JAMESTOWN CITY SCHOOL DISTRICT

DISTRICT-WIDE
SCHOOL SAFETY PLAN

2025-26

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JAMESTOWN CITY SCHOOL DISTRICT
DISTRICT-WIDE SCHOOL SAFETY PLAN

INTRODUCTION

Emergencies and violent incidents in Jamestown City School District is a critical issue that must be addressed in an expeditious and effective manner. The District is 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. Analysis of violent and disruptive incident reports is a valuable tool to determine issues that require attention. 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. The District is at risk of a wide variety of acts of violence and natural and technological disasters. This District-Wide Safety Plan in conjunction with the various Building Level Emergency Response Plans is designed to assist in the comprehensive planning effort that is needed to address risk reduction and prevention, intervention, response, and recovery with respect to the variety of emergencies that confront or could confront the District and its schools.

SECTION 1: GENERAL CONSIDERATION

A. Purpose

The Jamestown City School District-Wide School Safety Plan was developed pursuant to Education Law §2801-a and 8 NYCRR §155.17. At the direction of the Jamestown City School District Board of Education, the Superintendent of District appointed a District-Wide School Safety Team and charged it with the developing and maintaining the District's School Safety Plan. This membership was subsequently approved by the Board of Education

B. Identification of School Teams

The Jamestown City School District has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the school board, teacher organizations, administrator organizations, parent organizations, school safety personnel and other school personnel. The members of the team and their positions or affiliations are as follows:

Name	Building	Position
Bradley Meyers	District Office	School Safety Advisor
Kevin Whitaker	District Office	Superintendent of Schools
Tina Sandstrom	District Office	Assistant Superintendent for Instruction & School Improvement
Brittnay Spry	District Office	Assistant Superintendent of Finance & Operations
Jessie Joy	District Office	Executive Director of Information & Student Services
Carl Pillittieri	Warehouse	Director of Facilities
John Spacht	Bus Garage	Transportation Supervisor
Chuck Marzec	High School	Director of Information Services
Scott Johnson	Central Kitchen	Director of School Food Service
Chad Bongiovanni	District Office	Director of Student Support Services
Maureen Kessler	District Office	Director of Special Education
Jill Muntz	District Office	Coordinator of School Health Services
Ben Drake	High School	Director of Athletics
Paul Abbott	Board of Education	Board of Education
Joseph Pawelski	Board of Education	Board of Education
Allyson Smith	High School	Building Principal
Tim Anderson	Washington Middle School	Building Principal
Traci Thompson	Persell Middle School	Building Principal
Katherine Zwald	Jefferson Middle School	Building Principal
Kathryn Benson	Bush Elementary	Building Principal
Amanda Sischo	Fletcher Elementary	Building Principal
Katie Russo	Lincoln Elementary	Building Principal
Michael Brown	Love Elementary	Building Principal
Michelle Trussalo	Ring Elementary	Building Principal
Jenna Johnson	Technical Academy	Assistant Principal
Richard Chase	Erie 2 BOCES	District Safety Specialist

Membership in the District Safety Planning committee will be reviewed annually to maintain a balanced representation on the District Safety Planning Team.

C. Concept of Operations

The methodology used for development of the district-wide plan began well before the SAVE legislation was passed in New York State. In its early beginnings collaborative meetings were held with district administrators that included the representatives of the local police and fire Departments. To ensure coordination between the District-Wide School Safety Plan and the individual Building-Level Emergency Response Plans, each building administrator on the District-Wide committee served as the building chairperson for his respective building.

During that time, it was determined that, based upon incidents in the general Western New York area, the District needed to plan for situations dealing with violence, hostage situations, biological hazard threats, natural disasters, bomb threats, fires, and the like. A critical determination at that time was made regarding which agency was in charge in each particular set of circumstances.

The District-wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-level emergency response plans. Copies of Building-level plans will be maintained in the District Central Office.

Depending on the nature of the incident, when needed the Building Response Teams, will notify the appropriate community emergency services along with the Superintendent's office. In accordance with NIMS incident command structure, the Superintendent is designated as the Incident Commander during the initial response to any emergency at Jamestown City School District. The Superintendent will provide leadership, organize activities and disseminate information with the assistance of the Building Emergency Response Team and the District Emergency Response Team, if needed. If the Superintendent is unavailable or not on site, the Designated Alternate will act in their absence with the same authority and responsibility.

When needed and notified, appropriate police, fire and emergency medical services will be dispatched to the sites for assistance and management of the situation when and where appropriate.

D. Plan Review and Public Comment

The District-Wide Safety Plan will be reviewed annually and will be maintained by the District-Wide School Safety Team. After its adoption by the Board of Education, a copy of the plan will be available at Office of the Superintendent.

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

Building-Level Emergency Response Plans are confidential and not submit to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of the District-Wide School Safety Plan and any amendments will be made available to the public and the New York State Education Department within 30-days of adoption via the District website and the New York State Education Department business portal. Building Level Emergency Response Plans will be supplied to both local and State Police within 30-days of adoption as well as the New York State Education Department via its Business Portal.

E. Prevention and Intervention Strategies

The Jamestown City School District continues to develop and investigate various strategies regarding violence prevention and intervention. These are the programs, strategies and activities that the Jamestown City School District is using or may use for violence prevention and intervention and improving communication among students and staff, and for the reporting of potentially violent incidents. Due to the variety and nature of these programs, not all strategies and activities are used in every program. These strategies may include but are not limited to the following:

- Compliance with District's Code of Conduct
- Threat Assessment and Response Protocols
- Anonymous Reporting Systems
- An Alternative Placement Program for intervention of violent students who cannot function in a regular school environment
- De-Escalation Training for all staff
- Crisis Prevention & Intervention (CPI) Training for select staff
- Annual trainings for all staff (review of Emergency Response Protocols).
- Bullying Prevention Programs. The District encourages the involvement of staff, students, parents and community members in the implementation and reinforcement of the Dignity for All Students Act (DASA)
- Peer mediation and conflict resolution – counselors, principals, student coordinators, psychologists, and teachers work with students who are potentially violent
- Individual counseling for students

Jamestown City School District encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, student coordinators, psychologists, and teachers or any other mentor without fear of retaliation. This is communicated to all students at the beginning of the school year and periodically throughout

the school year as appropriate. The district is committed to the Dignity for All Students Act (DASA).

Each school building has cultivated an atmosphere where students feel comfortable in talking with administration and teachers in their buildings regarding the welfare of the student body. This provides building staff with a level of awareness from the student's point of view that is extremely valuable in staying vigilant should a potential problem begin to develop in our schools.

Within the Jamestown Public Schools District, in order to maintain secure facilities, the following actions have been implemented:

- Video cameras are used on school grounds, in school buildings and buses to monitor activity.
- School Safety Officers are utilized in the Middle Schools and High School
- 1-SRO at the High School, and 1-SRO that floats among all schools.
- Faculty, staff, substitutes, volunteers, and interns are issued ID badges that are to be worn at all times.
- After buses unload in the morning, school buildings are locked and monitored by a staff member. Visitors must use an intercom to state their name and purpose of visit to gain entry.
- The RAPTOR visitor registry system is utilized in all schools to check sex offender status and monitor all visitors inside school buildings
- The district conducts safety reviews annually to evaluate district and building level safety plans in accordance with New York State Safe School Against Violence in Education (S.A.V.E.) Law.

Due to our commitment to training staff during building meetings, general meetings on staff development days and conference opportunities, staff members have increased situational awareness of potential risks. Should a staff member observe behavior that might put others at risk, a system for reporting such is outlined for timely response by the building and the district.

Preventive programs and supports include:

- FEMA Incident Command Structure (ICS) training for School Administrators
- Crisis Prevention & Intervention Training for District Safety team members, Building Safety Team members and all Pupil Personnel Staff
- Crisis Prevention & Intervention (CPI) Training for select Staff
- Annual trainings for all staff, including after school programs agencies, staff and teachers (review of the Emergency Response Protocols)
- Bullying Prevention Programs (DASA)
- Anonymous Reporting System "See Something Say Something"
- CSTAG Threat Assessment

- Gaggle content monitoring system
- Social skills groups and counseling for students
- Peer Mediation/Conflict Resolution
- Individual counseling for students
- Collaboration with community service providers (i.e. outside counselors/ psychologists

F. Early Detection of Potentially Violent Behavior

Building administrators, counselors and social workers are available daily for consultation with staff, students, parents and community members. Building parent-teacher organizations provide opportunities for the free exchange of ideas and concerns. Class discussions, also offer opportunities for dialogue regarding school climate and behavior. PTO organizations and student government organizations (secondary) discuss related matters at meetings as well.

G. Hazard Identification

1. In addition to all instructional buildings in general within the district, other specific potential sites where difficulties could arise:
   a. District Maintenance/ Transportation Facilities (1056 Allen Street, Jamestown)
   b. District Playgrounds (adjacent to elementary schools)

2. Potential disaster sites within the City
   a. Samuel Carlson Generating Station
   b. City of Jamestown Wastewater Treatment Facility
   c. Chautauqua County Airport
   d. UPMC Hospital and Heliport
   e. Railway accidents to include toxic chemical spills
   f. Roadway transport accidents
   g. Municipal services failures (water, sewage, phone, data and electricity)

3. Types of disasters or threats
   a. Fire, Chemical, and/or Hazard materials are of concern in industrial complexes and lumber warehouses
   b. A terrorist attempt/attack at the Samuel Carlson Generating Station
   c. Wastewater Treatment Facility uses chlorine, which could produce potentially a deadly gas
   d. A criminal event, armed gunman or demonstration/protest off school grounds in the district
   e. Aircraft crash

SECTION 2: GENERAL EMERGENCY RESPONSE PLANNING

A. Training, Drills, and Exercises

The District has worked to develop plans for taking actions in response to an emergency. It is Jamestown Public Schools policy to fully comply with all applicable safety standards and laws and to be following the Commissioner of Education Regulation 155.17. Each facility has complete evacuation plans. These plans are confidential and are found in detail in the building level emergency response plan.

In the event of an emergency, the District Emergency Response team will utilize the nationally recognized incident command system. The Incident Command structure for each school in the district can be found in the ICS portion of their Building-Level Emergency Response Plan. The Jamestown City School District has many resources that can be used during an emergency. Each Building has a complete list of resources listed in their Building-Level Emergency Response Plan. Some of the resources available in the district include:

- Fire Extinguishers
- Alarm Systems
- Runner (within a building)
- Local Media and Emergency Alert
- Radios
- Cell Phones
- Fax Lines
- First Aid Kits
- AED's
- Nurses
- Safety Officers & SRO's
- Others as Deemed Necessary

Opportunities for initial training for staff have included participation of the Jamestown Police and Fire Departments. Building safety committees have applied this background to both building and program needs unique to each age level of both students and building configurations. Building staff meetings have helped to bring the total staff together to discuss building decisions. Each building conducts safety training throughout the year with faculty and staff. Each building will be required to keep a log of training offered and drills conducted.

In terms of drills, each building is required to conduct separate drills and exercises each year with the students and staff, with the cooperation and participation of the Jamestown Police and fire officials when debriefing is part of the process. (Shelter-in-place, lockdown, evacuation, relocation, district-wide early dismissal).

School Safety Officers, hall monitors and various aides are trained through building staff meetings, conferences, staff workshops and opportunities on Superintendent's Conference days. Secondary monitors have hallway, exit and parking lot responsibilities. The hiring process requires fingerprinting and reference checks.

Each Building-level Emergency Response Planning Team and representatives of the District administration may engage in tabletop exercises facilitated by the district's emergency management consultant. Emergency response agencies are encouraged to participate in these exercises. The district may opt to conduct functional exercises with emergency response agencies to involve staff, students and parents in realistic drills. Such exercises may not include students without written consent from parents or persons in parental relation.

Drills conducted during the school day with students present shall be conducted in a trauma-informed, developmentally, and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency. At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Parents and persons in parental relation will receive timely notification regarding drills and any other emergency response training(s) that include students.

The district may utilize the following procedures to respond to an emergency:

1. **Emergency Closing/School Cancellation**
    a. The Superintendent or his/her designee has the authority to close school. An internal coordinated communication plan has been established to notify local media stations designated by the Board of Education.
    b. When school is closed, all related activities, including athletic events and student activities will be suspended for that day and evening.
    c. The following media stations will be notified:
        i. WNJA/WDOE/WJTN/WBKX - Radio
        ii. WGRZ – TV (Ch. 2)
        iii. WIVB – TV (Ch. 4)
        iv. WKBW – TV (Ch. 7)
    d. Note: The District has specific detailed plans, which will not be publically shared in this document.

2. **Early Dismissal**
    a. Typically this will only be used when announced ahead of time so parents can plan for early arrival of children. An early exit at the high school may only be done to allow more driving time for buses and to purposely allow middle and elementary runs to remain as close to schedule as possible. Unscheduled early

dismissals will be conducted by evacuating to another district building with public notification by media, social media and text.

b. Note: the District has specific detailed plans, which will not be publically shared in this document.

3. Evacuation

a. Evacuation is utilized when it is necessary to move students and staff for their protection from a school building to a predetermined location in response to an emergency.
b. In the event of an evacuation of the building, the building principal or his/her designee may activate these procedures. In the event of an imminent emergency, standard fire evacuation procedures will be used.
c. As time permits, students will prepare for an evacuation, including retrieving coats, lunches, books, etc.
d. The building principal or designee will coordinate with district office and transportation.
e. Note: the District has specific detailed plans, which will not be publically shared in this document.

4. Shelter-in-Place

a. Shelter-in-Place is utilized when students and staff remain in school buildings, perhaps for an extended period of time, because it is safer to remain inside rather than to return home or be evacuated.
b. Should weather threaten transportation, use of media, social media and text will be used to alert parents/guardians to the delay of district transportation. Individual district staff will provide care to include food and water while retaining staff to handle the supervision of students held in the building until transportation home is possible.
c. Note: the District has specific detailed plans, which will not be publically shared in this document.

5. Hold-in-Place

a. Hold-in-Place is utilized when it is necessary to restrict movement of students and staff within the building while dealing with short term emergencies.
b. A Hold-in-Place may be initiated for an internal incident or administrative matter, such as students fighting in a hallway, maintenance issue or medical emergency that requires staff and students movement be limited.
c. Note: the District has specific detailed plans, which will not be publically shared in this document.

6. Lockdown

a. A Lockdown is initiated during incidents that pose an immediate threat of violence in or around the school.
b. During a Lockdown, we will immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. Lockdown will end only upon physical release from the room or secured area by law enforcement.
c. While the principal or his/her designee generally initiates the aforementioned procedures, anyone can initiate a lockdown. In the event of imminent emergency that requires specific lockdown procedures, a lockdown can be initiated by anyone in the building at any time. An individual yells, "Lock Down, Lock Down, Lock Down" and anyone able to do so will call the main office so an announcement can be made.
d. Note: the District has specific detailed plans, which will not be publically shared in this document.

7. Secure Lockout

a. A Secure Lockout is utilized when students and staff remain inside school buildings that are locked and secured during incidents that pose an imminent concern outside the school.
b. Note: the District has specific detailed plans, which will not be publically shared in this document.

Emergency notification of persons in parental relation to the students will be made using our emergency calling system, local media, social media, school website. If the emergency involves only a few students, the school will notify parents individually, (i.e. school bus accident, medical emergency).

The District has many protocols for emergencies. These protocols are kept confidential to protect the safety of our students and staff. The details of each protocol are found in the Building Level Emergency Response Plans. The protocols include, but are not limited to:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Pandemic	Suicide
	Medical Emergencies

B. Implementing School Security

Building administrators have the authority to determine the following:

- Entrance and hall monitoring practices based upon building configurations, locked doors and age level of students
- Visitor, substitute – RAPTOR sign in and identification badge use
- Planning and timing of secondary school drug searches using police dogs
- Recommendations to the district-wide safety committee, the administrative cabinet and superintendent of schools
- The timing of custodial building checks during the weekend as well as during the week

Each building has prepared building schedules, class lists by periods, staff rosters, and their daily school day locations, parent home and work phone numbers, plus lists of telephone numbers of district and building officials needed to implement the safety plan.

C. Sudden Cardiac Arrest

In accordance with recent changes to the law, the District has developed and implemented a cardiac emergency response plan that addresses the use of appropriate personnel to respond to incidents that involve an individual who is experiencing sudden cardiac arrest or similar life threatening emergency on any school site or school-sponsored event, including but not limited to athletic programs. Specific procedures for such incidents are outlined in detail in each building level emergency response plan. These plans include the locations of each Automated External Defibrillator (AED) as well as a list of school personnel in each site who are trained and certified in the use of CPR/AED.

As outlined in Board Policy 5682, each instructional facility will have sufficient AED equipment available to ensure ready and appropriate access for use during emergencies. All AEDs will be clearly marked, accessible, and maintained consistent with guidelines set by the American Heart Association or other nationally recognized guidelines for emergency cardiovascular care. The District will provide first aid, CPR, and AED training for relevant staff, including building-level emergency response teams and other volunteers. The District will also provide annual training for all staff to identify and respond to instances of sudden cardiac arrest.

SECTION 3: RESPONDING TO THREATS AND ACTS OF VIOLENCE

The Jamestown City School District will utilize the CSTAG Threat Assessment process to investigate all reported threats and acts of violence by students, teachers, other school personnel as well as visitors to the school and threats by students to themselves, including suicide.

Whether it is a direct threat, or an implied threat. Upon hearing information about a violent event, the person hearing the threat, or to whom the threat was reported, must report to the building administrator immediately. The building administrator will gather the necessary information to determine if a threat exists. If the threat is in fact real, the Superintendent of Schools must be notified, and the appropriate procedures will be carried out as outlined in the Jamestown City School District's Code of Conduct.

In the event of a violent incident, potential incident, or intruder on school grounds (direct or implied threats), the building office staff or administrator will contact the Jamestown Police at 911 or 483-7536. The superintendent's office will immediately be notified if another level of help is needed or if the seriousness of the situation (scope or intensity) would warrant it.

A. Communication

The district makes use of the following methods of communication for all school facilities within the district.

- Regular telephone system/cell phone system with numbers as follows:

Person	Position	School Phone	Cell Phone
Kevin Whitaker	Superintendent	483-4420	confidential
Brittnay Spry	Assistant Superintendent of Finance and Operations	483-4422	confidential
Tina Sandstrom	Assistant Superintendent for Instruction & School Improvement	483-4395	confidential
Jessie Joy	Executive Director of Information & Student Services	483-4365	confidential
Renee Garrett	Director of Human Resources	483-4498	confidential
Carl Pillittieri	Director of Facilities	483-4481	confidential
Bradley Meyers	School Safety Advisor	483-4394	confidential
John Spacht	Transportation Supervisor	483-4391	confidential
Ben Drake	Director of Athletics/P.E.	483-4378	confidential

- District-wide radio system
- Email
- Building intercom/PA System (High School, Middle Schools, Elementary Schools)
- Building internal radio system – multi channel, Local media

In the event that specific parents need to be called, phone numbers of all students and parents are kept both at the building and district level offices.

In the event of a general notification, use of both radio and TV broadcasts along with social media and text will be employed upon order of the superintendent (through his immediate office or the assistants' offices or office of school information).

B. Situational Response

Plans have been developed through district committees that deal with the following situations:

- Intruder, violence, hostage
- Biological, hazardous material
- School bus accident
- Bomb threat
- Natural weather related – early dismissal, school cancellation
- Fire
- Suspicious mail (arriving at central office sorting station) Part of Building Plan

The district staff, including teachers, school-related personnel and school administrators, have been trained in de-escalation techniques at past seminars held on superintendent's conference days. Follow up sessions will be held at both the district and building level when staff and presenters are mutually available. An outline of early warning signs has been given to staff along with an appropriate response protocol.

In all cases the building principal or designee is immediately informed of the situation via staff members who may notify the superintendent of implied or direct threats. This may also involve immediate contact of 911 (police and/or fire) or the monitoring of the situation before police are initially called.

C. Response Protocols

In cases of intruders (hostages), biological hazard, or bomb threats, a specific response protocol is outlined for the building level, which integrates a district response team involvement.

Depending upon the nature of the situation, the following people (agencies) are in charge as follows:

- Intruder, violence or hostage threat: highest ranking responding Jamestown Police Officer.
- Biological, hazardous material or radiological threat: highest ranking responding Jamestown fire official.
- Bomb threat: Building principal or ranking district office administrator.

Procedures to safeguard staff include shut downs, lock downs (secondary), level I and level II (elementary) actions at the building level, building evacuation, or site evacuation by district transportation.

Crime scene management, as outlined on the attachment, will be utilized to protect the potential crime scene by preserving evidence.

Procedures to inform parents include use of the local radio, television, social media and text as well as direct telephone calls to parents where only building personnel or response team member involves a few people.

Use of the City of Jamestown Fire Station, other peripheral fire halls, and the district office will allow parents to convene at a local site within the district for timely information updates.

Responses to arriving parents will be based on the best information made available approximately every half hour. Most information will come from local command posts set up by the appropriate agencies in charge at the site of the occurrence.

As a result of multiple meetings with local police, disaster and fire officials, group plans have been made in advance for appropriate responses of those agencies. Debriefings occur with police and EMS personnel after drills. Calls for assistance would be coordinated through the Jamestown Chief of Police and/or mayor's office if requested by the Superintendent or one of his assistants.

D. Resource Coordination

1. Vehicles & Transportation

   Use of the district's bus fleet and drivers, maintenance staff and trucks, as well as large group facilities at the schools in the district will provide opportunities for transportation, evacuation procedures and evacuation sites, as well as control of traffic around district facilities affected by the problem.

2. Coordinating District Resources and Manpower:

   Through the District-Wide Response Team, offices of the Superintendent, Director of Health, Physical Education & Athletics, and Supervisor of Buildings & Grounds, appropriate decisions are made to supplement procedures established with local police, fire officials and emergency response agencies.

SECTION 4: POST-INCIDENT COORDINATION & COMMUNICATION

After the safety and status of staff and students have been assured and emergency conditions have abated following an incident, staff, teachers and school officials will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing this effort is the starting point for the recovery process. Collecting and disseminating information will also facilitate the recovery process.

The Jamestown City School District has outlined actions needed to maintain and/or rapidly resume essential academic, business, and physical services after an incident. Jamestown City Schools relies on strong internal and external communication systems and partnerships with contractors and organizations to quickly recovery following an incident.

- District Support for Buildings: Through the efforts of the Superintendent, a post crisis team plan has been developed to supplement the building level post incident efforts.

- All the district's manpower and resources will be available if it should endure an emergency. Mental health counseling, building security and restoration will be items of primary focus. Response and recovery will be a district goal.

- Disaster Mental Health Services: The district wide post incident team may consist of additional counselors from other district schools, along with psychologists and social workers from our district's department of pupil services. Referrals for both individual and small group counseling beyond the school efforts will be made to the appropriate community agencies when additional or long term recovering is needed.

SECTION 5: BUILDINGS COVERED BY THE DISTRICT SAFETY PLAN

BUILDING	ADDRESS	ADMINISTRATOR/PRINCIPAL	TELEPHONE
Bush Elementary	150 Pardee Avenue Jamestown	Kathryn Benson	483-4401
Fletcher Elementary	301 Cole Avenue Jamestown	Amanda Sischo	483-4404
Lincoln Elementary	301 Front Street Jamestown	Katie Russo	483-4412
Love Elementary	50 East 8th Street Jamestown	Michael Brown	483-4405
Ring Elementary	333 Buffalo Street Jamestown	Michelle Trussalo	483-4407
Jefferson Middle School	195 Martin Road Jamestown	Katherine Zwald	483-4411
Persell Middle School	375 Baker Street Jamestown	Traci Thompson	483-4406
Washington Middle School	159 Buffalo Street Jamestown	Tim Anderson	483-4413
High School	350 E Second Street Jamestown	Allyson Smith	483-3470
District Transportation	1056 Allen Street Jamestown	John Spacht	483-4391
Innovation Center at Rogers School	41 Hebner Street Jamestown	Carl Pillittieri	483-4481
Technical Academy	200 East 4th Street Jamestown	Jenna Johnson	483-4384
Building & Grounds Office	1056 Allen Street Jamestown	Carl Pillittieri	483-4481

Jamestown City School District
District-Wide School Safety Plan, 2025-26

Appendix A

Continuation of Operations for a Public Health Emergency Involving a Communicable Disease

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Definitions

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.

Contractor: shall mean an individual performing services as party to a contract awarded by the state of New York or any other public employer defined in paragraph b of this subdivision.

Visitors: shall refer to a person who comes to spend time with or stay with others in a place temporarily.

Essential employee: 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 employee: 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.

Personal protective equipment (PPE): 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.

Public employer or employer: shall mean the state of New York, a county, city, town, village or any other political subdivision or civil division of the state, a public authority, commission or public benefit corporation, or any other public corporation, agency, instrumentality or unit of government which exercises governmental power under the laws of this state, provided, however, that this subdivision shall not include any employer as defined in section twenty-eight hundred one-a of the education law.

Retaliatory action: shall mean the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The law requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease, which shall include identification of essential personnel, provision of personal protective equipment, staggering work shifts and providing necessary technology for telecommuting, protocols for contact tracing and identifying sites, if necessary, for emergency housing for essential employees.

While the severity and consequences of a declared public health emergency cannot be predicted, this plan will help to minimize the impact on the Jamestown City School District mission, personnel and facilities. This plan will be added to the Jamestown City School District Safety Plan.

Scope

This plan is pertinent to a declared public health emergency involving communicable disease in the State of New York that may affect the Jamestown City School District. It is in the interest of the safety of our students, staff, visitors and contractors, and the continuity of our operations that we have promulgated this plan. This plan has taken guidance from the Jamestown City School District reopening school plan developed in response to COVID-19. That plan establishes and explains the necessary policies and practices that were put into place following federal, state and local health official's guidelines.

Situation Overview

This plan has been developed in accordance with amended laws to support continued resilience to deal with infectious diseases that may emerge and cause a declaration of a public health emergency. Infectious diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi. The circumstances of infectious disease emergencies, including ones that rise to the level of a pandemic, vary by multiple factors, including type of biological agent, scale of exposure, mode of transmission and intentionality.

The health and safety of our students, staff, visitors and contractors is crucial to maintaining our mission essential operations. Our plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH), and the New York State Education Department (NYSED). The fundamentals of reducing the spread of infection include the following:

- Emphasize the importance of washing hands with soap and water or using hand sanitizer frequently, including:
  - after using the restroom
  - after blowing your nose, coughing or sneezing

    - after touching/disposing of garbage
    - after handling your mask
    - before, during, and after preparing or eating food
    - before touching your face
    - after using a public computer, touching tables, chairs and countertops, etc.
- Practice social distancing and wearing a face covering whenever it cannot be maintained;
- Post signage detailing symptoms at designated entry points;
- If you are sick stay home, notify your supervisor immediately;
- Staff, students, visitors and contractors do daily self-screening if necessary, based on guidance of symptoms from our local, state and federal health departments.
- Students or staff with a temperature, signs of an illness who come to school will be sent directly to a dedicated isolation area, prior to being picked up or otherwise sent home;
- Cleaning and disinfecting frequency, especially high touch areas;
- Training for staff, students, visitors and contractors on all protocols to help reduce the spread of infection;
- Any other guidance, which may be published by the Center for Disease Control and Prevention (CDC), the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication from federal, state and local health officials. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees, visitors and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations and the way we teach our students in our facilities.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public and local health officials and the Governor of New York State.
- Per S8617B/A10832, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Superintendent of Schools of the Jamestown City School District, his/her designee, or their successor holds the authority to execute and direct the implementation of this plan. Additional personnel may be assigned by the Superintendent of Schools to support the implementation, monitoring operations, and make needed adjustments to execute the plan.

Upon the determination of the need to implement this plan, all employees and contractors of the Jamestown City School District shall be notified by email, with details provided as possible and necessary. Additional information and updates will be provided on a regular basis. Parents, students, and community stakeholders will be notified of pertinent operational changes by way of direct messaging, social media, or press release as appropriate. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent or designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of the Jamestown City School District, his/her designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary. The District will monitor the severity of the health emergency as needed to support the continued performance of essential functions.

Upon resolution of the public health emergency, the Superintendent of the Jamestown City School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Jamestown City School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of staff, visitors, contractors, and our constituency;
2. Provide vital services;
3. Provide services required by law;
4. Maintain essential building functions and systems;
5. Uphold the core values of the Jamestown City School District with a commitment to students, families and the communities that it served.

The Jamestown City School District has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- the time criticality of each essential function,
- interdependency of one function to others, and
- the recovery sequence of essential functions and their vital processes.

These following functions are deemed essential in the event of a state-ordered reduction of in-person staff to monitor system management, buildings, payroll, and food services for the Jamestown City School District:

Function	**Detail and Rationale**
District Administration & Clerical Support	Leads and executes daily decisions related to educational programs, staffing, financial spending and operations during the health emergency, and supplies the clerical support for such functions.
Information Services	Maintains technology hardware, applications, and support to both students and staff. Sustains critical communication tools including network, servers, email and phone system.
Food Service	If schools are directed to provide meals to students and families eligible to receive free and/or reduced priced meals, personnel will be essential to prepare and serve food to students who need nutritious meals while schools are closed.
Buildings and Grounds	Addresses daily requirements of facilities and facility systems (HVAC, water, electricity, etc.), as well as space utilization and management. Must maintain daily cleaning, sanitation, snow removal and hazard mitigation when necessary if personnel are working within our schools for distribution of meals, instructional resources or other functions.
Business Office	Must continue payroll and accounts payable, purchasing and submission of required financial reports.
Human Resources	Ensures compliance with regulation, policy, and legal requirements to ensure safety and continuation of the workforce needed to operate the District.
Transportation	If schools are directed by the state to provide meals to students and families, or if schools are directed to provide continuity of instruction, transportation may be required to distribute meals and/or instructional resources such as technology.
Instructional Services	Maintains curricular, instructional and assessment programs and provides access to activities, and services for all students.
Pupil Personnel Services	Ensures continuance of special student services that supplement and support the instructional program as part of a comprehensive program to meet student needs.

Essential Positions

Each essential function identified above may require certain positions to be on-site to effectively operate. The table below identifies the positions or titles identified as essential and that may require staff to be assigned on-site for the continued operation of each essential function. Note that while some functions and associated personnel are identified as essential, some functions can be conducted remotely and staff may only be required to report on-site as needed.

Function	Essential Positions/Titles	Description of Function
District Administration & Clerical Support	Superintendent	Establishes all priorities, leads critical decision making, and provides direction and support for district operations
	Central Office Administrators	Lead and execute essential functions
	Clerical Staff	Provide clerical support for essential functions
Information Services	Director of Information Services	Leads and executes all priorities for IS support; supervises and directs IS staff
	Network Administrator	Maintains critical communication systems including network, servers, email and phones
	Information Services Staff	Provides and maintains computer hardware, software, and help desk support
Food Service	Director of Food Service Central Kitchen Manager High School Kitchen Manager Purchasing Clerk	Directs and supervises essential food service operations; oversees inventory
	Food Service Kitchen Staff & Transportation Staff	Prepare & deliver student meals to all schools
Buildings and Grounds	Director of Facilities	Directs and supervises essential functions to maintain safe and operational facilities
	Maintenance Staff & Custodians	Fulfill essential functions to maintain safe and operational facilities
Business Office	School Business Official	Directs and supervises essential functions of the Business Office

	District Treasurer Accounting Supervisor Senior Purchasing Clerk Payroll Clerk	Maintain essential financial functions in the district
Human Resources	Director of Human Resources Senior Personnel Clerk	Ensures regulatory, policy, and legal compliance; directs and organizes staff Maintain personnel matters and help employees work effectively and efficiently remotely
Transportation	Transportation Supervisor Bus Drivers Mechanics	Directs and supervises the safety and operations of the transportation department Assist in delivery of meal and instructional resources, where required Maintain safe and operational buses and vehicles
Instructional Services	Curriculum Coordinators Building Principals Teachers and Instructional Staff Clerical Staff	Develops and maintains instructional program for students in remote or hybrid learning model Directs and supervises instructional and student support services as required at each school building Prepare and provide instructional materials and services when such services cannot be provided remotely Provide clerical support for essential functions
Pupil Personnel Services	Director of Special Education Director of Student Support Services CSE Chairpersons and School Psychologists Clerical Staff	Directs and supervises functions of special education, nursing, counseling, and related services Assures compliance with regulations specific to the CSE process, specifically records review Provide clerical support for essential functions

Reducing Risk through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, if necessary, we can decrease crowding and density at work sites.

Remote Work Protocols

Non-essential employees able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who must work remotely,
2. Approval and assignment of remote work,
3. Equipping staff for remote work, which may include:
    a. Internet capable laptop
    b. Necessary peripherals
    c. Access to VPN and/or secure network drives
    d. Access to software and databases necessary to perform their duties
    e. A solution for telephone communications

The Information Services department will provide infrastructure to support web meetings with staff. The Instructional Services department will provide instruction on using technology and support for students, teachers and families. Devices will be distributed to staff and students as needed and available for remote learning. The District will provide professional development for teachers and administration on designing effective online/remote learning experiences.

Staggered Shifts

Depending on the exact nature of the public health emergency and its impact, the District may implement staggered shifts for essential personnel whose duties must be performed on-site but may be accomplished at times other than typical business hours. As possible, the Superintendent of Schools will consult with administrative supervisors to identify positions for which work hours will be staggered as a strategy of limiting exposure to communicable disease. Possible considerations may include the following:

- Establish employee work shift cohorts to limit potential contacts.
- Limit employee travel within and between buildings.
- Limit usage of designated restrooms/break rooms.
- Stagger arrival and dismissal times.
- Alternate on-site work-days or work weeks.
- Implement a shortened work-week.

Personal Protective Equipment and Supplies

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. Logistics functions prior to an incident include identifying and monitoring emergency resource levels, and executing mutual aid agreements, resource service contracts, and memorandums of understanding. These functions are carried out pre-incident by the Director of Facilities/designee and are closely monitored throughout the event as well.

PPE that may be needed can include:

- Face Coverings
- Eye protection (face shields or goggles)
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, disinfecting spray (or wipes), as well as hand soap and hand sanitizer. The Coronavirus pandemic (COVID-19), demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
   a. Central Administration - Face Coverings
   b. Food Service - Face Coverings & Gloves
   c. Buildings & Grounds - Face Coverings, Gloves & Eye Protection
   d. Nurses - Face Coverings, Gloves & Gowns
   e. Transportation - Face Coverings & Gloves

2. Procurement of PPE
   a. As specified in the amended law, we are be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months.
   b. The supply will be based on our burn rate during the COVID-19 pandemic. We have set suppliers that are able to provide us with PPE.

3. Storage of, access to, and monitoring of PPE stock
   a. PPE is stored in a climate-controlled environment to prevent degradation.
   b. Employees will have immediate access to PPE in the event of an emergency.
   c. The supply of PPE is monitored to ensure integrity and to track usage rates.
   d. The supply level will be also based on the PPE necessary for essential staff to continue to provide services and support to the Jamestown City School District**,** given the current guidance on various supplies and strategies from the CDC or state and local health departments.

The Director of Facilities will work with schools and departments to determine inventory needed to support the district with considerations necessary for essential workers to remain on site. Contractors are not classified as employees of the Jamestown City School District, and as such are not provided with PPE, unless required by state or federal law. The contractor is required to provide the appropriate PPE equipment to its workers prior to entering our facilities.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

- Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC, State Department of Health, or County health officials guidance, we have established the following protocols:

A. If a student, staff, visitor or contractor is exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):

   1. A potentially exposed student, staff, visitor or contractor who does not have symptoms should remain at home or in a comparable setting and practice social distancing and any other CDC/public health guidance for the communicable disease in question.
      a. If possible, such employees will be permitted to work remotely during this period of time if they are not ill, as determined by their immediate supervisor.
      b. The Superintendent, or his/her designee, will be notified and Human Resources is responsible for ensuring these protocols are followed.
      c. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected.
      d. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing

   2. CDC and public health guidance for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
      a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
      b. In-person interactions with the subject employee or contractor will be limited as much as possible.
      c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol. See the section on Cleaning and Disinfection for additional information on that subject.
      d. If at any time they exhibit symptoms, refer to item B below.
      e. The Superintendent, or his/her designee, is the decision-maker in these circumstances and Human Resources is responsible for ensuring these protocols are followed.

B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:

   1. Students, staff, visitors and contractors who exhibit symptoms in the workplace should be immediately separated from other students, staff, visitors and contractors. They should immediately be sent home with a recommendation to contact their physician, in the case of a student.

2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.

3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.

4. The Human Resources Department must be informed in these circumstances and are responsible for ensuring these protocols are followed.

C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:

1. Apply the steps identified in item B, above, as applicable.

2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
   a. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
   b. See the section on Cleaning and Disinfection for additional information on that subject.

3. Identification of potential employee and contractor exposures will be conducted
   a. If an employee or contractor is confirmed to have the disease in question, the local Department of Health will be notified and will inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Health Insurance Portability and Accountability Act (HIPPA).
   b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

4. The Human Resources Department must be notified in these circumstances and are responsible for ensuring these protocols are followed

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow the Center for Disease Control and Prevention (CDC) and public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed. If it is determined by the New York State Department of Health to do Rapid Testing, which was used during COVID-19 to detect that virus, we will follow this requirement.

Cleaning and Disinfecting

The Center for Disease Control and Prevention (CDC) provides specific guidance for schools to aid in determining what level of cleaning and/or disinfection is necessary. Our cleaning will include classrooms, restrooms, cafeterias, libraries, playgrounds, busses and other surface areas. The guidance provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

1. We will identify cleaning and disinfection frequency for each facility and area type; and we will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate for the task.

3. Soiled surfaces will be cleaned with soap and water before being disinfected.

4. Surfaces will be disinfected with products that meet both the US Environmental Protection Agency EPA and the NYS Department of Environmental Conservation (DEC) criteria for use against the virus in question and which are appropriate for that surface.

5. Staff will be trained to follow instructions of cleaning products to ensure safe and effective use of these products.

The Jamestown City School District used the above protocols during the summer of 2020 in our Reopening Plan to safely reopen schools during the COVID-19 pandemic. This framework will be implemented, if appropriate, during a communicable disease public health emergency that may affect our district.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances and the Jamestown City School District is committed to reducing the burden on our staff and contractors. The Families First Coronavirus Response Act, for example, provided requirements related to the COVID-19 pandemic that extended specific paid sick leave to employees. Jamestown City School District will comply with any and all current leave requirements and benefits for our employees and contractors in accordance with New York State and federal law.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Jamestown City School District, and as such are not provided with paid leave time by the Jamestown City School District, unless required by state and federal law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, or off-site visits.

This information may be used by the Jamestown City School District**,** along with either the Chautauqua County Department of Health or the Chautauqua County Department of Health, depending on the location of the staff member, to support contact tracing within the organization.

The use of wall mounted card swipes to enter buildings and the use of attendance records and daily work schedules for all on-site staff will document hours and locations to support contact tracing. Employees will be required to sign-in at the main entrance to each work location on a daily basis unless otherwise directed by their supervisor. The Buildings and Grounds Department is responsible for managing both maintenance and the cleaning staff, along with outside contractors present inside the facilities. Any administrative, instructional, and support staff will document their hours, areas of work and visits, along with using the wall mounted card swipes to enter the buildings. The Human Resources Department will manage this information for contact tracing.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner that will help prevent the spread of the subject communicable disease to protect these employees from potential exposures.

Staff has been cross-trained in our facilities to step in to support some essential operations when needed in the event of the spread of the subject communicable disease within our staff and our community.

Emergency housing for essential workers is not considered to be generally required for school employees as compared to healthcare workers and other critical care employees. If such a need arises where we might need to isolate essential staff to maintain operations in our buildings, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available in the area, the Jamestown City School District will coordinate with the City of Jamestown to arrange for these housing needs. The Superintendent of the Jamestown City School District will be responsible for coordinating any housing for essential employees.

Jamestown City School District
District-Wide School Safety Plan, 2025-26

Appendix B

Emergency Remote Instruction Plan

Overview

In the event of an emergency condition that would ordinarily cause the Jamestown City School District to close schools for an extended period of time, the District may remain in session and provide Emergency Remote Instruction in order to maintain continuity of teaching and learning.

Emergency Remote Instruction may be provided in lieu of extended school closure due to extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, a communicable disease outbreak, or other unforeseen emergency situations that may make it unsafe to operate in the traditional school setting.

When making the determination to provide Emergency Remote Instruction, the Superintendent of Schools will consult with the Board of Education, administrators, teachers, parents, and other stakeholders as appropriate. When implementing Emergency Remote Instruction, the District will ensure compliance with applicable statues, regulations, policies, and contractual agreements.

Definitions

A. "Asynchronous instruction" means instruction where students engage in learning without the direct presence (remote or in-person) of a teacher.

B. "Non-digital and/or audio-based instruction" means instruction accessed synchronously and/or asynchronously through paper-based materials where the student to teacher interaction occurs via telephone or other audio platforms.

C. "Remote instruction" means instruction provided by an appropriately certified teacher 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.

    1) Remote instruction will encompass synchronous instruction provided through digital video-based technology and may also include asynchronous instruction intended to complement synchronous instruction. Digital video-based technology includes online technology and videoconferencing technology.

    2) Remote instruction may encompass non-digital and audio-based asynchronous and/or synchronous instruction where this instruction is more appropriate for a student's educational needs.

D. "Synchronous instruction" means instruction where students engage in learning in the direct presence (remote or in-person) of a teacher in real time.

Access to Remote Learning

The District will ensure that all students have the necessary computing device and internet connectivity required to participate in Emergency Remote Instruction.

The District currently provides all students in grades K-12 access to a personal computing device (iPad). In the event of an emergency condition that would ordinarily cause the Jamestown City School District to close schools for an extended period of time, provisions will be made to the greatest extent possible to ensure that all students have their device at home for Emergency Remote Instruction.

The District annually collects data from families using the Student Digital Resources Survey. The results of this data collection will be used to assess how many students have home internet access. The District will aim to provide mobile hotspots to families that demonstrate the need for reliable internet to facilitate access to Emergency Remote Instruction.

In the event that widespread power outages or other disruptions to connectivity may prevent synchronous instruction, all faculty should provide an alternative non-digital learning activity for students. If students lose connectivity, then the expectation is they will complete the alternate assignment provided.

Methods of Remote Instruction

Emergency Remote Instruction may be delivered through a variety of formats and methods. Determinations about how to best deliver remote instruction will take into account a variety of factors including, but not limited to, the number of students involved, the subject matter, the students' grade levels, and the technological resources required and available. Consideration will also be given to accommodations for students with disabilities or English language learners.

The District may engage students in synchronous and/or asynchronous instruction with the expectation that asynchronous instruction is supplementary to synchronous instruction.

Every effort will be made to plan and deliver synchronous remote instruction that is developmentally appropriate and responsive to student’s linguistic needs and academic readiness. School administrators and teachers may determine that there are some students for whom remote instruction via digital technology is not appropriate. In such instances, which should be limited, the teacher may provide non-digital and/or audio-based instruction for students for whom digital remote instruction is not appropriate. In addition, paraprofessionals or teacher aides may assist students with alternate assignments, meeting individually or in smaller groups through a synchronous connection.

Remote Learning Schedule

Emergency Remote Instruction may be counted toward the annual hourly requirement for the purpose of state aid. The Superintendent must certify to the New York State Education Department that an emergency condition existed on a scheduled school day and that the District provided remote instruction for a specified number of instructional hours in accordance with the District's Emergency Remote Instruction Plan.

While the daily instructional schedule may vary according to the circumstances that necessitate Emergency Remote Instruction, the daily schedule for remote instruction will typically follow the same schedule as the school to which the student is regularly 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 be expected to attend all assigned classes at their scheduled time. The method of instructional delivery may vary to facilitate appropriate screen time per age level within these parameters.

Remote Instructional Support Services

During a period of Emergency Remote Instruction, the District will aim to provide special education and related services as indicated in accordance with each student's Individualized Education Plan (IEP). While there may be limitations to implementing certain services or accommodations through remote instruction, the District will coordinate with special education teachers, support staff, and service providers to ensure that each student with an IEP is receiving the same quality of services that would occur in an in-person environment.

Additional student support services will continue to be available to students during a period of Emergency Remote Instruction. School nurses, counselors, and social workers will maintain regular contact with students and families, meeting synchronously as needed, to monitor and support students' physical, social-emotional, and mental health.

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