ELLICOTTVILLE CENTRAL SCHOOL DISTRICT

2026-2027

District Wide School Safety Plan

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Ellicottville Central School Board of Education approved: Approved August 18, 2026

1.0 INTRODUCTION

Every school district has an ethical responsibility to provide a safe school environment and to promote the safety of all individuals connected with the school. One key aspect of these responsibilities is the preparation of detailed plans for action in the event of natural and/or manmade disasters or emergencies that may occur on school grounds or within the surrounding community.

1.1 PURPOSE

The purpose of the emergency management plan, hereinafter referred to as EMP is to provide all stakeholders with safety planning emergency preparedness and response guidelines, vital information, communication procedures, and standardized measures to protect all members of the school community, including students, staff, and visitors in the event of an emergency.

The standardized EMP has been prepared for all Ellicottville Central School District buildings, (hereafter referred to as "District") facilities to provide the framework for a coordinated approach to preparedness, response, and recovery procedures. The EMP also serves as a model for all District centers providing the guidelines to be modified to the specific needs and resources unique to each building.

The EMP has been developed by the in coordination with local authorities and emergency responders, providing a common platform which will be referenced in a collaborative response in the event of an emergency. The development of the EMP included a systematic investigation and analysis of potential hazards which could affect schools throughout the District, an assessment of the capabilities in the District, Ellicottville Central School, along with Cattaraugus County to deal with potential problems resulting from an Emergency or Disaster.

The EMP describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an Emergency is required to involve itself prior to requesting assistance. Accordingly, each building will prepare separate plans and operating procedures, which form part of the overall Ellicottville Central School District EMP.

1.2 OBJECTIVES

1) Protect the safety and wellbeing of all community members, students, staff and visitors.
2) Provide for a safe and coordinated response in an emergency situation.
3) Protect the District's campuses, facilities and assets.
4) Allow the District to mitigate any disruption to the educational process in a timely manner.
5) Provide for interoperability within the District Incident Command Center and campuses.
6) Provide for timely communications between the District and all stakeholders, including local authorities and all media outlets.
7) Provide for compliance with the National Incident Management System (NIMS), New York State Education Department (NYSED), and SAFE SCHOOLS (New York State Police).

1.2 SCOPE

The emergency management plan encompasses all District buildings and programs within the Ellicottville Central School District and any other leased property in the event of any situation which could be identified as an emergency, and/or which presents any potential imminent danger to persons upon the property.

1.3 AUTHORITY

The District emergency management plan is activated by the District Incident Commander (Superintendent of Schools and/or their designee) and is implemented at the time of an emergency situation. See Appendix D.

School building level incident commanders (Principal and/or their designee) may activate specific building emergency response plans in the event of an emergency.

Building level incident commanders (Principal and/or their designee) are authorized to activate this plan and/or their building specific plan in the event of an emergency, and/or to protect the safety of any persons upon District Properties.

New York State Commissioner of Education Regulations (155.17) requires each public-school district and Board of Cooperative-Educational Services (BOCES) to maintain a written District Emergency Management Plan and Building Level Emergency Response Plans, and that those plans are reviewed and updated annually no later than October 1st of each school year.

1.4 DISTRICT EMERGENCY MANAGEMENT PROTOCOLS

The District has developed specific procedures encompassing emergency preparedness and response that are linked to the EMP. To include, but not limited to:

- Safety of all persons is of the utmost importance and will be given priority consideration in all aspects of emergency operations and will include compliance with the Americans with Disabilities Act.
- The Superintendent of Schools and or his/her designee is the Incident Commander. In the event of an emergency during school hours' students and staff will not be dismissed without the direction and approval of the Superintendent of Schools, his/her designee and/or Incident Commander. Students may be released to parents/guardians with respond to the building, or a designated secondary location under the direction of the Incident Commander and within established procedures to include verifying the identity of the parent/guardian through a valid form of photographic identification issued by a government agency, or another acceptable form of photo identification/personal recognition.
- The National Incident Management System, hereinafter referred to as (NIMS) shall be the designated response platform utilized by the District, in compliance with recommendations of the Department of Homeland Security and the United States Department of Education.
- The District Safety Committee shall maintain the responsibility to be the lead department in an annual collaborative review and update of the District EMP, to include Cattaraugus County Emergency Management Officials, local and state authorities and essential District support departments.

- Each school and building will maintain a designated Incident Commander, (Principal and/or designee) who will direct the implementation and review of the individual building emergency response plan.
- Each building will maintain a building level safety team, which will review the building level plan on an annual basis and submit updates to the plan as necessary, encompassing assignment to emergency response roles for select staff members.
- At the opening of school for the year, the building level incident commander will review the school building emergency response plan and procedures with all staff, and may request volunteers who may possess specialized training to join the building safety team.
- The building level plan data sheets specify individual roles and contact information shall be regularly updated and copies of the updates shall be provided to SAFE SCHOOLS, NYS Police in a timely manner.
- The CA BOCES Health & Safety Department will function in a support role for the district and building level emergency operations plans.

1.5 LEGAL AUTHORITY

Regulation of the Commissioner of Education requires each public-school district to develop a plan for the prevention and reacting to an Emergency Disaster. The Commissioner's Regulation further requires School Districts to coordinate their plans with the Local Emergency Agencies.

The regulation will promote development of consistent responses to the Emergencies experienced by School Districts and will more fully integrate School Districts' Emergency Response with other Emergency Responses. The actions will contribute to the health, safety and wellbeing of students and school employees and help to preserve School District resources and property.

Among the requirements of the regulation are the following:

Plans: Each District, other than a School District, in a city having a population of more than one million inhabitants, and each Board of Cooperative-Educational Services shall prepare, by October 1, a School Emergency Management Plan as prescribed in this section to insure the safety, health of children and staff and to insure integration and coordination with similar

Emergency Planning at the municipal county and state levels. *Plans shall be updated by October 1, of each succeeding school year.*

Identification: of sites of potential Emergency, appropriate responses to Emergencies, and District resources which may be available for use during Emergencies.

Description: of the arrangements for obtaining assistance from Emergency Service Organizations and Local Government Agencies, procedures to coordinate the use of School District resources and manpower, and plans for taking action in response to any Emergency.

The Board of Education shall take action to provide information, by October 1 of each school year, to all students and staff about Emergency Procedures in compliance with 155.17 (i) and Article 2B of the Executive Law.

Drills: Each school, shall at least every school year, and where possible in cooperation with Local and County Officials, conduct a test of its Emergency Plan for Sheltering and Early Dismissal. The amendments of Education Law 807 (1-a, (b): Fire and Emergency Drills; requires twelve drills be conducted each school year, four of which must be lock-down drills.

Commissioner of Education: may order Emergency Response Actions in the event that the Local Education Agency Officials are unable or unwilling to take action deemed appropriate by State and/or County Emergency Personnel.

2.0 SCHOOL SAFETY PROGRAM

The District maintains an inclusive school safety program which is comprised of five major components consisting of: *prevention, protection, mitigation, emergency response and recovery*. Each of these components should be adequately addressed within the District EMP and the Building Level EMP.

The District Safety Team along with the CA BOCS Health & Safety Department is designated to govern the District wide safety program and to assist building level safety teams with the development, implementation, and training requirements associated with the building level EMP. Each school safety team provides the coordination, review and update of the EMP within their respective building.

2.1 EMERGENCY MANAGEMENT COORDINATOR

The District Emergency Management Coordinator shall be the Superintendent of schools, and/or designee. The District Emergency Management Coordinator shall be responsible for the coordination, support, and implementation of the District EMP. The District Emergency Management Coordinator shall also provide support to the building administration in all aspects of safety issues and emergency management.

2.2 DISTRICT EMERGENCY RESPONSE TEAM

The Superintendent of Schools will designate a District Emergency Response Team, which will be available to respond within the District to provide support to any District site in the event of an emergency.

2.3 SCHOOL SAFETY TEAM

The building level school safety team shall be maintained to advise the building principal on all aspects of safety planning to include prevention, protection, mitigation, response and recovery, specific to the respective school building. The team is responsible for making recommendations addressing any issue which may pose a potential hazard to the daily operation of the building. Develop a building plan prior to September 1st to share with all staff during "Staff Development" day at the beginning of the school year. The team shall also be responsible to meet regularly to review and update the building level EMP, and provide any updates to the District and NYS Police.

2.4.1 PROGRAM COORDINATION

The Superintendent of Schools and/or designee are responsible for establishing general emergency management operations guidelines for all District schools and facilities to ensure safety.

The District Safety Committee is responsible for creating updated building level emergency management plans and updated EMP Data Sheets no later than August 30th of each school year. The gathered information and updates will be shared with the local law enforcement, fire

departments, and the New York State Police on an annual basis, in compliance with existing New York State Schools Against Violence in Education guidelines.

3 MISSION AREAS

The District safety program is comprised of five mission areas: *Prevention, Protection, Mitigation, Response and Recovery*, to provide a safe and secure learning environment.

3.1 PREVENTION

The District has established precautionary measures in place to prevent a threatened or actual incident from occurrence.

3.1.1 STAFF IDENTIFICATION

Ellicottville Central School provides each District Staff member with a District Identification Card, with a photo of the employee visible on the card. All employees are required to visibly display their District issued photo identification card during their hours of employment and while upon any District site to identify District staff from any unauthorized persons.

3.1.2 ACCESS CONTROL

The District maintains a networked electronic access control system, to regulate access to District school buildings and facilities. The system allows all authorized District employees to access secured schools at any time during their respective duty hours allowing doors to remain locked.

3.1.3 SECURITY CAMERA NETWORK

The District utilizes a networked security surveillance camera system, allowing for the observation of District Facilities for the protection of students, staff, visitors and District assets. The district cameras may be monitored at any time allowing for the potential detection of any unauthorized persons upon District properties.

3.2 PROTECTION

The District is committed to employing measures to protect students, staff, visitors, community members and District property and assets from any threat and/or hazard.

3.2.1 POINTS OF ENTRY

Each District building operates under a uniform Points of Entry procedure to enhance school safety. All students enter from designated entrances that are actively supervised by school staff. Once the students have started the academic school day, the Points of Entry are locked, and electronic access control is utilized to allow District staff members to enter the otherwise secured building.

3.2.2 BACKGROUND CHECKS

Required District staff members must submit to a fingerprint background check, prior to their placement within a school building, facilitated through NYS Police, and required by the New York State Education Department. The background clearance also provides a reporting conduit which provides a notification to the District if an employee's clearance status changes.

3.2.3 SIGNAGE

All district buildings and facilities maintain proper signage to prevent unauthorized persons from entering and/or remaining upon the school campus, as defined under Section 140.10 of the New York State Penal Law.

3.2.4 VISITOR REGISTRATION

All visitors to any District school must show a valid form of photographic identification during regular school hours and register with District personnel upon entering a school building. Further the visitor will be issued a temporary visitor pass, which they must visibly display while upon the school campus, to prevent any unauthorized persons from entering a school building.

3.2.5 .a INCLEMENT WEATHER DELAY AND/OR SCHOOL CLOSING

To protect the physical wellbeing of students of the District, the Superintendent of Schools may delay the opening of school and or close schools for the instructional day based upon current and/or impending inclement weather conditions. The delay and/or closure will be communicated as early as possible, based upon circumstances, and available via all current media outlets, as well as the District website and any other means of mass communications technology in use by the District.

3.2.5.b REMOTE INSTRUCTION PLAN (See Appendix A)

In the event that the District needs to close for an extended period of time and/or has run out of available "snow days," it may be necessary to implement it's *Remote Instruction Plan*. This plan can be found in Appendix A of this document.

3.2.6 DRILLS

All schools within the District conduct the prescribed number of fire drills and other requirements as in the amendments of Education Law 807 (1-a, (b): Fire and Emergency Drills; requires twelve drills be conducted each school year, four of which must be lock-down drills, allowing students and staff to practice the emergency procedures of the school building. Staff development will take place annually at the beginning of the school year and shall include training on the various types of emergency drills the school will conduct during the school year. The goal in providing training and conducting drills is to practice and prepare, not to scare. All drills will be accurately documented, and a report will be submitted to the Board of Education on a semi-annual basis.

The District will annually include an article in the beginning of the year newsletter that:

- explains the most serious procedures the District may need to use in an emergency;
- explains how many drills must be conducted during the year;
- share the importance of the drills;
- shares how parents/guardians will be notified / informed should a real emergency take place.

In addition, the District may:

- hold a presentation at Open House regarding emergency procedures and drills;
- send a letter home regarding safety protocols and procedures;

In general, the District will ensure that:

- drills and training will be conducted in a trauma-informed, developmentally and age-appropriate manner;

- drills and training will not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency; and

- make announcements, via the District's mass communication system, regarding emergency drills such as lockdown drills within one week before the occur (i.e. *"the District will be holding a lockdown drill within the next week;"*
- *announcements for drills will be limited to robo-calls, posting on the app and e-mails; they will NOT be posted to the website or Facebook;*
- students and staff will be informed when a school is conducting drills through appropriate announcements when drills are initiated.

When conducting a drill, it will ALWAYS be announced that it is a DRILL and NOT AN EMERGENCY. The announcements will use consistent language to ensure students and staff know you are conducting a drill, such as, "*We will now be conducting a lockdown drill,. This is a drill. We are now having a Lockdown Drill . Again, this is a drill*."

After drills, staff will debrief with students, answer questions, and report concerns to Principals or the Superintendent.

On a regular basis, a sub-committee of the District Safety Committee comprised of (but not limited to) the Superintendent, Principals, School Counselors, the School Nurse, the CSE Chairperson, and the School Psychologist will meet to consider or review information regarding the behavioral assessment of students and staff surrounding drills; especially lockout and lockdown drills. This committee will consider and address as needed the following:

- what behaviors, concerns, or situations need to be reported to the Safety Committee
- how to report a safety concern to the Committee or Superintendent (email, telephone, web form, app, etc.)
- whether reporting is anonymous or confidential
- what information is collected in the report
- how safety concerns will be investigated
- training and outreach that should be provided for parents, students, and staff
- consider school/district or community supports for students, staff, and families that need to be changed, modified, eliminated, etc.

3.2.6.a TRAUMA SENSITIVITY

- **Trauma** means an emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss.
- **Trauma-informed** means an understanding of trauma and how it affects the physical, emotional, and mental health of students and adults.
- **Trauma-informed drills** means avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.

Should the District decide to engage in a more intense drill that could cause trauma for some, such as an active shooter drill, the District will:

- work closely with local and county emergency responders to conduct such a drill;
- ONLY conduct such drills on non-school days when activities such as classes and athletics are not occurring on school grounds;
- notify all parents/guardians and staff when such a drill will occur;

- only have students in attendance whose parents/guardians have provided written consent for the drill.

3.2.7 PANDEMIC PLANS (See Appendix B)

The District will closely monitor public health concerns that have the potential to impact the health, safety and welfare of students and staff. Decisions, including the need to stay open or close, will be made in conjunction with NYS, and/or the DOH and/or the District Medical Director. A Pandemic Plan will be used to guide district operations during a pandemic closure and include (but is not limited to) items such as: staff attendance, remote instruction, cleaning protocols, serving of meals, mental health, etc.

3.2.8 RE-OPENING PLAN

The District has developed re-opening plans following the guidance provided by NYSDOH and NYSED. The plan has been submitted to both NYSDOH and NYSED and is posted on the District Website. In addition to this plan, are other "smaller" plans related to reopening that are essentially abstracts of the overall re-opening plan. The plans are considered living documents and may be modified as needed. As they are modified, updated plans will be posted.

3.2.9 REUNIFICATION PLAN (See Appendix C)

3.3 MITIGATION

The District is dedicated to deploying the means necessary to reduce the potential for loss of life and property damage by lessening the potential impact of a threat or hazard.

3.3.1 EMERGENCY RADIO COMMUNICATIONS

The District Utilizes all available means of electronic communications technology which may include but is not limited to: The District website, directed reverse telephone contact capability (robo-calls), directed text and e-mail messaging, posting on social media sites, along with other emergent technologies in order to keep all stakeholders and community members informed of events which may impact student and/or community safety.

3.3.3 FACILITIES SAFETY INSPECTIONS

The District Maintenance Department conducts an annual visual inspection of the physical condition and infrastructure of all school buildings, noting the condition of the facility and reporting the same to the District Board of Education and the New York State Department of Education.

3.3.4 FIRE SAFETY INSPECTIONS

A comprehensive fire safety inspection of all the District Schools and buildings is conducted annually, in conjunction with the District Facilities Department to identify and mitigate any potential fire hazards, enhancing personal safety for students and staff.

3.4.1 RESPONSE

The District is committed to the utilization of all of the personnel and physical resources which it maintains to respond to any emergency to stabilize the situation and establish a safe and secure environment for all persons.

3.4.1 EMERGENCY MANAGEMENT

Each District school building maintains an Emergency Management Plan which is reviewed and updated on an annual basis. The District also maintains a District Emergency Management Plan, which is reviewed and updated on an annual basis.

3.4.2 INCIDENT COMMAND

The District follows the established emergency incident command format for school emergencies.

3.4.3 SCHOOL SAFETY TEAM

Each District school maintains a School Safety Team, comprised of staff members who may possess specialized training and/or skills, which meet regularly to discuss pertinent safety issues, potential hazards and are assigned to respond within a specific role in the event of an emergency.

3.4.4 MUTUAL AID

The District maintains a line of communication with the Cattaraugus County Department of Emergency Management, the local law enforcement and fire departments, and with the New York State Police, in order to provide additional resources in the event of an emergency, to save lives and property.

3.4.2 RECOVERY

The District will utilize all available capabilities to assist any District building which has been affected by an emergency, to restore a safe learning environment.

3.5.1 RECOVERY MUTUAL AID

The District may request the assistance of local, county, state, and federal government resources to assist in the security and the recovery of the District operations in the event of an emergency which exceeds the Districts available resources and capabilities.

3.5.2 MEMORANDUM OF UNDERSTANDING

The District shall secure a memorandum of understanding with any agency in relation to the use of District facilities in the event of a community emergency.

3.5.3 CRITICAL INCIDENT DEBRIEFING

The District shall complete a critical incident debriefing with all staff and responders involved upon the completion of the incident and response. A standardized record will be completed and forwarded to the District Safety Committee for review.

3.5.4 DIGNITY FOR ALL STUDENTS

Ellicottville Central School District Policy provides for the requirements of the Dignity for All Students Act (DASA) by application of the requirements to develop policies, procedures and guidelines for an environment free from harassment, bulling, and discrimination.

Ellicottville Central School Administration accomplishes this through appointing a Dignity Act Coordinator in each of its facilities, annual training for all staff members and provides for proper

reporting, investigation and follow up of all incidents. In addition, provides counseling, mediation or conflict resolution as required.

3.5.5 CODE OF CONDUCT

The Board of Education ("Board") is committed to providing a safe and orderly school environment where students may receive and Ellicottville Central School personnel may deliver quality educational services without disruption or interference.

Responsible behavior by students, teachers, school personnel, parents, and visitors are essential to achieving this goal.

Ellicottville Central School has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of integrity, mutual respect, citizenship, character, tolerance, honesty, and civility.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the board adopts this Code of Conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents and visitors when on school property or attending a school function.

Appendix A
Emergency Remote Instruction Plan

Remote Learning – An Overview:

This is an overview of remote learning for all students at **all grade levels.**

The District is committed to ensuring quality instruction when/if the District is forced to move to a remote model for all students or large groups of students (i.e. all students in grade 7-12).

When is ECS operating under a remote instructional model, the District will try to provide synchronous learning as much as possible within grade levels (PreK-6) or subject areas (7-12) in order to better ensure consistency for students and parents. At the same time, we realize that each family's circumstances are unique and factors such as access to the internet, access to a dedicated technology device, the need for older siblings to possibly assist with child care for younger siblings during the day, etc. will require the District to be flexible and operate under an asynchronous manner at times for these students. Regardless of the model each student / family will be able to follow most closely, ECS is committed to flexibility to assist each student meet academic goals and deadlines through various modalities of work submission.

Ellicottville Central School Remote Instruction Guidelines and Expectations if/when the District transitions to a short term full remote model due to emergency circumstances:

Students will…

- Access lessons for all classes utilizing resources available to the student (family)
- Engage in and complete lessons / learning / assessments as directed by teachers
- Ensure they set up a remote workspace and/or calendar to help manage their time
- Contact teachers with questions about activities and assignments
- Submit assignments within a timely manner via online, email, packet return or other method agreed upon with the teacher
- When participating in virtual lessons, students will:
    - wear appropriate attire (i.e. no pajamas).
    - ensure their background is appropriate or use a digital background.
    - leave the video camera on at all times during the lesson to the greatest extent possible.
    - demonstrate engagement in the lesson via the chat feature or e-mail if it is not possible to keep the camera on at all times.
    - mute their microphone unless they are speaking to teacher / group.
    - understand the teacher may "dismiss" a student if they are unwilling to follow established rules. (The teacher will follow-up with a call to parents.)
    - understand the teacher may end a lesson if it is "hacked" and/or becomes unsafe / inappropriate for students.

Parents/guardians will support students with remote learning by…

- Monitoring and/or reviewing lessons with their children
- Ensuring students set up a remote workspace and/or calendar to help manage their time
- Always communicating issues or questions with the teacher first

- If an issue cannot be resolved at the teacher level, then contact the principal
- Reporting student illnesses to the school nurse, elementary office or MS/HS, accordingly, so appropriate attendance records can be maintained.
- Ensuring students follow the rules for virtual lessons.

Teachers / Staff will…

- Plan and provide remote instruction and learning materials, lessons, and assignments for all courses when / as needed virtually, through memory devices and/or via paper packets.
- Assess students as needed and maintain records of student engagement and progress.
- Maintain records of student attendance and/or engagement.
- Hold / schedule virtual "office hours" to offer assistance and answer questions of all students by being available to parents.
- Maintain open communication with administration and families
- If the entire school is working under a short term, full remote model:
    - Elementary teachers will offer a minimum of one live lesson and/or chat session with the emphasis being on reading/language arts, spelling, math, and science.
    - MS/HS teachers will coordinate efforts and offer a schedule of lessons and/or chats during the week in a manner that is manageable for students / families.
    - Elementary teachers, to the greatest extent possible, will attempt to communicate with each student daily and each parent/family weekly to provide instruction, answer any questions via telephone, email or hold one-on-one video conferences.
    - MS/HS teachers, will maintain regular contact with students and parents to provide instruction, answer any questions via telephone, email or hold one-on-one video conferences.

Administration / District / Technology Department will…

- Oversee the daily operations of remote learning
- Provide communication and guidance as needed
- Maintain open lines of communication
- Provide applicable technology support to the greatest extent possible for virtual learning, which may include links to on-line resources for training opportunities for students/parents.
- To the greatest extent possible assist families with internet access, which may include, but is not limited to: providing wi-fi hotspots (where practicable), ensuring wi-fi access from the school in the bus loop / parking lots, etc.
- Provide 1:1 technology devices for students as follows:
    - 1:1 laptop computers for students in grades 6-12
    - iPads for students in grades K-5
    - I-Pads / Laptops for students who have unique instructional needs required via IEP, 504s, etc.

Remote Instruction for all students / large groups of students:

1. <u>Online</u>: Digital instructional materials will be provided to parents to assist their children in completing their education.
    a. Teachers will use an online platform (Schoology / Microsoft Teams / See Saw / Classtag) for students to access their digital instructional materials and complete their work while away from school.
    b. Teachers may post pre-recorded videos of lessons for students to watch before completing assignments.

c. Assignments may be submitted via the online platform or by emailing a photo of the handwritten completed assignment. Any printed/packet materials may be dropped off to the school and/or picked up via school bus.
d. Teachers should use Microsoft Office 365 Teams / See Saw to hold live classes, one-on-one tutoring sessions, and/or administer assessments.

2. Paper packets:
   a. Paper packets may be provided for students who do not have internet access.
   b. Assignments may be submitted via bus pick up or school drop off. If available, assignments can be emailed.

Remote Learning Plan (6-12):

Access	Target Population
Learning Management System (LMS, such as Microsoft Teams or Schoology)	Students in GR 7-12 with internet access at home OR Students in GR 7-12 with the ability to access the internet elsewhere, such as school parking lot
Paper Packets	Students in GR 7-12 who request paper copies of course materials OR Students who demonstrate/communicate technology is a barrier to work completion and/or engagement in school

1. In the event all education is under a remote model, ECS teachers will make every attempt to follow the normally scheduled daily plan for instruction, offering virtual instruction via TEAMS at the typical scheduled time for each class. To the extent practicable, materials will be made available for students to work on long-range assignments and activities to ensure students without internet access do not fall severely behind on remote days. Teachers may also offer 'office hours' for students to check-in during normally scheduled class times on a full remote model.
2. Every effort will be made by ECS MS/HS instructional staff to provide meaningful, engaging content for students to access remotely.
3. Remote instruction will include direct instruction by means of live videoconferencing, pre-recorded videos, audio recordings, and/or written/digital content.
4. Middle/High School teachers are committed to providing a minimum of one type of personal contact with their students per week, which may include video messaging/instruction, videoconferencing, phone calls, letters, emails or other personal connections to maintain an authentic relationship with the student body during remote instruction.
5. Students utilizing paper packets are still encouraged to secure a digital format (such as REMIND, or email) to obtain the most timely feedback on completed assignments.

Students, parents and staff can contact the school directly by using the emergency hotline (699-6052) or sending an e-mail to covid19@ecsny.org to share concerns / suggestions or ask questions regardless of the model of instruction being used.

Prek-5 Standards Based Grading:

Prek-2 Grading:	**Grades 3-5 Grading:**
4 = Exceeds grade level expectations	4 = Meets grade level expectations all of the time
3 = Meets grade level expectations	3 = Meets grade level expectations most of the time
2 = Approaching grade level expectations	2 = Meets grade level expectations some of the time
1= Does not meet grade level expectations	1= Below grade level expectations

Grading for Remote Instruction Only Grades Prek-5:

Standards-based grading (all grades) and alpha-numeric grades (grades 3-5) will be utilized and formatted on a teacher created report card. Teachers will report on individual standards addressed during closure.

a. Teachers will provide a weekly schedule with due dates, weekly expectations for work completion.
b. Teacher "virtual" office hours
c. Teacher/Staff-Student check-ins: Daily (email, telephone, See Saw, video-conferencing etc.)
d. Teacher-Parent check-ins: Weekly (email, telephone, See Saw, video-conferencing etc.)
e. Provide on-going tutorial opportunities for parents/students on Microsoft Office 365 platform / See Saw.
f. Assign virtual online coordinators/teachers to maintain communication with medically vulnerable students who will be learning remotely full time.

Grading for All Instructional Modalities Grades 6-12:

ECS Middle/High School will utilize a traditional system of numeric grading (i.e. 65+ passing) using quarterly marking periods plus a local final exam or project (if given) and/or Regents Exams (if given) or each course. Please note: college dual enrollment college classes may use a slightly different grading scheme which will be provided by the college.

Minimum Instructional Time Expectations for remote learning days:

Grade	Time: Includes BOTH instruction (teacher lesson) and student work and represent a daily average.	Notes
Pre-K	45 Minutes	
K-2	60 Minutes per day	
3	80 Minutes per day	• Average of 4 lessons per day • 20 minutes per lesson
4-5	100 Minutes per day	• Average of 5 lessons per day • 20 minutes per lesson
6	120 - 160 Minutes per day	• 6 - 8 lessons per day depending on a student's schedule • 20 minutes per lesson
7-12	Approx. 220 Minutes per day	• Average of 36 minutes per lesson (needed per NYSED requirements for 1 unit of study)
Dual Enrollment Classes**		• These classes may require additional time as determined by college requirements and teacher

Technology Access for Students:

1. The District provides 1:1 devices (Dell Laptop) computers to students in grades 6-12.
2. The District is in a position to assign 1:1 iPads to all students in grades K-5 should the District be forced to move to an all remote instructional model of all students. In addition, iPads can be provided 1:1 in the event an individual student needs to be out for an extended period of time (i.e. on quarantine).
3. If the District cannot assist a family with internet access, it will ensure the family is aware of the ability to connect to the school's wi-fi network while parked in front of the school in the bus loop.
4. If a student does not have a technology device and/or reliable access, the District will work with the family to make provisions to provide paper materials to the student and then collect for assessment of student work / progress.
5. If a student does not have reliable internet service BUT does have a technology device that accepts an external data storage device, the District may provide and collect materials with the student via applicable storage devices.

Medically Vulnerable Students (Regardless of Grade):

1. In the event of a public health crisis or pandemic, ECS will work with the families who have medically vulnerable students, or students who have medically vulnerable people living in their household, or have other health concerns related to returning in-person to school to provide remote instruction.
2. **Remote instruction will be considered upon receipt and approval of documentation of a physician note stating that the child needs remote instruction.**
3. "Simple" requests for remote instruction will **not** be honored.
4. Remote instruction will most likely be provided by an outside agency (i.e. Erie 1 BOCES) and/or a third party provider (i.e. Apex Learning) with regular correspondence from a teacher at the school.
5. Remote instruction will **NOT** include virtual synchronous instruction provided by an ECS teacher/staff member.

6. ECS will work with the outside agency to record attendance and grades.
7. Requests for remote instruction due to a documented medical need will be provided on a semester basis **ONLY**: September -January and February-June. The District realizes a medical situation may arise that warrants a student switching to an all remote model, and will work with the family to make that switch. However, students may not switch back to in-person learning during the semester.

Special Education:

1. The CSE/CPSE will survey parents at the beginning of the emergency to obtain parent/guardian's preferred method of communication and update contact information.
2. The Committee on Special Education (CSE) will continue to hold all required meetings (initial, annual, etc.). Meetings will be held virtually as much as possible and include all CSE Committee members. Meetings may take place in-person if deemed necessary by the CSE Chair or requested by a parent provided all social distancing and personal hygiene provisions are followed as outlined in this plan.
3. The CSE Chair be available to discuss concerns, thoughts, ideas, etc. with parents as necessary regarding re-opening plans for applicable students. The District will promptly and thoroughly communicate with parents to inform them of the plan to implement their child's IEP regardless of the methodology of instruction or services. Furthermore, The Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) plan to maintain contact with parents/ guardians via a variety of modes including:
    - Electronic Mail (Email)
    - Telephone
    - Text Messaging
    - USPS Mail
    - Online Classroom Support Programs
    - Videoconferencing

4. Regardless of the instructional model being used at any point in time, the District will ensure that all students with IEPs and 504 Plans will receive a free and appropriate public education (FAPE). The special education program and services will be provided in the least restrictive environment (LRE) as identified by the student's IEPs to the greatest extent possible. The LRE determination will be made by the CSE/CPSE in coordination with parents.
    - In-Person Models: The District will ensure that all services and provisions of a student's with IEP / 504 plans are followed (resource room, CT, related services only, testing accommodations, etc.).
    - Remote Models: To the greatest extent practicable all provisions (accommodations, modifications, supplementary aides, etc.) of a child's IEP or 504 plan will be followed. The District realizes that alternatives to certain, specific services may be necessary if a remote instructional model is being used (i.e. an Occupational Therapy service that requires special equipment/manipulatives), and will work closely with the parent to agree on alternative delivery models / services. Technology and assistive technology will be provided as needed to meet specific student's needs.
    - For all models: An individual determination will be made regarding the delivery of special education programs and services should health and safety

requirements not allow for in-person special education services or the provision of services in the same mode and/or manner they are typically provided.

- For all models: The CSE and CPSE will work with program providers to ensure that all relevant individuals understand the provision of services consistent with the recommendations of each student's IEP.

5. In situations where services require close proximity to students or a child requires intense physical care, appropriate PPE (i.e. gloves, N-95 masks, etc.) will be provided to staff by the District.

6. Teachers and service providers will be required to submit regular progress reports on students' progress on IEP goals. Progress reports will be shared with parents.

7. Progress monitoring will be conducted to measure student progress toward IEP goals. The CSE/CPSE will continue to monitor student needs and modify student IEPs as appropriate, including to address any changing student needs due to the period of remote instruction and extended time away from school.

8. Students receiving special education services will be assigned a case manager to facilitate communication between school personnel, parents, and students.

9. Related services attendance / engagement will be documented in ClearTrack as well as corresponding CSE/CPSE communication.

10. CSE/CPSE Chair will maintain regular contact with program providers where the program in not located at ECS to ensure the needs of the students are being met and the student receives a FAPE.

11. The CSE/CPSE will determine, on an individual student basis, whether any compensatory services are warranted, and if so, identify and provide the appropriate provision of such services. All compensatory services will be documented by the District.

12. The CSE/CPSE with adhere to all procedural requirements:

    - The District will continue to implement its child find procedures to identify, locate, and evaluate all students with disabilities who may be in need of special education and related services. Prior to referring a student to the CSE/CPSE, the District will take into consideration all factors that may have influenced the student's progress during emergency school closures.
    - Parents may continue to refer students to the CSE/CPSE in accordance with the special education regulations.
    - Initial CSE and CPSE evaluations and reevaluations will continue to be conducted, either remotely or in-person, in accordance with the required regulatory timelines. The District will continue to follow previous OSE guidance for conducting evaluations and reevaluations emergency closures to meet special education timelines. As appropriate, and as determined on an

individual student basis, evaluations may be conducted remotely using technology and/or by employing a review of records.

- The CSE/CPSE will continue to meet to review a student's evaluations, to conduct annual reviews, and/or to convene at parent or District request and, as appropriate, revise the student's IEP. Parents and the District may agree to conduct CSE/CPSE meetings using alternative means, such as by video conference and/or teleconference.
- The District will provide to parents the procedural safeguards and prior written notice as required by the regulations.

Appendix B
Communicable Disease - Pandemic Plan

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices.

Prevention/Mitigation:

- We will work closely with the Cattaraugus County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators and the school nurse for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Cattaraugus County Health Department.
    - **Cattaraugus County Department of Health**
      Kevin D. Watkins, MD, MPH; Public Health Director
      1 Leo Moss Drive
      Olean, NY 14760
      Primary: 716-373-8050
      Secondary: 716-701-3398
      Email: https://www.cattco.org/health/contact
- The Cattaraugus County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The Superintendent will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school nurse will be a vital member of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology coordinator will also be an important Team member. The School Business Executive, Sr. Maintenance, Food Service Director, Transportation Director, District Cleark and Principals will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team, including the CA BOCES Administrative Team.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* will be regularly reviewed to make determinations and considerations on issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the teaching, posters, signage, staff training, district publications, etc.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

Essential Positions/Titles

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. The following information will be updated annually to identify essential personnel in the worksheet at the end of this plan.

1. **Title** – a list of positions/titles considered essential (**could not work remotely or work remotely only on a limited basis**) in the event of a state-ordered reduction of in-person workforce.
2. **Justification** - brief description of critical responsibilities that could not be provided remotely.
3. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
4. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Protocols Allowing Non-Essential Employees to Work Remotely:

Ensure Digital Equity for Employees:

- **Portable Device Assessments:**
  - The District will annually survey staff to determine who will need devices at home to maintain operational functions as well as instructional services
  - Conduct a cost analysis of technology device needs
- **Internet Access Assessments:**
  - The District will annually survey staff to determine the availability of viable existing at-home Internet service
  - Conduct a cost analysis of Internet access needs
- **Providing Portable Devices and Internet Access:**
  - To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate portable devices to those determined to be in need.
  - To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

Technology & Connectivity for Students - Mandatory Requirements:

- To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.
- For additional, detailed See "Ellicottville Central School: Pandemic-COVID-19 Re-opening Plan: https://www.ellicottvillecentral.com/cms/lib/NY19000371/Centricity/Domain/1/Ellicottville%20Central%20School%20Re-opening%20Plan%20-%20Fall%202020%20-%20update%203.pdf

Portable Devices Delivery:

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments**:**

        - Regularly identify students' technology needs to include adaptive technologies
        - Maintain a log of all portable devices that are signed out
        - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
    - Providing Multiple Ways for Students to Learn
        - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet. For example, the District will continue to provide "paper" packets and materials to student that require them.

Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, Ellicottville Central School is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered (please note that this list is not all inclusive of strategies that could be considered):

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

Protection (Preparedness):

We have collaborated with our partners to assure complementary efforts. We will communicate with representatives from the Cattaraugus County Department of Health, Local Law Enforcement, Cattaraugus County Emergency Services, and Local Fire Departments. Representatives from these groups are invited to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be the Superintendent's Office with the alternate at MS/HS Principal's Office and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:
- **Incident Commander**

	Name	Title	Phone number
Primary	Tiffany Giannicchi	Superintendent	716-699-2368 ext. 1301
Alternate	Erich Ploetz	MS/HS Principal	716-699-2316 ext. 1401
Alternate	Katie Mendell	Elem. Principal	716-699-2318 ext. 1601

- **Safety Officer**

	Name	Title	Phone number
Primary	Randy Wiser	Maintenance Supervisor	716-699-2316 ext. 1404
Alternate	Dave Andera	Maintenance Worker	716-699-2316 ext. 1404
Alternate	Dave Pelton	Transportation Supervisor	716-699-2316 ext. 1305

- **Liaison Officer**

	Name	Title	Phone number
Primary	Kristen Pearl	Superintendent's Secretary	716-699-2368 ext. 1300
Alternate	Clara Kosinski	Elementary Secretary	716-699-2318 ext. 1600
Alternate	Tammy Auge	MS/HS Secretary	716-699-2316 ext. 1400

- **Public Information Officer**

	Name	Title	Phone number
Primary	Tiffany Giannicchi	Superintendent	716-699-2368 ext. 1301
Alternate	Erich Ploetz	MS/HS Principal	716-699-2316 ext. 1401
Alternate	Katie Mendell	Elementary Principal	716-699-2318 ext. 1601

Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems.

- The ECS has designated the Superintendent as the Pandemic safety coordinator, and responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinator shall be the main contact upon the identification of positive Pandemic cases and are responsible for subsequent communication. The Coordinator shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the Pandemic public health emergency and plans implemented by the school. The MS/HS Principal, Elementary Principal/Director of Curriculum, and the school nurse will assist the Pandemic safety coordinator as requested / needed.
- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; school postings; general mailings; e-mails; special presentations; phones and cell phones, texting; social media; and the public media. School Administrators will coordinate communication efforts. The Superintendent will also retain responsibility for establishing and maintaining contact with accepted media partners and will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available.

- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
    - Overall Operations – we have defined the following decision-making authority for the district (Superintendent, MS/HS Principal, Elementary Principal, School Business Executive, School Nurse, School Board President). Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, cell phones, e-mail, district automated phone notification system.
    - As a team, Administration is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities in the

business office . We have also established the ability to maintain these essential functions off-site from remote locations (employee houses, other municipal locations, etc.)

- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Senior Maintenance Mechanic or back-up designee will keep the Superintendent informed of such status and of the point at which buildings can no longer be maintained. The Senior Maintnenace Mechanic has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). Other available staff may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant (or disinfectant wipes) and left to dry. *At no time will products not approved by the school district be utilized.*
- The Superintendent will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by the Superintendent. The Superintendent has provided cross-training of staff to ensure essential functions**.** The Superintendent will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Superintendent will decide if schools need to be closed.

- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include, but is not limited to:
  - Hard copy, self-directed lessons
  - Use of mobile media storage devices for lessons (CDs, Jump Drives)
  - On-line instruction; on-line resources; on-line textbooks
  - Communication modalities for assignment postings and follow-up could include, but is not limited to: Schoology, telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

Obtaining, Using and Storing Personal Protective Equipment (PPE):

Regardless of the learning model being used, to ensure everyone's safety; all faculty, staff, students, and visitors, must comply with protective equipment requirements:

1. To best ensure everyone's safety, a 6 ft.* distance or barrier between any student, employee, or visitor will be maintained and face coverings / masks will be worn. The exception to this is children under the age of 2 years old and where such covering would impair one's health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction. *Please note, the 6 ft distance may be changed per direction from NYS, NYSED, and/or DOH.
2. ECS will provide 2 reusable cloth face masks / coverings per employee at the beginning of the year. Employees are responsible for the care and maintenance of their mask. If cloth masks cannot immediately be provided, then disposable masks will be provided until cloth can be secured.
3. To the greatest extent possible, if a teacher is moving around a room during instruction, the teacher and all students must wear a mask. If the teacher and all the students are seated and there is 6 ft.* social distancing or barriers are present, masks may be removed to allow for "mask breaks" throughout the day. Mask breaks should occur at least every twenty minutes. Students should continue to work while in a class during mask breaks unless instructed otherwise by a teacher/staff member. If a student gets up to move to another location, that student should wear his/her mask. In addition, depending on the circumstances, a teacher may continue to instruct students during a mask break. *Please note, the 6 ft distance may be changed per direction from NYS, NYSED, and/or DOH.
4. Students will need to provide their own face covering / mask. If this presents a hardship for a family, the family should contact the school for assistance.
5. Visitors will be strongly encouraged to provide their own face coverings / masks.

6. In the event that a student, employee or visitor forgets or does not otherwise have a face covering / mask, a disposable one will be provided at no-cost.
7. The school nurse will maintain an inventory of disposable masks as well as PPE required for certain staff members (i.e. N-95 masks, nitrile gloves, face shields, etc.) and have an adequate supply on hand. The District will use multiple sources to obtain these items to ensure an adequate supply.
8. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
9. Training will be provided to all staff members and students on the proper use of face coverings including:
    a. How to put on, wear, and remove face coverings appropriately
    b. Proper storage of face coverings (short term i.e. while eating)
    c. Proper care of face coverings
    d. (Please see Appendix B)
10. Training may take the form of one or more of the following: District made videos, links to youtube videos, live instruction, written directions, etc.
11. Frequently touched surfaces and objects will be cleaned and disinfected several times a day (by an appropriately trained ECS staff member) to reduce the risk of germs on surfaces and objects:
    a. First, clean the surface or object with soap and water.
    b. Then, disinfect using an EPA-approved disinfectant.
    c. If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% isopropyl alcohol solutions to disinfect.

12. While the touching of shared objects and surfaces is discouraged, it cannot be avoided 100% of the time. Examples of some frequently touched areas in schools (this list is not all inclusive):
    - Classroom desks and chairs
    - Lunchroom tables and chairs
    - Door handles and push plates
    - Handrails
    - Kitchen and bathroom faucets
    - Light switches
    - Handles on equipment
    - Buttons on vending machines
    - Buttons on elevators
    - Shared telephones
    - Shared desktops
    - Shared computer keyboards and mice
    - Bus seats and handrails

13. When contact with shared objects cannot be avoided or an object is a frequently touched area, employees, students, and visitors are encouraged to wash hands before and after contact.
14. Staff will be provided with gloves, as necessary, when working with highly touched surfaces.
15. For certain classes, staff may be provided (by the District) with additional PPE such as disposable nitrile gloves. Disposable gowns, eye protection, N-95 masks, etc.
16. All faculty, staff, and students will receive instruction on how to properly wash their hands or use sanitizer when it is not possible to wash with soap and water. Instruction / training may take the form of one or more of the following: District made videos, links to youtube videos, live instruction, written directions, etc. Instruction / training will be recurring as necessary. (Please see Appendix C)
17. Students will receive instruction on proper respiratory hygiene (coughing, sneezing, etc.). Instruction will follow CDC Guidelines that includes (but is not limited to) covering one's mouth/nose, disposal of tissues and proper hand washing. Instruction / training may take the form of one or more of the following: District made videos, links to youtube videos, live instruction, written directions, etc. (Please see Appendix D)
18. Signage on proper use of PPE and best practices for personal hygiene will be located throughout the building to serve as a reminder for all parties.
19. Information will be available on the District Website regarding instructions for use of PPE and personal hygiene.

Response:

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Cattaraugus County Department of Health and other experts. The Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The Superintendent or designee will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide School Safety and Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the Superintendent or designee will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- Administration will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Senior Maintenance Mechanic will meet with staff and monitor ability to maintain essential function. The Senior Maintenance Mechanic will review essential building function procedures with Administration and command chain. Sanitizing procedures will be reviewed with teachers. The Senior Maintenance Mechanic will work closely with the Administration to implement different phases of the Plan as necessary.
- The Superintendent or designee will meet with staff to review essential functions and responsibilities of back-up personnel. The Superintendent or designee will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described in the "Ellicottville Central School: Pandemic-COVID-19 Re-opening Plan: https://www.ellicottvillecentral.com/cms/lib/NY19000371/Centricity/Domain/1/Ellicottville%20Central%20School%20Re-opening%20Plan%20-%20Fall%202020%20-%20update%203.pdf
- **If the decision is made to close a school building the school district will notify the NYS Education Department and District Superintendent at CA BOCES.**

Preventing Spread / Contact Tracing / Disinfection:

Health Screenings (General):

1. All faculty and staff will receive training / instruction on how to properly identify signs and symptoms of the disease or health concern causing the Pandemic. Instruction / training may take the form of one or more of the following: District made videos, links to youtube videos, live instruction, written directions, etc. Instruction / training will be recurring as necessary. (Please see appendix E)
2. Persons that are ill or display symptoms of the disease or health concern causing the Pandemic will report or be sent to the school nurse immediately.
3. All staff and visitors to the school will be required to complete a health screening. This will be a daily requirement for staff. It will be required by each visitor each time they need to enter the building. Student temperatures will be taken each day with the screening completed at least one time per week Aside from asking personal identification information, the following questions ~~will~~ may be asked via the screening tool:
    - Do you currently have a fever over 100 degrees?
    - Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for the disease or health concern causing the Pandemic or who has had symptoms of the disease or health concern causing the Pandemic?
    - Have you tested positive for the disease or health concern causing the Pandemic in the past 14 days?

- Have you experienced any symptoms of the disease or health concern causing the Pandemic in the past 14 days? (fever, cough, shortness of breath or other respiratory problem)
- In the last 14 days, have you traveled to/from another state or country for which New York State requires a mandated self-quarantined period? (The State list will be updated as needed.)

If an answer of "YES" is provided to any of these questions, the person is prohibited from entering Ellicottville Central School facilities. The screening tool will direct the individual (or parent) to contact Bob Miller, Superintendent & Pandemic Security Officer at 699-2316 extension 1301 or the school nurse, Karin Hager, 699-2318 ext. 1604.

Ellicottville Central School will coordinate testing of individuals that display symptoms of or have been exposed to the disease or health concern causing the Pandemic with the Cattaraugus County Department of Health.

If additional screening is required, the school nurse may isolate the individual in coordination with the Pandemic Safety Coordinator and/or county health officials.

4. Screening of and for students, staff and visitors in the CA BOCES Big Picture Program will be overseen by the program's administrator, who will immediately contact either the ECS Pandemic Security Officer or School Nurse if an individual: "fails" the screening, displays symptoms of the disease or health concern causing the Pandemic, or is otherwise ill. At that time, all ECS plans will take effect and be followed accordingly.

Daily Health Screenings – Students and Staff:

To ensure all faculty, staff, and students comply with daily screening requirements, ECS may do the following:

1. All faculty, staff, students, and visitors must follow all posted signage regarding daily screening practices and expectations.
2. The District may develop a screening tool via Microsoft Forms that will be completed daily by staff and periodically (once per week) by parents for students reporting to the campus. Parents / Guardians are strongly encouraged to complete screenings of their child/children each day before sending them to school. Parents will receive instructions on how to observe for signs of illness in their child and be required to keep their child home if such symptoms are observed.
3. In the event a parent is unable to complete daily screening of their child/children on-line, they should notify the school nurse so the student(s) can be screened at school.
4. Student temperatures may be taken daily when students arrive on campus and before going to classes.
5. If the school nurse does not hear receive at least 1 screening per week, the nurse will screen the student(s) in a confidential manner or contact the parents.
6. Only minimal data will be kept in compliance with NYSDOH regulations.
7. Any screening that results in a possible case of the disease or health concern causing the Pandemic will be addressed immediately by the school nurse and/or Pandemic Security Officer.
8. The school nurse will notify the staff member / parent that they must seek the guidance of the private physician.
9. If the individual is a student, she/he will be confidentially isolated on campus:
    a. To the greatest extent practicable, two rooms will be used by the school:
        - One room will be for healthy students who have injuries or need their medications or nursing treatment.
        - The other room will be for assessing and caring for ill students and staff, and if needed, used for the isolation of an individual suspected of having the disease or health concern causing the Pandemic. If more than one students is suspected of having the disease or health concern causing the Pandemic they may be in the same isolation room as long as they are separated by 6 feet.

- Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies

b. Parents will be called to pick up student within a reasonable time frame.

10. The school nurse will contact the DOH for additional guidance on how to proceed with the situation, including how to determine when the individual may return. Collaboratively, they will work together to limit viral spread and determine timely virus testing of the most appropriate measure and implement contract tracing in the event of a positive case.
11. If appropriate, the nurse will also provide instruction to the staff member / student's parent for the individual's return to the campus (in the event the case is not a positive case).
12. If a person is sent home it is imperative that people not jump to conclusions. The person may have the flu, a cold, allergies, asthma, chronic gastrointestinal conditions, etc. The school MUST protect the privacy of individuals, and, therefore, cannot share information. If the DOH determines that more actions are necessary, the school will follow the directions of DOH at that time.
13. If the school nurse is not available, the Pandemic Security Officer or other Administrator will isolate and dismiss any student or staff member who has a fever or other symptoms of the disease or health concern causing the Pandemic that are not explained by a chronic health condition for follow up with a health care provider. The school nurse will work collaboratively with Administrators to determine if additional staff is needed to assist with non-nursing tasks such as: student supervision; telephone calls, text, or emails to parent/guardians; and assistance with completing any required paperwork other than nursing documentation.
14. Please see Appendix F for more information

Health Screenings – Visitors / Vendors / Contractors / Etc.:

1. To best ensure everyone's safety the District is asking that individuals do not plan on visiting the school unannounced. Often times a question can be answered on the phone or a tele-conference may be set-up.
2. If a visitation is absolutely required, the school nurse will screen the visitor before he/she may enter the building. The school nurse will follow the protocols established in step 3 of **Health Screenings (General)** section of this plan.

Testing Responsibility:

1. Per guidance from the State Education Department and the CDC (*Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools, p14*), Ellicottville Central School will not seek to test anyone for the disease or health concern causing the Pandemic or require testing or antibody testing of students or staff members. The Safety Coordinator, Principals, and School Nurse may make general recommendations to parents and staff members to seek medical advice from their primary care physician, community health experts, and/or our local hospital system.
2. The Ellicottville Central School Pandemic Safety Coordinator, Principals and the School Nurse will monitor screening results so that appropriate steps can be immediately enacted to determine if intervention is needed with any students, staff or visitor that fails screening procedures. .
3. Staff in school offices will serve as frontline observers of screening of self-transporting students and visitors during the day and will deny entry to any person that fails screening procedures. These staff members will contact the Pandemic Safety Coordinator or School Nurse for instructions.
4. The Pandemic Safety Coordinator will immediately be notified if any person fails screening procedures. The Safety Coordinator and/or School Nurse will work with the appropriate County Health Departments if Pandemic is suspected. Those that fail screening procedures will not be allowed entry into Ellicottville Central School.
5. The School Nurse will be the key responder if any faculty, staff, students, or visitors are in need of medical care at the school.

Early Warning Signs:

1. The Pandemic Safety Coordinator and School Nurse will regularly confer with County Health Departments for guidance on regional infection rates. Ellicottville Central School will follow all state guidance if the Western New York region's (Allegany, Cattaraugus, Chautauqua, Erie, and Niagara Counties) 7-day infection average meets the state determined threshold of 9%.
2. The Pandemic Safety Coordinator and School Nurse will monitor daily the 7-day average infection rate for Western New York and for Cattaraugus County. Ellicottville Central School will follow guidance from our County Health Departments and New York State officials to determine if local practices, protocols, and procedures need to be adjusted based on local and regional infection rates.
3. Other internal early warning signs that will be closely monitored are faculty, staff, and student absences related to the disease or health concern causing the Pandemic, more local infection rate data, and other information from the Cattaraugus County Department of Health.
4. Ellicottville Central School will collaborate with the local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive ~~COVID-19~~ cases of the disease or health concern causing the Pandemic may be increasing beyond an acceptable level.
5. Ellicottville Central School faculty and staff will be trained to instruct parents/guardians to observe signs of illness in their child that require staying home from school

Confirmed Case of the disease or health concern causing the Pandemic:

1. If a person is diagnosed with the disease or health concern causing the Pandemic by a healthcare provider based on a test or their symptoms or does not get a test for the disease or health concern causing the Pandemic but has had symptoms, they should not be at school and should stay at home until:
    a. It has been at least ten days since the individual first had symptoms;
    b. It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
    c. It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
    d. The parent (for students) or employee has discussed their return with the school nurse 24 hours in advance of actually returning.
    e. The District will be in constant contact with the DOH and monitoring CDC guidelines for updates
2. If there is a suspected or confirmed case of the disease or health concern causing the Pandemic at the school, as per the CDC and NYSDOH recommendations, the District will:
    a. Close off the areas used by a sick person and will not use these areas until after cleaning and dis-infection has occurred.
    b. Open outside doors and windows to increase air circulation in the area.
    c. Wait at least 24 hours before cleaning and disinfection, or as long as possible if 24 hours is not feasible.
    d. Clean and disinfect all areas used by the person suspected or confirmed to have the disease or health concern causing the Pandemic.

Exposed Individuals:

1. The school nurse will immediately consult with county health officials and the Pandemic Safety Coordinator if exposure to a Pandemic infected individual is suspected through contact tracing.
2. Collaboratively, they will work together to limit viral spread and determine timely virus testing of the most appropriate measure and implement any additional contract tracing in the event of a positive case.
3. Ellicottville Central School will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of the disease or health concern causing the Pandemic.
4. If a person is <u>NOT</u> diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with the disease or health concern causing the Pandemic they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and has a healthcare provider written note stating they are clear to return to school.

Contact Tracing:

1. Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of the disease or health concern causing the Pandemic. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.
2. Ellicottville Central School will cooperate with state and local health department in any contact tracing related to our locations, programming, staff, students, and/or visitors, according to requirements of the New York State Education Department. The Ellicottville Central School Pandemic Safety Coordinator will, solely, assist the Cattaraugus County Department of Health in knowing who may have had contact at school with a confirmed case by:
    - keeping accurate attendance records of students and staff members including daily health screening status (pass / fail only);
    - ensuring student schedules are up to date;
    - keeping a log of any visitors which includes date, time and where in the school they visited and that they passed the health screen; and
    - assisting local health departments in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.
3. Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

Cleaning and Disinfecting:

Ellicottville Central School will:

1. Follow CDC guidance for cleaning and disinfecting the building.
2. Ensure all cleaning supplies and materials meet NYS code requirements.
3. Utilize checklists to ensure each room / area is properly cleaned and disinfected.
4. Utilize a "door tag" system to indicate that a room has been cleaned and disinfected.
5. Establish cleaning and disinfecting schedules to ensure that high traffic and heavily touched items are cleaned on a regular basis.

Documenting Precise Hours/Work Locations of Employees

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. **Our plan to track such individuals can be found in Appendix C, Essential Employee Worksheets, page 45.**

Recovery:

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our Administrative Team to keep the school community aware of the transition process.

- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- A Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety and Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the Business Office, Senior Maintenance Mechanic, Transportation Director, Food Service Director, School Nurse, CSE Chair, and Curriculum Supervisor will be vital to this effort. The District-Wide School Safety Plan and Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

Pandemic Employee Worksheet

In the event of a government ordered shutdown similar, to what we experienced in the spring of 2020 due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely.

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Justification** - brief description of critical responsibilities that could not be provided remotely.
3. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
4. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Employee Information			
Title	Justification (Essential / Non-Essential)	Work Shift	Protocol
Superintendent	Essential / May need to work remotely	Days	Hours Determined by Superintendent
Princpals	Essential / Remote work may be approved	Days	Hours Determined by Superintendent
Business Executive	Essential / Remote work may be approved	Days	Hours Determined by Superintendent
Central Office Staff	Essential / Remote work may be approved	Days	Hours Determined by Superintendent – Time cards will be maintained indicating where the person worked, Hours worked remotely will followed by "WR."
Supervisors	Essential / Remote work may be approved	Days	Hours Determined by Superintendent –
Maintenance	Essential	Days / Nights	Hours Determined by Superintendent
Food Service	Essential – When required to provide meals. Otherwise, remote work may be approved. Ability to work remotely may be restricted by admin for prolonged school closure.	Days	Hours Determined by Superintendent or Designee. Time cards will be maintained indicating where the person worked, Hours worked remotely will followed by "WR."
Technology	Essential – Unless notified otherwise by the Superintendent	Days	Hours Determined by Superintendent – Time cards may be maintained indicating where the person worked, Hours worked remotely will followed by "WR."

Title	Justification (Essential / Non-Essential)	Work Shift	Protocol
Clerical	Varies as needed / Remote work may be approved. Clerical staff may be asked to perform other duties (i.e. assembling packets, delivery of lunches, etc.) in order to maintain instruction and in lieu of being approved to work remotely.	Days	Hours Determined by Superintendent – Time cards will be maintained indicating where the person worked, Hours worked remotely will followed by "WR."
School Nurse	Varies as needed / Remote work may be approved	Days	Hours Determined by Superintendent or Designee.
Teachers	Varies – Teachers will be allowed to work from building unless determined otherwise by State / DOH. Otherwise = Remote	Days	Hours Determined by Superintendent or Designee.
Counselors	Varies – Counselors will be allowed to work from building unless determined otherwise by State / DOH. Otherwise = Remote	Days	Hours Determined by Superintendent or Designee.
Psychologists	Varies – Psychologists will be allowed to work from building unless determined otherwise by State / DOH. Otherwise = Remote	Days	Hours Determined by Superintendent or Designee.
Teaching Assistants	Varies – Teaching assistants will be allowed to work from building unless determined otherwise by State / DOH. Otherwise = Remote	Days	Hours Determined by Superintendent or Designee.
Teacher Aides	Varies – Teacher aides will be allowed to work from building unless determined otherwise by State / DOH. Otherwise = Remote. Ability to work remotely may be restricted by admin for prolonged school closure. Teacher aides may be asked to perform other duites (i.e. assembling packets, delivery of lunches, etc.) in order to maintain instruction and in lieu of being approved to work remotely.	Days	Hours Determined by Superintendent – Time cards will be maintained indicating where the person worked, Hours worked remotely will followed by "WR."
1:1 Aides	Varies - 1:1 Aides will be allowed to work from building unless determined otherwise by State / DOH. Otherwise = Remote. Ability to work remotely may be restricted by admin for prolonged school closure. Teacher aides may be asked to perform other duites (i.e. assembling packets, delivery of lunches, etc.) in order to maintain instruction and in lieu of being approved to work remotely.	Days	Hours Determined by Superintendent – Time cards will be maintained indicating where the person worked, Hours worked remotely will followed by "WR."
Bus Drivers	Varies as needed (i.e. delivery of meals or instructional materials). Ability to work remotely may be restricted by admin for prolonged school closure.	Days	Hours Determined by Superintendent – Time cards will be maintained indicating where the person worked, Hours worked remotely will followed by "WR."

APPENDIX C
Reunification Plan

PURPOSE:

In the event of an emergency or violet incident, the initial response to all emergencies at school will be by the Superintendent, a Building Principal or his/her designee.

With authorization from the Superintendent, a Building Principal or his/her designee, local emergency response personnel shall be notified. If deemed necessary, activation of the building Emergency Response team shall take place.

In the event of a building or district wide evacuation, the Superintendent, a Building Principal or his/her designee shall coordinate efforts, with Law Enforcement, to safely remove students and staff to an off-site location and reunification with authorized parents or guardians when it is safe to do so.

NOTIFICATION:

A district wide notification will be made to parents/guardians with details on a safe and secure method of reuniting **authorized parents/guardians** with their children in the case of an emergency or violent incident.

This reunification process will be at a site to be determined by ECS administration/Law Enforcement that will safely allow all district students to reunite in a safe and orderly manner. This reunification may be on or off school property.

PARENTS:

1. **PLEASE WAIT for the INSTRUCTIONAL INFORMATION as to where and when this process will occur! REMEMBER DO NOT DRIVE TO THE SCHOOL OR THE PICK UP SITES TO RANDOMLY PICK UP YOUR CHILD.** This reunification is a **controlled process** that will efficiently allow you to pick up your child. There is no time line for this process. Patience, consideration of the law and order will be expected and enforced on site.
2. Children will be arranged at the reunification site by alphabetical order of **LAST NAME. A-H, I-P and Q-Z.** This will allow older siblings to be with their younger sibling to help reduce anxiety until their parent/guardian arrives. For families whose students have a different last name they may be separated from their siblings in another alphabetical group. We apologize for this, but

keeping the student in their alphabetical group allows us to have the best accountability as to where the student is.

3. When you receive the notification please arrive at the facility, and then and follow the directions of the Incident Commander/EMS/police officer's orders. Staging for an orderly pick up will be enforced. **NO PARENT WILL BE ALLOWED OUT of their car**. You will be instructed to pull up to the appropriate alphabetical marker and fill out a reunification card, which will list your children that you wish to pick up. There will be 3 of the alphabetical stations going at the same time. **REMEMBER**: YOU **MUST HAVE A PHOTO ID ready to show the staff** to verify permission to leave with a child **AND** on Ellicottville Central School's PowerSchool System **YOU OR YOUR FAMILY/EMERGENCY CONTACTS must BE SPECIFALLY LISTED AS THESE WILL BE THE ONLY PEOPLE** students will be released to. **NO EXCEPTIONS**.
   ** Parents, this is why it is so important to keep your phone number, address, family/emergency contacts up to date. Please update all contact information with the appropriate office secretary with any new changes. Also, starting next year in each quarterly report card will be a contact info sheet to be filled out and turned in with changes so that contact information will be kept up to date.*
4. Once your reunification card is filled out by you and PHOTO ID/CONTACT INFORMATION **VERIFIED** a school staff runner will go retrieve your child/children. You will remain in your vehicle during this process. There may be a possibility that you may need to circle around and get in another alphabetical group to pick up your other children if their last name is different. By this process we can account for every child's whereabouts. Also, please note your child may not have any of their personal belongings with them and will not be able to retrieve them at this time.
5. **Students** will **NOT** be allowed to drive to or from the secure remote location. For safety purposes, ALL students **MUST** be picked up by a Parent / Emergency Contact.
6. When your family is reunited you will be instructed to exit the secure area. Please do not linger around the reunification site talking to other parents as this may create vehicle congestion around the site and slow the process down.

Appendix D

Emergency Contact Information 2024-25

Superintendent:
Tiffany Giannicchi
716-699-2368 ext.
tgiannicchi@ecsny.org

District Clerk / Superintendent's Secretary:
Kristen Pearl
716-699-2368 ext. 1300
kpearl@ecsny.org

MS/HS Principal (Superintendent's Designee #1):
Erich Ploetz
716-699-2316 ext. 1401
eploetz@ecsny.org

Interim Elementary Principal (Superintendent's Designee #2):
Beth Beaver
716-699-2318 ext. 1601
bbeaver@ecsny.org

K-12 Assistant Principal:
Beth Beaver
716-699-2316 ext. 1304
bbeaver@ecsny.org

School Resource Officer:
Amber Graham
716-699-2316 ext. 1126
agraham@ecsny.org

School Business Executive:
Aimee Kilby
716-699-2368 ext. 1302
akilby@ecsny.org

Director of Facilities:
Randy Wiser
716-699-2316 ext. 1404
rwiser@ecsny.org

Transportation Supervisor
Dave Pelton
716-699-2316 ext. 1305
dpelton@ecsny.org

Cafeteria Supervisor:
Vicky Williams
716-699-2316 ext. 1403
vwilliams@ecsny.org

School Nurse:
Leaudra Hacket
716-699-2318 etx. 1604
lhacket@ecsny.org

School Psychologist:
Joe Prior
716-699-2316 ext. 1513
jprior@ecsny.org

School Counselor:
Tammy Eddy
716-699-236 ext. 1512
teddy@ecsny.org

School Counselor:
Dan LaCroix
716-699-2318 ext. 1603
dlacroix@ecsny.org

CSE / 504 Chairperson:
Melissa Dahlman
716- 699-2318 ext. 1410
mdahlman@ecsny.org

High School Office: 716-699-2316
Elementary Office: 716-699-2318
CSE Office: 716-699-2904
Guidance Office: 716-699-2316 ext. 1500