

Project SAVE (Safe Schools Against Violence in Education)
Watertown City School District (WCSD)
District Safety Plan

SECTION I: GENERAL CONSIDERATION AND PLANNING GUIDELINES

Purpose

The WCSD School Safety Plan is designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination with local and county resources in the event of such incidents or emergencies. The Superintendent or his designee will meet with law enforcement & fire annually. This plan is consistent with the more detailed emergency response plans required at the school building level. The WCSD School Safety Plan was developed pursuant to Commissioner's Regulation 155.17.

A. Identification of District Safety Team

2024-2025 Membership**

Board of Education	Jason Harrington	
Administration	Dr. Larry C. Schmiegel, Superintendent Tina Lane, Assistant Superintendent for Personnel/Student Services Michael Morgan, Director of Athletics Elizabeth Maurer*, PreK Principal Leslie Atkinson, WHS Principal Chad Fairchild*, Wiley Principal Ashleigh Barnhart-Burto, Knickerbocker Principal Sandra Cain, North Principal Gretchen Monnat, Sherman Principal Thomas Nabinger, Starbuck Principal/Code Blue Coordinator Lisa Blank, Director of STEM Programs Matthew Burdick, Director of Student Empowerment & Success	
Director of Facilities	Brian Arias*	
Staff	Case: Robin DeFranco, Erik Hauck* , Elizabeth Hyle, Bridgit Millard	Sherman: Chad Kolb
	Knickerbocker *, Cheryl Morrow	Starbuck: Lynne Bradley, Darren Burgess,
	North: Shalaina Thompson*	Wiley: Madisyn Exford, Cassandra Richardson, Tracy Hall*
	Ohio: *, Jaymilyn McMahon* Tyler Tamblin & Shannon Soules	WHS: Jonathan Bliss, Allison Gilliam, Jennifer Hauck*, Karen Meeker, Lisa Winkler, Jill Lanphear
Support Staff	Brenda Blount, WHS Food Service Assistant Kara Mabee, District Office Transportation Assistant Stacy Neddo*, WHS and Wiley Teacher Assistant Leslie Overton*, Knickerbocker Teacher Assistant Suzanne Stenard, WHS Administrative Assistant	
Parent(s)*	Kelley Callahan, Amy Horton *Committee members with children in the District	
Regional Safety	Raymond Filley, Jefferson-Lewis BOCES Health and Safety Coordinator	
Community	Ofc. Jeremy Foote–SRO Matthew Flynn, Paul Mendez, Erika Derouin-SSOs Ofc. Shane Ryan	

B. Concept of Operations

- The WCSD School Safety Plan is directly linked to the Building-level Emergency Response Plans. This WCSD School Safety Plan will guide the development and implementation of building-level emergency response plans. Copies of confidential building-level plans are maintained by the WCSD district office and communicated with WPD and WFD.
- This Plan has been developed using the New York State Education guidance document. It has been reviewed and revised by members of the District-wide School Safety Team prior to public comment.

WCSD will continue to encourage and foster the development of positive behaviors on the part of each student and provide a culturally responsive, respectful, safe, and orderly school setting. Responsible behavior by every person affiliated with our school community is essential to achieving this goal. While it is possible that some technical elements of the Code of Conduct in the WCSD Policy Manual may be temporarily modified as a result of forthcoming guidance or legal changes from New York State Education Department (NYSED) or the New York Department of Health (NYDOH) (i.e. dress code rules, social distancing, visitor expectations, etc.), the overall intent remains: Watertown City School District will actively promote equity, cultural competence, inclusion, and academic readiness in a safe, and secure environment.

- In the event of an emergency or violent incident, appropriately crisis-trained staff members will provide the initial response.
- Upon the activation of the Crisis Response Team, the Superintendent of Schools or designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions, including Crisis Response, may be supplemented by involving County and State resources through established protocols.

C. Plan Review and Public Comment

- Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment in June of each school year and approved in July of each new school year. The WCSD district-level plan may be adopted by the School Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties.
- While linked to the WCSD Safety Plan, Building Level Emergency Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the WCSD Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building Level Emergency Plans will be supplied to both local and State Police within 30 days of adoption.
- This plan shall be reviewed and maintained by the WCSD Emergency Response Team and reviewed on an annual basis and submitted to the Board of Education in July of each year. A copy of the plan will be available on the Watertown City School District website, www.watertowncsd.org.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

WCSD has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability/Vulnerability Assessment. Appendix 2 of this Plan includes the risk probability checklist/vulnerability assessment and the annual results of this evaluation.

B. Actions in response to an emergency

WCSD has identified the following general response actions to emergency situations. These actions include: See Appendix 6 for general details

- School cancellation (prior to start of day)
- Early dismissal
- Hold-in-Place
- Shelter-in-Place
- Evacuation
- Lockout
- Lockdown

The confidential Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include but are not limited to: (See Appendix 2 for site-specific internal and external determinations.)

- Threats of Violence
- Hostage/Kidnapping
- Natural/Weather Related
- Gas, transformer leaks
- Systems Failure
- Fire/Explosion
- Campus 'Standing Pond'
- Intruder
- Explosive/Bomb Threat
- Hazardous Material
- Medical Emergency
- Death

C. District resources and personnel available during an emergency

WCSD has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the confidential Building-Level Emergency Response Plans as deemed appropriate by the Incident Command Team. Additionally, the School Resource Officer (SRO) will work directly with the Superintendent during an emergency. For a detailed description of the responsibilities of the SRO, please see Appendix 11.

Implementation of School Security

- The district may conduct a security review of the facility, as needed, with the assistance of local law enforcement and/or the BOCES Risk Management Service, to determine what security measures should be adopted. Measures to be considered include: hall monitors, visitor badge/sign-in procedures, video surveillance, resource officer, and reporting mechanisms.
- The following security measures are in place:

Security measure	Purpose
Employee ID Badges	To identify staff
Door Access System	To limit access to instructional buildings
Video Surveillance	To provide additional monitoring capability
Substitute Sign In	To identify authorized substitutes
Visitor Sign In	To identify visitors and purpose of visit
Visitor Badges	To identify authorized visitors to students and staff
Fingerprinting	Background checks on new hires after July 1, 2001
Automatic Lockdown/Mass Notification	To expedite emergency notifications
Door Alarms	To limit access to instructional buildings
Tip Line	To report suspicious activity
eHall Pass	To maintain an accurate accounting of students
New Lighting	To provide additional light to the high school parking lot and front of the high school building.
Vape Sensor	To detect the use of vaping supplies

For the safety of students and staff, specifics have not been included.

Additional District Resources Available for Use in an Emergency

During an emergency, the District has the following resources available:

Equipment	Location
Automated External Defibrillator(s) [AED]	Each school/floor
Smoke detectors	Each school/floor
Emergency blue/strobe lighting	Each school/floor

Portable fire extinguishers	Each school/floor. Each bus.
Spill cleanup/absorbent materials	Custodial Department
First aid Supplies/PPE	Each school –Nurse’s Office
Narcan	Each school—Nurse’s Office
Silent Panic Alarm	Each school—Main Office/Security Desk

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

The WCSD uses the Incident Command System (ICS) model for emergency actions. For campus emergencies, the Incident Commander will be the District Superintendent of Schools or his/her designee. In building-level emergencies, the administrator-in-charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the confidential Building Level Emergency Response Plan. Building-level Incident Command staff is identified in the confidential Building-Level Emergency Response Plans.

The ICS for WCSD, and for individual buildings, is more fully defined in Appendix 4 of this plan.

E. Annual multi-hazard school training for staff and students.

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

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

For after-school programs, events, or performances conducted within a school building and include persons who do not regularly attend classes in the building, the principal or other person in charge of the building must require the teacher or person on charge of the after-school program, event, sport activity, or performance to notify attendees of the procedures to be followed in the event of an emergency. The principal will provide the emergency protocols.

Parents or persons in parental relations shall be given advance notice of each drill being conducted within one week preceding any such drill.

Training procedures and framework are included in Appendix 3.

F. Staff development

- All candidates applying for teacher certification will have completed two hours of training in the identification and reporting of suspected child abuse and maltreatment.
- All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.
- All candidates applying for teacher certification as of December 31, 2013 will have completed 6 hours of DASA (Dignity for All Students) training in accordance with Article 2, Section 10-18 of the Education Law.
- All staff and substitutes participate in a minimum of two hours of professional development; cumulative throughout the year, with respect to school violence prevention, intervention, and response will be included in professional development plans.
- At least one hour of school violence prevention and intervention training, cumulative throughout the year, for all staff will be included annually in a superintendent's conference day or at other scheduled times.

Staff development resources and other related information are listed in Appendix 3.

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

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

WCSD has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included in the WCSD Code of Conduct. See Appendix 7 for general details.

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

Law enforcement officials will be contacted by the Incident Commander (Superintendent of Schools/designee) in line with the Building-Level Emergency Response Plan. In most cases, law enforcement agencies will be contacted through the 911 system, which will dispatch the appropriate

agency. Appendix 5 includes a table listing the closest response agencies with contact names and numbers for use in non-emergency situations.

C. Appropriate response to emergencies

The WCSD recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail the appropriate response to such emergencies. See Appendix 7 for general details.

D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident, early dismissal, or an implied or direct threat of violence by any student against themselves.

The WCSD will contact appropriate parents, guardians or person in parental relation via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Direct parental contact will be made via phone or in person if a student implies or makes a direct threat of violence against self. Conditions requiring such notification are outlined in the confidential Building-Level Emergency Response Plans. See Appendix 8 for general procedures.

SECTION IV: COMMUNICATION WITH OTHERS

A. Procedures for obtaining assistance during emergencies from emergency services organizations and local government agencies.

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. The local emergency management office information:

Jefferson County Fire & Emergency Management (315) 786-2654

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

The WCSD District will rely on the advice of the local emergency management office listed above.

C. A system for informing all educational facilities within the District of a disaster

The WCSD will notify all educational facilities within the district as well as any adjacent to its boundaries in the case of a disaster that would affect any of these facilities. The Incident

Commander will determine the extent of notification and delegate its delivery. A list of these agencies and the contact information is located in Appendix 9 and 10.

D. Maintaining certain information about each educational facility within the WCSD.

The following information concerning educational agencies located within the district is included with the confidential Building-Level Safety Plans: See Appendix 1.

- School population
- Number of staff
- Transportation needs, and
- Business telephone numbers of key officials of each such educational facility

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

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

The WCSD utilizes visitor Raptor identification passes, reference checks and fingerprinting according to SAVE requirements for all staff. All instructional buildings have a single point of entry during the school day (with the exception of additional designated points of entry during arrival and dismissal) and video- surveillance is being implemented in all instructional buildings. Each instructional building will maintain their respective security policies and procedures, as appropriate, and may be found in the confidential Building-level Plan.

B. Policies and procedures for the dissemination of informative materials

The District recognizes that the most current data caution against profiling students who have the potential for violence. However, the data also acknowledges the need to identify youth at risk and to provide the necessary support services to all students, beginning at an early age. The District therefore will maintain resources on the early detection of potentially violent behavior, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors. Violence prevention information may be disseminated to parents, students or staff via newsletter, handbooks, mailings/handouts or meetings as appropriate. WCSD is committed to the use of interpersonal violence prevention education for all students, when available. Annual Violence Prevention training is conducted for instructional and support staff.

C. Prevention and intervention strategies

The WCSD currently provides, but is not limited to, the following programs to improve communication and increase violence prevention and intervention:

- Character Education and Anti-Bullying
- Conflict Resolution
- Counseling
- Crisis Prevention Intervention
- Dignity for All Students Act (DASA) training
- FBA/BIP -Functional Behavior Assessments/Behavior Intervention Plan
- Peer Mediation and Adult/Peer Mediation
- Student Support Group

Strategies for improving communication among students and between students and staff, and for the reporting of potentially violent incidents

- The WCSD recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, WCSD will continue to explore programs based on needs.
- The district referral process is utilized for the reporting of potentially violent incidents according to the building chain of command and following the WCSD Code of Conduct. Additionally, student counselors and/or school social workers are available each day for students to share information where the source can remain confidential. Students or staff may fill out the Dignity for All Students (DASA) form located on the District’s website home page. All complaints will be handled in a confidential manner. Anonymous reports may limit the District’s ability to respond to the complaint.

SECTION VI: RECOVERY

A. Post-Incident Response

The Crisis Response Team will institute the Crisis Response Plan as outlined in the Building-level Plan.

B. Disaster Mental Health Services

The Superintendent of Schools, or designee, will assist in the coordination of Disaster Mental Health Resources and the implementation of the Crisis Response Plan. During the recovery phase of an incident, the District will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.

Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801- a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.

For a detailed description of the Communicable Disease – Pandemic Plan, please see Appendix 12.

APPENDICES

APPENDIX 1

Listing of all school buildings covered by the WCSD school safety plan with names of buildings, contact names and telephones numbers of building staff. Home telephone numbers are maintained in District Office for confidential reasons.

Building Name	Contact Name*	Telephone Number	
District Office	Main Number	315-785-3700	
	Dr. Larry C. Schmiegel, Superintendent	315-785-3704	
	Lynn Gaffney, Assistant Superintendent	315-785-3707	
	Tina Lane, Assistant Superintendent	315-785-3719	
	Michelle Gravelle, Secretary to the Superintendent	315-785-3705	
	Brianne Durham, Assistant Superintendent	315-785-3714	
Elementary Schools K-4	Principal		
	Knickerbocker	Ashleigh Barnhart-Burto	315-785-3740
	North	Sandra Cain	315-785-3750
	Ohio	Jessica Blair	315-785-5504
	Sherman	Gretchen Monnat	315-785-3760
	Starbuck	Thomas Nabinger	315-785-3765
Wiley Intermediate 5-6	Chad Fairchild	315-785-3780	
Case Middle 7-8	Katherine Cook	315-785-3870	
Watertown High 9-12	Leslie Atkinson	315-785-3800	
Bus Garage	Charmaine Regelman, Transportation Director	315-782-3580	
Maintenance	Brian Arias, Building and Grounds Supervisor	315-785-3770	
Food Service Dept.	Mary Hughes, Food Service Program Director	315-785-3717	

* Contact names are subject to change.

APPENDIX 2

WCSD Risk Determination

Using the Building/Campus Vulnerability Assessment worksheet, as well as recommendations of local law enforcement and emergency response personnel, the WCSD has determined that the following risks apply to all district buildings:

All of our schools will continue to have exposure to typical threats/hazards such as listed below:

Threat and Hazard Type	Possibilities
<p>Natural Hazards:</p>	<ul style="list-style-type: none"> • Earthquakes • Tornadoes • Lightning • Severe wind • Hurricanes • Floods • Wildfires • Extreme temperatures • Landslides or mudslides • Winter precipitation • Wildlife
<p>Technological Hazards:</p>	<ul style="list-style-type: none"> • Explosions or accidental release of toxins from industrial plants • Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills • Hazardous materials releases from major highways or railroads • Radiological releases from nuclear power stations • Dam failure • Power failure • Water failure
<p>Biological Hazards:</p>	<ul style="list-style-type: none"> • Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <i>Staphylococcus aureus</i>, and meningitis • Contaminated food outbreaks, including <i>Salmonella</i>, botulism, and <i>E. coli</i> • Toxic materials present in school laboratories

Adversarial, Incidental, and Human-caused Threats:

- Fire
- Active shooters
- Criminal threats or actions
- Gang violence
- Bomb threats
- Domestic violence and abuse
- Cyber attacks
- Suicide

Incidents such as weather-related can, at times, be predicted but others are not. Our Emergency Response Plans are designed to provide flexibility for responses.

While determining the level of response, school districts evaluate risk based on probability. The totals are not based on specific numbering (i.e. 1-10) but more of an indicator of risk. The higher the number would indicate the areas that need to be addressed initially and then progress through the listings.

The WCSD has identified the following general response actions to emergency situations. These actions include: See Appendix 6 for general details.

- School cancellation (prior to start of day)
- Early dismissal
- Hold-in-Place
- Shelter-in-Place
- Evacuation
- Lockout
- Lockdown

APPENDIX 3

- I. Violence prevention, intervention, and response staff development programs for instructional and support staff will be included in Superintendent's Conference Day plans or as otherwise scheduled. Emergency steps and procedures will be reviewed with instructional and support staff at least annually.
- II. An annual Evacuation Drill to Stage I/Stage II designated locations will be conducted by the end of April unless otherwise determined by the Superintendent of Schools in consultation with the BOCES District Superintendent.
- III. During each school year, the following exercise will be conducted:

At least once a year a tabletop drill for each instructional building will be implemented involving representatives from instructional and support staff.

The District will conduct trauma-informed emergency response training for staff and students by reviewing procedures appropriate to hazardous situations that may include those that are weather-related, criminal in nature, environmental, or failure of a building system. The procedures will be explained and practiced in a variety of ways including Stage I and/or Stage II evacuation drills; live drill; and Emergency Management Team exercise.

Drill or exercise facilitators will evaluate the response and determine if modifications to the plan are necessary. Evaluations may be conducted through post-drill debriefing or written evaluation summaries.

When appropriate, and at the discretion of the District-wide Safety Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials. The following drills and/or exercises will be conducted annually.

Date	Description of training, drill or exercise
Spring/Fall	Stage I and/or Stage II Evacuation Drills on- site and off-site
As required by law	Fire drills/Lockdown drills - Students and Staff
Annually	Right-to-Know- Staff
Annually	Blood-borne Pathogens - Staff
Annually	DASA Training - Students and Staff
Annually	Tabletop Exercises- Staff
Annually	Workplace Violence Prevention

APPENDIX 4

WCSD District Incident Command

- **Incident Commander - Superintendent of Schools**
 - Responsible for the direction of the District response in a campus-wide emergency or the building response in a building-level emergency.
- **Emergency Coordinator and Logistics -Director of Facilities**
 - Responsible for providing all resources (personnel, equipment, facilities, and services) required for incident resolution and carrying out decisions of the Incident Commander.
- **Public Information Officer - Superintendent of Schools**
 - Compiles and releases information to the news media.
- **Safety Officer- WCSD SRO and SSOs**
 - Monitors the District response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
 - The principal, school administration, school SSOs or other staff of the District may advise the SRO of incidents or activities possibly giving rise to criminal or juvenile violations and the SRO shall then determine whether law enforcement action is appropriate with respect to those activities occurring on school property or at school sponsored functions.
 - Since the SRO is an active police officer, and is employed by the jurisdiction in which the District is located, the SSOs should take direction from the SRO during ongoing incidents and emergencies.
- **Liaison – Assistant Superintendent for Personnel / Director of Facilities**
 - Represents the District by working with responding agencies (law enforcement, fire EMS, utilities, etc.) and other school districts that may be involved in the incident.
 - **Incident Log-** Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- **Operations - Assistant Superintendent for Instruction**
 - Responsible for directing the principals to implement action plans and strategies for incident resolution. [Principals are direct contact for their staff.]
- **Planning/Intelligence- Crisis Response Team**
 - Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- **Administration/Finance -Business Manager**
 - Responsible for all cost and financial matters related to the incident.

APPENDIX 5

WCSD Closest Response Agencies

In an emergency, dial 911. They will dispatch the appropriate response agencies. In non-emergency situations, contact the following:

EMERGENCY TELEPHONE NUMBERS

Agency	Telephone Number
ALL EMERGENCIES	911
Watertown Police Department	315-782-2233
Watertown Fire Department	315-785-7800
New York State Police	315-782-2112
DPW	315-785-7842
Guilfoyle Ambulance	315-788-8105
Jefferson County Emergency Services	315-786-2654
Jefferson County Highway Department	315-782-9176
Jefferson County Sheriff	315-788-1441
National Grid	800-642-4272
Poison Control	800-222-1222
Red Cross (Jeff-Lewis Chapter)	315-782-4410
Samaritan Emergency Room	315-785-4102
Watertown Highway Superintendent	315-782-2781

APPENDIX 6

Protective Action Options

The following general actions will be considered in the event of an emergency as appropriate:

- School cancellation prior to opening
- Early dismissal
- Hold-in-Place
- Evacuation
- Lockout
- Shelter-in-Place
- Lockdown

School cancellation

- Monitor any situation that may warrant a school cancellation
- Make determination
- Contact local media

Early dismissal

- Monitor situation
- If conditions warrant, close school
- Contact Bus Supervisor to arrange transportation
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries
- Retain appropriate district personnel until all students have been returned home

Hold-in-Place *Limit movement of students and staff during short-term emergencies.*

- Identify area of building needing such response
- Clear area affected
- Contact needed departments and possible outside agencies

Evacuation (before, during and after school hours, including security during evacuation and evacuation routes) *Evacuate students and staff from the building.*

- Determine the level of threat
- Contact Bus Supervisor to arrange transportation
- Clear all evacuation routes and sites prior to evacuation
- Evacuate all staff and students to pre-arranged evacuation sites
- Account for all student and staff population. Report any missing staff or students to the principal/program administrator
- Make determination regarding early dismissal; Contact local media to inform parents of early dismissal if implemented
- Ensure adult supervision or continued school supervision/security
- Establish a public information center to provide information and current status of the situation to

parents, affected school districts and other inquiring parties

- Retain appropriate district personnel until all students have been returned home

Lockout *Secure school buildings and grounds that pose an imminent concern outside of the school.*

- Determine level of threat
- Secure building entry locations
- Initiate limited controlled access/departure of staff and outside agencies
- Move outside activities to inside

Shelter-in-Place *Shelter students and staff inside the building.*

- Determine the level of threat
- Determine location of sheltering depending on nature of incident and if threat not imminent
- Account for all students and staff. Report any missing staff or students to the principal/ program administrator
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Establish a public information center to provide information and current status of the situation to parents, affected school districts and other inquiring parties
- Retain appropriate district personnel until all students have been returned home

Lockdown (internal and external) *Secure school buildings and grounds that pose an imminent concern outside of the school.*

- Determine the level of threat
- Determine location of sheltering depending on nature of incident and if threat not imminent
- Initiate building Lockdown procedure e.g., close/lock doors if threat imminent
- Account for all students and staff. Report any missing staff or students to the principal/ program administrator
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Establish a public information center to provide information and current status of the situation to parents, affected school districts and other inquiring parties
- Retain appropriate district personnel until all students have been returned home

APPENDIX 7

Responses to Acts of Violence: Implied or Direct Threats

The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The Building-level plan includes specifics to potential emergency situations that would require these responses.

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

The District will provide to assist personnel in de-escalation techniques and/or identification of early warning signs of potentially violent behavior as part of the required staff development program.

Acts of Violence

In the event of an act of violence by students, teachers, other school personnel or visitors to the school, the District will implement the procedures outlined in the Building-level Plans. The following types of procedure(s) have been considered:

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

Response Protocols

The District's responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings are included in the confidential Building-level Plans. The following 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

APPENDIX 8

Notification and Activation (Internal and External Communications)

In the event of a violent incident, the Superintendent of Schools/Designee will contact appropriate law enforcement officials through the 911 system. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the appendix of each Building-level Emergency Response Plan.

The Superintendent of Schools will notify all educational facilities within the district in the event of an emergency by use of telephone, fax, email, or other appropriate communication.

(ParentSquare, TAP App)

In the event of a disaster or an act of violence, the WCSD Superintendent, or his/her designee, will be notified as appropriate. In the event of certain weather emergencies, the NOAA weather radio emergency alert system may be used to receive information.

Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media including television channel(s) and radio station(s), the WCSD automated calling service (ParentSquare) and possibly the WCSD website and Facebook. Where practicable, phone trees may be implemented using the information provided on students' emergency contact cards.

TV STATION/RADIO/	PHONE #
WWNY TV 7- Watertown	315-788-3800
WWTI TV 5- Watertown	315-785-8850
WSTM TV 3 -Syracuse	315-477-9400
Spectrum News	315-234-1010
Froggy 97- Watertown	315-788-9797
Z93 Radio -Watertown	315-782-9300
The Border- Watertown	315-755-1067
Watertown Daily Times- Watertown	315-782-1000

APPENDIX 9

EMERGENCY NOTIFICATION PROCEDURE

GENERAL EMERGENCY NOTIFICATION

The WCSD will maintain a listing of all educational facilities within its school district boundaries as well as those outside of the district to which WCSD students are transported.

The WCSD Superintendent of Schools, when notified of a local or State emergency, may utilize telephone, e-mail, fax or other available media to notify all educational facilities to which WCSD students are transported. See Appendix 10.

WCSD EMERGENCY NOTIFICATION

In the event of an emergency or other significant event impacting the WCSD District, information will be communicated to the Central Office by the affected building as soon as possible.

The information, via appropriate communication media, will be directed to the WCSD Office.

The District Office staff will provide information to be distributed to students/parents and staff regarding the event.

APPENDIX 10

LOCAL EDUCATIONAL AGENCIES

Jeff-Lewis BOCES, Watertown	315-779-7000
Carthage Central School	315-493-0510
Copenhagen Central School	315-688-4411
Faith Fellowship	315-782-9342
General Brown School District	315-779-2300
Immaculate Heart Central High School	315-788-4670
Indian River Central School District	315-642-3441
Sackets Harbor Central School	315-646-3575
South Jefferson Central School District	315-583-6104

APPENDIX 12

COMMUNICABLE DISEASE – PANDEMIC PLAN

Pandemic response procedures will be updated in accordance with information shared at the following locations:



New York State Education Department (NYSED)
<http://www.nysed.gov/coronavirus>



New York Department of Health (NYDOH)
<https://coronavirus.health.ny.gov/home>



Centers for Disease Control (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/>



APPENDIX 12

Watertown City School District Emergency Remote Instruction Plan: 2024-2025

Review/Updated 8/26/2024

1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction.

§155.17(c)(1)(xxi)(a)

1. How will the district ensure that all students have access to a computing device?

As schools shut down in an emergency closure in March 2020, Watertown City School District recognized the need to accelerate its 1:1 initiative designed to provide every student with a device to support the technologically-based world we are preparing them to enter. By May of 2020, the district had provided every student K-12 with a device, and offered hotspots to any family and/or staff member in need. Students in grades 7-12 currently take their devices home each day. Devices in grades K-6 would be deployed to students in the event of a remote instruction situation is warranted. The IT Department along with cooperation from other District resources to include home-school coordinators, social workers, and counselors would work collaboratively to deliver the devices to the student's homes. Each building would have pick-up hours whereby families could pick up *Chromebooks* from their child's school. This procedure worked effectively during the COVID-19 pandemic. The district has added a question about home Internet connectivity to its enrollment form for new students so that hotspots can be provided.

2. How will devices be serviced and/or replaced?

The District has a hardware placement plan and allocates a line in the budget each year for annual hardware replacements. This ensures that students have fully functioning *Chromebooks* that are conducive to online learning. The IT department would be accessible and in contact with any parents or students that are having issues with their devices so that they can be repaired or replaced if needed. The IT department would provide assistance with *Chromebook* repair/troubleshooting. They would utilize an online "job ticket" system.

3. If not using computing devices, how will students participate in synchronous instruction?

The District realizes that some students may be unable to access instructional delivery via technology; therefore, students will be provided with instructional materials and would be able to contact teachers. The district will provide offline learning materials such as printed worksheets, textbooks, or instructional packets to students without Internet access. These materials will align with the synchronous instruction being delivered to other students and allow them to engage in learning activities offline. Delivery of these materials would be accomplished by home-school coordinators, social workers, and counselors.

4. How will the district communicate with families about the dissemination of computing devices?

The District utilizes *Parent Square* to communicate with the school community. This platform would be used to communicate with parents and guardians to arrange the pickup/delivery of the devices.

5. Is your plan consistent with the information provided by families in the Student Digital Resources data collection?

This plan is consistent with the information that has been provided by families in the Student Digital Resources data collection survey.

2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity. §155.17(c)(1)(xxi)(a)

1. How will the district determine the need for access to internet in students' places of residence?

In March 2020, prior to the COVID-19 emergency closure, the district surveyed all students in grades 3-12 to determine who had high-speed, reliable internet access at home. Approximately 91% of the students responded that they did have internet access. The district has added a question about home Internet connectivity to its enrollment form for new students so that hotspots can be provided.

2. How will the district ensure that all students have access to the Internet?

By May of 2020 (during the COVID-19 pandemic), the district had provided every student K-12 with a device, and offered hotspots to any family and/or staff member in need. Many families and staff live in areas where the internet is still not available, so this was critical to the implementation of online learning. Any family or staff member who has a need for Internet access may contact their building's principal any time throughout the school year.

3. How will the district work with community organizations and local public spaces to ensure students have access to Wi-Fi access points?

The District has several close ties with our community partners. Entities such as the Flower Memorial Library offer free Wi-Fi for the general public, and the District will utilize *ParentSquare* to communicate Wi-Fi locations to our families.

4. Is your plan consistent with the information provided by families in the Student Digital Resources data collection?

This plan is consistent with the information that has been provided by families in the Student Digital Resources data collection survey.

3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction.
§155.17(c)(1)(xxi)(b)

1. How will the district ensure that school staff has the necessary tools, including device and Wi-Fi, to deliver emergency remote instruction from their places of residence?

Teachers will log on to *Zoom* from home each day with a District-provided *Chromebook*. If home Internet connectivity is lacking, the staff member will complete a job ticket through the IT Helpdesk, and they can coordinate with the IT department to arrange for a WiFi hotspot.

2. What portion of the school day will be spent on synchronous instruction?

On Monday, Tuesday, Thursday and Friday, K-12 instruction will be synchronous, and teachers will follow their regular class schedules. For K-12 classes, teachers and students should open *Zoom* at start of day and follow their regular schedule (direct instruction, work time, and breaks should occur as normal). 7-12 teachers should initiate instruction, following their regular period schedule. Teachers should turn off video and sound during lunch and planning times. In the event of a teacher absence, instead of daily substitute plans, the teacher is to cancel *Zoom* meetings for that day and post “substitute lessons or materials” for students. Teachers will be encouraged that one direct instruction lesson for each subject/course be recorded daily and posted for students unable to attend the live *Zoom* session. Students in grades K-6 will check in for the purpose of attendance using *ParentSquare*. Students in grades 7-12 should complete an ungraded daily check-in in their *Google Classrooms* from which attendance will be noted. Ideally, teachers may have students complete this as a bell ringer each time they log in to class. Students will not be penalized for not attending *Zoom* classes as scheduled, provided they complete the classwork as assigned and meet performance expectations.

3. What portion of the school day will be spent on asynchronous instruction?

Wednesdays will serve as virtual posting days and as such, asynchronous (as they did during the COVID-19 pandemic), and time for individual student support/office hours. Assignments will be posted weekly on Wednesdays. Students are to work through assignments as direct instruction is provided through the week. The due date for all assignments, other than long-term essays and projects, quizzes and tests (which are due as directed by the teacher), is the following Tuesday evening.

4. How will instruction be personalized to support students individualized needs, including supporting ELL/ML students?

Instructional practice will mirror what occurs in the classroom. Teachers will follow the same instructional model as outlined above with small group, push-in, and pull-out instruction being implemented via *Zoom*.

5. What training is provided to teachers in order to help adapt their instruction to the district expectations?

The Watertown City School District has five instructional coaches and two technology

integration specialist who provide professional development to our K-12 teachers. These individuals provided whole-group and individualized instruction to teachers during the COVID-19 pandemic. Additionally, and also during the COVID-19 pandemic, hundreds of “Empower Hour” sessions were held in areas ranging from online instructional practice to effective communication with families during remote instruction. These trainings were facilitated by the coaches, specialists, and several District teachers. These practices would continue in the event of an emergency closure.

4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.
§155.17(c)(1)(xxi)(c)

How will the district determine which students for whom remote instruction via digital technology is not appropriate?

In March 2020, prior to the COVID-19 emergency closure, the district surveyed all students in grades 3-12 to determine who had high-speed, reliable internet access at home. Approximately 91% of the students responded that they did have internet access. The district has added a question about home Internet connectivity to its enrollment form for new students so that hotspots can be provided.

How will the district provide synchronous instruction for those students for whom remote instruction by digital technology is not appropriate?

The district will provide offline learning materials such as printed worksheets, textbooks, or instructional packets to students without Internet access. These materials will align with the synchronous instruction being delivered to other students and allow them to engage in learning activities offline. Delivery of these materials would be accomplished by home-school coordinators, social workers, and counselors.

How will the district provide synchronous instruction for those students who do not have adequate internet access?

By May of 2020 (during the COVID-19 pandemic), the district had provided every student K-12 with a device and offered hotspots to any family and/or staff member in need. Many families and staff live in areas where the internet is still not available, so this was critical to the implementation of online learning. Any family or staff member who has a need for internet access may contact their building’s principal any time throughout the school year.

5. A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education.

§155.17(c)(1)(xxi)(d)

How will the district ensure that special education and related services will be provided remotely?

Special education students will receive a free and appropriate education as far as they will receive instruction five days per week under the auspices of all procedures and protocols

inherent in this plan. Special education staff will be assigned to students to provide instruction to students per their IEPs, via virtual means. Special education services for students with disabilities will include synchronous instruction and explicit expectations for greater consistency.

How has the district coordinated with special education teachers, support staff, and service providers in the district to ensure that each student with an IEP is receiving the same quality of services that would occur in an in-person environment?

Special education teachers will collaborate with general education teachers to adapt and modify instruction to meet the needs of students with disabilities. Co-teaching models will be implemented remotely, with special education teachers and general education teachers working together to provide inclusive instruction and support for students. Services such as speech therapy, occupational therapy, physical therapy, and counseling will be provided via *Zoom*.

Teachers and staff will communicate regularly via virtual meetings, telephone, and email to ensure that all instructional staff are aligned in their approach to providing services remotely. By fostering effective communication, providing targeted professional development, and implementing individualized educational plans, the District will support special education teachers, support staff, and service providers in delivering high-quality services to students with IEPs in a remote environment. Special education service providers, support staff, and teachers will follow their daily schedule as closely as possible. Teacher assistants and teacher aides will have access to the classroom teachers via *Zoom* in order to follow their schedule in order to provide support to students. Break-out rooms will be utilized to provide one-on-one or small group support when necessary.

6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.

The district will claim the normal day of instruction on remote learning days for students in grades K-12 (six hours).

**APPENDIX
SRO CONTRACT**

SCHOOL RESOURCE OFFICER AGREEMENT

THIS AGREEMENT, made and entered into this 20 day of August 2024, by and between the Watertown City School District ("District"), and the City of Watertown ("City").

WITNESSETH:

WHEREAS the City possesses authority over the Watertown Police Department, which has been created as a department and agency of city government by Charter; and

WHEREAS it is the intent and desire of the City and District to provide for the services of a School Resource Officer ("SRO") as set forth herein,

NOW THEREFORE in consideration of the foregoing and the mutual agreements as set forth herein below, IT IS HEREBY AGREED by and between the District and the City as follows:

ARTICLE I

Term

It is the intent and provision of this Agreement to provide for the services of an SRO with such services to be rendered at such District school sites as more fully described herein below for a term commencing on July 1, 2024, and expiring one (1) year on June 30, 2025. It is expressly agreed and understood that the District and the City shall not be bound hereby beyond the foregoing one (1) year term.

ARTICLE II

Rights And Duties of The City

The City shall provide an SRO and SRO services as follows:

(A) Training

The SRO shall be a sworn law enforcement officer. Prior to the assignment of a person to serve as an SRO, the City shall certify in writing to the Superintendent of the District that such person has had specialized training to work with youth at a school site. Such training may consist of university course work for potential SRO candidates, law enforcement course work addressing working with youth at a school site, professional training in such areas, or training and experience in connection with other recognized school/youth law enforcement programs (e.g., D.A.R.E.).

(B) Assignment of the SRO

(1) The City shall assign one (1) regularly employed police officer to serve as SRO who shall serve at Watertown High School, Case Middle School and Wiley School, pursuant to a schedule to be determined in conjunction with the principals of such schools, the Superintendent of the District,

the City Manager of the City of Watertown, and the Chief of Police of the City. In addition, the SRO shall perform services on an as-needed basis in the Watertown School District's elementary schools (Knickerbocker, North, Ohio, Sherman, Starbuck), and the schedule to be devised will allow for such.

(2) The SRO shall report directly to the Administration Sergeant within the Watertown Police Department, who, as the SRO's immediate supervisor, will work with the school administration of the District in providing for the rendition of SRO services as outlined herein.

(3) In addition to the SRO, Watertown High School, Case Middle School and Wiley School will each have a School Safety Officer (SSO). The SSOs are District employees and are not supervised by the SRO. However, the SRO and SSOs should communicate throughout each workday to facilitate school safety and security. Since the SRO is an active police officer, and is employed by the jurisdiction in which the District is located, the SSOs should take direction from the SRO during ongoing incidents and emergencies.

(4) In the event the assigned SRO is absent, the City may provide a road patrol officer with SRO training to fulfill the duties of the SRO during his/her absence, as long as the platoon can still cover the six primary city zones.

(C) Regular Duty Hours of the SRO

(1) The SRO shall perform a regular workweek of hours with such hours and pay to be based on duties and pay equivalent to a regular police officer employed by the City. It is agreed and understood that pursuant to clause (D) (11) below, the SRO will from time to time be expected to attend meetings of parents/faculty and school functions on request of a principal and/or Superintendent.

(D) Primary Duties of SRO

(1) The main duty for the SRO shall be the safety and security of the Watertown High School campus, with his/her assigned schools being Watertown High School, Case Middle School and Wiley School. Assistance at the other elementary schools will be provided by the SRO when/if available or WPD road patrol will be called.

(2) The SRO shall be present on campus and be visible in an active effort to deter potential issues in their assigned schools.

(3) The SRO shall actively engage with students and staff to help develop a positive rapport in their assigned schools.

(4) The principal, school administration, school SSOs or other staff of the District may advise the SRO of incidents or activities possibly giving rise to criminal or juvenile violations and the SRO shall then determine whether law enforcement action is appropriate with respect to those activities

occurring on school property or at school sponsored functions. SROs shall also advise the SSO and District of incidents or activities possibly giving rise to criminal or juvenile violations.

(5) The SRO shall assist school principals in developing plans and strategies to prevent and/or minimize dangerous situations which may occur on the school property or during school sponsored events.

(6) The SRO may conduct investigations relating to any crime related to the students in the schools that the SRO is assigned.

(7) Should it become necessary to conduct formal police interviews with students, the SRO shall adhere to District Policy, Watertown Police Department Policy, New York State law, and other legal requirements with regard to such interviews.

(8) The SRO may, by way of the exercise of his/her discretion as a sworn police officer, take law enforcement action as required. As soon as practical, the SRO shall, in writing, make the principal of the school aware of such action. At the principal's request, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so under authority of law. Whenever practical, the SRO shall advise the principal before requesting additional police assistance on campus.

(9) The SRO shall not act as a school disciplinarian, as disciplining students is a school responsibility. It is agreed and understood that the principal and appropriate school staff shall be responsible for investigating and determining, in their discretion, whether a student has violated school and/or District disciplinary codes or standards and the appropriate administrative action to take. However, this shall not be construed to prevent the SRO from sharing information with school administration/staff, which may aid in the determination of whether a disciplinary offense occurred. Upon assignment, the SRO will be provided with copies of District disciplinary policies and codes and the discipline codes of each school. The SRO shall become familiar with district/school disciplinary codes and standards and will meet at least annually with the Superintendent and each principal for the purpose of reviewing applicable disciplinary standards.

(10) The SRO shall give assistance to law enforcement officers in matters regarding their school assignment, whenever necessary.

(11) The SRO shall make themselves available for conferences with students, parents, and faculty members to assist with problems of law enforcement or of a crime prevention nature.

(12) The SRO shall become familiar with all community agencies offering assistance to youths and their families such as mental health clinics, drug treatment centers, etc. The SRO shall make referrals to such agencies, when necessary, thereby acting as a resource person to the students, faculty, and staff of the school. The SRO shall notify the principal in writing if a referral has been made.

(13) The SRO shall supervise the execution of the mandated New York State practice lockdowns with the eight (8) District schools as well as the two parochial schools (IHC and Faith Fellowship School). Currently, four (4) practice lockdowns per school are mandated each school year, thus a total of 40 practice lockdowns need to be completed.

(14) The SRO shall conduct a daily morning traffic detail – at 7:00 a.m. in front of the high school in marked patrol vehicle with emergency lights activated for traffic detail until 7:30 a.m. for the first two weeks of September and as needed thereafter as determined by the School District's principal.

(15) The SRO shall conduct a daily afternoon campus patrol detail. The detail will commence at the time of the Watertown High School dismissal and will continue until at least 2:45 p.m. The SRO will patrol the area of the school campus as well as neighboring streets in an effort to deter fights and any other issues that could potentially arise.

- (16) The SRO shall participate in and/or attend the following school functions:
- All varsity home football games
 - All Dances (homecoming/winter dance/prom)
 - With the option to do basketball, soccer, and lacrosse games at the request of the school. If the SRO is not available, they will be responsible for notifying an on-duty WPD supervisor, so that a replacement may be assigned. If this occurs, the District will be responsible for reimbursing the City of Watertown for the actual cost of that officer's coverage, whether regular pay or overtime pay.

(17) Every other year, the SRO shall coordinate and conduct a large-scale safety presentation in the spring that specifically targets the Junior and Senior class with regards to prom and graduation – ex: Mock DWI Crash Simulation.

(18) The SRO shall be a safety officer on the school safety team/safety committee and attend all school safety meetings throughout the school year.

(19) The SRO shall attend school safety training classes/seminars throughout the school year as requested by the Watertown Police Department and/or the District Superintendent.

(20) The SRO is encouraged to become an active member of outside organizations directly related to school, such as the Youth Court of Jefferson County.

(21) The SRO shall keep a daily log on the SRO office computer that documents daily activity and will submit monthly reports to the WPD Administration Sergeant.

(22) The SRO shall attend Superintendent hearings at the District Office at the request of a principal and/or Superintendent.

- (23) The SRO shall assist with:
- Off campus School-related complaints, with WPD on-duty supervisor authorization.

- After hours school-related emergency complaints, with on-duty supervisor authorization.
- Home visits
- Truancy issues
- Lunchroom duties
- Multiple daily walkthroughs throughout the buildings

(E) Secondary Duties of the SRO.

(1) The SRO shall work in conjunction with principals of the aforementioned schools and certified instructors to assist in the delivery of instruction in a variety of subject areas, including but not limited to, police and their role in society; law; juvenile and adult criminal justice systems; career opportunities in law enforcement; drug education; gang resistance education and training; teens, crime and community; conflict resolution; and other classes as permitted by scheduling and as determined to be appropriate by respective principals and school staffs.

(2) The SRO shall coordinate his or her instructional activities with principals and staff members so as to allow for the orderly educational process within the respective schools served.

(3) The SRO shall develop expertise in presenting various subjects to the students. Such subjects shall include basic understanding of laws, the role of the police officer, and the police mission.

(4) The SRO shall encourage individual and small group discussions with students based upon material presented in class to further establish rapport with students.

ARTICLE III
Rights and Duties of the District

(A) The District shall schedule the mandated New York State practice lockdowns.

(B) The District shall provide the full-time SRO the following materials and facilities deemed necessary to the performance of the SRO's duties with the Watertown City School District to be considered the SRO's base school and the office facilities as outlined below to be provided at such school:

- (1) Access to a properly lit private office which shall contain a telephone which may be used for general business purposes.
- (2) A location for files and records which can be properly locked and secured.
- (3) A desk with drawers, a desk chair, two office chairs, a worktable, filing cabinet, and office supplies.
- (4) Access to a computer.
- (5) Cell phone service.

- (6) A complete copy of the District's policy manual concerning students.

ARTICLE IV
Financing of the SRO program

The District shall pay the City \$640 per day (8 hours) per SRO for the duties agreed to in this contract. Services will be billed at a rate of \$80.00 per hour per SRO for any partial days or extra services provided outside of a normal school day such as athletic events. The City will bill the District monthly for services provided.

ARTICLE V
Employment status of the SRO

The SRO shall be an employee of the Watertown Police Department and shall not be an employee of the District. The District and the City acknowledge that the SRO shall remain responsive to the chain of command of the Watertown Police Department.

ARTICLE VI
Appointment of SRO

(A) The City Manager shall assign officers who are qualified to be an SRO. An Interview Committee composed of the Superintendent, the Director of Personnel for the District, two (2) principals appointed by the Superintendent, and the Chief of Police will interview any candidate or candidates when practical.

(B) SRO applicants must meet the following requirements:

- (1) The applicant must be a volunteer for the position of SRO.
- (2) The applicant must be a full-time, certified, and sworn police officer with a minimum of three (3) years law enforcement experience.
- (3) Applicants must have training as outlined in Article II (A), above.

(C) Among additional criteria for consideration by the SRO Interview Committee are job knowledge, experience, training, education, appearance, attitude, communications skill, and bearing.

(D) The names of any applicants receiving a favorable recommendation from the SRO Interview Committee (which recommendation shall follow only upon a majority vote of the Interview Committee), shall be forwarded to the City Manager, who shall appoint officers from the list of those recommended.

ARTICLE VII
Dismissal of SRO/Replacement

(A) In the event a principal of a school to which an SRO is assigned feels that the SRO is not effectively performing his or her duties and responsibilities, the principal shall recommend to the

Superintendent or designee that the SRO assignment in the program be reviewed and shall state the reasons therefore in writing. Within five (5) working days of receiving the recommendation from the principal, the Superintendent or his/her designee shall advise the City Manager or his/her designee of the principal's request. In the event the Superintendent feels the SRO is not performing his or her duties effectively, the Superintendent shall so advise the City Manager. If the City Manager so desires, the Superintendent and Chief of Police, or their designees, shall meet with the SRO to mediate or resolve any problems which may exist. At such meeting, specified members of the staff of the school to which the SRO is assigned may be required to be present. If, within the five (5) working days referenced above, the problem cannot be resolved or mediated or in the event mediation is not sought by the Chief of Police, then the SRO shall be removed from the program at the school and a replacement shall be obtained following the process set out in Article VI.

(B) The City Manager or Chief of Police may reassign an SRO based upon Police Department Rules, Regulations, and/or General Orders and when it is in the best interest of the citizens of the City of Watertown.

(C) In the event of the resignation, dismissal, or reassignment of an SRO, the City Manager shall provide a temporary replacement for the SRO within thirty (30) calendar days of receiving written notice of such absence, dismissal, resignation, or reassignment, unless there are no eligible (trained) candidates available.

As soon as practicable, the Interview Committee following the process set out in Article VI shall recommend a permanent replacement for the SRO position. Provided however, that any temporary replacement shall have the required training and qualifications as outlined in Article II(A) and Article VI(B), above.

ARTICLE VIII **Termination of Agreement**

This Agreement may be terminated by either party upon thirty (30) days written notice that any party has failed to substantially perform in accordance with the terms and conditions of this Agreement. This Agreement may also be terminated without cause by either party upon sixty (60) days written notice. Termination of this Agreement may only be accomplished as provided herein.

ARTICLE IX **Notices**

Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid and addressed as follows:

Superintendent of Schools
Watertown City School District
District Offices
1351 Washington Street
Watertown, NY 13601

City Manager
City of Watertown
245 Washington Street, Suite 302
Watertown, NY 13601

ARTICLE X
Good Faith

The School Board, the City Manager, their agents, and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent and the City Manager, or their designees.

ARTICLE XI
Modification

This document constitutes the full understanding of the parties and no terms, conditions, understandings, or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by the parties.

ARTICLE XII
Non-Assignment

This Agreement, and each and every covenant herein, shall not be capable of assignment, unless the express written consent of the District's School Board and City Council is obtained.

ARTICLE XIII
Merger

This Agreement constitutes a final written expression of all the terms of this Agreement and is a complete and exclusive statement of those terms.

ARTICLE XIV
Severability

The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.

IN WITNESS WHEREOF, the parties have caused duplicate originals of this Agreement to be signed by their duly authorized officers.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the day and year first set forth above.

City of Watertown

By: [Signature]
Eric Wagenaar, City Manager

Watertown City School District

By: [Signature]
Dr. Larry C. Schmiegel, Superintendent of Schools

ACKNOWLEDGEMENTS

STATE OF NEW YORK)
) ss:
COUNTY OF JEFFERSON)

On this 29th day of August, 2024, before me personally came Hennicus F. Wagenaar, who being by me duly sworn, did depose and say that he is City Manager of the City of Watertown, the City described herein, and which executed the foregoing instrument; and that he signed his name thereto by order of said City Council.

[Signature]
Notary Public
ERICA J. ANDERSON
Notary Public, State of New York
Chenango County No. 01AN5036839
My Commission Expires Dec. 12, 2026

STATE OF NEW YORK)
) ss:
COUNTY OF JEFFERSON)

On this 20th day of August, 2024, before me personally came Dr. Larry C. Schmiegel, who being by me duly sworn, did depose and say that he resides in Watertown, New York; that he is Superintendent of Schools, for the Watertown City School District, the District described herein, and which executed the foregoing instrument; and that he signed his name thereto by order of said School Board of the Watertown City School District.

MICHELLE R. GRAVELLE
Notary Public - State of New York
No. 01GR6408685
Qualified in Jefferson County
My Commission Expires 09/08/2028

[Signature]
Notary Public

**APPENDIX
SSO CONTRACT**

EMPLOYMENT AGREEMENT - SCHOOL SAFETY OFFICER

It is hereby agreed by and between the Board of Education of the **Watertown City School District**, with offices located at 1351 Washington Street, Watertown, NY 13601 (hereinafter referred to as the “**School District**”) and Matthew P. Flynn residing at 17363 Cook Road, Watertown, NY 13601 (hereafter referred to as the “**SSO**”) that said School District, in accordance with its action found in the minutes of the meeting held on the 4th day of June, 2024, does hereby appoint and employ SSO as School Safety Officer with the following conditions outlined below becoming part of this Agreement and pursuant to the New York State Civil Service Law.

RECITALS

WHEREAS, the School District wishes to employ a School Safety Officer to promote the goal of ensuring a caring, safe, respectful, and orderly learning environment in its schools; and

WHEREAS, the SSO has the requisite experience and abilities, and is willing to perform all of the services and duties pertinent to the position of School Safety Officer within the School District; and

WHEREAS, the Parties desire to enter into a written agreement (the “**Agreement**”) which will cover the salary, benefits, terms and scope of duties, and conditions of employment for the School Safety Officer position;

NOW, THEREFORE, in consideration of the mutual promises herein contained, the parties agree as follows:

1. Term and Termination

The Term of this Agreement shall be July 1, 2024 to June 30, 2025. This Agreement may be terminated at any time by the School District upon the giving of thirty (30) days’ written notice to SSO, with or without cause. In the event this Agreement is terminated, compensation will be paid to SSO as of the date of termination, and the School District shall have no additional obligation to SSO.

2. Nature of Employment

SSO shall be an employee of the School District. SSO’s employment shall be subject to any restrictions and limitations put in place by the retirement system of which he is a member, and/or any waiver of such restrictions or limitations obtained pursuant to Sections 211 and 212 of the New York State Retirement and Social Security Law. SSO shall generally work in the School District’s schools during the regular school day between the

hours of 7:15 a.m. and 3:45 p.m. on all days school is in session. SSO may also be requested to work at District events that take place outside of normal school hours, as needed. Any deviation from this schedule shall be agreed to in writing by the Parties. SSO shall be employed as a School Safety Officer in the School District for no more than forty (40) hours per week.

3. Benefits and Salary

The salary and benefits provided by the School District to SSO, including the standard and overtime hourly rate of pay, shall be defined in the “Schedule of Salary and Benefits” attached hereto as “Addendum “A.”

4. Work Activities and Duties of the School Safety Officer

- a. Protect the school’s safe environment and maintain an atmosphere where students, teachers and staff feel safe enough to learn. Such duties are as follows:
 - i. Maintain order and compliance with the Watertown City School District’s Code of Conduct, policies, procedures, rules, and regulations.
 - ii. Monitor school stakeholder activities (in and around the assigned building(s)). For example, monitor drop-off, pick-up, and other activities to ensure the highest levels of safety and security.
 - iii. Patrol school building and grounds to observe, report, and respond to suspicious and/or dangerous behaviors or activities.
 - iv. Attend all Health and Wellness meetings, Safety meetings, and building(s) faculty meetings and share a report (if applicable) with the committee members in attendance.
 - v. Prevent any unauthorized individuals from entering school grounds.
 - vi. Supervise extracurricular events and contests as deemed necessary by the Watertown City School District Superintendent of Schools and/or their designee.
 - vii. Coordinate and assist with all building(s) safety drills (evacuations, lockdown drills, shelter-in-place, lockout, etc.).
 - viii. Monitor the building surveillance system(s).
 - ix. Assist with safety trainings within the school community (visit classrooms, present at staff meetings and parent meetings, and communicate with administration on current safety and security best

practices.

- x. Maintain a visible presence throughout the school community.
- xi. Collaborate with community agencies to ensure that highest levels of safety and security.
- xii. Serve as a liaison with law enforcement agencies.
- xiii. The School Safety Officer shall undertake any additional duties and responsibilities as deemed necessary and appropriate by the Superintendent.
- xiv. The School Safety Officer shall not enforce school rules or policies or act as a school disciplinarian. Matters of school discipline shall be referred to the appropriate building principal.
- xv. The School Safety Officer shall not detain or question students about their immigration status.
- xvi. All of the obligations of the School Safety Officer as required under this Agreement shall be met without discriminating on the basis of race, color, sex, national origin, language status, disability, religion, sexual orientation, or membership in any other protected class.

5. Compliance with Law and Access to Records

Notwithstanding any other provision of this Agreement, the School Safety Officer shall comply with all applicable federal, state and local laws, rules and regulations, including, without limitation, those relating to the confidentiality of student records; and shall comply with all applicable District policies, rules and regulations.

6. Firearm on School Grounds

Subject to approval by the Board of Education, the School Safety Officer is authorized to possess and carry a firearm on school grounds, pursuant to the performance of his duties and responsibilities under this Agreement so long as the SSO is duly licensed to possess such firearm and is acting in his capacity as SSO. Notwithstanding the foregoing, should any changes or variations in law prohibit the SSO from maintaining possession of a firearm on school grounds, this section shall become null and void. This authorization shall be in effect for the duration of SSO's employment by the School District as a School Safety Officer. This authorization may be revoked by the School District at any time without cause or notice to SSO.

7. Modification

This document constitutes the full understanding of the Parties and no terms, conditions, understandings or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by both parties.

8. Non-Assignment

Neither Party shall assign or transfer this Agreement to any other person or corporation without the previous consent, in writing, of the other Party.

9. Severability

In the event any provision of this Agreement shall be or become invalid under any provision of federal, state or local law, such invalidity shall not affect the validity or enforceability of any other provision hereof.

10. Non-Appropriation

Should funds become unavailable or should appropriate governing bodies fail to approve sufficient funds for completion of the services or programs set forth in this Agreement, SSO shall have the option to immediately terminate this Agreement upon providing written notice to the School District. In such event, the School District shall be under no further obligation to SSO other than payment for cost actually incurred prior to termination and in no event will the School District be responsible for any actual or consequential damages as a result of termination.

11. Restraints

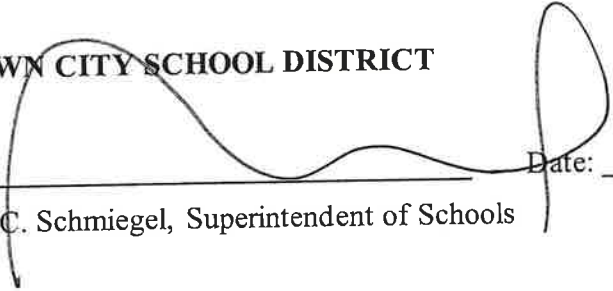
The SSO shall comply with all applicable laws, regulations, and School District policies regarding corporal punishment of students and the use of physical restraints on students. Corporal punishment, meaning any act of physical force upon a student for the purpose of punishing that student, shall be prohibited. Physical restraint shall only be used in a situation in which immediate intervention involving the use of reasonable physical force is necessary to prevent imminent danger of serious physical harm to the student or others. The use of a prone restraint, meaning a physical or mechanical restraint while the student is in the face down position, is strictly prohibited. Physical restraint must be discontinued as soon as imminent danger of serious physical injury is over and may not be used in a manner that restricts students ability to breathe or communicate or harms the student.

12. Entire Contract and Incorporation

This Agreement constitutes the entire agreement of the Parties hereto and all previous communications between the Parties, whether written or oral, with reference to the matter of this Agreement, are hereby superseded.

The Parties' consent to this Agreement is indicated by their signatures below.

WATERTOWN CITY SCHOOL DISTRICT

By:  Date: 6/4/2024
Dr. Larry C. Schmiegel, Superintendent of Schools

SCHOOL SAFETY OFFICER

By:  Date: 06/04/2024
Matthew P. Flynn

ADDENDUM A

SCHEDULE OF SALARY AND BENEFITS

1. Compensation: 2024-2025 - \$55,000 (the rate of pay for any work outside of the SSO's regular workday as requested by the Superintendent and/or their designee, is \$31.25 per hour)

2. Health Insurance: The Watertown City School District will pay a dollar amount equal to 85% of the employee's health insurance premium, either single or family coverage, and the Employee shall pay a dollar amount equal to 15%. The Employee's share will be deducted from the Employee's paycheck in even amounts throughout the school year. Beginning July 1, 2024, the Board of Education may increase the Employee's share of the contribution towards health insurance premiums from year to year upon 60-days' notice to such Employee prior to any change, provided that the maximum increase in any one year does not exceed 2%.

- a) IRS 125 Plan: Where the School District has implemented an IRS 125 plan for other district employees to utilized in paying their share of the cost of health insurance premiums with pretax dollars, Matthew Flynn shall have the right to participate in that IRS 125 cafeteria plan.
- b) Health Insurance Upon Retirement: The Board shall provide Matthew Flynn with the District's health plan in retirement based upon Matthew Flynn's years of service from his date of initial employment as SSO. Matthew Flynn shall therefore be entitled to health insurance in retirement as follows:

- i. Health Insurance in Retirement extends to the Employee and their spouse until such time as the Employee passes, the spouse shall have no independent right to health insurance and will have no right of survivorship therein;
- ii. The Employee must be actively employed by the District at the time of retirement and enrolled in the District's health plan at the time of retirement. The Employee's contribution towards premiums shall be based on the below chart:

Years of Service In District	Employee Premium Contribution	District Premium Contribution
5-9	75%	25%
10-18	50%	50%
19-24	25%	75%
25+	0%	100%

- iii. The Employee must provide proof of retirement with the NYS ERS Retirement System and must begin collecting undiminished benefits; and
 - iv. The District's contribution to any Medicare Part B premiums will be capped at the same District contribution rate to the Employee health care insurance in retirement and enumerated above, which contribution rate shall be applied to the standard Medicare Part B premium. The District will not contribute to any of the Employee's spouse Medicare Part B premiums.
- c) Dental Insurance: The District's total contribution towards individual coverage shall not exceed \$100; towards family coverage, the District's contribution shall not exceed \$200.

d) Sick Leave: Sick leave is accumulated at the rate of one day for each month of employment, to a maximum of two hundred (200) days.

- a. Should the Employee retire from the District with the New York State ERS and collect undiminished benefits, the District will contribute to the Employee's 403(b) account an amount outlined below for each unused sick day, up to two hundred (200) days:

ACCUMULATED DAYS	RATE/DAY
0 -100	\$10.00
101 -150	\$25.00
151 -200	\$55.00

Maximum benefit for the employee unused sick leave at the time of retirement up to a maximum of \$5,000.

e) Personal Days (necessary leave): Employee shall be entitled to three (3) Personal Days per year. Unused Personal Days may accumulate from year to year up to a maximum of six (6) days. No more than two consecutive workdays may be used by the Employee for personal leave purposes unless the Employee has sought and received the express approval of the Superintendent of Schools. For requests of more than two days the Superintendent may request the reason for the absence.

- i. No reason or excuse for use of a personal leave day is required, but reasonable notice shall be given by the Employee to the Superintendent of Schools prior to use of the personal leave day. Personal days are not to be used to extend a vacation or holiday period.
- ii. If at the beginning of the school year, the additional two (2) days granted exceed the maximum of six (6) days that can be accumulated, then the excess of these days will be credited to the Employee's sick leave accumulation.

f) Family Illness Leave: Employee is entitled to six (6) days per year for illness in the immediate family subject to the following:

- a. Immediate family is defined as: mother, father, daughter, son, sister, brother, spouse, grandchild, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, and significant other, or relative or significant other living in the same household.
- b. When an employee is absent for three (3) or more consecutive workdays for family illness, the District may request a doctor's statement certifying as to the person who is ill and the nature of the illness.
- c. Days allowed for family illness do not accumulate from year to year.
- d. Any family illness leave days taken beyond six (6) days in a school year shall be deducted from the Employee's accumulated sick leave. The Employee must have accumulated sick leave days to draw from in order to take more than six (6) family illness leave days in a year.

- e. In cases of relatives other than the above or if the Employee requires more than the six (6) family illness days available, the Employee shall submit for approval to the Superintendent of Schools or his/her designee by providing written justification as to the closeness of the relationship or justification for the use of additional personal accumulated sick days for the family illness, as the case may be. In these instances, it is understood that there is no requirement to grant additional family sick leave days and that the District will consider such requests on a case-by-case basis.
- g) Bereavement Leave: Employee is entitled to Bereavement Leave, for death in the immediate family, subject to the following:
 - i. Immediate family is defined as the Employee's mother, father, daughter, son, sister, brother, grandmother, grandfather, grandchild, spouse, or relative living in the same household.
 - ii. Family is defined as aunt, uncle, mother-in-law, father-in-law, sister-in-law, or brother-in-law. Name and location of the services for the deceased must be disclosed to immediate supervisor at the time of request for such leave to be approved.
 - iii. In cases of relative other than the above, the Employee shall submit for approval to the Superintendent, written justification as to the closeness of relationship. In these instances, it is understood that there is no requirement to grant five (5) days of leave and that the District will consider other relations on a case-by-case basis, furthermore the District reserves the right to limit leave time to the day of the funeral only.
 - iv. Employee will be entitled to five (5) days absence for each death in the immediate family as defined in i above. Employee will be entitled to three (3) days absence for each death in the family as defined in ii above. Where bereavement leave is being requested, as provided in paragraph 3 above, the Employee must make a written request to the Superintendent of Schools.

In cases of a relative other than the above, or additional time is needed beyond detailed above, the Employee shall submit the request with written justification as to the closeness of the relationship to the Superintendent of Schools for approval. In these instances, it is understood there is no requirement to grant bereavement leave and the District will consider other relations on a case-by-case basis. Furthermore, the District reserves the right to limit leave time to the day of the funeral only.

- h) Work Year: The SSO shall work the regular ten-month school calendar and an additional twenty (20) days during the summer months.

**APPENDIX
SSO CONTRACT**

EMPLOYMENT AGREEMENT - SCHOOL SAFETY OFFICER

It is hereby agreed by and between the Board of Education of the **Watertown City School District**, with offices located at 1351 Washington Street, Watertown, NY 13601 (hereinafter referred to as the “**School District**”) and Paul M. Mendez residing at 6584 Montana Shores Road, Chaumont, NY 13622 (hereafter referred to as the “**SSO**”) that said School District, in accordance with its action found in the minutes of the meeting held on the 4th day of June, 2024, does hereby appoint and employ SSO as School Safety Officer with the following conditions outlined below becoming part of this Agreement and pursuant to the New York State Civil Service Law.

RECITALS

WHEREAS, the School District wishes to employ a School Safety Officer to promote the goal of ensuring a caring, safe, respectful, and orderly learning environment in its schools; and

WHEREAS, the SSO has the requisite experience and abilities, and is willing to perform all of the services and duties pertinent to the position of School Safety Officer within the School District; and

WHEREAS, the Parties desire to enter into a written agreement (the “Agreement”) which will cover the salary, benefits, terms and scope of duties, and conditions of employment for the School Safety Officer position;

NOW, THEREFORE, in consideration of the mutual promises herein contained, the parties agree as follows:

1. Term and Termination

The Term of this Agreement shall be July 1, 2024 to June 30, 2025. This Agreement may be terminated at any time by the School District upon the giving of thirty (30) days’ written notice to SSO, with or without cause. In the event this Agreement is terminated, compensation will be paid to SSO as of the date of termination, and the School District shall have no additional obligation to SSO.

2. Nature of Employment

SSO shall be an employee of the School District. SSO’s employment shall be subject to any restrictions and limitations put in place by the retirement system of which he is a member, and/or any waiver of such restrictions or limitations obtained pursuant to Sections 211 and 212 of the New York State Retirement and Social Security Law. SSO shall

generally work in the School District's schools during the regular school day between the hours of 7:15 a.m. and 3:45 p.m. on all days school is in session. SSO may also be requested to work at District events that take place outside of normal school hours, as needed. Any deviation from this schedule shall be agreed to in writing by the Parties. SSO shall be employed as a School Safety Officer in the School District for no more than forty (40) hours per week.

3. Benefits and Salary

The salary and benefits provided by the School District to SSO, including the standard and overtime hourly rate of pay, shall be defined in the "Schedule of Salary and Benefits" attached hereto as "Addendum "A."

4. Work Activities and Duties of the School Safety Officer

- a. Protect the school's safe environment and maintain an atmosphere where students, teachers and staff feel safe enough to learn. Such duties are as follows:
 - i. Maintain order and compliance with the Watertown City School District's Code of Conduct, policies, procedures, rules, and regulations.
 - ii. Monitor school stakeholder activities (in and around the assigned building(s)). For example, monitor drop-off, pick-up, and other activities to ensure the highest levels of safety and security.
 - iii. Patrol school building and grounds to observe, report, and respond to suspicious and/or dangerous behaviors or activities.
 - iv. Attend all Health and Wellness meetings, Safety meetings, and building(s) faculty meetings and share a report (if applicable) with the committee members in attendance.
 - v. Prevent any unauthorized individuals from entering school grounds.
 - vi. Supervise extracurricular events and contests as deemed necessary by the Watertown City School District Superintendent of Schools and/or their designee.
 - vii. Coordinate and assist with all building(s) safety drills (evacuations, lockdown drills, shelter-in-place, lockout, etc.).
 - viii. Monitor the building surveillance system(s).
 - ix. Assist with safety trainings within the school community (visit

classrooms, present at staff meetings and parent meetings, and communicate with administration on current safety and security best practices.

- x. Maintain a visible presence throughout the school community.
- xi. Collaborate with community agencies to ensure that highest levels of safety and security.
- xii. Serve as a liaison with law enforcement agencies.
- xiii. The School Safety Officer shall undertake any additional duties and responsibilities as deemed necessary and appropriate by the Superintendent.
- xiv. The School Safety Officer shall not enforce school rules or policies or act as a school disciplinarian. Matters of school discipline shall be referred to the appropriate building principal.
- xv. The School Safety Officer shall not detain or question students about their immigration status.
- xvi. All of the obligations of the School Safety Officer as required under this Agreement shall be met without discriminating on the basis of race, color, sex, national origin, language status, disability, religion, sexual orientation, or membership in any other protected class.

5. Compliance with Law and Access to Records

Notwithstanding any other provision of this Agreement, the School Safety Officer shall comply with all applicable federal, state and local laws, rules and regulations, including, without limitation, those relating to the confidentiality of student records; and shall comply with all applicable District policies, rules and regulations.

6. Firearm on School Grounds

Subject to approval by the Board of Education, the School Safety Officer is authorized to possess and carry a firearm on school grounds, pursuant to the performance of his duties and responsibilities under this Agreement so long as the SSO is duly licensed to possess such firearm and is acting in his capacity as SSO. Notwithstanding the foregoing, should any changes or variations in law prohibit the SSO from maintaining possession of a firearm on school grounds, this section shall become null and void. This authorization shall be in

effect for the duration of SSO's employment by the School District as a School Safety Officer. This authorization may be revoked by the School District at any time without cause or notice to SSO.

7. Modification

This document constitutes the full understanding of the Parties and no terms, conditions, understandings or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by both parties.

8. Non-Assignment

Neither Party shall assign or transfer this Agreement to any other person or corporation without the previous consent, in writing, of the other Party.

9. Severability

In the event any provision of this Agreement shall be or become invalid under any provision of federal, state or local law, such invalidity shall not affect the validity or enforceability of any other provision hereof.

10. Non-Appropriation

Should funds become unavailable or should appropriate governing bodies fail to approve sufficient funds for completion of the services or programs set forth in this Agreement, SSO shall have the option to immediately terminate this Agreement upon providing written notice to the School District. In such event, the School District shall be under no further obligation to SSO other than payment for cost actually incurred prior to termination and in no event will the School District be responsible for any actual or consequential damages as a result of termination.

11. Restraints

The SSO shall comply with all applicable laws, regulations, and School District policies regarding corporal punishment of students and the use of physical restraints on students. Corporal punishment, meaning any act of physical force upon a student for the purpose of punishing that student, shall be prohibited. Physical restraint shall only be used in a situation in which immediate intervention involving the use of reasonable physical force is necessary to prevent imminent danger of serious physical harm to the student or others. The use of a prone restraint, meaning a physical or mechanical restraint while the student is in the face down position, is strictly prohibited. Physical restraint must be discontinued

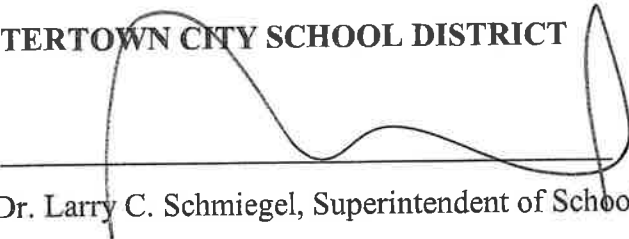
as soon as imminent danger of serious physical injury is over and may not be used in a manner that restricts students ability to breathe or communicate or harms the student.

12. Entire Contract and Incorporation

This Agreement constitutes the entire agreement of the Parties hereto and all previous communications between the Parties, whether written or oral, with reference to the matter of this Agreement, are hereby superseded.

The Parties' consent to this Agreement is indicated by their signatures below.

WATERTOWN CITY SCHOOL DISTRICT

By:  _____
Dr. Larry C. Schmiegel, Superintendent of Schools

Date: 06/17/2024

SCHOOL SAFETY OFFICER

By:  _____
Paul M. Mendez

Date: 06/17/2024

ADDENDUM A

SCHEDULE OF SALARY AND BENEFITS

1. **Compensation:** 2024-2025 - \$55,000 (the rate of pay for any work outside of the SSO’s regular workday as requested by the Superintendent and/or their designee, is \$31.25 per hour)
2. **Health Insurance:** The Watertown City School District will pay a dollar amount equal to 85% of the employee's health insurance premium, either single or family coverage, and the Employee shall pay a dollar amount equal to 15%. The Employee’s share will be deducted from the Employee's paycheck in even amounts throughout the school year. Beginning July 1, 2024, the Board of Education may increase the Employee's share of the contribution towards health insurance premiums from year to year upon 60-days' notice to such Employee prior to any change, provided that the maximum increase in any one year does not exceed 2%.

- a) **IRS 125 Plan:** Where the School District has implemented an IRS 125 plan for other district employees to utilized in paying their share of the cost of health insurance premiums with pretax dollars, Paul Mendez shall have the right to participate in that IRS 125 cafeteria plan.
- b) **Health Insurance Upon Retirement:** The Board shall provide Paul Mendez with the District’s health plan in retirement based upon Mendez’s years of service from his date of initial employment as SSO. Paul Mendez shall therefore be entitled to health insurance in retirement as follows:
 - i. Health Insurance in Retirement extends to the Employee and their spouse until such time as the Employee passes, the spouse shall have no independent right to health insurance and will have no right of survivorship therein;
 - ii. The Employee must be actively employed by the District at the time of retirement and enrolled in the District's health plan at the time of retirement. The Employee’s contribution towards premiums shall be based on the below chart:

Years of Service In District	Employee Premium Contribution	District Premium Contribution
5-9	75%	25%
10-18	50%	50%
19-24	25%	75%
25+	0%	100%

- iii. The Employee must provide proof of retirement with the NYS ERS Retirement System and must begin collecting undiminished benefits; and
- iv. The District’s contribution to any Medicare Part B premiums will be capped at the same District contribution rate to the Employee health care insurance

in retirement and enumerated above, which contribution rate shall be applied to the standard Medicare Part B premium. The District will not contribute to any of the Employee's spouse Medicare Part B premiums.

- c) Dental Insurance: The District's total contribution towards individual coverage shall not exceed \$100; towards family coverage, the District's contribution shall not exceed \$200.
- d) Sick Leave: Sick leave is accumulated at the rate of one day for each month of employment, to a maximum of two hundred (200) days.
 - a. Should the Employee retire from the District with the New York State ERS and collect undiminished benefits, the District will contribute to the Employee's 403(b) account an amount outlined below for each unused sick day, up to two hundred (200) days:

ACCUMULATED DAYS	RATE/DAY
0 -100	\$10.00
101 -150	\$25.00
151 -200	\$55.00

Maximum benefit for the employee unused sick leave at the time of retirement up to a maximum of \$5,000.

- e) Personal Days (necessary leave): Employee shall be entitled to three (3) Personal Days per year. Unused Personal Days may accumulate from year to year up to a maximum of six (6) days. No more than two consecutive workdays may be used by the Employee for personal leave purposes unless the Employee has sought and received the express approval of the Superintendent of Schools. For requests of more than two days the Superintendent may request the reason for the absence.
 - i. No reason or excuse for use of a personal leave day is required, but reasonable notice shall be given by the Employee to the Superintendent of Schools prior to use of the personal leave day. Personal days are not to be used to extend a vacation or holiday period.
 - ii. If at the beginning of the school year, the additional two (2) days granted exceed the maximum of six (6) days that can be accumulated, then the excess of these days will be credited to the Employee's sick leave accumulation.
- f) Family Illness Leave: Employee is entitled to six (6) days per year for illness in the immediate family subject to the following:
 - a. Immediate family is defined as: mother, father, daughter, son, sister, brother, spouse, grandchild, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, and significant other, or relative or significant other living in the same household.

- b. When an employee is absent for three (3) or more consecutive workdays for family illness, the District may request a doctor's statement certifying as to the person who is ill and the nature of the illness.
 - c. Days allowed for family illness do not accumulate from year to year.
 - d. Any family illness leave days taken beyond six (6) days in a school year shall be deducted from the Employee's accumulated sick leave. The Employee must have accumulated sick leave days to draw from in order to take more than six (6) family illness leave days in a year.
 - e. In cases of relatives other than the above or if the Employee requires more than the six (6) family illness days available, the Employee shall submit for approval to the Superintendent of Schools or his/her designee by providing written justification as to the closeness of the relationship or justification for the use of additional personal accumulated sick days for the family illness, as the case may be. In these instances, it is understood that there is no requirement to grant additional family sick leave days and that the District will consider such requests on a case-by-case basis.
- g) Bereavement Leave: Employee is entitled to Bereavement Leave, for death in the immediate family, subject to the following:
- i. Immediate family is defined as the Employee's mother, father, daughter, son, sister, brother, grandmother, grandfather, grandchild, spouse, or relative living in the same household.
 - ii. Family is defined as aunt, uncle, mother-in-law, father-in-law, sister-in-law, or brother-in-law. Name and location of the services for the deceased must be disclosed to immediate supervisor at the time of request for such leave to be approved.
 - iii. In cases of relative other than the above, the Employee shall submit for approval to the Superintendent, written justification as to the closeness of relationship. In these instances, it is understood that there is no requirement to grant five (5) days of leave and that the District will consider other relations on a case-by-case basis, furthermore the District reserves the right to limit leave time to the day of the funeral only.
 - iv. Employee will be entitled to five (5) days absence for each death in the immediate family as defined in i above. Employee will be entitled to three (3) days absence for each death in the family as defined in ii above. Where bereavement leave is being requested, as provided in paragraph 3 above, the Employee must make a written request to the Superintendent of Schools.

In cases of a relative other than the above, or additional time is needed beyond detailed above, the Employee shall submit the request with written justification as to the closeness of the relationship to the Superintendent of Schools for approval. In these instances, it is understood there is no

requirement to grant bereavement leave and the District will consider other relations on a case-by-case basis. Furthermore, the District reserves the right to limit leave time to the day of the funeral only.

- h) Work Year: The SSO shall work the regular ten-month school calendar and an additional twenty (20) days during the summer months.

**APPENDIX
SSO CONTRACT**

EMPLOYMENT AGREEMENT - SCHOOL SAFETY OFFICER

It is hereby agreed by and between the Board of Education of the **Watertown City School District**, with offices located at 1351 Washington Street, Watertown, NY 13601 (hereinafter referred to as the "**School District**") and Erika Derouin residing at 24954 Hinds Road, Watertown, NY 13601 (hereafter referred to as the "**SSO**") that said School District, in accordance with its action found in the minutes of the meeting held on the 2nd day of July, 2024, does hereby appoint and employ SSO as School Safety Officer with the following conditions outlined below becoming part of this Agreement and pursuant to the New York State Civil Service Law.

RECITALS

WHEREAS, the School District wishes to employ a School Safety Officer to promote the goal of ensuring a caring, safe, respectful, and orderly learning environment in its schools; and

WHEREAS, the SSO has the requisite experience and abilities, and is willing to perform all of the services and duties pertinent to the position of School Safety Officer within the School District; and

WHEREAS, the Parties desire to enter into a written agreement (the "Agreement") which will cover the salary, benefits, terms and scope of duties, and conditions of employment for the School Safety Officer position;

NOW, THEREFORE, in consideration of the mutual promises herein contained, the parties agree as follows:

1. Term and Termination

The Term of this Agreement shall be July 2, 2024 to June 30, 2025. This Agreement may be terminated at any time by the School District upon the giving of thirty (30) days' written notice to SSO, with or without cause. In the event this Agreement is terminated, compensation will be paid to SSO as of the date of termination, and the School District shall have no additional obligation to SSO.

2. Nature of Employment

SSO shall be an employee of the School District. SSO's employment shall be subject to any restrictions and limitations put in place by the retirement system of which he is a member, and/or any waiver of such restrictions or limitations obtained pursuant to Sections 211 and 212 of the New York State Retirement and Social Security Law. SSO shall

generally work in the School District's schools during the regular school day between the hours of 7 a.m. and 3:30 p.m. on all days school is in session. SSO may also be requested to work at District events that take place outside of normal school hours, as needed. Any deviation from this schedule shall be agreed to in writing by the Parties. SSO shall be employed as a School Safety Officer in the School District for no more than forty (40) hours per week.

3. Benefits and Salary

The salary and benefits provided by the School District to SSO, including the standard and overtime hourly rate of pay, shall be defined in the "Schedule of Salary and Benefits" attached hereto as "Addendum "A."

4. Work Activities and Duties of the School Safety Officer

- a. Protect the school's safe environment and maintain an atmosphere where students, teachers and staff feel safe enough to learn. Such duties are as follows:
 - i. Maintain order and compliance with the Watertown City School District's Code of Conduct, policies, procedures, rules, and regulations.
 - ii. Monitor school stakeholder activities (in and around the assigned building(s)). For example, monitor drop-off, pick-up, and other activities to ensure the highest levels of safety and security.
 - iii. Patrol school building and grounds to observe, report, and respond to suspicious and/or dangerous behaviors or activities.
 - iv. Attend all Health and Wellness meetings, Safety meetings, and building(s) faculty meetings and share a report (if applicable) with the committee members in attendance.
 - v. Prevent any unauthorized individuals from entering school grounds.
 - vi. Supervise extracurricular events and contests as deemed necessary by the Watertown City School District Superintendent of Schools and/or their designee.
 - vii. Coordinate and assist with all building(s) safety drills (evacuations, lockdown drills, shelter-in-place, lockout, etc.).
 - viii. Monitor the building surveillance system(s).
 - ix. Assist with safety trainings within the school community (visit

classrooms, present at staff meetings and parent meetings, and communicate with administration on current safety and security best practices.

- x. Maintain a visible presence throughout the school community.
- xi. Collaborate with community agencies to ensure that highest levels of safety and security.
- xii. Serve as a liaison with law enforcement agencies.
- xiii. The School Safety Officer shall undertake any additional duties and responsibilities as deemed necessary and appropriate by the Superintendent.
- xiv. The School Safety Officer shall not enforce school rules or policies or act as a school disciplinarian. Matters of school discipline shall be referred to the appropriate building principal.
- xv. The School Safety Officer shall not detain or question students about their immigration status.
- xvi. All of the obligations of the School Safety Officer as required under this Agreement shall be met without discriminating on the basis of race, color, sex, national origin, language status, disability, religion, sexual orientation, or membership in any other protected class.

5. Compliance with Law and Access to Records

Notwithstanding any other provision of this Agreement, the School Safety Officer shall comply with all applicable federal, state and local laws, rules and regulations, including, without limitation, those relating to the confidentiality of student records; and shall comply with all applicable District policies, rules and regulations.

6. Firearm on School Grounds

Subject to approval by the Board of Education, the School Safety Officer is authorized to possess and carry a firearm on school grounds, pursuant to the performance of their duties and responsibilities under this Agreement so long as the SSO is duly licensed and authorized by statute to possess such firearm and is acting in their capacity as SSO. Notwithstanding the foregoing, should any changes or variations in law prohibit the SSO from maintaining possession of a firearm on school grounds, this section shall become null

and void. This authorization shall be in effect for the duration of SSO's employment by the School District as a School Safety Officer. This authorization may be revoked by the School District at any time without cause or notice to SSO.

7. Modification

This document constitutes the full understanding of the Parties and no terms, conditions, understandings or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by both parties.

8. Non-Assignment

Neither Party shall assign or transfer this Agreement to any other person or corporation without the previous consent, in writing, of the other Party.

9. Severability

In the event any provision of this Agreement shall be or become invalid under any provision of federal, state or local law, such invalidity shall not affect the validity or enforceability of any other provision hereof.

10. Non-Appropriation

Should funds become unavailable or should appropriate governing bodies fail to approve sufficient funds for completion of the services or programs set forth in this Agreement, SSO shall have the option to immediately terminate this Agreement upon providing written notice to the School District. In such event, the School District shall be under no further obligation to SSO other than payment for cost actually incurred prior to termination and in no event will the School District be responsible for any actual or consequential damages as a result of termination.

11. Restraints

The SSO shall comply with all applicable laws, regulations, and School District policies regarding corporal punishment of students and the use of physical restraints on students. Corporal punishment, meaning any act of physical force upon a student for the purpose of punishing that student, shall be prohibited. Physical restraint shall only be used in a situation in which immediate intervention involving the use of reasonable physical force is necessary to prevent imminent danger of serious physical harm to the student or others. The use of a prone restraint, meaning a physical or mechanical restraint while the student is in the face down position, is strictly prohibited. Physical restraint must be discontinued

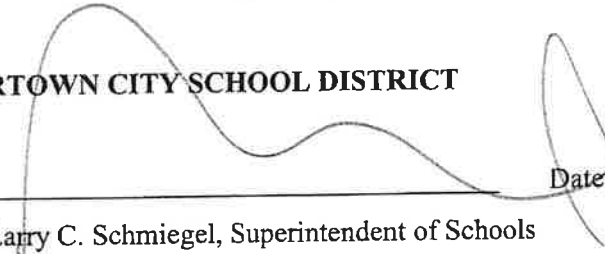
as soon as imminent danger of serious physical injury is over and may not be used in a manner that restricts students ability to breathe or communicate or harms the student.

12. Entire Contract and Incorporation

This Agreement constitutes the entire agreement of the Parties hereto and all previous communications between the Parties, whether written or oral, with reference to the matter of this Agreement, are hereby superseded.

The Parties' consent to this Agreement is indicated by their signatures below.

WATERTOWN CITY SCHOOL DISTRICT

By:  Date: 7/2/24

Dr. Larry C. Schmiegel, Superintendent of Schools

SCHOOL SAFETY OFFICER

By:  Date: 7/3/24

Erika Derouin

ADDENDUM A

SCHEDULE OF SALARY AND BENEFITS

1. Compensation: 2024-2025 - \$55,000 subject to proration for length of service during the 2024-2025 school year (the rate of pay for any work outside of the SSO's regular workday as requested by the Superintendent and/or their designee, is \$31.25 per hour)

2. Health Insurance: The Watertown City School District will pay a dollar amount equal to 85% of the employee's health insurance premium, either single or family coverage, and the Employee shall pay a dollar amount equal to 15%. The Employee's share will be deducted from the Employee's paycheck in even amounts throughout the school year. Beginning July 1, 2024, the Board of Education may increase the Employee's share of the contribution towards health insurance premiums from year to year upon 60-days' notice to such Employee prior to any change, provided that the maximum increase in any one year does not exceed 2%.

a) IRS 125 Plan: Where the School District has implemented an IRS 125 plan for other district employees to utilized in paying their share of the cost of health insurance premiums with pretax dollars, Erika Derouin shall have the right to participate in that IRS 125 cafeteria plan.

b) Health Insurance Upon Retirement: The Board shall provide Erika Derouin with the District's health plan in retirement based upon Erika Derouin's years of service from their date of initial employment as SSO. Erika Derouin shall therefore be entitled to health insurance in retirement as follows:

- i. Health Insurance in Retirement extends to the Employee and their spouse until such time as the Employee passes, the spouse shall have no independent right to health insurance and will have no right of survivorship therein;
- ii. The Employee must be actively employed by the District at the time of retirement and enrolled in the District's health plan at the time of retirement. The Employee's contribution towards premiums shall be based on the below chart:

Years of Service In District	Employee Premium Contribution	District Premium Contribution
5-9	75%	25%
10-18	50%	50%
19-24	25%	75%
25+	0%	100%

- iii. The Employee must provide proof of retirement with the NYS ERS Retirement System and must begin collecting undiminished benefits; and
- iv. The District's contribution to any Medicare Part B premiums will be capped

at the same District contribution rate to the Employee health care insurance in retirement and enumerated above, which contribution rate shall be applied to the standard Medicare Part B premium. The District will not contribute to any of the Employee's spouse Medicare Part B premiums.

- c) Dental Insurance: The District's total contribution towards individual coverage shall not exceed \$100; towards family coverage, the District's contribution shall not exceed \$200.
- d) Sick Leave: Sick leave is accumulated at the rate of one day for each month of employment, to a maximum of two hundred (200) days.

- a. Should the Employee retire from the District with the New York State ERS and collect undiminished benefits, the District will contribute to the Employee's 403(b) account an amount outlined below for each unused sick day, up to two hundred (200) days:

ACCUMULATED DAYS	RATE/DAY
0 -100	\$10.00
101 -150	\$25.00
151 -200	\$55.00

Maximum benefit for the employee unused sick leave at the time of retirement up to a maximum of \$5,000.

- e) Personal Days (necessary leave): Employee shall be entitled to three (3) Personal Days per year. Unused Personal Days may accumulate from year to year up to a maximum of six (6) days. No more than two consecutive workdays may be used by the Employee for personal leave purposes unless the Employee has sought and received the express approval of the Superintendent of Schools. For requests of more than two days the Superintendent may request the reason for the absence.
 - i. No reason or excuse for use of a personal leave day is required, but reasonable notice shall be given by the Employee to the Superintendent of Schools prior to use of the personal leave day. Personal days are not to be used to extend a vacation or holiday period.
 - ii. If at the beginning of the school year, the additional two (2) days granted exceed the maximum of six (6) days that can be accumulated, then the excess of these days will be credited to the Employee's sick leave accumulation.
- f) Family Illness Leave: Employee is entitled to six (6) days per year for illness in the immediate family subject to the following:
 - a. Immediate family is defined as: mother, father, daughter, son, sister, brother, spouse, grandchild, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, and significant other, or relative or significant other living in the same household.

- b. When an employee is absent for three (3) or more consecutive workdays for family illness, the District may request a doctor's statement certifying as to the person who is ill and the nature of the illness.
 - c. Days allowed for family illness do not accumulate from year to year.
 - d. Any family illness leave days taken beyond six (6) days in a school year shall be deducted from the Employee's accumulated sick leave. The Employee must have accumulated sick leave days to draw from in order to take more than six (6) family illness leave days in a year.
 - e. In cases of relatives other than the above or if the Employee requires more than the six (6) family illness days available, the Employee shall submit for approval to the Superintendent of Schools or their designee by providing written justification as to the closeness of the relationship or justification for the use of additional personal accumulated sick days for the family illness, as the case may be. In these instances, it is understood that there is no requirement to grant additional family sick leave days and that the District will consider such requests on a case-by-case basis.
- g) **Bereavement Leave:** Employee is entitled to Bereavement Leave, for death in the immediate family, subject to the following:
- i. Immediate family is defined as the Employee's mother, father, daughter, son, sister, brother, grandmother, grandfather, grandchild, spouse, or relative living in the same household.
 - ii. Family is defined as aunt, uncle, mother-in-law, father-in-law, sister-in-law, or brother-in-law. Name and location of the services for the deceased must be disclosed to immediate supervisor at the time of request for such leave to be approved.
 - iii. In cases of relative other than the above, the Employee shall submit for approval to the Superintendent, written justification as to the closeness of relationship. In these instances, it is understood that there is no requirement to grant five (5) days of leave and that the District will consider other relations on a case-by-case basis, furthermore the District reserves the right to limit leave time to the day of the funeral only.
 - iv. Employee will be entitled to five (5) days absence for each death in the immediate family as defined in i above. Employee will be entitled to three (3) days absence for each death in the family as defined in ii above. Where bereavement leave is being requested, as provided in paragraph 3 above, the Employee must make a written request to the Superintendent of Schools.

In cases of a relative other than the above, or additional time is needed beyond detailed above, the Employee shall submit the request with written justification as to the closeness of the relationship to the Superintendent of Schools for approval. In these instances, it is understood there is no

requirement to grant bereavement leave and the District will consider other relations on a case-by-case basis. Furthermore, the District reserves the right to limit leave time to the day of the funeral only.

- h) Work Year: The SSO shall work the regular ten-month school calendar and an additional twenty (20) days during the summer months.