

District Wide School Emergency Plan



Hyde Park Central School District

Hyde Park, New York
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May 15, 2012
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August 22, 2024

The Hyde Park Central School District empowers our community to strive for excellence and embrace the opportunities of our globally connected world.

District Wide School Emergency Plan

Section 1

Introduction and Scope:

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade 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 prevention, response, and recovery with respect to a variety of emergencies in schools. The Hyde Park Central School District supports the Project SAVE Legislation and regulation 155.17 of the New York State Commissioner of Education.

This plan is the implementation of steps taken to insure the safety of students, staff and visitors. Building Level Plans will be site specific to each facility in the Hyde Park Central School District and will follow procedures detailed in this plan. To ensure a standardized response in the buildings of the Hyde Park Central School District, building level plans will contain procedures and protocols developed by the District Level committee.

Purpose

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

Identification and Description of School Teams

District SAVE Committee – District Wide Safety Team

The Hyde Park Central School District has appointed a District Wide Safety Team, the District SAVE Committee, consisting of, but not limited to: representatives of the School Board, teachers, administrators, bus drivers, monitors, parents, parent organizations, school safety personnel, law enforcement, fire department, emergency medical services, department of emergency response, DC BOCES safety, and other school personnel.

Each school building shall have at least one representative to the District SAVE Committee. That representative shall bring back information from the District SAVE Committee to the school building.

In the event the given representative cannot attend the District SAVE Committee meeting, another member of the school's Building Safety Team shall attend.

Building Level Teams

Individual school buildings shall establish and maintain the following teams:

- Building-level School Safety Team
- Building-level School Emergency Response Team
- AED Responders
- Building-level Post-incident Response Team

Chief Emergency Officer

The Superintendent of Schools is the Chief Emergency Officer.

Regular Meeting of District and School Safety Teams

The District SAVE Committee shall meet on a bi-monthly basis, and Building Level Safety Teams shall meet on a monthly basis. They may meet more often if needed.

Dutchess County School Safety Advisory Committee

The Hyde Park Central School District is a member of the Dutchess County School Safety Advisory Committee. A representative to the Dutchess County School Safety Advisory Committee shall attend meetings and bring back information to the school district. This information shall be reported to the District SAVE Committee and Administrators as needed.

Concept of Operations

- The District-Wide School Safety Plan is directly linked to the individual building-level plan.
- Emergency Response Plans exist for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- The initial response to all emergencies at the individual school will be by the school building Emergency Response Team. Emergencies may include (but are not limited to): fires, explosions, chemical spill, medical emergency, severe weather, building safety problems, school emergencies, civil disturbances, evacuations and other related circumstances.
- The Superintendent of Schools will be notified immediately when the school Emergency Response Team has been activated.
- During an emergency, the school Emergency Response Team will immediately mobilize, provide needed assistance or report to the school command post and coordinate with the school incident commander (or coordinate by radio if needed).
- AED Responders will respond to medical emergencies as needed. “Stop The Bleed” trained staff will provide care as needed.
- Efforts may be supplemented by local, county and state resources through the: Town of Hyde Park, Town of Clinton, Town of Pleasant Valley and Town of Poughkeepsie Emergency Plans, the Emergency Management section of the Dutchess County Department of Emergency Response and public safety agencies (Police, Fire Department, EMS, County Sheriff, State Police).
- The Crisis or Post-Incident Recovery Team will assist the school population and community in dealing with the aftermath of a violent, traumatic or tragic incident, and coordinate with

Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan was made available for public comment on July 22, 2024 and was reviewed at a public hearing on August 8, 2024, at least 30 days prior to its adoption by the Board of Education on August 22, 2024.

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.

This plan will be reviewed periodically during the year and will be maintained by the District-Wide School Safety Team (Project SAVE Committee).

A copy of the plan will be available on our website and at the Hyde Park Central School District, District Office at 11 Boice Road, Hyde Park, New York 12538.

Section 2: Risk Reduction/Prevention and Intervention

The Hyde Park Central School District utilizes strategies for improving communication among students, and between students and staff, and reporting of potentially violent incidents; such as the establishment of youth-run programs, peer mediation, therapeutic crisis intervention for schools, restorative practices, conflict resolution, Positive Behavioral Interventions and Supports, anti-bullying programs, Student Assistance Counselor program, establishing reporting mechanisms for school violence, threat assessment teams, use of single building entrance and locked door policy, school security monitors, middle school and high school resource officers and security cameras.

Closed Campus:

During school hours all buildings, facilities and properties are closed to the public. Visitors will need to show photo identification and register at the reception area of each facility and sign out when their business is concluded. Public events such as elections and assemblies for parents may be exempted from the sign in procedure.

Locked Door Policy:

All buildings will keep exterior doors locked during school hours. A single entrance for visitors will be established with an intercom and security cameras. After the visitor has identified themselves and the reason for their visit, they may be buzzed in and then sign into the building and receive a visitor pass.

In the event a door needs to be left unlocked, it will be monitored by staff that will be able to lock it if needed.

School personnel are issued an identification tag which has card access to specific school entrances to admit school staff to the building.

Under no circumstances should staff block open a door or place objects in the door to disable the locking mechanism.

Identification of School Employees and Visitors

All employees of the Hyde Park Central School District are issued identification which is to be displayed while on school property.

Visitors, parents and contractors must sign in in the visitor's log for the specific building. Visitors will be issued a visitor's ID for the time they are on school property. It must be worn on an outer layer of clothing and be visible at all times.

Emergency Procedures and Drills:

Activation of Emergency Procedures:

Any staff is authorized to institute or activate any needed emergency procedure in the event of an emergency.

Announcement of Emergency:

An emergency will be clearly announced, **“This Is An Emergency.”**

Announcement of Drills:

When drills are conducted, **all drills will be clearly identified as a drill.**

When announcements for the drill are made over the public address system or the two-way radio, it will be clearly stated, **“This Is A Drill.”**

All drills will be conducted in a trauma-informed, developmentally and age appropriate manner.

Trauma is defined as an emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect or loss.

Trauma-informed is defined as an understanding of what trauma is and how it affects the physical, emotional, and mental health of students and adults.

Trauma informed drills means avoiding tactics in training or drills that may introduce or activate prior trauma, such as use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-appropriate contact; and to recognize that drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.

Drill Notification:

Parents/Guardians and staff will be notified 1 week prior to holding a drill by the building administrator through the Parent Square notification system..

Types of Drills:

The following emergency procedures are to be utilized as needs and circumstances dictate. Any school district administrator, teacher, or staff member has the power to institute any of these procedures in the event of an emergency or exigent circumstances. Drills will be conducted during the school year to test these procedures.

Procedure / Drill Description

Frequency per year

Evacuation Drills

State Required: Minimum of eight per year

Evacuation of the building as specified in Education Law Section 807. Six drills shall be completed by December 31. Four drills shall be through the use of identified secondary means of egress such as through different corridors, hallways, stairways, and exit doors. Drills shall be conducted at different times of the school day. Students shall be instructed in the procedure to be followed if a fire occurs during the lunch period or assembly.

Lock Down

State Required: Minimum of four per year

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 and released by law enforcement. Barricading doors and obscuring vision panels is authorized. All exterior doors are locked and secured.

A combination of 6 Evacuation and 2 Lockdown drills must be completed by December 31; the remainder must be completed before the end of the school year.

If a building has a summer program, they must hold 2 additional drills with one within the first week of the program. Drills must be conducted at different times during the school day.

Comprehensive Emergency Dismissal Drill:

State Required: One per year

According to 155.17 Sec J of the Commissioner's regulations, School Districts complete a test of building level school safety plans including sheltering or early dismissal.

The "Go Home" evacuation drill currently in place satisfies this requirement.

School Bus Emergency:

State Required: Three per year

- 1st drill must be conducted during first 7 days of school
- 2nd drill must be conducted between November 1st and December 31st
- 3rd drill must be conducted between March 1st and April 30th

AED Drills:

District Required: Minimum two times per year

Simulated activation of the AED (Automated External Defibrillator) Team to provide assistance with CPR and the AED in a medical emergency. A **Hold In Place** should be combined with this procedure.

Lockout:

Optional But Recommended

All exterior doors are locked. No unauthorized personnel are allowed into the building. A reverse evacuation is instituted for any students/staff outside the building (or relocation to another safe location). The exterior building and grounds are monitored from the inside by designated school personnel.

Normal educational functions continue. This procedure allows the school to continue with the normal school day, maintains building security, but curtails outside activity. All buildings should maintain a locked door policy as a part of daily operation.

Reverse Evacuation: **Optional But Recommended**

Procedure to bring students and staff back into the building from outside activities in the event of an emergency or hazard, such as suspicious person, intruder, suspicious animal, or weather emergency. Normal building operations continue. A lockout or lockdown, depending upon the nature of the emergency, may accompany this procedure.

Hold in Place Drill: **Optional But Recommended**

Procedure where students are held in class and hallways cleared due to a temporary emergency, or if buses are delayed. A Hold in Place Drill should be instituted when the AED Team is activated. Doors are locked but access is granted to appropriate personnel.

Shelter In Place (Short Term): **Optional But Recommended**

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 cleared and sanitized. This is most commonly used during bomb threats and severe weather emergencies.

Self –Evacuation: **Optional But Recommended**

Removing yourself or others from a potentially life threatening situation such as a room or location you are secured in is compromised. Staff are authorized to self-evacuate themselves and students from a situation of danger to a location of greater safety.

Record Keeping Of Drills:

By the end of the school year, each building will send a report of drills conducted to the:
Assistant Superintendent for Pupil Services
Director of Facilities
Co-Chair of the District SAVE Committee.

The District SAVE Committee will designate appropriate record keeping forms to be completed.

Training:

Annual training pursuant to requirements of the Safe Schools Against Violence in Education Act and NYS requirements will be conducted for students and staff.

Tabletop training will be provided for building safety teams in coordination with local emergency responders as available.

Safety Team training for building safety team and building emergency response team members will be conducted on a regular basis.

Information gained as a result of training or drills will be used to update and modify emergency plans and/or future training.

Pursuant to New York State Education Department guidelines, staff who respond to emergencies will be trained on the National Incident Management System and Incident Command System.

Vital Educational Agency Information:

The Hyde Park Central School District is located in a sub-urban/rural area of Dutchess County, NY. The district serves approximately 3,303 students in grades K-12. Schools in the district are: F.D.Roosevelt High School, Haviland Middle School, Netherwood Elementary School, North Park Elementary School, Ralph R. Smith Elementary School, and Violet Avenue Elementary School. There are 2 additional buildings housing district offices and transportation. The Hyde Park Elementary School building is used as an administrative service building for the Special Education Department, technology services, a site for Universal Pre-K, and is used by several community-based organizations. Our school district serves the geographic area of the Town of Hyde Park, Town of Clinton, Town of Pleasant Valley and portions of the Town of Poughkeepsie.

The Hyde Park Central School District Office maintains information about each building located in the school district. This includes information on school/student population, number of staff, transportation needs, and the business and home telephone numbers of key staff. District administrators and staff in need of this information are provided so on a confidential basis.

Early Detection of Potentially Violent Behaviors:

Each building shall include in building safety plans steps to prepare for violent incidents and lessen their impact. Training shall be provided for staff in identifying early warning signs and precursors for violence and early intervention/prevention strategies.

Prevention and Violence Reduction Programs:

The following programs are in effect for the prevention, reduction and mitigation of violence and to improve communications between students and between students and staff:

- Restorative Practices
- Check In/Check Out
- Mindfulness in Schools Project (9-12)
- Peer Mediation
- Positive Behavior Intervention and Support (P.B.I.S.)
- School Resource Officer
- Second Step (K-8) with embedded anti-bullying lessons
- Sources of Strength (9-12)
- Therapeutic Crisis Intervention for Schools (TCIS)
- Student Assistance Counselor
- Specific assistance provided by Guidance Counselor, Psychologist, Social Worker

Response To Acts of Violence or Threats:

Each school building safety plan shall include response actions to acts of violence or threats including but not limited to: Hold – In – Place, Lockout, Lockdown, Security Monitor intervention (for buildings so staffed), School Resource Officer, convening the threat assessment team, notification of 911/law enforcement and staff training and awareness.

Parents will be notified when a serious violent incident has occurred or had the potential to occur. A serious violent incident means an incident of violent criminal conduct that is or appears to be life threatening and warrants the immediate response by staff or students because of an imminent threat to their safety or health, including, but not limited to riot, hostage-taking, kidnapping and/or the use

or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.

Threat Assessment Team:

Overall Philosophy: Implementing effective behavioral threat assessment protocols in schools is paramount to ensuring the safety and well-being of students, staff and the entire school community. Threat assessment is not only about identifying potential threats, but also about preventing violence and promoting a supportive environment where individuals feel safe to report concerns.

Basic Procedures: When a report of a threat is made to building administration, a multi-disciplinary team follows the process outlined in the Comprehensive School Threat Assessment Guidelines model.

Training: The threat assessment team members must attend the initial threat assessment training in order to participate.

Alyssa's Law:

The District's SAVE committee must consider installation of silent panic alarm systems when reviewing and amending this plan annually.

Hazard Identification:

The following internal and external areas or locations have been determined to have a higher potential of risk for an injury to occur or for a hazard to be present or to be a site for a potential emergency:

Boiler Room	Art Room
Cafeteria Kitchen	Science Storerooms
Propane Tanks	Busses
Outside Oil Tank	Locker Rooms
Propane Tanks	Corridors
Underground Oil Tank	Auditorium
Electrical Service Lines	Storage Rooms
Attic	Windows and glass areas
Catwalk	Stairways
Parking lots	Tractor Shed
Driveways / roadways	Outside Recess Areas
Custodial closets	Mechanical Rooms
Exterior doorways	Lavatories
Home and Careers Classrooms	Network server rooms
Technology Education Labs	
Science Labs	
Gym / Physical Education Classes / Athletic Fields	
Nearby shopping plaza / stores / bank	
Nearby gas station / gasoline storage and delivery	
Aircraft flight over school district property	
Epidemic / Pandemic	

Implementation of School Security

Security and safety measures may include:

Closed Campus	Building security audit
Locked door policy	Random and dog searches
Card Access Exterior doors.	Building construction and design for security
High School security monitors	Threat Assessment Program
School Resource Officers	Utilization of data
Pupil Personnel Staff Security cameras	School monitors (cafeteria, lunch and recess)
Parent Square Notifications	

First Aid Kits

Each school nurse shall maintain a first aid kit to be used in the event of an injury.

Automated External Defibrillator

Each school building will have at least one Automated External Defibrillator (AED) to be used in the event of a cardiac emergency. The AED will be mounted in a cabinet for quick access.

A designated team of AED responders and response plan will be enacted at each school building.

Regular drills will be conducted at least twice a year.

Training will be provided for responders to maintain certification. AED drills will be used to provide training in context, as well as to exercise the AED response procedure.

Bleeding Control Stations

Bleeding Control Stations are installed in all school buildings next to the AED cabinet in the main lobby. Bleeding control kits are issued to trained staff members as available.

“Stop The Bleed” bleeding control training is available to all interested staff.

Job Description of School Security Monitors

The following job descriptions utilized by the Hyde Park Central School District are provided by the Dutchess County Department of Human Resources – Personnel Department.

SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for the routine supervision and care of school-age children as well as the maintenance of order and discipline in a school. Walking hallways and issuing passes are typical activities of the position. In schools comprised of special students, a School Monitor may have responsibility for maintaining order on

school buses, supervising the conduct of problem students and interceding in student altercations. Work is performed under the direct supervision of a school principal or guidance counselor. The class School Monitor differs from that of Teacher Aide in that it does not involve duties of an instructional nature which require a specific knowledge, skill or ability.

TYPICAL WORK ACTIVITIES:

1. Patrols school lobbies and corridors;
2. Maintains order in hallways, study halls, dining areas, gymnasiums, locker rooms, swimming pools and activity areas;
3. Issues and checks passes;
4. Supervises and/or attempts to calm students removed from class for disciplinary reasons;
5. Intervenes in classroom confrontations and student fights and if necessary, may help subdue students whose conduct presents an actual danger to themselves or others;
6. Checks storage rooms, lavatories, etc., for students reported missing from class;
7. Reminds students of infirmary visits and other appointments;
8. Escorts students to and from special appointments;
9. Informs superiors of observations of student behavior;
10. Oversee students passing between classes in locker rooms and on premises before and after school;
11. Monitors students in parking lots and supervises the loading of buses;
12. May be assigned to accompany students to and from school to maintain order on buses;
13. May collect attendance reports;
14. May assist in rendering first aid in emergencies;
15. May help children in lower grades with wearing apparel;
16. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to get along well with school-age children and command their respect: familiarity with classroom routine; good observation; tact: courtesy; good judgment: physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

No minimum qualifications.

SCHOOL SECURITY MONITOR

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for maintaining peace and order in a school district during school and for all extracurricular activities before and after school and weekends. In addition to the routine duties performed by school monitors, this position works as part of a team to prevent violence by either maintaining a stationary position at school entrances or by patrolling the school, conducting continuous sweeps of the interior and exterior of the school and intervening in volatile situations.

Work is performed under the direct supervision of a school principal. This position is expected to work non-routine hours beyond the normal work week in school districts that have a high incidence of vandalism and violence.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Maintains stationary or mobile position as assigned during normal school hours and for extracurricular activities;
2. Conducts full sweep interior/exterior before and after bell to monitor presence of any students, parents or unauthorized visitors at least twenty times a day;
3. Issues and checks all passes while on post; keeps watchful eye for unusual activity; monitors all hallway activity and keeps the peace;
4. Removes unruly students from class;
5. Ensures smooth transition to and from classes by enforcing rules;
6. Ensures compliance with district policy of “No Smoking” on district property and reports any non compliance issues to administration;
7. Assists students with safe, orderly dismissal;
8. Ensures unauthorized personnel do not enter the building;
9. Coordinates peaceful and safe transportation from school to designated homes;
10. Debriefs with team on day’s activities;
11. Ensures security for all extracurricular activities before and after school and weekends.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to be trained in school safety;
Ability to understand the development of children;
Familiarity with school routine;
Good observation skills;
Good judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT:

1. Applicants must have a Security Guard Training Certificate issued for the completion of pre-assignment training, or a Security Guard License.
2. An appointing authority may require possession of a New York State Motor Vehicle Operator’s license at time of appointment.

Memorandum of Agreement of School Resource Officer:

Resolution 7.8 on July 8, 2024 of the Town of Hyde Park Specifies the School Resource Officer program and cooperation with the Hyde Park Police Department in this program. This agreement was approved by the HPCSD on June 20, 2024, agenda item 10.10.

Section 3 – Response and Communications:

Communication is essential for effective response to emergencies, establishing and functioning within the Incident Command System, and working in a Unified Command Structure.

Communications may be internal, within the school; or external going to or from the school. It should be expected that if high tech communications methods fail, low tech methods must be utilized.

Notification of 911

Whenever any criminal action, potential criminal action, potential terrorist action, potential child predator, a crime scene is suspected, or any other circumstances giving cause for concern, law enforcement will be notified by calling 911.

Any staff member is authorized to call 911 to make this notification.

Fire Alarm System

All buildings are equipped with a fire alarm system. In the event of a fire, suspected fire or hazardous conditions requiring the immediate evacuation of the building.

Any staff member or visitor is authorized to activate the fire alarm system.

Internal – Intra District Communications

Communications may include:

- Telephone, fax, two-way radio, internet, e-mail, district website, Parent SquareSystem(mass notification system), cell phone, courier, school district radio, NOAA Weather Radio, NYAlert.gov, letter/notice.
- In the event of an emergency, or impending emergency, the district will notify all principals/designees of facilities within the district to take the appropriate action.
- The Superintendent of Schools will be notified immediately in the event of an emergency within the district, transportation emergency, and whenever a Building Emergency Response Team is activated.

External Communication –

Information from the District to the Community

The Superintendent of Schools (or designee) will issue information for parents, guardians or persons in parental relation to the student in the event of a violent incident, emergency or an early dismissal. The Superintendent of Schools (or designee) will serve as spokesperson for the district.

Each school and the transportation department shall maintain a copy of each student's emergency dismissal information.

This information may be disseminated by the local media, district website, district e-mail, telephone notification, text notification, letter, district mass notification system or other method as appropriate.

Press / Media Notification

The Superintendent of Schools (or designee) will serve as the Public Information Officer for the Hyde Park Central School District and prepare statements to news media and/or parents if needed. The Principal will advise staff, and parents (if needed). Updates will be given as needed.

In the event that an Incident Command Post or Unified Command is established, all information will be released by the Public Information Officer designated by the Incident Commander or through a Joint Information Center at the direction of the Incident Commander. The school district will supply information to this as needed.

School Telephone Numbers

Hyde Park Central School District Buildings

Building:	Phone:	Fax:
FDR High School	229-4020	229-4029
Haviland Middle School	229-4030	229-2475
Netherwood Elementary	229-4055	229-2797
North Park Elementary	229-4040	229-5655
Ralph R. Smith Elementary	229-4060	229-2828
Violet Avenue Elementary	486-4499	486-7796
Transportation	229-4070	229-4066
District Offices	229-4000	229-4056

Other Schools:

Holy Trinity Annex 452-8580 , 471-6600
D. C. BOCES 486-4800

Incident Command System / National Incident Management System

Pursuant to the regulation of the Commissioner of Education 155.17, the Executive Directive of the Governor of New York State and Homeland Security Presidential Directive 5, all plans, procedures, and guidelines will follow the provisions of the Incident Command System (ICS) and the National Incident Management System (NIMS).

An Incident Commander (or person in charge) who is onsite will be designated.

A chain of command consistent with the Incident Command System (ICS)/National Interagency Incident Management System (NIMS) will be used in response to an emergency in the building. In the event of an emergency, the building's response team may adapt ICS/ NIMS principles based on the needs of the incident.

Pursuant to New York State Education Department guidelines, staff who respond to emergencies will be trained on the National Incident Management System and Incident Command System.

In the event of an emergency, the Building Principal (or his/her designee) will serve as an initial Incident Commander. This will be transferred to a member of a public safety agency upon their arrival and transfer of command.

After transferring command, the Building Principal (or his/her designee) will serve in a support role as School Branch Director as part of the Incident Command System with responsibility for school related matters, students and staff.

Chain - of - Command /Continuity of Operations

Each school will establish and maintain a Chain Of Command. This Chain of Command will be specified in the school building emergency plan. During drills, the Chain of Command shall be utilized and rotated so persons so designated may practice the command functions.

Once a Law Enforcement, Fire Department or other public safety agency having jurisdiction arrives, command will be relinquished to the agency having jurisdiction. The Principal, and School Safety Team will act in a support role to this agency. A Command Post will be set up at the direction of the Incident Commander to coordinate actions of Police, Fire, EMS, School District Personnel, or other agencies as needed.

The Principal (or designee) will serve as School Branch Director and establish a School Command Center to direct or control school operations.

Coordination with Local Emergency Plans

The Hyde Park Central School District will respond to emergencies and disasters in coordination with the: Town of Hyde Park, Town of Clinton, Town of Pleasant Valley, Town of Poughkeepsie, and Town of Salt Point Emergency Plans and emergency response agencies such as police, fire department, emergency medical services, highway department, Department of Emergency Response, Dutchess County, New York State Emergency Management, and others.

The Superintendent of Schools will provide information for the Town of Hyde Park Emergency Plan as needed.

During an emergency or disaster, assistance will be requested or given per the provisions of the Town of Hyde Park Emergency Plan.

School District Resources Available During an Emergency

Resources available in the school district during an emergency include but are not limited to:

- Building Emergency Response Team Personnel
- Building Safety Team Personnel
- First Aid Kits
- Automated External Defibrillators
- Bleeding Control Stations
- General School Supplies
- School Busses
- Transportation Department Vehicles
- Transportation Department Parts and Equipment
- Facilities and Operations Department Vehicles
- Facilities and Operations Department Equipment, Parts and Supplies

- School District Personnel
- District mass notification system
- Security cameras
- Internet wireless access
- Visitor logs, Student and staff information

Coordination of School District Resources

During a disaster the Superintendent of Schools [or designee(s)] will coordinate the use of school district resources.

Standard Operating Guidelines (S.O.G) for Evacuation of Persons with Disabilities

Scope:

This procedure is to be followed for all persons with disabilities (students, staff, and visitors), including those who may be temporarily injured, disabled, or persons needing assistance in egress.

Preparation: Support Network

Any person with disabilities is to be assigned at least 2 persons to act as a support network or "buddy" for the person with a disability. The "support person" is someone who is familiar with the disability, the evacuation routes to be used and who can assist in the evacuation. The "support persons" can be other staff members or students (if age appropriate and/or physically capable).

Visitors with disabilities should have "support persons" designated to assist if needed.

The "support persons" are to be familiar with the building – its layout, doors, stairways and communications system. A review of the building with the building administrator, Safety Team, Emergency Response Team, custodial staff or someone from the Fire Department and/or EMS agency may be needed.

The "support persons" should be familiar with any special needs of the person(s) assigned to accompany. He/she should ask the affected person what their needs may be. The "support persons" should be physically and emotionally capable to assist the person with disability. Training in appropriate assists, lifts or carries should be provided.

The "support persons" should be located in close physical proximity to the person with disability and should not have any other responsibilities (i.e.: supervising students) during the evacuation.

Brief all staff as to these procedures so that they can be of assistance.

If a "support person" is absent, out of the building, or temporarily incapable of assisting (i.e. sprain, strain) an alternate person should be designated.

Building Emergency Team/Safety Team members should assist as needed in developing and carrying out building specific procedures.

Evacuation routes should be pre-planned for minimum delays in egress.

During an alarm:

Upon hearing the alarm or evacuation announcement, "support persons" should locate their designated person with disability and provide needed assistance in exiting the building.

School Safety Team members should assist in this process as needed.

If possible bring both the person with disability and the Assistive/Adaptive Device (i.e. wheelchair).

Service animals should be evacuated with the person with disability.

If evacuation of the person with a disability causes a "bottleneck", have ambulatory persons proceed first to avoid a choke-point and life threat to others.

On an upper floor, DO NOT use the elevator. Evacuate by stairs.

If bringing the Assistive/Adaptive Device (i.e. wheelchair) causes a life threat to evacuation, the Assistive/Adaptive Device should be left behind. If there are additional persons to assist, and it does not cause a life threat, have others bring the Assistive/ Adaptive Device.

If you are unable to evacuate the person with disability, move that person to a room with exterior window to remain there for Fire Department assistance and rescue. Close, and if possible seal around the door to minimize smoke penetration. Hang something from the window to signal the Fire Department for rescue. Send word to the Incident Commander (or person in charge) or call 911 with the location and status.

Once outside, send word to the person(s) verifying attendance that you are outside via radio, runner, or a staff member. Keep the person in a protected area if possible. Emergency blankets should be available for protection. If the incident will be prolonged, the person may need to be moved to a vehicle for shelter or relocated to another building.

Have the School Nurse or EMS evaluate the person with disability after evacuation if needed.

References:

FEMA/USFA Publication 235, *Orientation Manual for First Responders on the Evacuation of People with Disabilities*

FEMA/USFA Publication 154, *Emergency Procedures for Employees with Disabilities in Office Occupancies*

Emergency Evacuation Preparedness, June Isaacson, Center For Disability Issues and the Health Professions, 2002

School Building Emergency Plans

Each school in the Hyde Park Central School District will maintain a Building Safety Plan. Such a plan will include multi-hazard response actions for emergencies. Hyde Park Central School District SAVE Committee has established a district wide template for School Building Safety Plans. Each building will include and adapt that information as needed for that facility.

The School Building Safety Plan will include:

Chain of Command
Building Floor Plans
Designation of a Building Emergency Response Team
Designation of a School Safety Team
Designation of a Post Incident Recovery Team
Utilization of the Incident Command System

The School Building Safety Plan will include Procedures to address the following emergencies:

Fire or alarm of fire
Building Evacuation
Medical Emergency
Threats of Violence
Intruder
Hostage/Kidnapping
Explosive/Bomb Threat
Hazardous Material Spill or Release
Chemical, Biological, or Radioactive Material
Injuries, Illness, and Medical Treatment
Epidemic
School Bus Accident on School Property
Civil Disturbance
Press / Media Notification
Crisis Intervention
Propane Leak
Utility/Physical Plant Operations or Shutdown
Severe Weather
Tornado Sheltering
Crime Scene Preservation
After Hours Guidelines
Other procedures as needed

Pursuant to the Safe Schools Against Violence in Education Act and the Commissioner's Regulations of the New York State Education Department, such school building emergency plans are confidential documents. The HPCSD template for Building Emergency plans, Reference and Supplemental information for school building emergency plans is also confidential.

As such the content of these plans shall be kept secure and only for use by school district personnel and emergency responders.

Every employee shall have access to the Building Safety Plan.

Copies of the Building Safety Plan and Floor Plans shall be provided to police, fire department, emergency medical services, and other emergency responders who may respond to the school.

Utility/Physical Plant Operations or Shutdown

Critical physical plant functions, electrical supply, water, gas, boiler, hot water heater, telephone system, PA system, alarm panel, and mechanical room locations will be identified. The Building

Emergency Response Team will be trained in how to operate controls for these utilities to ensure the safety of all concerned in the event custodial or maintenance personnel are not able to do so.

This may include procedures for:

- electrical panels
- water supply
- propane
- telephone system
- power failure phone jacks
- PA system
- boiler
- hot water heater
- kitchen and refrigerator or cooler
- alarm panel(s)
- mechanical room(s)

Sheltering Plan

Each school in the Hyde Park Central School district will maintain as a part of the Building Safety Plan, provisions for sheltering including:

Short Term Shelter In Place

Shelter In Buses

Relocate To Other Hyde Park School District School(s) or other location as needed

Catastrophic Self-Evacuation Procedure

In the event of circumstances so exigent or urgent that notification could not be made by normal means, and any reasonable and prudent person would deem self-evacuation necessary, evacuate the school by the best means available.

Early Dismissal Plan

As a component of the Building Safety Plan, the school district shall maintain an early dismissal plan in the event schools need to send students home early.

An annual “Go Home” Drill will be conducted to exercise this plan. Notification methods to alert parents and the public of an early dismissal shall be included in the plan.

Severe Weather

In the event of severe weather (hurricane, severe thunderstorm, downbursts, lightning, hail, severe winter storm, high wind) the National Weather Service states the principle danger is from roof collapse, glass breaking and windblown debris.

Move students into corridors or to interior rooms without windows, or windowless corridors.

Places to **AVOID**:

- Areas with large free span roofs (cafeteria, gymnasium, auditorium)
- Glass Hallways
- Corridors or hallways with large glass areas

Tornado Sheltering

We do not have many safe areas in our schools that will protect us from tornadoes due to the design and construction of the buildings. Our best plan is with enough advance warning to institute an emergency early dismissal. This will not always be possible.

Places to **AVOID**:

- Large free span roof areas (cafeteria, gymnasium, auditorium)
- Corridors and hallways with glass doors on the end
- Glass hallways
- Rooms with large windows
- Mobile Classrooms
- “Open Plan” school areas

Protective Actions

- Evacuate the upper floor.
- Move students into interior rooms without windows or windowless corridors.
- Stay away from windows and glass.
- Close Windows.
- The greatest danger is from roof collapse, glass breaking and wind blown debris.
- Close Doors.
- Stay close to load bearing walls.

In the event there is no warning and students and teachers are in the classroom, when the sound of a “freight train” or breaking glass or structure failure is heard, the safest thing to do is to drop to the floor under their desks and take a protective position on their hands and knees with hands behind their head to protect the head.

Earthquake

In the event of an earthquake actions shall be taken to ensure that all building occupants are safe. Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm to keep students and staff safe.

Functional Annexes that may be activated in the event of a hazardous materials spill on campus may include the following:

- Shelter in Place
- Evacuation
- Hold in Place
- Accounting for All Persons
- Communications
- Medical Emergency
- Mental Health Emergency

Incident Commander Actions

- After the shocks subside
- Announce an Hold in Place
- Assess damage
- Ensure that 911 has been called, if deemed necessary
- Contact District Office to report
- Continue with a Hold in Place, or shelter in place if needed
- Account for all persons
- Assess utilities and fire and life safety systems as soon as possible.

Staff Actions

- If you feel an earthquake immediately instruct your students to:
- DROP to the ground.

- For those students and staff who are physically unable to drop to the ground, they should remain seated and cover their heads with their arms and hands.
- COVER under or near desks, tables, or chairs in a kneeling or sitting position.
- HOLD onto table or chair legs. Protect eyes from flying glass and debris by using your arm to cover your eyes.
- Remain in the DROP position until ground movement ends. Be prepared to DROP, COVER,] and HOLD during aftershocks.
- School staff should check for injuries and assess the general safety of the room.
- Report any damage to the main office.

Earthquake Procedures Outside

- Move away from overhead hazards such as power lines, trees, and buildings.
- DROP to the ground and COVER the back of the neck with your hands.
- Do not enter buildings until it is safe to do so

Crime Scene Preservation

Any area where a crime was committed, suspected crime occurred, or area where an unusual occurrence has happened must be considered a potential crime scene until ruled out by the law enforcement agency having jurisdiction. The Building Principal or designee is responsible for crime scene security until relieved by law enforcement officials.

Post-Incident Recovery Plan

Dealing with the Aftermath of a Traumatic Event at School

A traumatic event may be the sudden death of a student or teacher, a physical altercation, presence of a weapon in school, etc.

The principal will start procedures by notifying key personnel. Each staff member is asked to notify the principal upon hearing about the traumatic event.

In The Classroom

Teachers are encouraged to allow some time for students to express grief, anger, fear, etc.

In The School At Large

A crisis center will be set up with appropriate personnel for those students identified as in need of special supportive help. Students may be referred by staff or they may go to the center on their own initiative. Additional help may be recruited for the stricken campus from teachers, district-wide counselors, psychologists and/or special community-based resource persons. The need for additional help will be determined by the school's guidance department. If needed, a call will be placed to the Dutchess County Department of Mental Hygiene's HELPLINE at 485-9700.

Coordination with Dutchess County Department of Mental Hygiene

The Hyde Park Central School District will coordinate post incident recovery with the Dutchess County Department of Mental Hygiene. If school district personnel are not sufficient for post-incident recovery teams, the Trauma Teams from the Dutchess County Department of Mental Hygiene will be utilized.

Contact with Media

The Superintendent of Schools (or designee) will act as a sole spokesperson to interact with the media.

Protocols For Responding To A Public Health Emergency Involving A Communicable Disease For The Hyde Park Central School District

ACTIVATION:

These protocols have been developed to respond to a public health emergency. Directive shall come from the Center for Disease Control, New York State Education Department, New York State Department of Health, Dutchess County Department of Behavioral and Community Health, or other appropriate agency for this protocol to be activated.

PURPOSE:

This document has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law 2801-a paragraph 2(m) (as amended by section 1 of part b of chapter 56 of the laws of 2016). These laws were amended by the passing of N.Y. State Senate, S8617B, 2019 Leg., and N.Y. State Assembly, A10832, 2019 Leg. on 9-7-2020 that requires all public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

PROTOCOLS

This addendum to the Hyde Park Central School District Emergency Plan intends to fulfill the requirements of the amended NYS Labor Law section 27-c, New York State Education Law 2801-a paragraph 2(m) (as amended by section 1 of part b of chapter 56 of the laws of 2016) and to provide us with clearly established protocols when reacting to a public health emergency related to a communicable disease. This addendum and the protocols found within will guide both the district and building(s) response to such emergencies.

DEFINITIONS:

Essential shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job. (S8617/A10832 section 1(d), NYS Labor Law Section 27-c (1)(d)).

Non-essential shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job. (S8617/A10832 section 1(e), NYS Labor Law Section 27-c (1)(e)).

Communicable disease shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host. (S8617/A10832 section 1(f), NYS Labor Law Section 27-c (1)(f)).

Personal protective equipment shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons. (S8617/A10832 section 1(a),

Identification of Essential Positions

In the event of a state ordered reduction of in-person workforce, below is a sample list of essential positions and titles along with the justification for this assignment. (S8617/A10832 Section 1-d & NYS Labor Law Section 27-c (1)(d)) and (S8617/A10832 Section 3-a & NYS Labor Law Section 27-c (3)(a)).

Position	Title	Justification
Information and Technology Services	Director / Secretary	This group is needed to maintain the internet capability including remote learning and working from home.
	Network Specialists	
	Computer Specialists	
Facilities and Operations	Director/Assistant Director	This group is needed to maintain the cleanliness, physical assets and continued functioning of the buildings.
	Maintenance Staff	
	Grounds Staff	
	Custodial Staff	
Administration	Superintendent	At least one administrator is needed in each district location to ensure continuity of the response efforts.
	Deputy/Assistant Superintendents	
	Building Principal	
Faculty and Staff	Teacher	Should it become necessary to meet a student's needs under the section 504 regulation (FAPE), teachers/related service providers may be deemed essential on an as needed basis.
	Teaching Assistant	
	Related Service Providers	
Security	Security Monitor	To ensure the safety/security of the campuses.
Transportation	Director of Transportation	To transport food to students who receive home meals and/or to transport students in the event they are attending in person instruction
	Bus Mechanics/Drivers	
Food Service	Director/ Assistant Director	To supply food to students in person and those who receive home meals.
	Food Service Worker	

Telecommuting Protocols

Non-essential shall refer to that employee who is not required to be physically present at a work site to perform his or her job and may perform his or her job remotely. There may be some staff who will not be able to telecommute nor will they be able to work on campus. The need for these staff will be determined on a case-by-case basis and by job title.

The Hyde Park Central School District Information Technology Department has protocols in place to allow most employees to work remotely as determined by the Superintendent, Deputy Superintendent, and departmental supervisors. Equipment will be issued on an as needed basis after the appropriate administrator makes a formal request to the Director of Technology Services.

Below is the listing of non-essential personnel who have been identified as needing equipment:

Non –Essential Position Titles	Equipment assignment		
	Cell-Phone	Laptop	VPN
Director	Standard	Standard	Standard
Coordinator	Standard	Standard	Standard
Building Administrator	Standard	Standard	Standard
Business office off site	NA	Standard	Standard
IT off site	NA	Standard	Standard
Nurse	NA	Standard	NA
Teacher	NA	Standard	NA
Related Service Providers	NA	Standard	NA
Teacher Aide	NA	Standard	NA
Support Staff – administrative	NA	Standard	NA
Monitor	NA	NA	NA
Contractor Titles	NA	NA	NA

Downloading and installing Software and Data.

At The Hyde Park Central School District, any equipment that is assigned to a staff member is preloaded with the appropriate software for that position. In addition, staff is encouraged to share documents using Google Drive and the G Suite for Education. Some staff will be issued remote access and a VPN as needed, to allow for access to the departmental files and programs. The appropriate administrator will identify the need for such access. The Director of Technology or their designee, and a Deputy/Assistant Superintendent, will review this request, prior to the issuance of the remote access and VPN.

Transfer of Phone Lines to Work or Personal Cell Phone.

In the event of a pandemic, the district will use Cisco Services which will allow voice messages to be displayed through email and employees can call back by blocking their personal phone numbers by dialing *67.

Staggering of Work Shifts

The Hyde Park Central School District will have several options to comply with this requirement.

- Staff who cannot complete their work from home will report to work on a staggered schedule as determined by the Superintendent, Deputy Superintendent or direct supervisor.
- If necessary, we will use pre-determined cohorts to stagger and alternate work days to achieve appropriate social distancing. Depending upon the situation, Hyde Park Schools and offices may reduce staffing capacity to 50%, 25% or less, following guidance from the NYSDOH, the Governor's Office and the Dutchess County Department of Behavioral and Community Health.
- If necessary, staffing capacity will be limited to a skeleton crew to maintain the integrity of operations and facilities.

Personal Protective Equipment

Plan to procure, inspect and maintain PPE

Personal Protective Equipment (PPE) will be purchased using the BOCES bid process, if possible. Otherwise, any reliable source of PPE will be contacted for availability and orders that fulfill the table below will be placed. Hyde Park Staff in conjunction with the appropriate departments will work together to find reliable sources of PPE.

Duplicate orders will be placed if there is a potential issue with supply chains.

Minimum PPE Required

A Minimum of two pieces of each type of the PPE listed below will be provided per shift for each essential employee and contractor over at least 6 months (26 weeks). The following chart applies to essential employees. If other titles are deemed essential by the district, state, or other governing body, appropriate levels of PPE will be procured and provided.

Position	Masks	Pairs of gloves	Face Shield
<i>Minimum per person quantity for 6 months</i>	<i>130</i>	<i>260</i>	<i>1</i>
Superintendent (1)	130	260	1
Deputy Superintendent (1)	130	260	1
Director of Facilities and Operations (1)	130	260	1
Assistant Director of Facilities and Operations (1)	130	260	1
Director of IT (+ 2 staff)	390	780	3
Director of Transportation (1)	130	260	1
Bus Drivers (5)	650	1300	5
Director of Food Services (1)	130	260	1
Food Service (5)	650	1300	5
Maintenance/Custodial (15)	1950	3900	15
Security (2)	260	520	2
Total	4800	9600	37

Additional Supplies:

- 5 boxes of each size of N95 respirators.
- 1000 isolation gowns.
- 10 gallons of hand sanitizer

PPE Storage (Inspected Annually)

PPE type	Storage Location
Masks (reusable)	Secure Climate Controlled Storage Location on District Property
Gloves	Secure Climate Controlled Storage Location on District Property
Face shields	Secure Climate Controlled Storage Location on District Property
Gowns	Secure Climate Controlled Storage Location on District Property
N-95 / KN95	Secure Climate Controlled Storage Location on District Property

Protocol Following Exposure

We will follow current guidance from the Centers for Disease Control and Prevention (CDC) as well as State and local Department of Health guidelines. As those guidelines can change, all changes will supersede the protocols outlined below.

For example:

1. *Emergency Response* - Students and staff with symptoms of illness must be sent to the health office. A school nurse (Registered Professional Nurse, RN) is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as (a reportable communicable disease but are neither contagious nor pose a public health threat. Proper PPE will be required anytime a nurse may be in contact with a potential patient with a communicable disease.

2. *Isolation* - Students and staff suspected of having (The Communicable Disease) awaiting transport home by the self/parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students or staff suspected of (The Communicable Disease) may also be in this isolation room if they can be separated by at least 6 feet. Students should be escorted from the isolation area to the parent/guardian. The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center; Other considerations include:

a. Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;

b. Opening outside doors and windows to increase air circulation in the area

c. Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;

d. Clean and disinfect all areas used by the person suspected or confirmed to have (The Communicable Disease), such as offices, classrooms, bathrooms, lockers, and common areas.

e. Once the area has been appropriately cleaned and disinfected it can be reopened for use.

f. Individuals without close or proximate contact with the person suspected or confirmed to have (The Communicable Disease) can return to the area and resume school activities immediately after cleaning and disinfection.

3. *Notification* - the NYS and local health departments will be notified immediately upon being informed of any positive diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.

Contact Tracing and Cleaning

Public Health Officials assume the task of contact tracing outside of our students and staff, once notified. Contact tracing protocols within our schools and facilities are outlined below.

- The Building Principal meets with and notifies all staff contacts in person and allows them to go home if needed, and secures / arranges for coverage of class(es) as necessary.
- The Building Principal gathers all student and staff contacts and sends contact sheets to the Superintendent of Schools or their designee.
- The Superintendent of Schools or their designee and the Building Principal decide whether school can open safely after one day of remote instruction and coordinate school-wide communication.
- The Superintendent of Schools or their designee, notifies the Directors, Technology Department, Lead Nurse, Director of Transportation, Director of Food Service, Director of Facilities and Operations, Director of Human Resources and Equity, technology secretary, Cabinet, Board of Education, Union Presidents, and school/district wide families and staff.
- The Building Principal sends a separate message voice/text/email to student contacts and to the whole group of parents for the affected building.
- The Superintendent of Schools or their designee sends the contact tracing form to the Dutchess County Department of Behavioral and Community Health (DCDBCH)
- The Superintendent of Schools or their designee notifies the Dutchess BOCES Superintendent via email and completes closure and reopening forms for NYSED.

To ensure the school district and its employees comply with contact tracing and disinfection requirements, HPCSD will do the following:

- Have a plan for cleaning, disinfection, and notifying Public Health, in the event of a positive case. In the case of an employee testing positive for (The Communicable Disease), CDC guidelines will be followed regarding cleaning and disinfecting your building or facility if someone is sick.
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.

- Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and copier machines.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

Return to School after Illness

HPCSD has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for (The Communicable Disease) symptoms, can return to school. These protocols could include:

1. Documentation from a health care provider following evaluation
2. Negative diagnostic test result
3. Symptom resolution, or if Disease positive, release from isolation

The district will refer to DOH's guidance regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of (The Communicable Disease) or after the faculty or staff member had close or proximate contact with a person with (The Communicable Disease).

The district requires that individuals who were exposed to (The Communicable Disease) or virus complete quarantine and have not developed symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

Documentation

All Hyde Park students, employees, and outside contractors are assigned specific schedules and work location(s). Staff who deviate from their normally scheduled hours and/or work location(s) must sign-in and keep record of date, time, and location (manual, electronic, and/or electronic key card).

Emergency Housing

Emergency housing for essential workers is not normally needed for school employees. If needed, the district will arrange for emergency housing for essential employees.

Created	January 2020
Adopted	April 2021

Addendum:

District Wide School Safety Team Safe Schools Against Violence in Education (Project SAVE)

	NAME	SCHOOL/ROLE			NAME	SCHOOL/ROLE
	Lawson, Melissa	Assistant Supt; Co-Chair			Casey, Diane	RRS
	Hurley, Dan	School Psych; Co-Chair			Moy, Sara	FDR AP
	Bloom, Bob	DCSSAC Co-Chair			Massi, Andrea	UPK
	Bohlmann, Justin	Fairview FD			Ruella, Mike	FDR Principal
	Towne, Jonah	HMS SRO			Sanford, Elna	Nurse Coordinator
	Duncan, Heather	RRS RN			Shaw, Eric	HMS Principal
	Cerbino, Dena	VAS			Sheldon, Elliot	F&O Director
	Cerulli, Sue	HMS RN			Sprague, Ruth	FDR
	Fletcher, Beth	Dir of Health, PE, & Athletics			Passantino, Marc	FDR SRO
	D'Alessandro, Megan	NPE Principal			Fielding, Tamara	Transportation Director
	Fazziola, Paul	NPE AP			Wert, Rick	Technology Director
	Strang, Nicolle	VAS Principal			Doughty, Steve	Town of Poughkeepsie Police
	Roman, Pedro	Superintendent			Renzo, Raymond	NYS Police
	Stephan, Mike	NES			OTHER:	
	Watterson, John	Dutchess County Sheriff's Office			Ritter, Steven	District Physician

List Revised June 7, 2024

Emergency Remote Instruction Plan:

MEMORANDUM OF AGREEMENT

Agreement made this 14th day of August, 2024, by and between the Hyde Park Central School District ("District") and the Hyde Park Teachers' Association ("Association")

WHEREAS, the Association and the District are parties to a collective bargaining agreement covering the period July 1, 2024 through June 30, 2028; and,

WHEREAS, pursuant to New York State Commissioner of Education Regulations Sections 100.1, 155.17, and 175.5, in the event there is an emergency closing, the District could remain in session and provide students with remote instruction; and

WHEREAS, the parties have met and agreed that remote instruction for students during an emergency closing shall be limited to occasions where there is a declared New York State of Emergency which requires District schools to close, and in such case, the District may remain in session and provide students with remote instruction, consistent with this Agreement and the District's Emergency Remote Instructional Plan; and

WHEREAS, the parties have met to discuss and plan for changes that may be necessary if instruction changes to remote;

NOW, THEREFORE, the parties agree as follows:

1. All students shall be provided instruction designed to enable them to achieve the State's learning standards.
2. The workday shall meet the contractual obligation as it pertains to start and end time and length of the day.
3. Student attendance shall be taken daily.
4. Platform:
 - a. Live broadcasting shall take place through Google Meetings or a similar platform selected by the District. Teachers are not required to, but are able to turn on the chat feature while conducting "live instruction." Teachers are not required to, but are able to interact with remote students while conducting "live instruction."
 - b. Teachers shall be provided discretion as to whether to project the live broadcasting on themselves, the whiteboard, or their screen.
 - c. Any unit member who elects to work from a District building may do so with prior approval of the building administrator.
 - d. Teachers shall maintain the discretion of what to post in the Google Classroom from the in-person instruction.
 - e. The video recording of a lesson shall be made available, upon request, to any student who has an excused absence or if the District's live broadcasting fails. If there are repeated failures of the District's live broadcasting, the parties agree to reconvene to explore other options that may be available.
 - f. Teachers have the ability to use "breakout rooms" as long as they are monitored by a staff member.

5. At the elementary level:
 - a. K-5 classroom teachers shall hold one (1) synchronous/live lesson in the a.m. between the hours of 9:00 a.m. and 1:00 p.m. and one (1) synchronous/live lesson in the p.m. between the hours of 12:00 p.m. and 2:00 p.m.
 - b. Each synchronous lesson shall be a minimum of 60 minutes long.
 - c. All elementary special area teachers, including Art, General Music, PE and Library shall follow their in-person schedule according to the 6 day cycle. Each synchronous/live lesson shall be a minimum of 20 minutes.
 - d. K-5 Teachers will only need to post daily attendance questions.
 - e. The health teacher assigned 0.5 FTE to the elementary schools shall provide two (2), twenty-five (25) minutes synchronous/live lessons on all student instruction days.
 - f. ENL and AIS teachers will provide live Google Meets from 11:00 a.m. to 12:00 p.m. and from 2:00 p.m. to 3:00 p.m. each remote day. Each school shall develop its own schedule for students.
 - g. The following minimums shall apply to live broadcasting at K-5:
 - i. Phonics (K-2): 15 minutes
 - ii. Reading (K-2): 10 minutes, (3-5): 20 minutes
 - iii. Writing (K-2): 10 minutes, (3-5): 15 minutes
 - iv. Math (including calendar): 30 minutes
 - v. Science/Social Studies: 15 minutes every other day
 - vi. Social Emotional Learning: 10 minutes
 - vii. Specials: 25 minutes

6. At the secondary level:
 - a. Grades 6-12 teachers, including encore classes, shall follow the work schedule. Each synchronous/live instruction in Grades 6-12 will be a minimum of 35 minutes long.
 - b. Science labs may be done both via synchronous and/or asynchronous instruction. It shall be the teacher's discretion as to whether it is done by synchronous or asynchronous. All synchronous labs shall have an asynchronous make-up lab posted. If make-up lab work is necessary, the student will be afforded the opportunity to make up the lab work as he/she would have been able to make-up the lab work under normal circumstances.
 - c. Teachers shall have the option to use breakout rooms during synchronous instruction. However, breakout rooms may not be utilized during synchronous instruction, unless the breakout room is supervised by a staff member at all times.
 - d. Attendance will be taken.

7. Special Education teachers who are assigned as such in an integrated co-teaching model will follow the same schedule that general education teachers follow unless the administration determines that a different schedule needs to be followed. In such case, the assigned schedule must comply with the terms of the collective bargaining agreement.

8. Teachers who split their work time between elementary and secondary buildings shall work the schedules set forth above proportionate to their time allocated in each building.

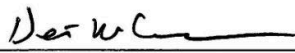
9. Related Services:
 - a. The work load of unit members holding the following titles: Occupational Therapist, Physical Therapist, Speech Pathologist, Guidance Counselor, Social Worker, School Psychologist, Resource Room Teacher, shall comply with the terms of the collective bargaining agreement.

- b. Related Service providers will follow their normal schedule.
10. RNs and LPNs shall work on completing student records on remote instruction days.
 11. All other bargaining unit members (i.e., other than classroom teachers and related service providers as addressed elsewhere in this memorandum) shall continue to provide their usual services and attend to other job related responsibilities albeit remotely. In the event the District and/or the Association and/or the affected bargaining unit member determines that this is not feasible in a remote environment, and it is expected that remote instruction shall exceed five consecutive workdays, representatives of the District and the Association shall discuss alternative approaches and/or assignments for the affected bargaining unit member.
 12. Teacher Absence:
 - a. If a teacher is absent, the live broadcasting will be cancelled, and the teacher is to notify parent/guardians via posting the cancellation in their Google Classroom. Any teacher who is absent shall be required to record his/her absence on AESOP.
 - b. The absent teacher shall be required to leave asynchronous instruction via Google Classroom.
 13. APPR - Pre and post observation conferences may be conducted remotely.
 14. Students and parents will be notified that recording of live/synchronous teaching will not be permitted by the District. Parents and students will also be required to sign an acceptable use agreement.
 15. This Agreement only applies to days where District schools are closed due to a declared New York State of Emergency and is not intended to apply to "snow days" or other emergency closing days.
 16. Notwithstanding that this Agreement is intended to cover occasions where there is a declared New York State of Emergency and schools are closed, the parties agree that in the event schools are open, and due to extenuating circumstances (such as was the case when multiple teachers were out with COVID-19) there are not enough substitutes in a building to cover teachers who are absent, then the classes in that building may become remote for the period of time the teacher(s) are out. In such event, a teacher who is out will notify students and parents via Google Classroom that there will be no "live" Google Meets and will post assignments on Google Classroom.
 17. This Agreement shall be in effect for the 2024-2025 school year only. This Agreement shall not be precedent setting and may not be introduced by either party as evidence of a past practice.
 18. This Agreement is subject to approval by the Board of Education.

Dated:



Superintendent of Schools



Hyde Park Teachers' Association