

NORTH SALEM CENTRAL SCHOOL DISTRICT

EMERGENCY RESPONSE PLAN

Revised April 2024

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools. This plan will work in conjunction with our school reopening plans that were created in response to COVID-19. This plan also includes the District’s protocols for responding to a public health emergency involving a communicable disease.

The North Salem School District supports the SAVE legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Record of Changes

Created	January 2021
Adopted	
Updated	May 2021
Updated	May 2022
Updated	May 2023
Updated	May 2024

SECTION I	General Considerations and Planning Guidelines
SECTION II	General Emergency Response Planning
SECTION III	Responding to Threats and Acts of Violence
SECTION IV	Communication with Others
SECTION V	Prevention and Intervention Strategies
SECTION VI	Pandemic Response Plan

Section I: General Considerations and Planning Guidelines

Purpose

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

Identification of School Teams

The North Salem School District has created a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, teachers, administrators, parent organizations, school safety personnel and other school personnel.

DISTRICT SAFETY TEAM:

Dr. Duncan Wilson	Superintendent of Schools, District Chief Emergency Officer
Dr. Kathleen Murphy	Assistant Principal H.S/M.S
Dr. Roy Martin	PQ Principal
Vince DiGrandi	MS/HS Principal
Dawn Snowdon	Assistant Principal PQ
Lindsay Eidel	Assistant Superintendent of Business & Operations
Dr. Joannes Sieverding	Facilities, Buildings and Grounds & Transportation
Andrew Brown	NS Police Department
Brandy Keenan	BOE
Stephanie Olenik	CSEA
Kim Maston	CSEA
Kathryn Ticker	NSTA
Sean Armstrong	School Resource Officer
Kurt Guldan	NS Office of Emergency Management, BOE, NS Volunteer Ambulance Captain, NS Fire Department
Dan Dryer	North Salem Fire Department
Joe Senatore	Transportation
Gail Soto	Community/Town Employee
Ramon Santos	Director of Technology
Jessica Greisinger	School Resource Officer
Maria Hlushko	NS Ambulance Corps
Sgt. Jim Dress	Westchester County Police Department

The North Salem School District has created a District Crisis Management Team to work in conjunction with the building level teams. The Crisis Management Team are the point people on the District Safety Team and provide direction and support to buildings:

DISTRICT CRISIS MANAGEMENT TEAM:

Dr. Duncan Wilson	Superintendent of Schools, District Chief Emergency Officer
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Vince DiGrandi	MS/HS Principal
Dr. Kathleen Murphy	Assistant Principal H.S/M.S
Dr. Roy Martin	PQ Principal
Lindsay Eidel	Assistant Superintendent of Business and Operations
Dr. Joannes Sieverding	Facilities, Building and Grounds & Transportation
Stephanie Olenik	Secretary to School District
Lt. Andrew Brown	NS Police Department

A description of procedures to coordinate the use of school districts resources, manpower during emergencies will be organized by the District Safety Team and District Crisis Management Team.

Concepts of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at the individual school will be by the School Emergency Response Team
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.

Plan Review and Public Comment

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before September 1 of each year.
- Pursuant to Commissioner’s Regulation 155.17(e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education prior to September 1 each year.
- While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the Building Safety Plans and any amendments will be submitted to the New York State Police via the NYSED Business Portal. Building-level Emergency Response Plans will also be supplied to local Police within 30 days of adoption.

Section II: General Emergency Response Planning

Identification of sites of potential emergency, including:

Each school will identify and locate areas of potential emergencies in and around their building. The Director of School Facilities, Operations, Maintenance, and Transportation and building custodian will locate and map these sites. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut offs. Additionally, the Director of Technology and technology support staff will provide support for the technology network room inclusive of witting closets and the network operations center. Representatives of Putnam/Northern Westchester BOCES and local fire department personnel have assisted in these efforts. **(Building Site Plans)**

The location of potential sites:

These locations will be listed in each school Safety Plan and placed in building maps supplied to police, fire, EMS, and district personnel.

Potentially dangerous sites will be checked regularly and inspected by safety personnel annually. They include but are not limited to:

System Sites

Electrical panels/shut off	Ventilation/Air conditioning
Gas lines/shut off	Water Supply/shut off
Gas appliances	Technology Closets
Sewage system	

Environmental Problem Sites

Chemical storage	Industrial arts room
Cleaning supplies	Science rooms and labs
Paper supply storage	

Site considerations

Nearby streams, ponds, etc.	Air conditioning equipment and
Isolated areas	Technology
Unprotected gas/electric	Playground equipment
Steep areas near school	

Plans for taking the following actions in response to an emergency where appropriate, including but not limited to:

Procedures for Shelter in Place

Procedures for sheltering in place are found in the Building Level Emergency Response Plans. The shelter in place plans vary from school and situation. “*Duck and Cover*” procedures and weather safety zones are designated in each building. Plans include sheltering for an extended period of time.

Procedures for Sheltering Off-Site:

Each building has identified off-site sheltering facilities to be used in the event of emergencies when transportation is not available. These are included in each of the Building Site Plans. The district also has a detailed reunification plan in the event students cannot return to the building.

Procedures for Hold in Place

Procedures for holding in place are found in the Building Level Emergency Response Plans. The hold in place plans may vary from school and situation.

Procedures for Evacuations:

Procedures for evacuation are found in the Building Level Emergency Response Plans. The evacuation procedures vary from school to the situation. Plans include transportation for available evacuations and pedestrian evacuations.

Procedure for Lockout

Procedure for lockout is found in the Building Level Emergency Response Plans. The lockout procedures may vary from school and situation. These procedures are in accordance with NYSED guidance and best practices

Parental Notification:

The North Salem Central School District uses our [District’s Website](#) and Blackboard Connect as a communication vehicle from the District, PQ, and the MS/HS to parents. We use Blackboard Connect for routine announcements and for some emergencies such as power outages. We use the phone, text, and email information you provide each year. We can use this service to send both routine and emergency announcements.

Parents need to keep their own and emergency contact information current in Blackboard Connect. It is important the people listed as emergency contacts know that they may receive information from the District in case of an emergency.

In addition, the District sends out our District Reunification and Emergency Communication Flier to parents every summer.

We will also communicate with parents through Parent Portal and our District Social Media account, “@NS_Tigers”.

Emergencies

include but are not limited to:

- | | |
|-------------------|----------------------|
| Biological | Hazardous Materials |
| Floods | High Winds/Storms |
| Intrusions | Hostage Taking |
| Bomb Threat | School Bus Accidents |
| Kidnapping | Suicide |
| Explosion | Suspicious Package |
| Fire | Cyberattack |
| Civil Disturbance | |

Resources

The identification of district resources which may be available for use during an emergency, including the identification of personnel and other resources (Appendix 1).

These resources are also found in Building Safety Plans.

Trainings

Policies and procedures for annual multi-hazard school training for staff and students, including the strategies for implementing training related to multi-hazards.

1. The Safety Committee will complete inspections and review of all buildings and plans in compliance with rescue regulations - Part 155.4(d) annually each year. All required staff training will be completed by the fall of each year (**blood-borne pathogens, hazmat, other right to know**).
2. All required student safety trainings will be completed annually under the direction of district personnel.

Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials.

1. The District or building personnel in cooperation with local preparedness officials will annually conduct periodic drills and other exercises to test components of the emergency response plans. Types of drills to be tested include but not limited to:

Fire	School Emergency Response
Bus Drills	Evacuation
Intruder lock downs	Dismissal
Lockout	Sheltering (in-place)
Communication	Cyber Incident Response Plan
System Checks	

- a. Appropriate staff training will be provided to ensure effectiveness.
- b. Schools will keep a record of building drills and report this information annually to the District Safety Team for review.

Section III: Responding to Threats and Acts of Violence

The District-wide School Safety Plan provides the framework for the Building Level Emergency Response Plans

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

1. Reporting of Threats of Violence to School Authorities
 - a. Students are strongly encouraged to inform school staff about any indirect or direct threat of violence or harm to themselves, others or property and can also make reports through our anonymous reporting app for our students which is found on our District's website.
 - b. Staff are required to inform the administration of any direct or indirect threat of violence or harm to students, themselves, others, or property.

- c. Parents and visitors are strongly encouraged to tell school staff about any indirect or direct threats of violence or harm towards students, themselves, others, or property.
 - d. Students, staff parents and others will be educated about the importance of reporting threats and the procedures of reporting.
2. Investigating Threats of Violence
 - a. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts will require the involvement of police personnel. (violent offenses in accordance with SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Threats placing students, staff and others in imminent danger require an immediate call to the police.
 - e. Threats in which students make threats against themselves will be investigated and reported to counselors and the police as determined by the building administrator.
3. Proactive Security Measures
 - a. North Salem Schools use a dual point of entry system.
 - The dual entrances are monitored.
 - All other doors are locked throughout the building.
 - Main entrance is monitored. Visitors may only use the front entrance and are required to use the Fast Pass system.
 - Visitors are required to wear identification.
 - Visitor access is limited to the front door.
 - Escorting visitors is encouraged.
 - All staff wear visible identification badges.
 - North Salem Schools will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
 - North Salem Schools will hold drills that help promote school safety.
 - North Salem Schools will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
 - The district will continue to investigate security devices and strategies to make schools as safe as possible.
 - Security cameras.
4. Reporting Incidents
 - a. School administrators must keep records of serious threats and acts of violence and report them annually to the state. (**Appendix 5**)
 - b. Incidents of violence, serious threats, intimidation etc. may require involvement of the police.

- c. District and building administrators are authorized to call the police to respond to the threat or acts of violence.

District Policies and Procedures by Threat

Bomb Threats

A bomb threat is a criminal act and will be treated as one. Any bomb threat to the district will be taken seriously; no bomb threat will be treated as a hoax or a prank. The district will vigorously pursue disciplinary action against any student or staff member caught reporting a bomb threat consistent with the provisions of the school of conduct, state law or any applicable collective bargaining agreement. In addition, the district will urge law enforcement officials to prosecute any person caught reporting a bomb threat to the fullest extent of the law. Further, the district may seek restitution for the parent or guardian of any minor child between the ages of 10 and 18 who falsely reports a bomb threat or places a bomb threat for the expense of responding to the false report or incident.

The Superintendent of Schools shall establish procedures to be followed by all staff and students in the event of a bomb threat in cooperation with local and state law enforcement. The procedures shall be made a part of each school's emergency management plan and be kept confidential. All appropriate staff shall be given a copy of the procedures, and the Superintendent shall ensure that all staff receive training in their respective roles and responsibilities in the event of a bomb threat. Refer to Policy # 8133 in Appendix.

Hostage-Taking/Intrusion/Kidnapping

In the event of a Hostage-Taking/Intrusion/Kidnapping, the Incident Commander will immediately notify local law enforcement and remain in command until law enforcement arrives. The building plans, which are confidential, will outline specific policies and procedures that will be followed for the incident. Safeguarding of students and staff is paramount and the decision to hold-in-place, evacuate, or lockdown will be made by the Incident Commander. Parents will be notified by Blackboard Connect, etc. with a message on the website, etc. In the event the students need to be transported to an off-campus site the transportation chief will make appropriate arrangements to secure the needed resources and parents will be notified by the building plan accordingly. The District Public Information Officer will disseminate information as per the Incident Commander to the local media outlets.

A. Policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence.

1. Reporting acts of violence to school authorities
 - a. Students are strongly encouraged to inform school staff about acts of violence toward themselves, others and property.
 - b. Staff are required to inform the administration of any act of violence to students, themselves, others, or property.
 - c. Parents and visitors are strongly encouraged to tell staff about any acts of violence toward students, themselves, others, or property.
 - d. Students, staff, parents, and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.

2. Investigating acts of violence
 - a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts will require the involvement of police personnel. (Violent offenses according to the SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Acts of violence placing students and staff in imminent danger require an immediate call to the police.

3. Proactive Security Measures
 - a. North Salem Schools use a dual point of entry system.
 - All other doors are locked.
 - Entrances are monitored and visitors are required to use the Fast Pass system.
 - Visitors are required to wear identification.
 - Visitor access is limited to a specific location.
 - All staff wear visible identification badges.
 - North Salem Schools will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
 - North Salem schools will hold drills to help promote school safety.
 - North Salem Schools will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
 - The district will continue to investigate security devices and strategies to make schools as safe as possible.
 - b. The district will continue to investigate security devices and strategies to make schools as safe as possible.
 - c. North Salem Schools have developed procedures outlining expectations for police involvement at school sponsored extracurricular activities.

4. Removing Violent Individuals
 - a. Aggressively dangerous and violent students should be restrained, and appropriate administration and staff contacted. Police should be called to remove the student.
 - b. Violent adults are to be reported immediately to the administration & police to be called.
 - c. Students and staff should be in lock down mode when violent people are in or around the school.

5. Reporting Incidents
 - a. School administrators must keep a record of serious threats and acts of violence and report them annually to the state. (**Appendix 5**)

- b. Incidents of violence, serious threats, intimidation etc. may require involvement of police.
- c. District and building administrators are authorized to call police to respond to the threat or act of violence.

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

1. The district policy for reporting threats and acts of violence to police is: Policy #s 8130 & The District Wide Safety Plan (**Appendix 8**)
2. The police and local government agencies. (**Appendix 2**)

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

EMERGENCY DISTRICT CLOSING

Should an actual emergency occur, the District Emergency Coordinator or Incident Commander will contact the appropriate agency with the specific nature of the emergency and request assistance.

The Superintendent of Schools is responsible for closing schools in inclement weather or other emergencies. Each administrator will be provided with two copies of the emergency closing calling list. One copy is for use at home and the second copy for use during school hours.

- In the event of school closing, the decision will be made by 6:00 a.m. or as soon as possible.
- The Automated Phone System Calling Chain will communicate this decision. In the event there is a failure of the Automated System, the Building Principals will be notified to initiate the Crisis Phone Calling Chain.
- Full closure prior to the start of the school day - NO employee will be required to report to work with the exception of the custodial crew, who will be notified as required by the head custodian or Director of School Facilities, Operations, Maintenance, and Transportation.
- Two-Hour delay all employees should leave for work in order to arrive prior to the students. The Custodian and Transportation Maintenance staff should arrive at their normal time to clear walks and parking. It is the intention of the district not to close after announcing a two-hour delay, so staff should plan on arriving at their school
- Early Dismissal Schedule: If weather, or other emergency conditions are serious enough to close schools prior to the end of the school day, employees will remain on duty until dismissed by their immediate supervisor. Available calling chains shall be implemented.
- Parents will receive information about the threat or act of violence that determined an early dismissal in their child's school as soon as is practical.

This information is limited to information the school is legally permitted to disclose.

Station	
WHUD	100.7
WFAS	103.9
WLAD	98.3
NEWS CHANNEL 12	TV
District Web Page	www.northsalemsschools.org
Internet	www.ctweather.com

Section IV: Communication with Others

The North Salem School District has worked closely with police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives helped in the development of this plan, have assisted in emergency situation drills and provided technical assistance. Providers have given approval to the North Salem School to rely on local personnel, resources, and facilities in emergency situations. Our plan provides for accessing emergency mental health services in the event of an emergency or violent incident from Putnam/Northern Westchester BOCES, county and regional mental health agencies.

Our School Resource Officers, Sean Armstrong, and Jessica Griesinger; North Salem Police and Westchester County Police have access to our locked buildings and grounds during emergencies.

Local Agencies

The local government agencies North Salem Central School District would obtain assistance from in the event of an emergency are:

State Police- Somers	Brewster Fire and Ambulance
State Police- Brewster	Somers Fire and Ambulance; Putnam
Town of North Salem Police	Hospital Center
Westchester County Police	Northern Westchester Hospital
Putnam County Sheriff	Danbury Hospital
FBI	Town of North Salem
Croton Falls Fire Department	Warren Lucas
Westchester County Fire Control and	Westchester County Health Department
Hazmat	DEC-Region 3 Headquarters
North Salem Ambulance	DEC- Spills

The North Salem School District Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official to obtain assistance. (Appendix 2)

Key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are:

North Salem Town Supervisor
Highway Supervisor
Frank Guglieri - BOCES
PNW Risk Management
Town Police Department
NYSEG

During an emergency North Salem Central School District resources that could be used in the event of an emergency are as follows: The Middle/School High School Building; Pequenakonck Elementary Building; 22 large buses and 22 vans. Some off-site locations for our use could be Pequenakonck Elementary School, the Middle/High School, North Salem Bus Garage, Katonah

School District, and the Brewster Central School District.

C. In case of a school district emergency, maintaining certain information about each educational agency located in the school district: including information on population and staff numbers, their transportation needs, phone numbers of key officials of each school will be kept updated annually. (Appendix 3)

SECTION V: Prevention and Intervention Strategies

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

1. North Salem Schools use a dual point of entry system whenever possible.
 - a. All doors locked.
 - b. Both entrances are monitored. Visitors can only access the building through the main entrance. They must sign in and out, and are buzzed in as they access the main entrance.
 - c. Visitors are required to wear identification while in buildings during the school day.
 - d. Visitor access is limited to a specific location; escorting visitors is encouraged.
 - e. Staff members wear visible picture identification badges.
 - f. Visitors without identification will be directed to the sign-in area by all staff.
 - g. Security cameras are monitored.
2. Presently, North Salem has building monitors in the high school and middle school buildings who are used to monitor entrances, move students between classrooms, patrol hallways, supervise cafeterias, and check restrooms. The monitors are under the supervision of the building principals.
3. Main entrance and sign-in are monitored by security personnel from Century Protective Services.
4. The hiring and screening process for all personnel acting in the school security capacity begins with referrals to the District from Century Protective Services. Many of these certified security personnel referrals are known to us through the North Salem Community and/or through their prior service with law enforcement agencies. When we do not have people known to us, we interview each individual to find a match with the culture and expectations of our school district. Most of the screening will be done by Century Protective Services; however, we will also conduct a screening interview to discuss job expectations and determine a good match.

B. Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to:

1. Policy #s 5400, 5430, 5431, 5450.1, 5460, 5460.1 (**Appendix 8**)
2. Students, staff and parents and community members shall receive information regarding early detection of potentially violent behavior.

C. Appropriate prevention and intervention strategies such as:

1. Training for security personnel and monitors working in a security capacity may include:
 - a. individual and group de-escalation techniques,
 - b. non-violent conflict resolution skills and
 - c. mediation

2. The district provides de-escalation techniques and non-violent conflict resolution training to hall monitors and other staff annually. Each building has some staff trained in nonviolent conflict resolution.
3. Training is available during conference days, summer and after school seminars.
4. Procedures relating to building security including utilization of staff and security equipment.
 - a. All district schools have night alarm systems.
 - b. All staff have a picture ID.
 - c. The district uses the Fast Pass entry system.
5. Contract with Westchester County Department of Public Safety Services (See Appendix 9)

D. Strategies for improving communication among students; and between students and staff; and reporting of potentially violent incidents, through the establishment of:

North Salem High School has a Peer Mediation Program, a diversity awareness program and Amnesty International. The Renaissance Program is a character education and community building initiative. The school continues to provide opportunities for student voices to be heard through the Student Council. Students are exposed to the importance of positive personal relationships through a program offered by The Women's Center. Students are also encouraged to participate in the Teen Symposium which also deals with positive vs. abusive relationships.

North Salem Middle School has a number of school safety related programs. These programs include, peer mediation, anti-bullying, and small advisory groups. We are also partnering with Sandy Hook Promise and their Say Something Anonymous Reporting System. Student voices are heard through the Middle School Student Forum.

PQ Elementary School has a wide range of programs that impact school safety. They are delivered through curricular and extracurricular programs.

These programs include:

- October is personal safety month k-5.
- Tigers CARE - bully prevention modeled on PBIS.
- BE Kind - Kind Campus Curriculum Implementation

The Dignity Act for all students provides an additional layer of support to a safe & secure learning environment. A DAC (Dignity Act Coordinator has been named and a committee of students and parent representation has been formed.

1. Programs that encourage students to communicate with staff exist in every school. The procedure for anonymous reporting of threats and acts of violence is:
 - Establish the means to inform authorities about dangerous behaviors anonymously by use of our District App for on-line reporting that is used at the MS/HS.
 - Educate students to inform staff / administration about threats and acts of violence.
 - Require staff to report all violent student acts to the administration for

investigation.

2. Staff training programs needed to meet SAVE requirements.

- Two hours of instruction on issues of school safety need to be provided to all employees.
- The District will certify (Via BED in October of each year) to the commissioner that all staff received (by September 15 each school year) annual training on the emergency response plan, and that the school safety training included violence prevention and components of mental health
- New employees hired after the start of the school year shall receive training within 30 days of hire These can/should include but are not limited to:
 - De-escalation Training
 - Warning signals for violence
 - Non-violent Conflict Resolution
 - Emergency Response Team Training
 - Mediation
 - Mentoring
 - Social skills development
 - Character Education
 - Dignity for All Students Act
 - Safety drills
 - Other

SECTION VI: Pandemic Plan-

Protocols For Responding To A State Disaster Emergency Involving Public Health For The North Salem Central School District

Activation

These protocols have been developed to respond to a Public Health Emergency. Directives shall come from the New York State Education Department, New York State Department of Health, Westchester and Putnam Department of Health, or other appropriate agency for this protocol to be activated.

PURPOSE:

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

DEFINITIONS

(Ref. NYS Labor Law Section 27-C)

Essential shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

Non-essential shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.

Communicable disease shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

Personal protective equipment shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

PROTOCOLS

To the extent possible the District will stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites. Staff and students typically walk or drive via their personal vehicle to campus. In an effort to reduce overcrowding on public transportation:

- Faculty will work their full day in school. If circumstances require it and as authorized by the Superintendent, teachers and some staff may be authorized to work from home.
- If no students are in school staff may have the choice of working in the building or working remotely as their roles permit and as authorized by the Superintendent.

Identification of Essential Positions

(Ref. NYS Labor Law Section 27-C (1)(d) and (3)(a))

In the event of a state ordered reduction of in-person workforce, this is a list of essential positions and titles

Position	Description
Information Technology	Director of Technology
	Technicians
Custodial and Maintenance	Director
	Maintenance Foreman and Maintenance Staff
	Senior Custodians: and Building Custodians
Administration	Superintendent and Asst. Superintendent/ Directors
Faculty and Staff	Principals/ Assistant Principals/Teachers/Related Service Providers MSHS Faculty MSHS Support Staff PQ Faculty and Staff
Security	Security guards
Transportation	Head Bus Driver: and Bus Drivers
Food Service	Food Service Workers Cooks/Servers

Telecommuting Protocols

(Ref. NYS Labor Law Section 27-C (3)(b))

Listing of Non-essential position titles and contractor titles who will need to tele-commute along with equipment deemed essential to their role.

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

North Salem CSD Information Technology Department has protocols in place to allow employees to work remotely as determined by the Superintendent, Assistant Superintendent, and departmental supervisors. Equipment will be issued on a needed basis after the appropriate administrator makes a formal request to the Director of Information Technology. Below is the listing of non-essential personnel who have been identified as needing equipment.

Non –Essential Position Titles	Equipment assignment		
	Phone	Laptop	RSA/VPN

Business office off site (2 clerical employees)	NA	Yes	Yes
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Downloading and installing software and data.

At North Salem, any equipment that is assigned to a staff member has the ability to connect to the internet and access Google. In addition, staff are encouraged to share documents using Gmail, or Google documents. Staff have access via Google, to Classroom and other Google for Education Suite or at the Elementary to SeeSaw software that is Internet-based and accessible to all staff from home.

Transfer of phone lines to work or personal cell phones.

In the event of a pandemic, the district will use email and check voicemail to continue needed communication. The district’s phone system does not currently permit calls to be forwarded to personal cell phones.

Staggering of Work Shifts

(Ref. NYS Labor Law Section 27-C (3)(c))

North Salem CSD will have several options to comply with this requirement.

- All our teaching staff have the ability to work from home if it is determined by the superintendent that they need to do so.
- If necessary, we use the predetermined cohorts to stagger and alternate workdays. Depending upon the situation, custodians and office personnel may be 25% or 50% capacity following guidance from the NYSDOH and the Governor’s Office.
- If necessary, we will limit the number of staff and faculty reporting to a skeleton crew by percentages to maintain the integrity of operations and facilities.

Personal Protective Equipment (PPE)

(Ref. NYS Labor Law Section 27-c (3)(d))

The North Salem School District has established relationships with reliable sources to procure personal protective equipment (PPE). As reflected in the table below, we will continue to replenish our inventory to always maintain a supply to cover a 6-month duration in concert with the job descriptions for each of the employee classifications. PPE will be stored in a central location and in containers to prevent degradation and a system has been implemented for distribution to each of the District’s locations

PPE Storage

PPE type	Storage Location
Masks (reusable)	Closet Green Room
Gloves	Closet 65C
Face shields	Closet 65C
Gowns	Closet 65C
N-95	Nurses Offices

Protocol Following Exposure

Ref. NYS Labor Law Section 27-c (3)(e)

In the event an employee or contractor is exposed to a known case of a communicable disease that is the subject of a public health emergency, exhibits symptoms of such disease, or tests positive for such disease, and in order to prevent the spread or contraction of such disease in the workplace the District has a set protocol to be followed for the exposure as well as the disinfecting of the affected work area(s). The District's Building Level Emergency Plan contains an Infectious Disease Annex, which details:

- The disinfecting of any area known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched.
- Available leave options, for the affected employee(s), in the event of an employee's need to receive testing, treatment, isolation, or quarantine.

Note: Such protocol does not involve any action that would violate any existing federal, state, or local law, including sick leave or health information privacy.

We will follow current guidance from the Centers for Disease Control and Prevention (CDC) as well as state and local Department of Health guidelines:

1. All employees are instructed to fill in our online questionnaire which they have a link to and which is on the District website at least one hour before arriving at work.
 - a. If they answer no to all the questions they are cleared to come to work.
 - b. If they answer yes to any question, they are required to contact the COVID Coordinator and the Director of HR. They may not come to work until they are provided with clearance to come to work.
 - c. The HR department contacts each employee who does not answer no to all the questions. The employee receives further information regarding the reason for the failing response.
 - d. If there is a health concern, the employee is asked to follow posted NYSDOH protocols and procedures.
2. If an employee begins to experience symptoms related to the current pandemic, after arriving at work, they have been instructed to go out to their car or a designated isolation room within their building and to contact their supervisor for further instructions.
3. Supervisors will use the urgent response protocol to this change in status to determine their immediate course of action.
4. After the employee leaves the area, their workspace is closed off until it can be cleaned. An effort is made to identify any spaces that they may have entered and these are also closed off until cleaned. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface
5. ANY building occupants who have been exposed to that person may be identified as a contact and current DOH guidelines will be followed

Documentation

Ref. NYS Labor Law Section 27-c (3)(f)

The HR Department, in conjunction with departmental supervisors, uses an online questionnaire, payroll, timecards and the Frontline platform for online scheduling purposes and to capture employee hours and locations. Each supervisor will be responsible for maintaining the schedule for his or her department and ensure its accuracy. Visitors to campus are prohibited unless they are consulting essential business and are scheduled and approved in advance by the Superintendent or designee. Contractors will sign in with guards and their presence will be registered in the visitor logbook. No other visitors will be allowed on site

Emergency Housing

Ref. NYS Labor Law Section 27-c (3)(g)

Emergency housing for essential workers is not normally needed for school employees. If needed, the district will arrange for emergency housing for essential employees at the following on site areas:

- If we are required to provide onsite emergency housing the District will use the multipurpose room at Pequenaconck Elementary School and the gyms at the Middle School/High School
- If offsite housing is needed, we will work with the Town of North Salem to provide housing.

APPENDICES

Appendix 1 District Resources

Appendix 2 Local Government Agencies

Appendix 3 Educational Agencies within the District

Appendix 4 Incident Report Form

Appendix 5 Drill Report Form

Appendix 6 Emergency Closing

Appendix 7 School Policies

Appendix 8 Westchester County Public Safety Services MOU

Appendix 9 Emergency Remote Instruction Plan

APPENDIX 2-LOCAL GOVERNMENTAL AGENCIES

<u>AGENCY/POLICE</u>	<u>CONTACT</u>	<u>PHONE</u>
State Police - Somers	Dispatcher	914-277-3651
State Police - Brewster	Dispatcher	845-279-6161
Town of North Salem		914-669-5540
Westchester County Police		914-769-3100
Putnam County Sheriff		845-225-5523
FBI		914-633-6000

FIRE DEPARTMENT

Croton Falls Volunteer FD		914-277-3333
Westchester County Fire Control & Hazmat		914-231-1900

AMBULANCE & HOSPITALS

North Salem Ambulance		914-669-5111
Brewster Fire & Ambulance		845-279-3678
Somers Fire & Ambulance		914-248-5555
Putnam Hospital Center		845-279-5711
Northern Westchester Hospital		914-666-1200
Danbury Hospital		203-797-7000

GOVERNMENT

Town of North Salem	Warren Lucas	914-669-5214
Westchester County Health Dept.		914-637-4700
DEC - Region 3 Headquarters		845-256-3000
DEC - Spills		800-457-7362

HIGHWAY DEPARTMENTS

North Salem Town Garage	Ward Hanaburgh	914-669-5310
Southeast - Brewster		845-279-2141
Somers Highway		914-232-4868
Carmel Highway		845-628-7474
Westchester County Highway		914-285-2000
Putnam County Highway		845-878-6361
NY State D.O.T.		914-232-3060

PUTNAM/NORTHERN

WESTCHESTER BOCES

District Superintendent	Neil Boyle	914-248-2302
Regional Safety Coordinator	Frank Guglieri	914-248-2457

OTHER

NYSEG		800-572-1131
Red Cross		914-946-6500
Poison Control	914 366-3030; 1-800-336-6997;	(212) 689-9014

APPENDIX 3-Educational Agencies Within the District

<u>School</u>	<u>Address</u>	<u>Student Population</u>	<u>Staff Members</u>	<u>Contact</u>	<u>Phone Number</u>
Purdys Methodist Church YMCA	Rt. 116 Titicus Road, Purdys, NY	45	6	Kim Dias	276-1250
North Salem Nursery School	296 Titicus Road, North Salem, NY	163	21	Karen Midkiff Ginny Fogle	669-8911
Westchester Exceptional Children	Rt. 22 Purdys, NY	77	10	Linda Zinn	277-5533

Notification of School

<u>SCHOOLS</u>	<u>PERSONNEL</u>	<u>TELEPHONE #</u>
Superintendent – NSCSD	Dr. Duncan Wilson	914-665-5414 x 1010/11
District Chief Emergency Officer	Dr. Duncan Wilson or his designee	914-669-5414 x 1010/11
Facilities	Joannes Sieverding	914-669-5414 x 1037/38
HS/MS Principal	Vince DiGrandi	914-669-5414 x 2025/72
HS/MS Assistant Principal	Dr. Kathleen Murphy	914-669-5414 x 2026/29
PQ Principal	Dr. Roy Martin	914-669-5317 x 3040/41
Deputy Superintendent	Dr. Adam VanDerStuyf	914-669-5414 x 1056/16
School Counsel	Hilary Moreira Shaw / Perelson	516-267-6330 845-486-4200
School Physician	Dr. Elliot Barsh	914-242-1580
North Salem Nursery School	Karen Midkiff	914-669-8911
YMCA - Director	Bonnie Fogerty	914-276-2398
The Westchester School - Director	Leonard Spano	914-277-5533
BOCES - Safety Coordinator	Frank Guglieri	914-248-2457
BOCES - Special Ed. Director	Dr. Nicole Ginexi	914-248-2350

ALL EMERGENCIES

FOR FIRE, POLICE & AMBULANCE

DIAL 911

APPENDIX 5-NORTH SALEM SCHOOL DISTRICT DRILL REPORT

EVACUATION DRILL

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

BUS DRILL

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

LOCKDOWN DRILL

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

LOCKOUT DRILL

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

SHELTER DRILL

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

COMMUNICATION SYSTEMS CHECK

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

DISMISSAL

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

APPENDIX 6-School Policies

https://boardpolicyonline.com/?b=north_salem

APPENDIX 7-Westchester County Public Safety MOU
Westchester County Public Safety Services MOU

APPENDIX 10 - Emergency Remote Instruction Plan

Emergency Remote Instruction Plan (beginning 2023-2024)

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

INTRODUCTION

The North Salem School District developed the following Emergency Remote Instruction Plan to address the instruction of students if extraordinary circumstances prevent students and staff from physically attending school. The Emergency Remote Instruction Plan meets the requirements of New York State Education Commissioner's Regulations for inclusion in the 2023-2024 District-Wide School Safety Plan. Additionally, the plan adheres to guidance set forth in the following Board of Education policies: 5000 Student Policy Goals; 5100 Attendance; 5150 School Admissions; 1900 Title I Parent and Family Engagement; 4526 Computer Network for Education; 5300 Code of Conduct; 5300.25 Student Dress Code.

BACKGROUND

The NYS Education Department (NYSED) authorized a "snow day pilot" program during the Covid-19 pandemic 2020-2021 and 2021-2022 school years. This program allowed school districts to deliver instruction remotely on days in which they would otherwise have closed due to an emergency. To give districts greater predictability, in September 2022, the NYSED Board of Regents amended section 175.5(e) of the Commissioner's regulations to codify this flexibility. Districts that would otherwise close due to an emergency may, **but are not required to**, remain in session, and provide instruction through remote learning and count these instructional days towards the annual hours' requirement for State Aid purposes. Instruction must be provided to all students and be consistent with the definition of remote instruction, as explained below. In addition, beginning with the 2023-2024 school year, such instruction must be consistent with the school district's Emergency Remote Instruction Plan.

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

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

NYSED additions to section 100.1 of the Commissioner's regulations define the term "remote instruction." This definition identifies various ways in which remote instruction may be

delivered, but which must include, in all situations, regular and substantive teacher-student interaction with an appropriately certified teacher.

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

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

REMOTE INSTRUCTION

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

UNSCHEDULED SCHOOL DELAYS AND EARLY RELEASES

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

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

Synchronous instruction engages students in learning in the direct presence (remote or in-person) of a teacher in real time. During remote instruction, students and teachers attend together from

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

ENSURING ACCESSIBILITY AND AVAILABILITY (INTERNET, COMPUTERS/DEVICES)

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

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

District procedures are followed to ensure computing devices are made available to students or other means by which students will participate in synchronous instruction.

NORTH SALEM CENTRAL SCHOOL DISTRICT EMERGENCY CLOSURE REMOTE LEARNING PLAN

POLICIES	The plan adheres to guidance set forth in the following Board of Education policies: 5000 Student Policy Goals; 5150 School admissions; 5100 Attendance; 1900 Title I Parent and Family Engagement; 4526 Computer Network For Education; 5300 Code of Conduct; 5300.25 Student Dress Code.
INTERNET AND DIGITAL DEVICE ACCESS	<p>The school district provides all students in grades K-12 access to a personal chromebook. In the event of an emergency, closing provisions will be made to the greatest extent possible to ensure that all students have their device at home for instruction.</p> <p>The school district participates fully in the SED Digital Access Survey along with locally developed surveys to assess how many students have internet access at home. The district provides hotspots to any families that indicate a need for reliable internet to facilitate access to learning at home.</p> <p>All faculty should have an alternative general activity for students in the instance that widespread power outages or other disruptions to connectivity occur preventing synchronous connection. If students lose</p>

	<p>connectivity, then the expectation is they will complete the alternate assignment provided.</p>
<p>PEDAGOGY</p>	<p>All teachers in grades K-2 will use SEESAW and Google Meet for grades 3-12 will use Google Meet and Google Classroom as their primary instructional platform.</p> <p>Several districts provided instructional technology software programs are available to support instruction along with a wide array of other resources curated by faculty. Teachers will utilize these programs to differentiate instruction, accessing a variety of delivery methods that best suit their course, grade level, and teaching style. The instructional approach may include a combination of:</p> <p><u>Synchronous “Live” Instruction</u> - Using Google Meet along with other digital platforms, teachers will deliver real time instruction to a full group or subset of students. Teachers may incorporate asynchronous or project-based opportunities within this model.</p> <p><i>Teachers will make personal connections with all students during scheduled class times via Google Meet. These connections will allow teachers to take attendance, introduce new content or skills and will allow students to connect with their teachers and peers in order to be guided through lessons, ask questions, and maintain personal relationships. The duration of these synchronous connections depends on the grade level and daily instructional plan but should be the primary mode of instruction and substantial enough to guide learning.</i></p> <p><u>Asynchronous “Flipped” Instruction</u> - Using a variety of digital platforms, teachers will deliver captured or recorded lessons with associated expectations for students’ participation and assignment completion such as flipped classroom learning experiences. These activities may include teacher/student synchronous interactions for a portion of the lesson.</p> <p><u>Authentic Independent Instruction</u> - Using a variety of methods, teachers will engage students in high quality learning activities. These activities must engage students in the learning process. Teachers will provide assistance to students in this mode of instruction through asynchronous and synchronous methods outlined above.</p>
<p>STUDENT EXPECTATIONS</p>	<p>All students will receive information on how to access course material and instruction from their teachers. Students are expected to follow all directions and requests to participate in instruction to the fullest extent possible. During synchronous instruction students are expected to be school ready. This includes being on time for class, engaging fully through video and audio as directed by their teacher, and presenting themselves in a manner that is in accordance with school expectations.</p>

	<ul style="list-style-type: none"> • All students are expected to practice appropriate digital etiquette and responsible behavior during assigned Google Meets. <ul style="list-style-type: none"> • Mute yourself on meets as directed by your teacher. • Cameras are to be kept on during classroom meets unless directed specifically by your teacher to do otherwise. • Students are expected to work in an appropriate setting when participating remotely / on-line. Workplaces include a desk, table, kitchen counter, etc... Other locations are not appropriate or acceptable. • Student dress must be appropriate on all platforms - the Student Dress Code section of the Student Handbook / Code of Conduct applies to students in all platforms. <p>If there are any circumstances preventing full and appropriate participation the student should let the teacher know. As this is a required attendance day, students must fulfill expectations for satisfactory participation as determined by their teacher.</p>
<p style="text-align: center;">DAILY SCHEDULE</p>	<p>The virtual day will follow the same schedule framework as the HS, MS and Elementary School to which the student is assigned. As with all school schedules, appropriate breaks will be included in the daily schedule for students and faculty, including time for lunch. Students will attend all assigned classes at their scheduled time. The method of instructional delivery will vary to facilitate appropriate screen time per age level within these parameters.</p> <p>MSHS and elementary teachers will continue to provide extra help sessions. All teachers (K-12) will provide 40-minute extra help sessions per week. At PQ, the sessions will be scheduled by the teacher on Tuesday, Wednesday, or Thursday, and will be teacher-initiated. These sessions may be scheduled prior to the start of the day or if a teacher finds that there is student demand for after school assistance, the teacher will have discretion to schedule after school sessions in lieu of a session prior to the start of the student school day.</p> <p>At the MS/HS, sessions may be scheduled by the teacher on Tuesday, Wednesday, or Thursday, beginning immediately after the end of the student day. Teachers will establish their own schedules and students will be required to sign-up in advance for the extra help sessions whenever possible but may come in on a walk-in basis if the need arises.</p>
<p>COMMUNICATION PROTOCOL: INTERVENTION</p>	<p>Teachers will follow the same communication protocols that are established in school for addressing areas of academic or behavioral need. This includes a combination of sessions which may be scheduled by the teacher by email, phone calls, and academic/behavioral referrals to the administration. All effective strategies should be accessed to maintain effective communication.</p>
<p>SPECIAL SERVICES</p>	<p>School districts are required to implement support services and accommodations, as indicated in students' IEPs or 504 Accommodation Plans, to the best of their ability. NYSED recognizes that there may be limitations to implementing certain services or accommodations through remote instruction and as a result, encourages districts to apply a "lens of</p>

	reasonableness” to their approach. Please click here for specific guidelines.
NON- INSTRUCTIONAL SERVICES <ul style="list-style-type: none"> • TRANSPORTATION • FOOD SERVICE • MAINTENANCE • CUSTODIAL • CLERICAL/ ADMINISTRATIVE SUPPORT 	When a school district is in remote session, non-instructional services may still be required to report to work to perform critical services related to their area of expertise. In the event that the change to remote instruction is due to a snow or other weather emergency, such change will likely impact transportation and other critical services. Decisions whether or not non-instructional employees should report to work will be made and communicated in real time by the appropriate supervisor or administrator based on whether services can be provided in a safe and efficient manner.

NYSED Plan Requirements

1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction.
2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity.
3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction.
4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.
5. A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education; and
6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.

INSTRUCTIONAL HOURS FOR STATE AID AND REPORTING REQUIREMENTS

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

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

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

The district estimates the number of instructional hours it intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions from a minimum of 1 remote instruction day due to emergency conditions, up to the full year's annual hourly requirement. The district remote instructional day is the same number of hours as an in-person instructional day. For example, if the school district has three (3) remote instructional days in a school year, then it will claim an estimated total hour for State Aid purposes due to emergency conditions as follows:

1. Grades K-5: 6 hours, 40 minutes X 3 days = 20 hours
2. Grades 6-12: 6 hours, 40 minutes X 3 days = 20 hours
3. **For a district-wide estimated total of 40 hours**

TRANSPORTATION

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

REPORTING IMMEDIATELY

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

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

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

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

ANNUALLY BY JUNE 30th

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

END OF THE SCHOOL YEAR

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

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

BOARD OF EDUCATION APPROVAL

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