings			

Name/Title and Signature of person completing assessment:









<b>School D - Identified Risk</b>	<b>Selected Control(s)</b>	<b>Comments</b>

## APPENDIX 3

### Workplace Violence Prevention Training Outline

Information and training for all employees:

I. Overview of Requirements of the Workplace Violence Regulations

A. Develop a written policy statement- employers must develop a written policy statement about the employer's workplace violence prevention program goals and objectives and provide for full employee participation through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.

B. Conduct a risk evaluation - employers must examine their workplace to determine if existing or potential risk factors exist that might place employees at risk of occupational assaults or homicides.

C. Develop a workplace violence prevention program- employers must develop a program, with input from employees or an authorized employee representative, that, among other things, includes the following: risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents may occur in the workplace; a written outline or lesson plan for employee program trainings; and a plan to review and update the program at least once a year.

D. Provide training and information for employees- employers must provide each employee with information and training on the risks of workplace violence in their workplace(s) at least once a year and any time significant changes are made to the workplace violence prevention program.

II. Risk factors and measures that were identified in the risk evaluation

A. [INSERT FINDINGS]

B. Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as:

i. Incident alert and notification procedures

ii. Appropriate work practices

iii. Emergency procedures

iv. Use of security alarms and other devices

v. Other existing policies, procedures and work practices relevant to WPV

vi. Procedures to report incidents of workplace violence

III. Location of the written workplace violence prevention program and how to obtain a copy (only employers with 20 or more full-time permanent employees are required to maintain a program in writing).

IV. Privacy Concerns

A. How will sensitive information be handled?

Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.

## APPENDIX 4

### Red Creek Central School District Workplace Violence Incident Report

**Date of Incident:**

**Workplace location where incident occurred:**

**Time of day/shift when incident occurred:**

#### **DESCRIPTION:**

Names and job titles of involved employees:

Detailed description of the incident, including events leading up to the incident and how the incident ended:

Name or other identifier and job titles of involved individuals:

Nature and extent of injuries arising from the incident:

Names of witnesses:

*Note: If the case is a "privacy concern case," remove the name of the employee who was the victim of the workplace violence and enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name. Privacy concern cases include cases involving:*

- *Injury or illness to an intimate body part or the reproductive system;*
- *Injury or illness resulting from a sexual assault;*
- *Mental illness;*
- *HIV infection;*
- *Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and*
- *Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.*



Name: Matthew S. VanOrman  
Title: Superintendent of Schools  
Department: Superintendent's Office  
Phone: 315-754-2010  
Location: District Office, 6624 South Street, Red Creek, NY 13143

Name: Danielle A. DeBiase  
Title: School Business Administrator  
Department: Business Office  
Phone: 315-754-2011  
Location: District Office, 6624 South Street, Red Creek, NY 13143