



Spencer-Van Etten Central School District
Together We Achieve Excellence Beyond Expectations

Spencer-Van Etten District Wide School Safety Plan

**This plan has been developed in compliance with Education Law
Section 807 and 2801-a
and Commissioner's Regulation Section 155.17**

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GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The Spencer-Van Etten Central School District, District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Spencer-Van Etten Central School District Board of Education, the Superintendent of The Spencer-Van Etten Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan. This plan will be reviewed on an annual basis.

A note on the COVID-19 pandemic and this safety plan. If history is any predictor, pandemics are a 100-year event and every possible consideration of same cannot be captured in this document. Reopening and operating plans have been submitted to the New York State Education and Health Departments and communicated to staff, students, parents and the community-at-large via e-mail and our public web site and will not be repeated herein. We will follow every Federal, State and/or Local requirement and guideline that is applicable at the time. The current version of our Public Employer Health Emergency Plan is attached to the end of this document.

Identification of School Teams

The Spencer-Van Etten School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel, and other school personnel.

The current members of the Spencer-Van Etten District-Wide School 2021-22 Safety Team and their positions or affiliations are as follows:

District Superintendent	Diahann Hesler
Chief Emergency Officer	Diahann Hesler
Director of Facilities, Emergency Mgt. Coordinator	Lance Cundy
Principal, Spencer-Van Etten Elementary School	Matt Stroup
Nurse, Spencer-Van Etten Elementary School	TBD
Principal, Spencer-Van Etten Middle School	Rebecca Gentile
Nurse, Spencer-Van Etten Middle School	Donna Gulde
Principal, Spencer-Van Etten High School	Missy Jewell
Nurse, Spencer-Van Etten High School	Theresa Valley

Transportation Supervisor	Tim Wilson
Athletic Director/Asst. HS Principal	Beth Ebel-Ruocco
Union President	Amy Bishop
Health and Safety Committee	TBA
School Counselors	Marjorie McKinery/TBD
Public Information Coordinator	Jennifer Swayze
Chief Information Officer	Jack Wiiki
Chief Financial Officer	Debra Eichholtz

Section 155.17(e)(f) of the Commissioner’s Regulations requires that superintendents not in a supervisory district are to notify the State Education Department as soon as possible whenever the school emergency management plan is activated and results in the closure of a school building in the district. A superintendent of a school within a supervisory district is to notify the BOCES District Superintendent as soon as possible whenever the school emergency management plan is activated and results in the closure of a school building. The BOCES District Superintendent is to notify the State Education Department of all school building closures not related to routine weather emergencies.

Prevention Strategies

Collaborative Arrangements with local/state law enforcement:

Administrative staff are expected to maintain collaborative relationships with the New York State Police, Tioga and Chemung County Sheriffs, and local police agency.

Police authorities should be consulted when the safety of staff, students, or the facilities is in jeopardy.

Non-Violent Conflict Resolution Training Programs:

Numerous types of training are available from a variety of sources, the implementation by all departments and programs to minimize the potential for violence. A sampling of the available resources includes:

- Training programs available through the New York State Police
- Programs available through the New York State.
- Abide by the Dignity for All Students Act
- BOCES trainings including Therapeutic Crisis Intervention (TCI)

Early Detection of Potentially Violent Behaviors

Building Emergency Teams shall receive regular training in response and management of emergency situations, post-incident response, event evaluation, and debriefing.

Personnel acting in security functions shall receive training in de-escalation, non-violent crisis intervention, and non-violent intervention strategies. Key staff members such as guidance counselors, the school administrators and the Nurse will respond to potentially harmful situations.

All school employees will receive at least *two hours* of instruction on issues involving school safety within 30 days of hire. These may include, but are not limited to:

- Warning signals for violence
- De-Escalation training
- Non-Violent conflict resolution
- Improving communication between students and staff
- Mentoring
- Social skill development
- Character Education

Contract(s) for staff will be made with qualified local agencies to provide annual school safety training staff. Annual Multi-Hazard Training for staff will include Right-to-Know training, Hazardous Material training, and training on Blood-Borne Pathogens.

At the beginning of the school year student and staff handbooks are available to students and teachers. Components are reviewed at the beginning of the school year. Handbooks are reviewed and provided to teachers at the beginning of the school year. On conference days other required awareness and safety trainings are provided by the GST BOCES health and safety personnel. At other times special speakers are brought in for either staff or students. Parental participation is always welcome.

Assistance during Emergencies

The primary responsibility for obtaining assistance from emergency services and local government agencies during an emergency rests with the Administrative staff. A teacher or a staff member should speak with his/her immediate supervisor about obtaining assistance unless such emergency is so dire as not to allow the time to do so.

**** The contact for extreme emergencies is 911****

The following list of resources is meant to be a starting point, not a complete list.

FIRST LINE OF ASSISTANCE: Public Safety 911 Dispatcher

Business Calls:	Tioga County Sheriff	(607) 687-1010
	Chemung County Sheriff	(607) 735-8600
	NYS Police (Horseheads)	(607) 739-8797
	NYS Police (Owego)	(607) 687-3961

The 911 dispatcher has a variety of services available such as police, fire response, rescue, emergency medical technicians, heavy rescue, auto extrication, communications, water rescue equipment, water pumps, and the like. The dispatcher also has contact with other emergency agencies on a priority telephone basis such as the Cornell Safety, and Inter-County disaster communications as well as direct links with medical services such as Cayuga Medical Center. There are few situations in which the 911 dispatcher cannot offer some assistance. The dispatcher's office is staffed 24 hours a day, all year.

***Other possibly important numbers for urgent, but not emergent situations are:**

Police and Fire	
NY State Police	911
Chemung County Sheriff	(607) 735-8600
Tioga County Sheriff	(607) 687-1010
Ambulance Service	911
New York State Police	(607) 687-3961
FBI	
(Albany Office)	(518) 465-7551
U.S. Secret Service	(315) 448-0304
Hospitals	
Robert Packer Hospital	(570) 888-6666
Arnot Ogden Medical Center	(607) 737-4100
Cayuga Medical Center	(607) 274-4011
United Health Services (Switchboard)	(607) 763-6000
St. Joseph's Hospital	(607) 733-6541
Other Emergency Services	
Child Abuse and Maltreatment	(800) 342-3720
New York State Electric and Gas	(607) 347-4131
Poison Control Center	(800) 222-1222
Tioga County Emergency Management Office	(607) 687-2023
Chemung County Emergency Management Office	(607) 737-2096
NY State Education Department	(518) 474-3901
Health Department	
Chemung County	(607) 737-2028
Tioga County	(607) 687-8600
Department of Mental Hygiene	
Chemung County	(607) 737-5501
Tioga County	(607) 687-4000
American Red Cross	
Chemung County	(607) 734-3317
Tioga County	(607) 689-0105
Transit Systems	
Chemung County	(607) 734-5211
NYS Department of Transportation- Hornell	(607) 324-8404

Complete and valid information is essential to the management of an emergency event. The best information outside of the school may be obtained from the following sources in order of reliability:

- The National Warning System (NAWAS)
- Emergency Alert System (EAS)
- Information available through the Sheriff's office
- NY Alert System
- Media
- Individuals reporting information. (Validity of information varies. For example, a fire chief on the scene will probably have the best information available).

Identification of District Resources

During an emergency the following should be considered/consulted:

- District-Wide School Safety Plan (this document)
- School Building Emergency Response Plan(s)
- Other community agencies
- Each school has emergency generators which provide power to run the boilers for heat, hot water, lighting and emergency lights and in the High School, kitchen facilities. This is an asset to the community and is listed as a resource with the local Red Cross agency.
- The District also has a fuel depot at the Bus Garage, 18-72 passenger, and 1-20 passenger school bus, 6 Suburbans, 1 dump truck with plow, 2 pickup trucks with plows, 2 staff cars, tractors, UTV, portable emergency generator and a transport trailer.

Procedures to coordinate the use of School District Resources

In the event of an emergency or disaster, the Superintendent, principal or designee, depending on the nature and severity of the emergency or disaster, should immediately notify/do the following:

- Call 911 to activate the emergency law enforcement, fire, and medical response systems
- The District Superintendent or his/her designee should immediately notify the Director of Facilities (or Designee if the Director is not available).
- The decision to notify other emergency services shall be determined by the District Superintendent or designee.
- Establishment of Command Post: The Director of Facilities (or Designee if the Director is not available) notifies the District Superintendent, Principals and Transportation Supervisor as necessary to assemble at a specific location designated as a Command Post. Normally, this location will be the District Office, but an alternate location may be determined by the Director of Facilities if conditions so warrant.
- The Director of Facilities (or Designee, if the Director is not available) contacts all Maintenance Staff to report to an assigned location, and/or to remain on standby.

School Building Security

School Building security is outlined in the School Building Safety Plans.

The District has no hall monitors or safety personnel assigned. Each staff member is responsible for monitoring activities in and around the school property. They receive annual training in the proper ways to perform these duties. Visitors to the school buildings are required to report to the main office to sign a register and receive a visitor ID badge. The office personnel in each school has received training to perform this function.

All new school employees are screened by utilizing the fingerprint background procedures outlined by NYS Education Law. The school checks references for each applicant and each applicant goes through an extensive interview process.

All staff/faculty members are to wear district ID badges.

Visitors/Intruders

Every staff member is responsible for the safety of students and the school. Therefore, it is essential that every adult in our schools follow procedures that will ensure the safety of everyone. This includes clear identification of our SVE employees (by means of a photo identification tag) and visitors (visitor badges) to our buildings on a daily basis.

- Authorized

Visitors, while welcome in school for their contributions to the education of children, are only to remain in school for purposes directly related to their authorized visit. All visitors must follow the procedures established by the building. This includes signing in and noting time when entering the building, wearing an identification tag/badge during their visit, and signing out and noting time when leaving. This includes the following: substitute teachers, family members, students not enrolled in our district, volunteers, maintenance workers, contractors, and vendors. A visitor who enters or remains in a school without authorization may be considered an intruder. If such determination is made, all necessary precautions and actions should be taken. The visitor registry shall be supervised by office staff members who have a clear view of the entryway and path to the school office either in person or through the use of cameras. Each school safety team shall be responsible for establishing this procedure and determining the person(s) responsible for this task. Any group using a district facility will submit a building use form. The individual submitting the building use form will be responsible for reviewing the visitor and safety procedure with their group.

- Unauthorized

An assessment of all unauthorized visitors can be made immediately by any school staff member if it is determined that a visitor is unauthorized. After approaching an unauthorized visitor, the following emergency actions should be taken:

1. Alert main office or designee by any means available

2. Await further instructions from the person in charge of the building or the designee. The person in charge of the building will determine additional actions, which may include “Lockdown” procedure (designed by each school).

Annual Multi-Hazard School Safety Training

The District continues its obligation to ensure that all staff receive the required annual Right-to-Know, Hazard Communication, and Blood borne Pathogen (Exposure Control) training.

As required by Commissioner's Regulations, the District will implement required violence prevention education and mental health training as part of the Superintendent's Conference Day activities each year. This training will also be provided to new employees within 30 days of hire.

The District also has annual fire safety training as required by section Chapter 4 Section 406 of New York State Fire Code. Arson and fire prevention training are conducted in compliance with Section 808 of Education Law. Bus drivers conduct bus evacuation drills with students.

At the beginning of the school year, at a general staff meeting, all staff will be given a chance to go over procedures for all the mandatory drills and procedures.

Once a year the district safety committee shall convene for a day and review the plan, talk about new ideas for training and do tabletop drills for the major emergencies.

Test Components of the Emergency Response Plan

Every school year, Spencer-Van Etten Central School District will conduct Emergency Drills according to New York State Regulations. Currently we conduct at least:

- 8 Evacuation Drills
- 4 Lockdown Drills
- Lockout Drills
- Shelter-In-Place Drills
- Hold-In-Place Drills

Early Dismissal Drill

Pupils will be released to their assigned buses when such buses are announced as available.

Normal bus schedules will be advanced fifteen (15) minutes for the early dismissal plan drill. Parents or guardians shall be notified in writing at least one week prior to such drills.

Transportation and communication procedures shall be included in the test.

The Superintendent or Designee shall file a post emergency report with the Superintendent and the BOCES Superintendent within five days.

Plans for Response to Specific Emergencies

School Cancellation

School occasionally must close down operations because of severe weather or unanticipated emergencies. The decision to cancel school is made by the District Superintendent or designee. When school is cancelled because of emergency conditions, the following will occur:

1. The Superintendent will notify the Principals, Transportation Supervisor, Director of Facilities, Director of Food Service and Public Information Coordinator.
2. These persons will begin any telephone contacts they have arranged with their staff in their department. (Each person mentioned will designate an alternate to be called in the event that (s)he is unavailable.)
3. The Superintendent or designee will notify the appropriate radio stations and television channels. Information will be posted on district webpage; district social media accounts and the SchoolMessenger Rapid Call system will be implemented.

Early Dismissal

In the face of an emergency situation occurring during the school day, the following procedures are to be followed:

1. The Superintendent or his/her designee makes or approves a "go home" decision.
2. Wherever necessary and advisable, an announcement is made on the radio stations, television channels, district social media accounts and website. The SchoolMessenger Rapid Call system will be implemented as identified in the section above.
3. Sufficient school personnel will remain until all students have safely dismissed and arrived home safely.

Evacuation/Alternate Shelter Plan

1. The Superintendent or Designee makes the decision to evacuate the school.
2. The Superintendent or Designee notifies the Director of Facilities, with the Transportation Director as an alternate if the Director of Facilities is not available, Director of Food Service and building administrators of the need to evacuate.
3. Staff and students will evacuate the buildings to assigned evacuation destinations at the sound of the fire alarm or per instructions. Staff members are responsible for accounting for all students.
4. The Superintendent (or Designee) sends maintenance personnel to each location to be evacuated to inform staff members of the evacuation plan. Building Administrator (or designee) will check that all students are accounted for prior to and again upon arrival at evacuation site. Building Administrator or Designee will report by cell phone to the Superintendent or Designee regarding the accountability of staff and students. The building administrator or designee will secure the "Emergency Bag" before evacuation.
5. The Superintendent or Designee in conjunction with Building Administrators arranges for the relocation of staff and students following building plans.
6. The Superintendent or Designee contacts Transportation Supervisor to arrange transportation or give special instructions.
7. The Transportation Supervisor contacts any bus drivers who are off campus and will instruct them to report to the appropriate location.
8. The Superintendent or Designee establishes a command post with the Administrator in charge.
9. The Superintendent or Designee will establish a media/information center.

Evening and Weekend Emergencies

In the case of an emergency when an event is being held at Spencer-Van Etten CSD, the responsible staff person shall immediately take the appropriate action. (Chain of command in the following order: Administrator on site, Maintenance personnel on site, Chaperone) As soon as feasible, the Principal and the Superintendent must be notified.

All school district personnel supervising events shall have access to a copy of District and Building Level Safety/Emergency Response Plans.

Intervention Strategies

Any threat to the safety and well-being of students and/or staff will be treated seriously. Threats involving bodily injury will be considered in the context of the *Code of Conduct*.

Law Enforcement: Violent Incident

The primary responsibility for contacting law enforcement regarding threats or acts of violence rests with the Administrative staff. Staff should contact law enforcement only when it is not possible for an administrator to do so. In the event that a staff member contacts law enforcement, he/she should notify his/her immediate supervisor. Students should report a violent incident to the nearest adult.

Please keep the following guidelines in operation when responding to a violent act:

- Inform all staff members of the basic details of the incident and continue to keep them informed (if the violent act effects a large population of faculty/students). Establish a mechanism for all staff to continue to give you feedback throughout the entire process.
- SchoolMessenger will be used initially to inform parents, caregivers, students and persons in parental role. A letter will be sent home with all students for any violent incidents that potentially impact a significant number of students (includes general information about the incident).
- In violent incidents necessitating building evacuation with emergency evacuation plan parents will be notified via mass media and SchoolMessenger All Call.
- In the event of a violent incident involving the entire building, students should not be allowed to use phones unless authorized by a building administrator.
- Parents/guardians of students involved and/or impacted by a violent act will be contacted.
- Information regarding student records and families are to be treated in a confidential manner. A breach of confidentiality will result in disciplinary action.

Note: If Student Discipline is needed, refer to the S-VE Student Conduct and Discipline Manual.

Possible contacts include but are not limited to the following:

New York State Police	911
Chemung County Sheriff	(607) 735-8600
Tioga County Sherriff	(607) 687-1010

Acts of Violence

Any act of violence is to be considered in the context of the *Code of Conduct*. Please refer to the *Code of Conduct* for additional information about the consequences of violent behavior. If the act of violence is so egregious as to require action(s) beyond that/those found in the *Code of Conduct*, then the following responses should occur:

1. A staff member should report the incident to his/her immediate supervisor.
2. An Administrator should report the threat to the Superintendent or designee, who will decide whether or not to involve the local authorities and/or emergency personnel.

Possible contacts include but are not limited to the following:

New York State Police	911
Chemung County Sheriff	(607) 735-8600
Tioga County Sherriff	(607) 687-1010

3. Other actions include but are not limited to the following:

- Employ appropriate building lock down procedures
- Notify the Director of Facilities
- Assure that all students are accounted for
- Prepare a command post
- Determine locations of all staff and students
- Allow the perpetrator(s) to escape out of and away from the building
- Avoid reckless/imprudent actions: keep a distance, do not make quick moves, do not force the issue mentally or physically.

Fight, Assault or Rape

Immediate Actions

- Call for administrative assistance. The administrator shall notify the Superintendent and/or make determination if law enforcement or other agencies should be contacted.
- Building Principal will determine if a Hold-In-Place is necessary.
- Notify the building nurse.
- Enlist help to control onlookers. Isolate.
- Clear the area of students.
- Remain in visual contact of altercation encouraging those involved to cease. Secure area as a possible crime scene.
- Remove objects that might increase danger to participants.
- Obtain names of those involved.
- Await assistance from administrative staff.
- Treat life-threatening injuries only (airway, bleeding, and circulation). Do not alter physical condition of victim and surroundings (to protect evidence).
- Call the parent, spouse or other individual on the student's or employee's emergency information card, after consultation with law enforcement.
- Accompany the victim to the hospital, if appropriate.

Suicidal Threats

Standard Procedure:

1. When a staff member hears a threat or concerning statement about a student wanting to harm themselves and there is no pre-existing plan for that student*, they will make direct contact with the building administrator and/or one of the following people:
 - a. Elementary School – School Psychologist, School Counselor, or TCMH Counselor
 - b. Middle School – School Psychologist, School Counselor, or TCMH Counselor
 - c. High School – School Psychologist, School Counselors, or TCMH Counselor
2. If no counselor is available in the building, the staff member/principal will contact another counselor from a different building.
3. The student's parents will be contacted by a counselor before the student goes home. If the parent cannot be reached, emergency contacts will be used. Additional safety precautions or resources will be utilized as needed.
4. Counselor will document the event and share with building administration, along with the school psychologist.

*It is important to note the difference between behavior vs. suicidality. If student statements of suicide are behavioral, a behavior plan to address this concern will be created. The counselor conducting the assessment will make the determination if a behavioral plan is warranted.

Responses to Emergencies

Bomb Threats

When a threat is received, the person answering the call should utilize the NYSP Bomb Threat Instruction Card, found by each phone and write down any responses. They should immediately contact the following people in order:

1. Building Principal – who will contact
 - Appropriate law enforcement agency (911) (When a drill, make call to 911 and inform them we are confirming a scheduled bomb drill)
 - Building custodians, so they can scan the exiting areas that students and staff will be using. Any suspicious objects should be reported to the administrator.
 - Make announcement to staff and students to report to classrooms:
 - ✓ Open windows only if suspicious object is observed, notify office and follow evacuation procedures.
 - ✓ Take attendance and wait for further instructions from an administrator or Supervisor.
2. Secretary will contact the following in order:
 - Contact Superintendent of Schools at District Office (x3400 or (607) 589-7100). If specific school only, Superintendent to contact other schools to alert principals and staff. Superintendent or Designee will:

- ✓ Contact other schools immediately if the threat is district wide.
- ✓ Respond to scene to command and coordinate
- ✓ Be spokesperson for district.

In Superintendent's absence- Director of Instructional Support; in their absence respective building Principal will assume responsibilities.

- Contact Director of Facilities (x3430 or (607) 589-7130).
 - ✓ Director of Facilities is to report to scene to coordinate search with search team.
- Contact Director of Transportation (x3660 or (607) 589-7160).
 - ✓ Arrange for transportation of students and/or help transport students to safe locations if necessary
 - ✓ Report to scene and assist with search

Bomb Threat Guidelines NYS School Safety Guide

General

- A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received.
- Administrator or designee will call 911 and will determine if an Evacuation or Hold-in-Place is necessary.
- During regents testing or state assessments, all testing areas are to be searched and secured at the end of each day, from day one when area is set up, and not opened before the next day when test proctors arrive.

School Employee and Community Agency Involvement

- Schools may form teams of volunteers from administration, faculty, staff and community agencies to assist in sweeping buildings or grounds for anything that looks out of place.
- School employees who volunteer to assist, should have access to building keys, floor plans, and information about shut-off valves for heat, electricity, water, and ventilation (HVAC).

Receiving Bomb Threats

Written Threats

- Contact Police (911).
- Immediately notify the school building Principal.
- Handling of a written bomb threat should be kept to an absolute minimum since it may be used as evidence in a criminal investigation.

A threat written on a bathroom wall, mirror, or stall should not be removed until it is viewed or documented (photographed) by law enforcement.

Telephone or Other Verbal Threats

- Contact Police (911).
- Immediately notify the school building Principal.
- The NYSP Bomb Threat Instruction Card located next to the telephone, should be followed.

Suspicious Package

- Contact Police (911).
- Immediately notify the school building Principal.
- Follow building level plan.

Bomb Threats on Buses

- Call 911 District Office and the Director of Transportation.
- Dispatcher inquires about:
 - Location
 - Number of students
 - Any immediately visible suspicious packages
- Inform District Office of action taken.
- SchoolMessenger will be used initially to inform parents, caregivers, students and persons in parental role. A letter will be sent home with all students for any violent incidents that potentially impact a significant number of students (includes general information about the incident).

Civil Unrest - Riot

- ISOLATE the action by calling a Lockdown if the threat is on school property.
- Notify building Principal.
- Call the police 911 and the Superintendent. Describe the event as accurately as possible including the approximate number of people involved, the presence of weapons and other pertinent information.

Procedure for Orders of Protection

An order of protection is a legal court order authorized by a judge, which restricts the amount or degree, or proximity of contact allowed between specific individuals.

Any Order of Protection must be filed with the building Principal.

It is the responsibility of the Principal to immediately inform all staff (including secretarial and bus aides) whom NEED TO KNOW in order to protect the individual named in the Order of Protection. The Principal will also notify law enforcement of the presence of an individual prohibited from entering the premises.

Note: "Need to Know" would be those staff members who have contact with the protected individual.

Weapons

If it is ascertained by school personnel that a weapon(s) has been brought onto the campus, the following emergency actions will be taken:

Immediate Actions

- Principal or designee calls 911 and alerts Superintendent
Note: In this emergency situation, when law enforcement officials arrive, their authority supersedes school building/district authority.
- Await further instructions from the Person in Charge of Building or designee,

which may include “Lock Down” procedures within building safety plans.

If an individual(s) fires a weapon(s) in your area, take the following actions:

- Call 911 if phone available; otherwise notify principal immediately who will call 911 and Superintendent. If possible, alert the main office.
- Call a “Lock Down” and follow procedure
- Secure your classrooms as per building plans. (Law Enforcement Personnel will want to see into each room) *Note: In an emergency when law enforcement is called to the school, School Personnel Authority is superseded by law enforcement when they are on site. However, the Principal should still be the person to relay information.*

Active Shooter/Armed Person

- First responsible person aware of event will:
 - Call a lockdown
 - Call 911
 - Notify Principal
 - Building Principal or designee will:
 - Notify principals of other buildings.
 - Notify Superintendent or Designee if not already notified.
 - Be available to meet law enforcement personnel.

After students are all sent home:

- Bring together the crisis team with crisis plan – SchoolMessenger will be used initially to inform parents, caregivers, students and persons in parental role. A letter will be sent home with all students for any violent incidents that potentially impacts a significant number of students (includes general information about the incident).

Child Abduction from Bus Loading/Unloading Area or Outside of Building

- Notify Transportation Department immediately and write down description of suspected abductor, make, model and license plate number of car, if observed. Take a picture of the vehicle if possible.
- Do not endanger yourself or other students by trying to stop abduction.
- Notify Principal and Superintendent as soon as possible.

Child Abduction/ Kidnapping/Hostage/ Unauthorized Visitor in School Buildings or on School Premises

- If you see an unauthorized adult approach a student, move to the area calmly and ask, “May I help you...” Ask suspected abductor if he/she has written permission to take child.
- If there is opportunity, indicate that the student must be signed out at office. Escort person to office.

If abduction is already in progress, do not attempt to interfere.

- First responsible person aware of event will:
 - Call a lockdown
 - Call 911
 - Notify Principal
- Building Principal or designee will:
 - Notify Principals of other buildings
 - Notify Superintendent or Designee if not already notified
 - Be available to meet law enforcement personnel
- If in position to see it or able to move to see it, get the license plate number of car of suspected abductor. Take a picture if possible.
- Do not shout so that abductor can hear— he/she may be armed and you may endanger the lives of others.
- As soon as possible, if observed-write a description of suspected abductor and make, model and license plate number of car.

When a student is taken forcibly from school (Weapons may or may not be involved):

- Administrator will call 911 and Superintendent immediately. Person or persons who witnessed the student’s removal should immediately document any pertinent information including description of individual, a car license number, description of car, and any other specific details.
- Information is to be reported immediately to administration via the nearest telephone. Do not use intercom system to relay information. The administration will be in contact with parent(s), the police, and Superintendent of Schools.

Hazardous Materials Exposure

Immediate Actions

If a letter, package, or container claiming to be infected with anthrax or any other hazardous material is received, or a phone call saying there is a hazardous material present at your location, **YOUR FIRST ACTION SHOULD BE TO CONTAIN THE THREAT TO AS FEW PEOPLE AND AS SMALL AN AREA AS POSSIBLE.** This is accomplished by the following:

1. Immediately isolate the threat by not moving the letter, package, or container from its original location.
2. Move people away from the immediate area and do not allow ANYONE to touch or move the threat.

3. Close doors and windows to the area and lock the room if possible, to avoid others accidentally contacting the threat. Those individuals originally present when the threat was discovered should remain nearby and not in contact with uninvolved individuals. They will not receive an additional exposure if the threat remains undisturbed.
4. Notify your building Principal.
5. Building Principal or designee will call 911.
6. Notify Superintendent.

Chemical Accidents

- If you witness a hazardous materials accident, spill, or leak, notify your building Principal.
- Building Principal will notify 911.
- Principal notifies the Superintendent.

If you are **outside** when hazardous materials spill:

- Move away from the spill. Move upstream, uphill, and upwind; hazardous materials can be transported quickly by air and water.
- Don't touch or step in spilled material.

If you are **inside** when hazardous materials spill:

- Close all windows and doors. Seal gaps under doorways and windows with wet towels and duct tape or a similar thick tape.
- Close as many internal doors as possible.
- If local authorities warn of an explosion, close all shades and drapes. Stay away from the windows to prevent injury from flying glass.
- Turn off all ventilation systems or go to 100 percent recirculation so that no outside air is drawn into the building.
- If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
- Remain in protected, interior areas of the building where toxic vapors are reduced.

Immediate Actions

1. Principal or designee will call 911, the Superintendent, and the Director of Facilities to report as much accurate information as possible.
2. Director of Facilities or Designee will shut off HVAC systems.
3. Immediately escort all exposed patients for medical assistance. Any exposure to hazardous materials must be checked out by competent emergency services. Bring material, name, or container as directed. Consult MSDS Data Sheet for treatment.
4. If directed by fire personnel, evacuate as directed.
5. Supervise and account for all students within your assignment.
6. Remain with the students if alternate shelter plan is in effect. Reassure students and direct them in an orderly manner. (See Alternate Shelter Plan)

7. Await instructions for possible Emergency Evacuation Plan. Do not re-enter building for any reason.
8. If fire personnel say that no Evacuation is necessary, keep students and personnel away from the event site.

More information: New York State Health Department Bureau of Communicable Disease Control:
(518) 473-4439 Poison Control Center (800) 222-1222

Building Collapse

Immediate Actions

1. Seek immediate shelter either in room or hallway. Get under desks or tables.
2. Avoid glass windows, heavy fixtures, shelved equipment, and objects that might fall.
3. Evacuate building to predetermined locations when collapse has subsided. Do not wait for directions to do so. Communications will probably be disrupted. Get away from building. Use pre-planned evacuation routes if possible.
4. In evacuating, avoid electrical panels, wires, and electrical fixtures.
5. Do not return to building under any circumstances.
6. Notify the 911-dispatcher and the Director of Facilities of the event in any way possible—fire alarm box, telephone.
7. Set up a Command Post in a visible and secure location.
8. Each staff member should account for students who were being supervised during the time of the collapse.
9. Continue to follow evacuation procedures.

Bus Accident Procedures-

1. Bus driver or emergency personnel contacts Transportation Department:
2. Director of transportation assesses seriousness of incident and initiates the following procedures as deemed necessary.
 - Superintendent's office shall be called: Superintendent notifies building Principal.
 - Building Principal alerts the appropriate health professional(s) assigned to the building.
 - In loco parentis will be exercised at accident site by Director of Transportation or other administrator present, including signing of appropriate release forms.
 - If the bus continues to school, students will be kept in one area until the appropriate health professional has assessed each student.
 - If the students are transported to the hospital emergency room, the Transportation Department contacts the Superintendent, and the appropriate district personnel will provide the hospital emergency room with medical information.
 - Students in the hospital emergency room will be transported home or to school by parent or parent designee. Parents of all students on the affected bus will be

instructed in person, by telephone, or by a note home, to call their child's physician for possible further follow up.

- Driver should have names and addresses of all persons involved and all witnesses. Some witness may leave before law enforcement arrives.
- Drivers should have in their possession, seating charts with their students listed on them.
- Depending on the law enforcement agency investigating an accident, the police may request the driver to collect and have in their possession every student's name, their address, and phone number to give to a law enforcement officer at the site of the accident.
- At no time will a parent or legal guardian be allowed on the bus until the proper authorities have completed their work at the site.

Earthquake

Immediate Actions

1. Seek IMMEDIATE shelter either in a room or hallway. Get under desks or tables.
2. Avoid glass windows, heavy fixtures, shelved equipment, and objects that might fall.
3. In halls, stairways, or other areas where no cover is available,
 - move to an interior wall
 - kneel with your back to wall
 - place your head close to knees
 - cover the sides of your head with your elbows and
 - clasp your hands firmly behind your neck

In laboratories, extinguish all burners if possible before taking cover. Stay clear of hazardous chemicals that may spill.

4. Evacuate building to predetermined site when earthquake is over. Get away from building. Use pre-planned evacuation routes if possible.
5. In evacuating follow building off-site evacuation procedures.

Explosion

Immediate Actions

1. Pull fire alarm and evacuate building to at least 300 ft. according to plan.
2. Principal calls 911, Superintendent and the Director of Facilities.
3. Evacuate building according to set procedures.

Falling Object

In this class of events is included: plane crash, missiles, and natural bodies such as meteorites, man-made commercial or military objects.

Immediate Actions

1. Take necessary shelter.
2. Notify your building administrator and Director of Facilities
3. Call 911 and follow procedures for Shelter-in-Place.

Fire Alarm

Immediate Actions

1. If you notice smoke or fire in your building, pull alarm. Notify building administrator immediately who will call 911, Superintendent and the SVE Director of Facilities' Cell. Administrators will meet Fire Department with information.
2. When school fire alarm is sounded, follow evacuation procedures
3. Doors and windows must be closed to prevent the spread of smoke and gases during evacuation.

Flooding

Immediate Actions

1. Contact Principal for flooding in your building and evacuate students per the evacuation plan.
2. Principal or designee notifies the Director of Facilities.
3. Await instructions for alternate evacuation sites or the activation of the Emergency evacuation plan. If the PA system is nonfunctional, a messenger will be sent.
4. Deactivate any electrical equipment that is in danger of being inundated by the flooding, if it is still safe to do so.
5. Await the Principal or designee's report to evacuate. Follow evacuation procedures.
6. Avoid electrical equipment or objects that may fall. Do not drink school water unless you are told it is safe to do so.

Gas Leak

The odor of natural gas may indicate a leak in the building, which may cause an explosion.

Immediate Actions

2. For a gas leak in your area, evacuate students and send designated runner to notify administration. Principal or designee will call 911, the Superintendent, the Director of Facilities, and the Director of Transportation.
3. After receiving warning, staff and students will follow evacuation procedures.
4. Do not open windows or attempt to ventilate the building, as this may pollute a larger area or may cause the risk of explosion.

Medical Emergency Situation

A medical emergency includes infectious diseases, biological contamination, mass casualty accidents, a death at school, environmental emergencies, drug use, or other medically related information that might impact the school population.

In the event of a pandemic, the school district will work closely with the county health department and emergency management officials and follow their recommendations.

Immediate Actions

In the event that an emergency involves life-threatening circumstances: call 911, the school nurse and the Principal need to be notified immediately.

- Principal will call the Superintendent.
- The school nurse will evaluate the student(s) condition and will do the following:
 - Call 911 if deemed necessary.
 - Contact the student(s) parents.
- If the medical emergency is an infectious disease outbreak, the school nurse will function as a member of the school district's medical team.

Storms/Tornadoes

Storms include: snowstorms, ice storms, windstorms, heavy rainstorms, thunderstorms, hail-storms and hurricanes.

The Superintendent makes the decision to open, delay opening, or close schools. School employees and students will be notified by the website, social media and SchoolMessenger of the district's plans.

Immediate Actions

1. If the district receives a weather alert, the Superintendent and Director of Facilities will notify administrators of situation immediately.
2. Either shelter in place or evacuation procedures may be implemented.

If situation has already progressed to a danger point, continue with following plan:

- If confinement to the building time will exceed the normal departure schedule, plan for an emergency feeding schedule
- For all grade levels, the principal and essential staff will remain at school until all students are safely released and all clear is given from the transportation department
- The Superintendent or Superintendent's designee will notify media of extended plan for public and parental information.

Tornadoes

- If you're riding on a small bus and there is no shelter nearby, get out and lie flat in the nearest ditch, ravine, or culvert. Use your hands to shield your head.
- If you're on a larger bus, sit on the floor and hold onto the seat. If a substantial building is immediately available, get out and go to the structure.
- Don't try to run away from a tornado in a school bus or other vehicle. Cars and trucks are no match for these swift, erratic storms.

Utility Failure

The Maintenance Department will make every attempt to provide each building in the district has alternate sources of power to provide light and communication during a crisis. They will work with local utility companies to restore utilities as quickly as possible.

In buildings where available, the alternate sources of power, such as generators and batteries, should be tested at least every month. If a building should lose electrical power, heat, water pressure or telephone service, take the following steps:

Immediate Actions of the Facilities Department

1. Determine the extent of the problem. Is it local or widespread?
2. Determine as best as you can how long the problem will last.
3. Determine if classes can continue without the specific utility
4. Notify administration/Superintendent.
5. Determine need for evacuation or Emergency evacuation plan.
6. If fire alarm is inoperable, institute Fire Watch (Building Administrator or designee conducts a walk-through inspection of all affected areas every 30 minutes to detect fire. A written report is kept).

Safety Education with Students and Staff

Spencer Van Etten Central School has a Prevention Program that improves communication between staff and students and addresses violence prevention through classroom implemented activities and programs. S-VE safety education includes the following:

- Character Education Programs
- Access to social-emotional supports
- Safety
- Tolerance
- Diversity
- Violence Prevention
- Bullying
- Others based on district needs

A pupil personnel team meets regularly to discuss students and families at risk. Dignity for All Students Act will be implemented. Anonymous reporting procedures are included in handbook and available in all buildings.

The annual Student/Parent Handbook and website shall communicate to parents and students, the following:

- Code of Conduct (Including public conduct on school property)
- Parent-School Communication avenues
- Student Support Services Contacts

Personnel Acting in a School Security Capacity

All school staff are fingerprinted, and their references are checked to the best of the district's ability. Hallway monitoring is done by all school staff whether it be teaching or support staff. They have all been trained in student supervision. They are all given a copy of student handbook and Code of Conduct.

Informing All Educational Agencies

Depending upon the nature and extent of the disaster/emergency, the decision will be

made by the Superintendent (in collaboration with the Director of Facilities if a Command Post is established) to inform the following:

1. Transportation Supervisor
2. Spencer-Van Etten Elementary School
3. Spencer-Van Etten Middle School
4. Spencer-Van Etten High School
5. GST BOCES

The District will notify the North Spencer Christian Academy of emergencies or potential circumstances that could affect their school (607) 589-6366.

Information about District

	Staff	Students	Buses/Suburbans
<i>Transportation</i>	<i>12 drivers 2 monitors 2 mechanics</i>		<i>19/6</i>
<i>S-VE Elementary</i>	68	350	
<i>S-VE Middle School</i>	59	268	
<i>S-VE High School</i>	58	303	

RECOVERY PHASE

After Each Emergency Event:

- SchoolMessenger will be utilized to communicate information to families, students and staff.
- A faculty meeting will be scheduled to discuss the event and recommended procedures.
- A fact sheet will be distributed to staff at this time.
- The safety team and crisis team will convene to debrief, review, plan and determine next steps.
- A written statement of events for documentation purposes will be completed and shared with the Superintendent. See Addendum. This document will be completed by the first responder, building principal and or any other participants in the emergency response.

Staff, students and families will be referred to supports as needed:

MENTAL HEALTH RESOURCES AND CONTACT INFORMATION	
EAP Counselor for staff (EAP Representative)	(607) 734-3014
Tioga County Mental Health Children's Services (Hotline)	(607) 687-4000
Tioga County (Hotline after hours)	(607) 687-1010
Chemung County Children's Services	(607) 737-5582
Chemung County 24 hr. Hotline	(607) 737-5369
Suicide Prevention Lifeline	(800)-273-TALK (8255)

CODE OF CONDUCT

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CODE OF CONDUCT

5300.01 INTRODUCTION

The Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

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

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 other visitors when on school property or attending a school function.

5300.05 DEFINITIONS

For purposes of this code, the following definitions apply.

"Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Parent" means parent, guardian or person in parental relation to a student.

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

"School function" means any school-sponsored extra-curricular event or activity.

"Violent student" means a student under the age of 21 who:

1. Commits an act of violence upon a school employee or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function or attempts to do so.
3. Possess while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school

function.

7. Knowingly and intentionally damages or destroys school district property.

A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device or any other instrument capable of inflicting bodily harm.

5300.10 STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under local state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability unless suspended from instruction and participation for legally sufficient cause.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Not submit to a survey, analysis, or evaluation that reveals information concerning:
 - a. political affiliations;
 - b. mental and psychological problems potentially embarrassing to the student or his or her family;
 - c. sexual behavior and attitudes;
 - d. illegal, antisocial self-incriminating and demeaning behavior,
 - e. critical appraisals of other individuals with whom respondents have close family relationship;
 - f. legally recognized privileged and comparable relationships, such as those of lawyers, physicians and ministers; or
 - g. income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program

without the prior consent of the student, if over 18 years of age, or without the prior written consent of the parent/guardian for those students under 18 years of age. However, such survey, analysis or evaluation may be conducted on a voluntary basis, provided that the student and his or her parent/guardian have been notified of their rights and of their right to inspect all materials related to the above. All instructional material, including teachers' manuals, films, tapes, or other supplementary instructional material to be used shall be available for inspection by the parents or guardians of the children.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.

3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

5300.15 ESSENTIAL PARTNERS

A. Parents

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

B. Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - a. Course objectives and requirements

- b. Marking/grading procedures
- c. Assignment deadlines
- d. Expectations for students
- e. Classroom discipline plan.

6. Communicate regularly with students, parents and other teachers concerning growth and achievement.

C. Guidance Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

D. Principals

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

E. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

F. Board of Education

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting Board meetings in a professional,

- respectful, courteous manner.
4. Provide the following types of materials and activities to assist staff with their concerns for disciplinary problems
 - a. related literature in the professional library
 - b. professional conferences and meetings
 - c. in-service classes to train staff in present trends and research
 - d. school visitations
 - e. peer observations and mentorships and/or
 - f. consultants to those members of the staff needing specific techniques in maintaining control in the learning environment
 - g. conference day training on violence prevention.

5300.20 STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel will exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as bare midriffs and see-through garments are not appropriate.
3. Ensure that underwear is completely obscured with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the building except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

5300.25 PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other

students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include:
 - 1. Running in hallways.
 - 2. Making unreasonable noise.
 - 3. Using language or gestures that are profane, lewd, vulgar or abusive.
 - 4. Obstructing vehicular or pedestrian traffic.
 - 5. Engaging in any willful act which disrupts the normal operation of the school community.
 - 6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
 - 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 - 2. Lateness for, missing or leaving school without permission.
 - 3. Skipping detention.

- C. Engage in conduct that is disruptive. Examples of disruptive conduct include:
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
 - 2. Inappropriate sexual contact.
 - 3. Display or use of personal electronic devices, such as, but not limited to, cell phones, I-pods, digital cameras, in a manner that is in violation of district policy.

- D. Engage in conduct that is violent. Examples of violent conduct include:
 - 1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school

2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 4. Displaying what appears to be a weapon.
 5. Threatening to use any weapon.
 6. Intentionally damaging or destroying including graffiti or arson, the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property.
 7. Intentionally damaging or destroying school district property.
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
1. Lying to school personnel.
 2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
 5. Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning. Harassment is also the creation of a hostile environment. (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 7. Bullying, which may be a hostile activity which harms or induces fear through the threat of further aggression. (See policy 0115 for a more complete definition.)
 8. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 9. Selling, using or possessing obscene material.
 10. Using vulgar or abusive language, cursing or swearing.
 11. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
 12. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
 13. Inappropriately using or sharing prescription and over the counter

- 14. drugs.
 - 15. Gambling.
 - 16. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 - 16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include:
- 1. Plagiarism.
 - 2. Cheating.
 - 3. Copying.
 - 4. Altering records.
 - 5. Assisting another student in any of the above actions.
- H. Engage in off-campus misconduct that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:
- 1. Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic text).
 - 2. Threatening or harassing students or school personnel over the phone or other electronic means.

5300.30 REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The Principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

5300.35 DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a fair and impartial manner. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. Penalties/Resolutions

Students who are found to have violated the district's code of conduct may be subject to the following penalties and/or resolutions, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
4. Detention – teachers, principal, superintendent, dean of students
5. Suspension from transportation – director of transportation, principal, superintendent
6. Suspension from athletic participation – coaches, athletic director, dean of students, principal, superintendent
7. Suspension from social or extracurricular activities – activity director, dean of students, athletic director, principal, superintendent
8. Suspension of other privileges – dean of students, principal, superintendent
9. In-school suspension – principal, superintendent
10. Removal from classroom by teacher – teachers, Principal
11. Short-term (five days or less) suspension from school – principal, superintendent, Board
12. Long-term (more than five days) suspension from school –

13. principal, Superintendent, Board
14. Permanent suspension from school – superintendent, Board
15. Counseling
16. Peer mediation
17. C-Pass Review Court
17. Time out
18. Referral to appropriate outside agencies (court, probation, DSS)

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention

Teachers, Principals and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate.

2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Principal's or transportation supervisor's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal, supervisor or the Superintendent or their designees.

In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Principal or the Principal's designee to discuss the conduct and the penalty involved.

3. Suspension from athletic participation, extra-curricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

4. In-school Suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes the Dean of Students, Principals and the Superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension."

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

5. Teacher Disciplinary Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the Principal's office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to five days. The removal from class applies to the class of the removing teacher only. The removal does not apply to specials (art, music, physical education) if the student is an elementary student. If the nature or duration of the removal is such that it amounts to a suspension (for example an elementary student is removed in the AM and told not to return for the remainder of the day) then parental notification is required.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

The principal or his/her designee must be verbally notified at the time of removal. The teacher must complete a district-established disciplinary removal form

and meet with the Principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the Principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the Principal or another district administrator designated by the Principal must notify the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or the Principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parent. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The Principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the Principal or the Principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.

The Principal or the Principal's designee may overturn the removal of the student from class if the Principal finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The Principal or his/her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her class. The Principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the Principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

6. Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short term (five days or less) Suspension from School

When the Superintendent or Principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the Principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the Principal shall promptly advise the parents in writing of his or her decision. The Principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of

receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of education with the District Clerk within 10 business days of the date of the Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

b. Long term (more than five days) Suspension from School

When the Superintendent or Principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 10 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

c. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as when a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

C. Minimum Periods of Suspension

1. Students who bring a weapon to school

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The Superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing a weapon to school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent or principal has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent or principal may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214 (3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

D. Referrals

1. Counseling

The Guidance Office shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.

- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42).

The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

5300.40 ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student. It is the responsibility of the classroom teacher to provide lessons for the person providing alternative instruction

5300.45 DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

A. Authorized Suspensions or Removals of Students with Disabilities

- 1. For purposes of this section of the code of conduct, the following definitions apply.

A "suspension" means a suspension pursuant to Education Law § 3214.

A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself/herself or others.

An "IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services

and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:
 - a. The Board, Superintendent of Schools or a Principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
 - b. The Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
 - c. The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
 - d. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon in school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
 - (1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...[for] a pocket knife with a blade of less than 2 1/2 inches in length."
 - (2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
 - (3) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.
- B. Change of Placement Rule
1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
 - a. for more than 10 consecutive school days; or
 - b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
 2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The district's Committee on Special Education shall:
 - a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its

implementation, to the extent the committee determines necessary.

- b. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the
 - c. student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
- a. The Superintendent, Principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
 - b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
 - (1) conducted an individual evaluation and determined that the student is not a student with a disability, or
 - (2) determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is

made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.
6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:
 - a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
 - b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
 - (1) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.
 - (2) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge

the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

E. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

5300.50 CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any other person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

Investigation of Complaints

Any complaint about the use of corporal punishment shall be submitted in writing to the superintendent. This written complaint will be forwarded to the school attorney with seven days. The superintendent or his/her designee shall investigate to determine whether the incident took place, and if so, to determine the identity of the person or persons who administered the punishment, the identity of the student or students punished, reasons for the action and any other relevant facts or circumstances. Results of the investigation will be forwarded to the school attorney upon completion.

Reports to the Commissioner of Education

Reports shall be submitted to the Commissioner of Education on or before January 15th and July 15th of each year concerning complaints about the use of corporal punishment during the six-month reporting period. Such reports shall set forth the substance of each complaint, the results of the investigation and the action, if any, by the district.

5300.55 STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent of Schools, Building Principals, the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that he/she violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the Superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the student or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another district professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have probable cause – not simply reasonable cause – to believe the student is concealing evidence of a violation of law or the district code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record and the need for such a search.

School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The Principal or the Principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The Principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police

officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the Principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

E. Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to Principal or his or her designee. The Principal or designee shall set the time and place of the interview. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the Principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the Principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property.

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons, including students, teachers and district personnel, when on school property or attending a school function.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall on school ground and at school functions

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy, including graffiti or arson, school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property,
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property

- or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
 11. Loiter on or about school property.
 12. Gamble on school property or at school functions.
 13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
 14. Willfully incite others to commit any of the acts prohibited by this code.
 15. Violate any federal or state statute, local ordinance or Board policy.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law § 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The Principal or his/her designee shall be responsible for enforcing the conduct required by this code.

When the Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the

prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

D. ACCESS TO STUDENTS OR PERSONNEL

GROUPS AND ORGANIZATIONS WHICH HAVE A PROGRAM OR AGENDA DIFFERENT FROM LAW OR DISTRICT POLICY MAY MEET WITH STUDENTS OR PERSONNEL IN THE SCHOOL FACILITIES ONLY IF:

1. THE MEETING IS HELD AFTER SCHOOL HOURS
2. THE STUDENTS OR PERSONNEL VOLUNTEER TO LISTEN TO PRESENTATION
3. THE BOARD OF EDUCATION HAS VOTED UNANIMOUSLY TO LET THE PRESENTATION TAKE PLACE

5300.70 DISSEMINATION AND REVIEW

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
2. Making copies of the code available to all parents at the beginning of the school year.
3. Mailing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current code of conduct when they are first hired.
6. Making copies of the code available for review by students, parents and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The Superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

B. Review of Code of Conduct

The Board will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

First Reading	5/22/01
Second Reading	6/12/01
Adoption Date	6/26/01
Amended:	12/11/12

Public Employer Health Emergency Plan for Spencer-Van Etten Central School District

March 15, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Spencer-Van Etten Teachers Association (SVETA) and the Spencer-Van Etten CSD Employees Unit #6357, Chemung County Local 808, CSEA (CSEA), as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued staff members under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to staff members through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of Spencer-Van Etten Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: March 15, 2021

By: Diahann Hesler

Signature:  _____

Title: Superintendent of Schools

Record of Changes

Date of Change	Description of Change	Implemented by

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to the Spencer-Van Etten Central School District (herein after referred to as “the district.”) This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our staff and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our staff is crucial to maintaining our mission essential operations, i.e., educating our children. We encourage everyone to use the latest version of [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and desks, etc.
- Practice social distancing when possible. Where social distancing is not possible or practical, use appropriate facial coverings
- If you are feeling ill or have a fever, notify your principal/supervisor immediately and go home as directed
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations/learning areas at the beginning and end of each class or session
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current COVID-19 pandemic but may also be applicable to other infectious disease outbreaks.

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

- The health and safety of our staff is of utmost importance

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

Concept of Operations

The Superintendent of Schools of the district, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent of Schools.

Upon the determination of implementation of this plan, all staff, as applicable, of the district shall be notified by electronic means, with details provided as is possible and necessary, with additional information and updates provided on a regular basis. District staff will be notified of pertinent operational changes by way of electronic means. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent of Schools (or designee) will maintain communications as needed throughout the implementation of this plan.

The Superintendent of Schools of the district, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of Schools of the district, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

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

Essential functions are those functions that enable an organization to:

1. Maintain the safety of our staff
2. Provide vital educational services
3. Provide other services required by law
4. Sustain quality operations

5. Uphold the core values of the district

The COVID-19 pandemic has had a profound impact on how we educate our children and has shown that most students do not learn as well in a remote-only environment as they do in-person. Therefore, the district sees all teaching staff as essential. In addition, there are many functions that exist to support the delivery of instruction, without which, quality instruction will suffer. Some of these functions include transportation, food service, information technology, health services, maintenance and custodial, clerical and administration. The degree to which each of these functions can be performed remotely will be driven by the magnitude of the public health emergency and the mitigation mandates we are required to comply with at the time. In consultation with the bargaining units, the Superintendent of Schools, their advisors and, as applicable, the Board of Education will make decisions regarding which functions are deemed essential and non-essential, and thereby, which can be performed remotely given the current circumstances of the public health emergency.

Reducing Risk Through Remote Teaching/Work

Through assigning teaching staff and students to cohorts and/or remote learning and certain other staff to work remotely we can decrease density and movement in our buildings.

Remote Work Protocols

Staff members determined able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

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

In consultation with the bargaining units, the Superintendent of Schools, their advisors and, as applicable, the Board of Education will make decisions regarding which functions are deemed essential and non-essential, and thereby, which can be performed remotely given the current circumstances of the public health emergency. The Superintendent of Schools will ensure that adequate resources are provided to allow them to perform their duties remotely.

Staggered Shifts

Implementing staggered shifts may be possible for non-teaching personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core school hours. As possible, school leaders will identify opportunities for staff to work outside core hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the district will ensure that staff are provided with their typical or contracted minimum work hours per week. In consultation with the bargaining units, the Superintendent of Schools will determine the applicability of shift staggering based upon the district's needs and the current circumstances of the public health emergency.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our staff members and contractors. PPE which may be needed can include:

- Masks

- Face shields
- Gloves
- Disposable gowns and aprons

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

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential member during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Staff members must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The district's Director of Facilities and School Business Official are jointly responsible for the sourcing, acquisition, inventory control and distribution of PPE for staff and students as needed. Adequate supplies are on-hand and based upon current sourcing experiences we anticipate this to be able to continue for this and any subsequent public health emergency.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms.

Following CDC guidelines, we have established the following protocols:

- A. If staff are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed staff who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the CDC/public health guidance for the communicable disease in question.
 - a. As possible, these individuals will be permitted to work/learn remotely during this period of time if they are not ill and their position permits.
 - b. The Superintendent of Schools, or their delegate, will ensure all applicable, current protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential staff members may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other staff, students, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject staff member, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject staff member will be limited as much as possible.

- c. Work areas in which the subject staff member is present will be disinfected according to current CDC/public health protocol, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Superintendent of Schools or their delegate, in consultation with the Local Health Department, will make this determination.
- B. If a staff member exhibits symptoms of the communicable disease that is the subject of the public health emergency:
- 1. Staff members who exhibit symptoms in the workplace should be immediately separated from other staff members and students. They should immediately be sent home with a recommendation to contact their physician.
 - 2. Staff members who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 - 3. Staff members should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 - 4. The district will not require sick staff members to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 - 5. Persons exhibiting symptoms may return to work if at least 72 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 - 6. The Superintendent of Schools, or their delegate, will ensure all applicable, current protocols are followed.
- C. If a staff member has tested positive for the communicable disease that is the subject of the public health emergency:
- 1. Apply the steps identified in item B, above, as applicable.
 - 2. Areas occupied for prolonged periods of time by the subject individual(s) will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 - 3. Identification of potential staff member and contractor exposures will be conducted
 - a. If an individual is confirmed to have the disease in question, the Superintendent of Schools or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by applicable federal and state law.
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 - c. The Superintendent of Schools, or their delegate, will ensure all applicable, current protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health department for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. Workspaces will be cleaned at the beginning and end of each class/shift, or as often as possible.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected on a regular basis.
 - b. The Director of Facilities will ensure all current protocols are being met.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned and disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Staff Leave

Public health emergencies are extenuating and unanticipated circumstances in which the district is committed to reducing the burden on our staff. This policy may be altered based upon changes in law or regulation, as applicable.

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

Contractors, either independent or affiliated with a contracted firm, are not classified as staff members of the district, and as such, are not provided with paid leave time by the district, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each staff member or contractor to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits. This information may be used by the district to support contact tracing within the organization and may be shared with local public health officials.

It is anticipated that the details of such information will be collected and retained in our electronic accounting application, WinCap. The district's School Business Official shall be responsible for the collection and proper dissemination of this information.