NEWBURGH
ENLARGED CITY SCHOOL DISTRICT

District-Wide School Safety Plan 2023-2024

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Policy Statement

***POLICY:* No. 8130**
Newburgh Board of Education
School Safety Plans and Teams
Adopted: November 22, 2016

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive district- wide school safety plan and building-level emergency response plans regarding violence prevention, crisis intervention, emergency response and management.

Taken together, the district-wide and building level plans provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools.

In accordance with state law and regulation, the district shall have the following school safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

Comprehensive district-wide school safety team and plan

The Board will annually appoint a district-wide school safety team that includes, but is not be limited to, a representative from the following constituencies: the Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel, as well as other individuals as may be determined by the Board. This team is responsible for the development and annual review of the comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the district level. It shall include all those elements required by law and regulation.

The Board may also appoint a student representative to the district-wide school safety team. However, no confidential building –level emergency response plans shall be shared with the student member, nor shall the student member be present during discussion of any confidential building-level emergency response plans, or confidential portions of the district-wide emergency response strategy.

The Superintendent of Schools or his/her designee shall be the district's chief emergency officer, and shall coordinate communication between school staff and law enforcement and first responders. The chief emergency officer shall ensure that all staff understand the district-wide school safety plan, and shall also ensure that building-level emergency response plans are completed, reviewed annually, and updated as needed, to maintain security. In accordance with law, the building-level emergency response plans(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

Building-level emergency response teams and plans

Each Building Principal shall be responsible for appointing a school safety team annually that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, local law enforcement officials, local ambulance and other emergency response agencies. The school safety team shall be responsible for the development and review of a building-level emergency response plan for each district building. The plans shall address communication, emergency response, and evacuation at the building level and shall include all procedures required by law and regulation.

Within each building, the school safety team shall designate:

- an emergency response team that includes appropriate school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and
- a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The Building Principal, in consultation with the Superintendent, shall annually designate a threat assessment team to provide ongoing support and information in order to identify, and assess individuals who may be potential threats to safety, with the intent of minimizing acts of violence in the school community. The threat assessment team shall be composed of, but not limited to, the following personnel from both within the school and the larger community, as appropriate: building administrators, legal counsel, the medical director and/or school nurse, school counselors, local mental health and social service providers, law enforcement, school resource officers, security personnel, and facilities and maintenance personnel. The team shall meet regularly. The team shall be mindful of the need for discretion and observance of confidentiality requirements.

Students shall be encouraged to bring their concerns to any district employee. If a district employee becomes aware of a threat to the school community, the Building Principal shall be informed and he/she will convene the threat assessment team. The Building Principal may request the participation of the following additional individuals who may have specific knowledge of the potential perpetrator: supervisors, teachers, students and parents. The Building Principal is responsible for keeping the Superintendent informed about the

activities of the threat assessment team. Threat assessment team members shall receive appropriate training.

The Building Principal shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plans shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

Annual Review and Report

All plans shall be annually reviewed and updated, if necessary, by the appropriate team by **July 15th**. In conducting the review, the teams shall consider any changes in organization, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it shall remain in effect. If the district-wide plan requires change, then the updated plan shall be submitted to the Board of Education in time to allow 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students and other interested parties prior to Board adoption. All plans must be adopted by the Board of Education by **September 1st.**

The Superintendent of Schools shall be responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. Each Building Principal shall be responsible for filing the building-level safety plan for his or her building and any amendments to the plan with the appropriate local law enforcement agency and the state police within 30 days after their adoption.

Cross-ref: 0115, Bullying and Harassment Prevention and Intervention
5300, Code of Conduct
9700, Staff Development
8620, Bus accidents

Ref: Education Law §2801-a (school safety plans)
Executive Law §2B (state and local natural and manmade disaster preparedness)
8 NYCRR Part 155 (Educational Facilities)
New York State School Safety Plans Guidance, issued jointly by the New York State Education Department, New York State Police, New York State Office of Homeland Security and New York State Emergency Management Office, September 2007

Elements of the Comprehensive School Safety Plan

- Identification of sites of potential emergencies.
- Plans for responses to emergencies including school cancellation, early dismissal, evacuation, power interruption and sheltering.
- Responses to an implied or direct threat of violence.
- Responses to acts of violence.
- Prevention and intervention strategies including collaborative agreements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs, extended day and other school safety programs.
- Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
- Plans for identification of district resources and coordination of such resources and work force available during an emergency.
- Designation of the Chain-of-Command (Incident Command).
- Plans to contact parents and guardians.
- School building security.
- Dissemination of information regarding early detection of potentially violent behavior.
- Plans to exercise and conduct drills to test the Emergency Response Plan including review of tests.
- Annual School safety training for staff and students.
- Protocols for bomb threats, hostage taking, intrusions and kidnapping.
- Strategies for improving communication and reporting of potentially violent incidents.
- A description of the duties of school monitors and other school safety personnel with the requirements for training, hiring and screening process for all personnel acting in a school safety capacity.
- Information about the school district including population, staff, transportation needs and telephone numbers of key school officials.
- Documentation and recordkeeping.

Responsibilities of the District-Wide School Safety Team

The School District-Wide Safety Team will act as an Advisory Leaders Emergency Response Team (ALERT) with the responsibility to assess the vulnerability of the school district to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the Comprehensive Safety Plan to determine its success in violence prevention. Some of the team's primary responsibilities will include:

- Recommending training programs for students and staff in violence prevention.
- Disseminating information regarding early detection of potentially violent behavior.
- Developing response plans to acts of violence.
- Communicating the Plan to students and staff.
- Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (OSHA 200 Logs; Incident Logs; Workers Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
- Making recommendations necessary for change.
- Arranging for annual security analysis including the inspections of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide Safety Team Sub-Committees or Building-Level Team.
- Recommending improved security measures based on school building inspection results.
- Conducting annual school building survey of students and staff to identify the potential for violent incidents.
- Reviewing survey results and recommending actions that are necessary.

This team uses the National Incident Management System (NIMS) Incident Command structure with a designated chain-of-command. Individual members of the Team will be activated to fulfill needed roles depending on the scope of emergency. The Team is generally comprised of:

- Incident Commander
- Public Information Officer
- Safety Officer
- Liaison
- Planning Officer
- Operations Officer
- Logistics Officer
- Finance & Administration Officer

Risk Reduction/Prevention and Intervention Strategies

Program Initiatives in the Newburgh Enlarged City School District include:

- Peer mediation programs
- Character Education and Anti-Violence Programs
- Anti-Bullying Programs
- The Fire Department conducts annual training in elementary school and middle school
- The processes of exercising emergency plans (lockdown, sheltering, evacuation, etc.), are reviewed with all students and they are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations.
- National Incident Management System (NIMS) training for emergency response team members
- Comprehensive School Threat Assessment (CSTAG)

Training, Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. Based on the determination of the District-Wide School Safety Team and the Building-Level School Safety Team, at a minimum, the following methods may be used:

- Early Dismissal drill.
- Live drill including sheltering, evacuation, or lockdown.
- Table top exercises.
- Emergency Response Team exercises.
- Building pre-clearance searches.

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include, but not be limited to, the Police and Fire Departments, Rescue and Ambulance Services,
Local Office of Emergency Management and the local BOCES Health & Safety Office. At least one exercise will occur in each school building every school year.

Description of Duties of School Monitors and Community Resource Officers

School Monitor: All School Monitors must be registered with New York State as security officers. As a Security Guard (also referred to as a School Monitor), each guard must Complete an eight hour and a sixteen hour security officer's course. In addition, Security Guards have received further training in observing behaviors, assessing situations to prevent, identify and respond to any given situation.

School Safety Deputy (SSD): A School Safety Deputy is a certified law enforcement officer who is assigned full time to a school. The SSD's promote a better understanding of our laws, why they were enacted and their benefits. They provide a visible and positive image for law enforcement. They educate students by visiting classrooms and making presentation on school safety. They work with school administrators to investigate criminal violations, which involve students as suspects or victims, and they assist students with law related concerns.

Implementation of School Security

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building-Level School Safety Team after review of school building procedures and practices, security surveys, and building-level occupant surveys. Based on these findings, we have implemented the following security measures:

- School monitors shall receive appropriate staff development every school year.
- School access will be controlled during the regular school day to screen visitors prior to entrance into the building. Consistent with NECSD Board Policy and Code of Conduct, an approved visitor to a school will present valid government issued photo identification, and signed in.
- Annual security reviews.
- Keyless door security system for faculty and staff.
- The district does contract with the Orange County Sherriff's Office for the services of a School Safety Deputy (SSD).
- Video Surveillance
- Metal Detectors
- Random searches may be considered if deemed necessary and within policy
- We will employ any other methods deemed necessary and constantly review our practices

Early Detection of Potential Violent Behavior

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the School Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- A description of the school district's Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.
- How to recognize and respond to implied or direct threats of violence by students against themselves.

Other methods for informing parents and students include:

- Gang awareness programs (provided by local law enforcement)
- Violence prevention programming
- School social worker outreach
- School counselor involvement
- Anger Management programs
- Diversity program
- Anti-Bullying program
- Child abuse prevention
- Suicide Prevention

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our School District Comprehensive Safety Plan.

Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level School Safety Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include, but not be limited to, all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips.

Responses to Violence

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented on the **Incident Report Form**. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports.

Reporting:

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander until transfer to local law enforcement and the Superintendent.

- Report it to the appropriate law enforcement agency.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evaluate or shelter as per School Building Emergency Response Plans.
- Provide incident debriefing to students/staff, as needed. Notify parents.

Investigation:
After the incident has occurred, members of the Advisory Leaders Emergency Response Team (ALERT) will conduct a detailed investigation. It is the purpose of ALERT to focus on facts that may prevent recurrence, not find fault. ALERT will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.
- Consider changes in controls, policy and procedures.

Follow-up:
The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation:
The District-Wide School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions and kidnapping. Professionals will be utilized from local law enforcement and private consultants, as necessary.

Disciplinary Measures:
The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct:
The School district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members.

Emergency Response Protocols - Notification and Activation
(Internal and External Communication)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on School-Building Safety Teams. These individuals and appropriate means of contact are documented in the Building-Level Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building-Level Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones and others as deemed necessary. Appropriate notifications and methods will be determined by the District-Wide School Safety Team.

The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list:

School	Main Office	Health Office
Balmville	845-563-8550	845-563-8555
Fostertown	845-568-6425	845-563-6431
Gardnertown	845-568-6400	845-563-6411
GAMS	845-563-8450	845-563-8468
Horizons	845-563-3725	845-563-3733
Meadow Hill	845-568-6600	845-568-6636
New Windsor	845-563-3700	845-563-3710
Temple Hill	845-568-6450	845-568-6479
Vails Gate	845-563-7900	845-563-7907
Heritage MS	845-563-3750	845-563-3760
South MS	845-563-7000	845-563-7022
NFA Ann	845-568-6701	845-568-6703
NFA Main	845-563-5400	845-563-5471
NFA North	845-563-8400	845-563-8416
NFA West	845-568-6560	845-568-6767

Local Police: City of Newburgh: 561-3131 Town of Newburgh: 564-1100 Town of New Windsor: 565-7000

In general, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific response.

A detailed listing are included in each School Building Emergency Response Plan specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building-Level School Safety Team will be responsible for reviewing and updating these responses and communicating them to students and staff.

The following emergency situations are of prime importance:

Bomb Threats:

All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the School Building Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. A Bomb Threat Checklist will be available at phone reception areas as part of the School Building Training Pamphlet which will be distributed in each school building.

Hostage-Taking:

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call local law enforcement.
- The school principal or designee will issue the appropriate code alert, if necessary, and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist, as requested.

Bus Accident:

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of an intrusion. In general, the following response action will be taken:

- The bus company will contact emergency services, Director of Transportation and Building Administration of the school covered by the bus.
- The building Administrator will dispatch an administrator and the school nurse to the scene of the accident.
- Emergency services agencies (police, fire, EMS will take charge of the accident scene upon their arrival.
- The Administrator will notify the School Superintendent.
- All injured and potentially injured persons (as determined by EMS personnel) will be transported to area hospitals. The number of ambulances utilized and hospital destinations will be determined by the on-scene emergency services personnel

- Parents/Guardians will be notified by any reasonable means of the accident and the condition of their child.

Intrusions:

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of an intrusion. In general, the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office and contact local law enforcement.
- The principal or designee will approach the intruder to determine the nature of his/her presence and ask him/her for identification.
- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuses to leave, inform him/her that he/she is in violation of the law and that the police will be notified. Notify the building principal/main office and call local law enforcement or other appropriate emergency notification.
- **If the situation escalates, plain language** will be utilized to notify all teachers to lock doors. Once the code is announced, administrators will evacuate students who have been locked out of their classroom or are in public areas. Students will be evacuated to a safe area outside the building as per normal evacuation procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

Kidnapping Defined as:
The taking of a person against his or her will from location to another or confining that person to a controlled space.

Missing Person Defined as:
A child under the age of 18 who has left home without permission and without good cause.

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.

- The school principal will immediately contact and turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- If alerted to a potential concern during the school day, when a student has not arrived at school or at home, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If student is not legally absent, he/she could be lost, a runaway, or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information, physical description, photo I.D. will be obtained.
- The School Superintendent will be notified.
- After school hours, when a student has not arrived at home, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and his/her departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if the student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

Responses to Acts of Violence (Implied or Direct Threats)

Response actions in individual buildings during school hours will include:

- The Principal is informed.
- The Principal will inform the Superintendent or his/her Designee and work to determine level of threat.
- The Principal will contact the appropriate law enforcement agency, if necessary.
- The Principal will monitor the situation, adjust response as appropriate, and utilize Building Emergency Response Team, if necessary.

Response actions in individual buildings after school hours will include:

- The Principal is informed.
- The Principal will inform the Superintendent or his/her Designee.
- The Principal will contact the appropriate law enforcement agency.
- The Principal will monitor the situation, adjust response as appropriate, and utilize Building Emergency Response Team, if necessary.

Responses to Implied or Direct Threats of Violence by a Student Against Themselves

Response actions in individual buildings will include:

- The first person aware of suspected or confirmed instances of student self-injury will immediately notify the Principal.
- The Principal will activate the appropriate personnel for response, including the school psychologist and Director of Pupil Personnel Services, and notify the Superintendent when necessary.

School Threat Assessment Decision Flow Chart

Step 1 – Evaluate the Threat

Obtain a detailed account of the threat, usually by interviewing the person who made the threat, the intended victim, and other witnesses. Write the exact content of the threat and key observations by each party. Consider the circumstances in which the threat was made and student's intentions. Is there a communication of intent to harm someone or behavior suggesting intent to harm?

Yes

No

Not a threat. Might be and expression of anger that merits attention

Step 2 – Attempt to Resolve the threat as transient

Is the threat an expression of humor, rhetoric, anger or frustration that can be easily resolved so that there is no intent to harm? Does the person retract the threat or offer and explanation and/or apology that indicates no future intent to harm anyone?

No

Yes

Case resolved as transient; add services as needed

Step 3 – Respond to a substantive threat

For all substantive threats;

A) Take precautions to protect potential victims
B) Warn intended victim and families
C) Look for ways to resolve conflict
D) Discipline student, when appropriate and follow school protocols

Very Serious

Serious

Case resolved as serious substantive threat; add services as needed.

Step 4 – Conduct a safety evaluation for a very serious substantive threat

In addition to A-D above

E) Screen student for mental health services and counseling, refer as needed
F) Contact the Behavioral Health Response Team for assessment, as needed.
G) Law enforcement investigation for evidence of planning and preparation, criminal activity
H) Develop safety plan that reduces risk and addresses student's needs

Step 5 – Implement and Monitor the safety plan

Document the plan. Maintain contact with the student (Responsibility to be determined by team). Monitor whether the plan is working and revise as needed.

The response team will ensure that the student receives appropriate care, including the care of wounds and an assessment for suspicion of self-injury or suicidality.

- The Principal will act as and/or identify liaison between student, parents, affected faculty/staff and peers.
- When appropriate, parents will be encouraged to follow up with an appropriate outside evaluation for the student.
- The principal will identify the need for and provide for continued support for the student.
- The principal will consider local law enforcement as a resource.

Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- The level of threat will be determined.
- If necessary, the immediate area will be isolated and evacuate.
- The Principal will inform the Superintendent or his/her Designee.
- If necessary, initiate lockdown procedures and contact appropriate law enforcement agency.
- Monitor situation, adjust response as appropriate and if necessary, and initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

Response protocols to specific emergencies will vary but usually will include the following:

- Identification of decision makers.
- Plans to safeguard students and staff.
- Procedures to provide transportation, if necessary.
- Procedures to notify parents.
- Procedures to notify media.
- Debriefing procedures.

School Building Chain-of-Command Table

School Building	IC #1	IC #2
Balmville	Principal	Assistant Principal
Fostertown	Principal	Assistant Principal
Gardnertown	Principal	Assistant Principal
GAMS	Principal	Assistant Principal
Horizons	Principal	Assistant Principal
Meadow Hill	Principal	Assistant Principal
New Windsor	Principal	Assistant Principal
Temple Hill	Principal	Assistant Principal
Vails Gate	Principal	Assistant Principal

Heritage MS	Principal	Assistant Principal
South MS	Principal	Assistant Principal
NFA Ann	Principal	Assistant Principal
NFA Main	Principal	Assistant Principal
NFA North	Principal	Assistant Principal
NFA West	Principal	Assistant Principal

Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency, the Incident Commander (above) will contact local law enforcement to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Orange County Office of Emergency Management, Orange County Department of Mental Health, Orange-Ulster BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district's resources, the Orange County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the School Building-Level Plans. All such assistance and coordination is currently handled through the Orange County Office of Emergency Management.

District Resources Use and Coordination

School Building-Level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources, including manpower and Chain-of-Command.

Protective Action Options

School Building-Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency.

☐ **School Cancellation**
1. Monitor any situation that may warrant a school cancellation.
2. Make determination utilizing procedures in place for snow emergencies.
3. Local media is contacted utilizing procedures in place for snow emergencies.
4. Utilize SchoolMessenger to inform parents.

☐ **Early Dismissal**
1. Monitor situation and confer with Superintendent's Office
2. If conditions warrant, close school.
3. Utilize SchoolMessenger to inform parents.
4. Set up information center for parent inquiries
5. Retain appropriate district personnel until all students have been returned hom

☐ **Evacuation**
1. Determine the level of threat.
2. Contact Transportation Supervisor to arrange transportation.
3. Clear all evacuation routes and sites prior to evacuation.
4. Evacuate all staff and students to pre-arranged evacuation sites. Teachers must remain with their students and take attendance.
5. Account for all student and staff population; report any missing students or staff to Building Principal.
6. Make determination regarding early dismissal.
7. If dismissing early, follow procedures above.
8. Ensure adult supervision or continued school supervision/security.
9. Set up information center for parent inquiries.
10. Retain appropriate district personnel until all students have been returned home.

☐ **Power Interruption**
1. Monitor situation and confer with Superintendent's Office
2. If conditions warrant, close school.
3. Utilize SchoolMessenger to inform parents.
4. Set up information center for parent inquiries.
5. Retain appropriate district personnel until all students have been returned home.

☐ **Sheltering (internal and external)**
1. Determine the level of threat.
2. Determine the location of sheltering depending on the nature of the incident.
3. Account for all students and staff. Report any missing staff or students to Building Principal.
4. Determine other occupants in building.
5. Make appropriate arrangements for human needs.
6. Take appropriate safety precautions.
7. Establish a public information office to respond to inquiries.
8. Retain appropriate district personnel until all students have been returned home.

☐ **Shelter-In-Place (weather related)**
1. Shelter-In-Place is announced by the Incident Commander with intent to move school population to a single or multiple locations in the building.
2. Call the appropriate law enforcement agency.
3. Activate Emergency Response Team.
4. Advise the staff and students to proceed to their designated shelter-in-place area.
5. Staff and students proceed to their designated locations in an orderly fashion.
6. Teachers/Staff must take attendance and forward it to the principal or designee.
7. Principal and designees assist emergency personnel as necessary.
8. Consider modified release of students depending on emergency and time of day.

☐ **Hold-In-Place (Medical, Security or Maintenance Issue)**

1. Hold-In-Place is announced by the Incident Commander. Instruct everyone to remain where they.

☐ **Shelter-In-Place (Generic/Non-specific Bomb Threat)**

1. Shelter-In-Place is announced by the Incident Commander. Instruct everyone to remain where they are and scan their respective area for anything out of the ordinary.
2. Call the appropriate law enforcement agency.
3. Activate School Building-Level Safety Team and instruct them to scan common areas for anything unusual.
4. If no devise is found, decide whether to continue school or evacuate. School district administration may consult with Police to make their decision.

☐ **Shelter-In-Place (Specific Bomb Threat)**

1. Shelter-In-Place is announced by the Incident Commander.
2. Call the appropriate law enforcement agency.
3. Activate School Building-Level Safety Team. Instruct them to find an internal location to relocate the school population. Scan and clear the location and a route to it. Move those in the affected areas to the established and cleared location.
4. Assist emergency responders as necessary.
5. The school district administration makes the decision regarding evacuation, continuation, or dismissal of school.

☐ **Lockdown**

1. Lockdown is announced by the Incident Commander, in the event the Incident Commander is unavailable, a trained professional.
2. Call the appropriate law enforcement agency.
3. Immediately gather students from hallways into classrooms or offices (include common areas and restrooms).
4. Teachers/Staff follow pre-established instructions to secure doors. Do not cover hallway windows. Leave the exterior windows, blinds, and lights as they are. Move students out of line-of-sight of hallway windows.
5. Teachers/Staff take attendance and record students that are in the room, missing and extra students from the hall and await further instructions.
6. Teachers are not allowed to open doors for anyone under any circumstances.
7. All activities cease. No talking or response to telephones, intercoms, public address systems or other announcements.
8. Students/Staff outside building must evacuate to a predetermined, off-campus location. This includes bus runs and field trips.
9. Lockdown will end when you are physically released from your room by emergency responders/local law enforcement or other authority.

☐ **Lockout**

1. Announce Lockout has been implemented.
2. If lockout has not been initiated by Emergency Responders, Call local law enforcement
3. Activate building emergency plan and implement Incident Command in accordance with safety plan instructions.
4. Have students who are outside immediately return to the school building.
5. Administrators/Custodians/Assigned Staff – lock and secure all exterior doors and windows.
6. Monitor one main entrance and allow only authorized personnel into building.
7. Classes may continue as normal.
8. The lockout is lifted when the external threat is resolved. Notify as appropriate.

Recovery – School District Support for Buildings

The School Building Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- Superintendent of Schools or Designee
- School Business Official
- Executive Director of Facilities
- Director of Pupil Personnel Services
- Transportation Coordinator
- Food Service Director
- Others as deemed necessary

Disaster Mental Health Services

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services as outlined in our ***Critical Incident Response Plan*****.** Depending on the scope of the situation, the Orange County Emergency Management Office may be contacted to help coordinate a County or State-Wide effort.

Training and Providing Information

Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- A description of the school district's Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence, including threats and verbal abuse.
- Information on how to recognize and respond to school security hazards.
- A review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to defuse hostile situations.
- Information on how to summon assistance in the event of an emergency.
- Information on special procedures to be utilized in the event of bomb threats, hostage taking, intrusions, or kidnapping.
- Information on post-incident procedures to be followed, including medical follow-up as well as the availability of counseling and referral.
- Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our School District Safety Plan.

Forms and Recordkeeping

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program. This will allow us to monitor its success and update the program as necessary. The following forms have been developed for this purpose and will be located in the Forms Section of the School Building-Level Emergency Response Plan.

- Incident Report
- Self-Inspection Security Checklist
- Student/Staff Security Survey
- Bomb Threat Response
- School Building Training Pamphlet
- Training Documentation

Post Incident Review

Within five days of any emergency response, a debrief will occur that includes members of the School District-Wide Safety Team and all other involved parties.

Newburgh Enlarged City School District
Public Health Emergency Communicable Disease Protocols

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020 that requires public employers, including public school districts to adopt a continuation of operations plan in the event a public health emergency is declared involving a communicable disease. The legislation amends subdivision 2 of section 2801-a of New York Education Law to require that District Safety Plans include protocols for responding to a declared public health emergency involving a communicable disease that is "substantially consistent" with the provisions of section 27-C of the Labor Law.

These protocols or their implementation shall not be deemed to impede, infringe, diminish or impair the rights of a District employee or the District under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

For the purposes of these protocols, the District will use the following definitions:

1. "CDC" shall refer to the Centers for Disease Control and Prevention.
2. "Communicable disease" means an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected person or via an animal, vector, or the inanimate environment to a susceptible human host or animal.
3. "Essential" means a designation made that a public employee or contractor is required to be physically present at a worksite to perform their job.
4. "Non-essential" means a designation made that a public employee or contractor is not required to be physically present at a worksite to perform their job.
5. "OSHA" shall refer to the U.S. Department of Labor Occupational Safety and Health Administration.

The Superintendent of Schools will consult legal counsel for guidance regarding any executive orders, rules, laws, or regulations, as needed.

These Protocols contain the following sections:

Section A: Essential Employees
Section B: Telecommuting Protocols
Section C: Work Schedules/Locations
Section D: Documenting Hours & Work Locations
Section E: Personal Protective Equipment
Section F: Exposure to Employees or Contractors
Section G: Emergency Housing

Addendum A: Log of Inspection Of PPE Materials
Addendum B: Legal Requirements

REQUIREMENT A.

A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and a justification of such consideration for each position and title included.

Essential Position	Title	Responsibility
Information Technology	Executive Director Director Technicians Engineers	Required to maintain devices, network security, internet capability including hybrid and remote learning.
Custodial and Maintenance	Executive Director Senior Custodians Custodians/Cleaners Maintenance Staff Mechanics Grounds	Required to maintain the cleanliness and continued functioning of district facilities & grounds. Support delivery of meals to students/families.
Senior Executives Central Office District Clerical	Superintendents Deputy/Asst. Superintendents Executive Directors Directors/Supervisors Clericals/Typists	Required to ensure continuity of the response efforts. Provide onsite support for continued District operations.
Building Administration & Clerical Support	Building Administrators & Clerical Support	Required to ensure continuity of response efforts. Provide onsite support for continued building operations, safety, supervision, and oversight of the District's instructional program and mission to educate all students.
Faculty and Staff	Teachers/Related Service Providers/PPS/Teaching Assistants	Required to provide continuity of learning and student support efforts, as necessary to carry out the educational mission of the District.
Security	Director of School Safety & Security Monitors	To ensure the safety/security of the campuses. Conduct home visits; support food distribution.
Transportation	Director of Transportation Support Staff	Required to transport materials, food to students or to transport students in the event they are attending in-person instruction
Food Service	Food Service Director Food Service Managers & Workers	Required to prepare and distribute meals to students and families.

Health Services	Health Services Facilitators Nurses & Clericals	Required to assist with testing requirements, reporting, and oversight of individuals present in buildings; integral to contact tracing efforts and communications with necessary state and local governmental agencies.
Business Operations	Treasurer, Accounting, Payroll, Purchasing, Tax Office	Required to ensure the continued operation of the District. Provide onsite support for district governance, including but not limited to payroll.

REQUIREMENT B.

A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading, and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.

In the event of a ***state-ordered reduction of in-person workforce***, the below positions will be considered non-essential and will telework if students are not in attendance onsite.

Position	Title	Rationale
Instructional Faculty	Teacher, Psychologist, Guidance Counselor, Social Worker, Related Service Provider	Students will access instruction and services remotely; provided, however, in the event that any specific activities are integral to the performance of an educator's essential job functions, in such instances certain individuals may be required to report in person to the extent necessary.
Specialized Faculty	CSE Chairs	Faculty and parents will access support from this subgroup remotely.
Support Staff	Full-Time Teacher Assistant/ Teacher Aide	Students will access instruction and support provided by this subgroup remotely.
Support Staff	Full-Time Building Subs (long term)	Building subs who are filling a long-term assignment will be asked to telework during a closure.

To enable all non-essential employees and contractors to telecommute, District employees will be guided by ***The Continuity of Instruction Plan and the District Reentry Plan*** contained within the District-Wide Safety Plans. Teachers will continue to have access to various digital platforms, including, but not limited to:

District Email	Learning Management System
ClassLink	Seesaw
Helpdesk@necsd.net	Frontline IEP/RtIM
Illustrative Math	GoMath
ARC	Sonday

Screencastify	Newsela
Discovery Ed	Student Information System
School Pace	

REQUIREMENT C.

A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.

The District currently operates on a staggered arrival time for essential staff based on assigned work hours. If necessary, the Superintendent will reduce onsite staff by 25%, 50%, 75%, or 100% after consultation with the Local Department of Health and/or the District Physician. If essential staff is not working onsite due to workforce reduction, to the fullest extent possible, employees are expected to perform their job functions remotely.

In the event staff would be reduced onsite, the building principals and assistant superintendents will submit a proposed rotational onsite work schedule for essential staff.

The administrative team onsite will be responsible for ensuring essential staff adhere to the schedule and follow required screening protocols related to public health and safety.

The administrative team onsite will be responsible for **maintaining written records** of individuals who need access to the building during the public health crises in the event there is an exposure and contact tracing should need to occur.

In accordance with safety guidelines established by state and local Departments of Health, the District will comply with requirements to maintain social distancing, cleanliness of facilities, transporting students, and the use of Personal Protective Equipment (PPE) and will consider measures that may include, but not limited to:

- The revision of teacher and student schedules
- The cohorting of students in order to maximize a hybrid learning program and social distancing
- The revision of contractor schedules
- The reduction of visitors permitted on campus during school hours

With respect to managing transportation services provided to the District, the following measures will be taken:

- Seats will be occupied by one student per seat
- When boarding, children who need PPE, will be provided it
- Buses are cleaned before and after transporting students

REQUIREMENT D.

A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

- The District will maintain an inventory of PPE in accordance with Board of Education policies and NYS Department Education guidelines, and continually restock the same as needed
- All PPE will be purchased following all federal, state, and local laws and District policies.
- The District will comply with the manufacturer's storage recommendations for each PPE item
- Requests for PPE will be made and tracked through SchoolDude software
- PPE equipment will be readily available when needed
- PPE will be stored at the central warehouse with supplies and secured appropriately by the Executive Director of Buildings and Grounds
- PPE will be delivered to each building based on the number of essential workers and contractors in that building and dispersed based on Principal's protocols.

REQUIREMENT E.

A description of the protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.

In the event an employee, student, or contractor is exposed to a known case of a communicable disease that is subject to a public health emergency, exhibits symptoms of such disease, or tests positive for such disease, the District will collaborate with the Orange County Department of Health and follow the recommended steps to mitigate the infectious disease.

Action Steps	Task 1	Task 2
SCREENING TO REDUCE EXPOSURE ONSITE *All Employees and students will be screened per DOH's guidance.	Leverage digital screener to reflect public health issue and determine if an individual has been exposed or has symptoms prior to traveling to a site	Prohibit visitors from entering and/or remaining on-site until OCDOH/local physician provides clearance
IMMEDIATE RESPONSE TO POTENTIAL EXPOSURE ONSITE	School nurse/District Health Facilitator contacts building principal The individual is isolated and sent home The individual is directed to seek medical care, and a nurse verifies when this occurs Principal communicates with Assistant Supt and District Health Facilitator	DOH & CDC clearing protocol is followed

CONFIRMED POSITIVE CASE		
Step 1	Employee or parent contacts building principal or Division Leaders (if Central Office personnel)	Employee or parent shares the written positive result from lab/medical professional with school's health office
Step 2	Principal/Supervisor contacts Health Facilitator & Asst Supt of Student Support Services *At a ***Daily Debrief session*** - All positive cases are discussed with the Deputy & Superintendent	DOH & CDC clearing protocol is followed
Step 3	District Health Facilitator contacts OCDOH & follows recommendations	District Health Facilitator shares written confirmation of positive case & contact tracing list with OCDOH Deputy Superintendent informs faculty/Staff; Communications Director informs families
Step 4	BOE communication	BOE Clerk emails BOE for each positive case; Superintendent updates the BOE each Friday and at each BOE meeting.
Step 5	Community	Superintendent with the communications' team will update the district website

During a declared public health emergency, the District will, in accordance to NYSDOH/CDC guidelines:

- Disinfect work area/s, common area surface/s, and shared equipment
- Conduct health checks involving a daily digital questionnaire to identify possible symptoms
- Require daily temperature checks upon entering any district facility in accordance with New York State Health Department guidelines
- Cooperate with all state and local health departments regarding contact tracing, isolation, and quarantine efforts
- Assist public health department in identifying who may have had a contact at school with a confirmed case by:
    - keeping a log of any visitors, including the date, time, and were in the school they visited;
    - assist local health department 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.

The District will notify the state and local health departments immediately upon being informed of any positive communicable disease diagnostic test result by faculty, staff, students, and visitors. In the case of individual testing positive, the District will support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program and local health department.

Additionally, if an individual who was in a facility used or owned by the District for the instruction of students is discovered to have tested positive to any current communicable disease, the District in consultation with the local health department will do the following:

- Immediately close the affected area
- Investigate all movements and interactions of students/staff over the previous week.
- Arrange for thorough cleaning and disinfection of areas affected by custodians and/or cleaners. All completed cleaning will be documented and reported to the building administrator.
- Work with the New York State Department of Health to notify all potential contacts.

REQUIREMENT F.

A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.

- All entrances will be locked and monitored by security monitors/greeters.
- All employees and contractors will be required to sign in (digitally) prior to entering a school facility
- All visitors will be scanned through a metal detector and their identity will be searched through the district's Visitor Management System.
- All employees and contractors will be required to possess and wear a work I.D, or a contractor must wear the visitor badge,. at all times while in district
- Payroll, attendance, and/or time cards will further document an employee's presence on campus.

Employees Need	District Approach
Testing	Employees will be permitted to apply applicable laws or sick time while testing is pending due to exposure or work remotely if applicable.
Treatment	Employees will be permitted to apply applicable laws or sick time while treatment is underway.
Isolation	Employees will be permitted to apply applicable laws or sick time.
Quarantine	Employees will be permitted to apply applicable laws or sick time while in quarantine due to exposure at work or work remotely, if applicable (where remote work is available and authorized). Employees who are required to quarantine due to exposure not at work and are not able to telework (ex. custodian) will be required to use sick time, unless another applicable law is available at the time of the emergency.

REQUIREMENT G.

A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

- The Family and Community Engagement Office along with district PPS faculty will coordinate with the NECSD McKinney Vento Homeless Liaison to collaborate with

local/county community-based organizations, faith-based organizations, social services, etc to secure housing.

- PPS faculty will assist families in navigating emergency housing and make the necessary referrals to appropriate community agencies who may assist.

Newburgh Enlarged City School District
Emergency Remote Instruction

The Newburgh Enlarged CIty School District (NECSD) has developed the following guidelines based on a recent amendment to Commissioner's Regulation 155.17 which requires school districts to add emergency remote instruction provisions to their District-wide School Safety Plan.

Our Communications Department will notify all students, families, faculty and staff in the event of an emergency closing and will share the process to ensure continuity of learning. Families will be encouraged to reach out to school administrators, teachers, school counselors, social workers, and school psychologists to ask questions, request passwords, or schedule virtual appointments as they would during regular school operations.

District-Wide Communication Plan for Parents:

- Updates can be found on newburghschools.org
- Robocalls/emails/texts to regularly update parents/guardians

Communication Plan for Staff:

- Updates can be found on newburghschools.org
- Robocalls/emails/texts will be sent to regularly update parents/guardians

Other Communication Tools:

- Regular Phone Lines
- Cell phones
- Remote access to the District network and email
- Google Meet
- School and District Push messaging via Blackboard Connect
- School and District Homepage Posts and Updates

Internet and Device Access

The NECSD will utilize technology, including Chromebooks and Google Classroom, to support remote learning. All Pre-K through 12th-grade students will have Chromebooks to support learning at home. In an emergency, closing provisions will be made to the greatest extent possible to ensure all students have their devices at home for instruction.

- Students in grades 9 - 12 currently have 1:1 access at school and home.
- Students in grades Pre-K thru Grade 8 currently have 1:1 access at school only.

In the event of school closure due to an emergency, the district will execute a plan for device distribution to families of students in grades PreK- 8 in a timely manner. Deployment of devices will be announced via robocall, posted on the district website and on social media sites. Please ensure your contact information is updated in your Parent Portal account so you receive all important information.

A Digital Equity survey will be performed in the Fall of each year and will help inform the district of the need for internet services within our school community. This information will assist building leadership, staff, and the technology department in deploying internet support to families needing internet access. A list of community-based internet access sites will be available on the district website.

If needed, NECSD will provide learning packets and assignments for students without internet access to participate in daily instruction. This will be made available for pick up at any district school. If you have any questions or concerns with access to Technology or need assistance, please submit a student helpdesk ticket or call (845) 568-6540.

Google Classroom & Seesaw

The primary place where your child will receive instruction and educational materials is through Google (Google Classroom(s) and student Gmail) or Seesaw (Prek-2). These applications, in addition to other useful applications, can be found on the Launchpad section of the district's website. The link to your child's Google Classroom site will be sent by email from their teacher. Students should be encouraged to access their Email through Launchpad Classlink.

Instructional Delivery

Students will experience a combination of synchronous and asynchronous lessons and activities. During remote learning, the Office of Curriculum and Instruction will set the parameters for the time allotted for asynchronous and synchronous learning. Expectations will vary based on grade level and unique needs of the students. Time for staff to receive professional learning will be assessed and asynchronous learning will be offered to students.

Synchronous	Lessons are broadcast online live while the learner participates from another location with the teacher.	Students will access teaching and learning via Google Classroom. The whole group and small group instruction will be delivered to students face-to-face with a teacher.
Asynchronous	Lessons and content are available online to be accessed by students.	Assignments will be posted with directions and expectations for completion. Teachers will communicate with students about where and how to access information and assignments.

- Elementary (Grades Pre- Kindergarten through 5) students will log in at 9:00 am and participate in learning activities.

- Secondary students (Grades 6-thru 12) must follow their remote schedule, and attendance will be taken for each period of the day.

Instruction for those students whom remote instruction by technology is not available or appropriate

It is understood that for a small percentage of students, remote learning may not be appropriate. The Principal will work with the Assistant Superintendent for Curriculum and Instruction to identify these students and develop an alternative model of instruction. One alternative would be the provision of learning packets and assignments. These will be made available for pick up at any district school.

Special Education

A special education faculty meeting will be held once the decision to close is communicated. Special education administrators will engage the teaching and support staff through a process to identify the necessary materials and resources needed to deliver remote instruction.

The district will comply with the student's Individualized Education Plan to the

greatest extent possible. Related Service Providers will review their caseloads and secure the necessary supplies and materials necessary for each student and will arrange for the families to pick them up at their school. .

Student Expectations

Attendance

Attendance will be taken daily. Students are expected to attend all virtual classes and participate in all aspects of learning. Virtual attendance will be recorded based on: A student in the LIVE synchronous Google Classroom

Digital Etiquette

Students are expected to maintain appropriate behavior when meeting with teachers remotely. Students must respect the privacy of other participants for remote learning.

- Mute yourself on Google Meets as directed by your teacher
- Cameras are to be kept on during classroom meets unless directed specifically by your teacher to do otherwise.
- Appropriate attire should be worn during meets
- Audio or video of a live recording of lessons or the taking of screenshots of you or peers is a violation of our acceptable use agreement and the code of conduct. Please review the following documents that outline these restrictions: **Technology Acceptable Use Policy** and **Student Code of Conduct.** **(Code of Conduct SPANISH)**

If any situations do not allow you to participate fully, please contact your Teacher, School Counselor, School Social Worker, or Principal.

Instructional Hours for State Aid

The district will comply with the New York State Education Department 180 days of instruction and will satisfy the hourly expectation for elementary 900 hours and secondary 990 hours. The combination of synchronous and asynchronous instruction will be used to attain the required hours.