

**S.A.V.E. MANDATES
SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION**

**SPACKENKILL UNION FREE
SCHOOL DISTRICT**

**DISTRICT-WIDE
SCHOOL SAFETY PLAN
Edited for website**

September 2022

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**PROJECT SAVE
(Safe Schools Against Violence in Education)**

DISTRICT-WIDE SCHOOL SAFETY PLAN

Commissioner's Regulation 155.17

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Board of Education recognizes the importance of the participation of district staff and parents in promoting a safe, secure and healthy school environment. In accordance with the Commissioner's regulations, the Board appointed a Health and Safety Committee composed of representation from district officials, staff, bargaining units and parents. The district utilized the input from the safety committee as well as representatives of the insurance company and legal counsel to develop the plan. A review of our safety initiatives over the past several years, consultation with the police and fire departments, and a crisis preparedness drill were used as part of our needs assessment.

The Spackenkill School District supports the SAVE Legislation, and is engaged in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

SECTION 1: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

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

Identification of School Teams

The Spackenkill 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 members of the team and their positions or affiliations are as follows:

Richard Horvath	Board of Education
Paul Fanuele	Superintendent of Schools
Valerie Murphy	School Business Administrator
Steve Doughty	School Resource Officer
Steve Malkischer	High School Principal
Daniel Doherty	Middle School Principal
Erik Lynch	Elementary School Principal
Clinton DeSouza	Acting Elementary School Principal
John Farrell	Asst. Supt. of K-6 Curriculum/Inst. & HR
Lori Mulford	Asst. Supt. of Pupil Personnel Services
Marco Lanzoni	Athletic Director
Cathy Robinson	STA Representative
David Downes	Director of School Facilities & Operations
Doreen Wright	Director of Transportation
Lisa French	School Lunch Manager
Elizabeth Giancaspro	School Nurse Coordinator
Kate Casucci	School Psychologist
Mary Camburn	School Guidance Counselor
Colin Burgess	Support Staff Representative
Brett Hasbrouck	Director of Technology
Matt Thompson	Parent
John Lauffer	Utica National Insurance
Tim Tarpey	Marshall & Sterling Insurance
Robert Giammatteo	Marshall & Sterling Insurance
Captain George Finn	Arlington Fire Department
Brian Powers	Parent

Concept of Operations

The District-wide School Safety Committee includes representatives from the building level Emergency Response Team. In addition, the School Resource Officer sits on each building level team. This allows for coordination among all of the safety plans.

Safety plans were developed in consultation with team members. The development of these plans also utilized elements of the District's Disaster Preparedness Plan, currently in use, which involved the expertise of the Dutchess County BOCES officials and Dutchess County Emergency Management office.

The initial response team to an emergency situation will be at the building level. Notification requirements to the Superintendent of Schools or his/her designee and local officials are also a part of the established procedure. This notification can take place by telephone, email, fax, district-wide radios or messenger. Efforts may be supplemented by county and state resources if deemed necessary.

Plan Review and Public Comment

This plan will be reviewed periodically each year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before September 15th of each year after its initial adoption by the Board of Education. A copy of the plan will be available at the Spackenkill District Office, 15 Croft Road, Poughkeepsie, New York 12603 and, as of August 18, 2021, posted on the district website.

Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provided for the participation of school personnel, students and other interested parties. The plan must be formally adopted by the Board of Education.

While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

SECTION II: RISK REDUCTION - PREVENTION AND INTERVENTION

Risk Reduction/Prevention and Intervention is comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility of the occurrence, or reduce the impact of such emergency should it occur.

Prevention / Intervention Strategies Program Initiatives

Spackenkill has taken a multi-prong approach to the various safety issues with a strong emphasis on prevention. Along with utilizing the expertise of our social workers, psychologists, guidance personnel and other pupil personnel staff, the district offers the following programs and activities for improving communication among students and between students and staff, and reported potentially violent incidents.

Skills training is offered in social interaction, problem solving, coping, communication, resisting peer influence, understanding values, respect for individual differences, countering bias, anger management, conflict resolution, and peer mediation. Instruction and skills training can be effectively combined using interactive learning strategies found in the following program offerings.

- Collaborative agreement with the Town of Poughkeepsie Police Department to provide the high school with a trained School Resource Officer (SRO)
- Conflict resolution
 - 1 Peer Mediation
 - 2 Youth Against Racism
 - 3 Character Education K-12
 - 4 Life Skills Curriculum
 - 5 Banana Splits (Elementary Level)
 - 6 Leadership Training (High School Level)
 - 7 Pupil Personnel Staff
 - 8 SADD - Students Against Destructive Decisions
 - 9 GSA – Gay Straight Alliance
 - 10 DASA Coordinators – Dignity for All Students Act

Training, Drills and Exercises

It is the policy of the Board of Education that the Superintendent provide for annual school safety training for students and staff. At a minimum, a school day, or portion thereof, shall be designated for this purpose. During the opening weeks of school, or by September 15, there will be program and class time devoted to the following:

- Student Handbook
- Code of Conduct
- Emergency Procedures
- Evacuation Procedures
 - Reporting Procedures for Students and Staff
 - Workplace Safety Training

- Staff Handbook
- Tornado Drill
- Early Go-Home

The students and staff of the Spackenkill Union Free School District are required to participate in the following drills each year:

- Fire Drills (12 per year, 8 prior to December 12). Four such fire drills will be conducted by use of a secondary egress.
- Lock Down/Intruder Drill
- Early Go Home Drill
- Weather Related (i.e.Tornado) Drill
- Sheltering Drill
- Bus Evacuation Drill (3 per year – 2 rear bus evacuation, 1 front evacuation)

The specific procedure for each drill is detailed in the building safety manuals.

Administration and various staff also participate in the following:

- Crisis Preparedness
- Coordinated drill with local emergency responders when feasible
- Table Top drills will be used to simulate various hazard emergencies
- AED Response Team Drills (Hold In Place)

Evaluation of all drills should be done after each drill. Times for the evacuation of the facility, etc. will be recorded to ascertain if the drills are running in a timely manner. Administrative staff and other observers are placed to evaluate the student and staff participation so that recommendations for improvement can be made.

Exercises have been conducted involving limited role players and a response from local emergency services. The ultimate goal of these exercises is to provide a realistic training scenario that will furnish a productive learning environment for the safety committee and school staff without overwhelming said members or creating chaos within the school.

Objectives:

1. Test the response actions of the Spackenkill School faculty and staff in identifying and properly challenging unauthorized persons within the school building.
2. Test the Lockdown procedures as written in the school safety plan for:
 - a. An intruder within the school (but not limited to inside issues)
 - b. A medical emergency
3. Measure the ability of the school safety team to perform the following actions:
 - a. To utilize the Incident Command System and properly delegate tasks and duties.

- b. To assess the notification process for appropriate emergency response agencies.
 - c. To respond efficiently and provide appropriate care to an unconscious, unresponsive person, or an assaulted person who has slipped into unconsciousness.
 - d. Have personnel in place to meet emergency responders and allow them access to the situation without delay.
4. To identify areas for improvement in the procedures previously mentioned and to establish any need for changes in the Spackenkill Safety Plan.

Another training and exercise component is the continuance of our practice to strive for new strategies in improving communication among administration, staff and students within the district. With the enactment of this new SAVE legislation, it's noteworthy that the district has a good foundation on which to build and improve its communication efforts. Furthering our efforts for improved communication, the district implemented an automated phone call system. This is an automated communication system that calls, emails or texts, per individual preferences, our families and staff within a matter of minutes, relaying information relative to emergency situations or school closings.

Additionally Spackenkill benefit's from:

- Meetings between administrators/SRO and entire student body (via English or Social Studies classes) at least twice a year (more often as necessary) regarding expectations with regard to safety and violence.
- Yearly training of peer mediators and ongoing refreshment of skills for those already trained.
- Staff development with respect to diversity and sensitivity.
- Obtaining grants and local assistance which allows ongoing guest speakers and collaborative work between adults and students with regard to respect and communication.
- Extracurricular programs which target conflict resolution (i.e. Youth Against Racism).
- A referral system for students and staff.

Part of Spackenkill's efforts to keep the buildings safe and secure is through the utilization of its staff. Key personnel to this task are the monitors (if appropriate) and the school resource officer. As with other school employees, they undergo a hiring process which includes background checks, fingerprinting and personal interview by the building administrator. The monitors (if appropriate) also undergo orientation and training by the School Resource Office to adequately prepare them for their responsibilities. Additional workshops have been developed to keep the monitors (if appropriate) and other staff current with safety developments and practices. The following lists details the roles and responsibilities of the Monitors and School Resource Officer.

Monitors Roles and Responsibilities (if applicable)

- Responsible for signing everyone in who enters through the main entrance
- Responsible for checking the identity of all visitors
- Responsible for roaming the halls; checking for open exits (other than the main entry) that may be open; checking bathrooms and other unsupervised areas; and checking passes which students carry during regularly scheduled class time.
- Notify administrator(s) and School Resource Office (SRO) of any breach of building safety (i.e. unlocked doors/exits).
- Assist with any area of need, support or coverage when necessary.
- Monitors must receive training provided by administrators and SRO on the following topics:
 - 1 Distribution of ID tags for staff and students as well as sign in procedures for visitors.
 - 2 How to ask destination and/or location of visit questions.
 - 3 How to clear hallways and ask for passes from students in the halls during class time.
 - 4 Proper procedures for checking exits and bathrooms.
 - 5 Lockdown procedures for the school.
 - 6 SAVE training.
 - 7 Instruction on which situations would warrant assistance from the administrator and/or SRO.

School Resource Officer Role and Responsibilities

- Work closely with the school principal(s), meeting at least on a weekly basis.
- Provide a program of educational leadership to the students, parents and faculty addressing tobacco, alcohol, other drug issues, gang activity, violence diffusion, violence prevention, crime prevention, and safety issues in the school community.
- Act as a communication liaison with law enforcement agencies, provide basic information concerning students on campuses served by the officer.
- Gather information regarding potential problems such as criminal activity, gang activity, student unrest, and identify particular individuals who may be a disruptive influence to the school and/or students.
- Take steps appropriate and consistent with law enforcement officer's duty
- when a crime occurs.
- Refer students and their families to the appropriate agencies for assistance when a need is determined.
- Refrain from functioning as a school disciplinarian.
- Attend meetings of parent groups and faculty-wide in-service sessions.
- Be available for conferences with students, parents and faculty members to assist with problems related to law enforcement and crime prevention.
- Confer with the school administration to develop strategies to prevent or minimize dangerous situations on or near the campus.
- Promote citizen awareness of law enforcement efforts on campus to ensure the peaceful operation of school related programs and build support with students.

- Whenever possible attend school functions or extracurricular school events.
- File police reports as required by local agency.
- Abide by school board policies and consult with and coordinate activities through the school principal.
- Remain fully responsive to the chain of command of the law enforcement agency in all matters related to employment.
- SRO's are not to be assigned duties regularly assigned to school personnel such as lunchroom or hall duty. Nothing should preclude an SRO from being available in areas where interaction with students is expected.
- When conducting formal police interviews on a school campus with a student, police personnel shall abide by school board policy concerning such interviews.
- SRO attends workshops and training sessions which are state and nationally accredited.

Implementation of School Security

It is the policy of the Board of Education that school buildings in the district be maintained and operated in a manner that promotes a safe, clean and healthy environment in which students can learn. The district shall employ measures to ensure, to the degree practicable, a safe and secure environment. The district shall employ measures, which include but are not limited to, electronic security, physical building security checks and the expertise of a school resource officer.

The following procedures shall be used in addressing school security:

- Doors to all school buildings shall remain locked throughout the day
- The schools will use one or more of the following: a school greeter, monitors (if applicable), office staff with visual contact of the front doors, and the School Resource Office to promote safety.
- Use of appropriate technological security systems
- Use of district-wide 2 way radio system
- Services of off-duty police officers for both building and grounds as well as event security as warranted
- On-duty police walk-through during the day and evening drive-by
- Procedures for lock downs, evacuations and other procedures that promote a secure environment
- Security camera with remote door release at each building

THIS PAGE CONTAINS CONFIDENTIAL INFORMATION

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SECTION III: RESPONSE

Notification and Activation (Internal and External Communications)

It is the policy of the Board of Education that, in the event of a serious violent incident in one of the district schools, that the Superintendent shall determine when and how appropriate notification should be made to school personnel and parents/legal guardians. The building principal or his/her designee shall report the incident to the Superintendent as soon practical. A staff meeting will be held within a reasonable time to inform faculty and staff of the incident. The district will be mindful of the rights of all individuals involved in the incident. The building principal in consultation with the Superintendent will determine the method of communication to be used or whether, due to the nature of the incident, no further communication is needed.

Depending on the emergency, the Superintendent of Schools or his/her designee, building principal, Director of Facilities, or appropriate emergency services official will be the decision maker at a given incident. Information of severe weather, which can be foretold, will be received in the district office via the weather radio. It will be the duty of the building principal or his/her designee to notify staff and students when it is necessary to respond to either internal or external situations. High frequency hand held radios, telephones and/or the intercom system can be used for notification purposes.

In the event of any emergency and subsequent alternate site evacuation community notification is of prime importance, especially if a situation lasted for any extended period of time. It would be safer and convenient for all if there were less children to contain at the alternate site. Therefore, we are encouraging parents to come pick up their children. Parental assistance with maintenance of the children at the alternate site may also be desirable.

A. Parent Notification via:

a. **Radio announcements.**

The Superintendent, or his/her designee, will notify the previously established radio stations (as detailed under school cancellation) with announcements regarding early dismissal, cancellation of activities, or any other appropriate information as necessary.

b. **Television announcements.**

The Superintendent, or his/her designee, will notify the previously established television station(s) (as detailed under school cancellation) with announcements regarding early dismissal, cancellation of activities, or any other appropriate information as necessary.

c. **School Messenger Emergency Communication System.**

In the spring of 2005, the district implemented an automated communication system that calls and emails, per individual preferences, the homes of our students and staff within a matter of minutes, relaying information relative to emergency situations or school closings as quickly as possible.

B. Emergency Cards:

- a. Should include address where child may be placed in the unlikely event of a “go home” procedure.
- b. Duplicate sets of emergency cards: (held at each school for the other schools)
 - 1) Office Set - May be packaged and carried out during emergency.
 - 2) And/or a set for each teacher that must be brought out at every fire evacuation

Situational Responses

Multi-Hazard Response

An emergency caused by an action of a student, teacher, staff member, or visitor which requires an appropriate response by school officials. Guidelines are listed in the building emergency response plan for the following:

- Bomb Threat
- Hostage
- Intruder
- Kidnapped Person
- Fire & Explosion
- Hazardous Material
- Systems Failure
- Medical Emergency/AED

The guiding principals for emergency planning are for the protection of life first, then the preservation of property, including restoration to normal activities. Additionally, the primary goal is always to provide appropriate emergency care until competent medical or parental care is secured.

In each case, the guiding principles for emergency planning are:

- Holding action to contain the situation;
- Keeping children away from the situation;
- Notification of building and central administration;
- Getting word to the proper authorities;
- Restoring normal activity.

If it becomes necessary for school officials to respond to civil disturbances, they may employ one of the following responses:

Evacuation and Sheltering

Upon receipt of an order to evacuate, school officials should take all necessary measures to prepare students for an evacuation. Students and staff will be evacuated to a predetermined safe location(s). Students should be permitted to leave the reunification area if accompanied by a parent or legal guardian presenting proper identification. It will be necessary for the student(s) to be signed out by the parent/legal guardian presenting proper identification, the same form of documentation as if school

were in session. Arrangements have been made for sheltering students outside of their building with local agencies in close proximity to the school building.

Because the characteristics of each school population vary considerably, the emergency guidelines are of necessity broad. It is the responsibility of school officials to develop specific plans to meet the safety needs of students for whom they responsible. These will be located in the Building Emergency Response Plan. The administration will determine the safest location to house the school population in each situation.

Go-Home Plan

In many emergency situations, school officials are to implement their Go-Home Plans. Schools already have plans for dismissing students early in the event of snowstorms, heating plant failure, etc. School officials should check those plans to assure that they are up to date. In an early dismissal situation, every effort is made to allow one (1) hour for parent notification.

School Cancellation

In the event of an emergency situation occurring before the start of the school day, the Superintendent of Schools will immediately announce his/her decision to cancel school by contacting the local radio stations. These stations, as announced at the beginning of each school year, are:

- WKIP Radio 1450 AM
- WRNQ Q92 Radio 92.1 FM
- WPKF/WFKP KISS FM Radio 96.1/99.3 FM
- WRWD Radio 107.3 FM
- WHUD Radio 100.7 FM

Internet Connections:
Cancellations.com

Phone Calls:

- The Superintendent will also direct notification of cancellation, or early dismissal, due to weather or other emergency situation to the homes of students and/or staff via the School Messenger Emergency Communication System. This automated system calls or emails, per individual preference, the homes of our students and staff within a matter of minutes, relaying information relative to the emergency situation(s) or school closings as quickly as possible.

Communications

- Local police and fire emergency services are alerted and notified
- Parents are notified via local radio, email, text or School Messenger Emergency Communication System.

FROM THIS POINT ON, THE FOLLOWING PAGES CONTAIN CONFIDENTIAL INFORMATION.

AGREEMENT

THIS AGREEMENT made and entered into this 29th day of July 2019 between the TOWN OF POUGHKEEPSIE, a municipal corporation of the State of New York, with offices at One Overocker Road, Poughkeepsie, NY, hereinafter referred to as "Town", and the SPACKENKILL UNION FREE SCHOOL DISTRICT, a public school district under the laws of the State of New York, with offices at 15 Croft Road, Poughkeepsie, NY, hereinafter referred to as "School District".

WITNESSETH:

WHEREAS, the Town presently maintains a police department with full time police officers; and

WHEREAS, the School District is a school district under the laws of the State of New York; and

WHEREAS, the Town and the School District wish to enter into a three year Inter-Municipal Agreement, pursuant to the provisions of Section 119-o of the General Municipal Law, to provide a School Resource Officer (hereinafter referred to as "SRO") who shall be a police officer of the Town of Poughkeepsie, assigned to the Spackenkill School District, pursuant to the terms and conditions hereinafter set forth;

NOW, THEREFORE, IT IS HEREBY AGREED, by and between the Town and School District as follows:

1. The Town and School District agree to cooperatively fund a program involving an SRO who is a member of the Town of Poughkeepsie Police Department and assigned to perform community liaison services in the School District, who may be assigned to School District buildings by the Superintendent or her designee upon notice to the Town of Poughkeepsie. Notwithstanding this assignment, the School District recognizes that the SRO may, as directed by the Town of Poughkeepsie Police Department, be required to respond to Police Department emergencies off the School District premises. The job responsibilities of the SRO are outlined in the School Resource Officer Program Outline, and annexed hereto as Appendix "A".
2. The salary and benefits, both statutory and by collective bargaining agreement, will be paid by the Town. At all times during the term of this agreement, the Town shall be the sole employer of the SRO. As the employer, the Town will: (i) maintain all necessary personnel and payroll records for the SRO; (ii) calculate his/her wages and withhold taxes and other government mandated charges, if any; (iii) remit such taxes and charges to the appropriate government entity; (iv) pay net wages and fringe benefits, if any, directly to the SRO; (v) provide Workers' Compensation and insurance coverage in the amount as required by law; and (vi) provide disability insurance and unemployment insurance to the extent required by law.

3. In connection with the performance of this agreement, the Town will comply with all applicable laws, regulations and orders, including, but not limited to equal employment opportunity laws and regulations, the Fair Labor Standards Act, as well as the Education and Labor Law of the State of New York.
4. The Town will assure that it will abide by federal and state confidentiality statutes, including, but not limited to the Family Educational Rights and Privacy Act ("FERPA"), to the same extent that it must be complied with by the District. The obligation to preserve the confidentiality of student information shall survive the termination of this agreement. Notwithstanding the foregoing the LEA reserves to itself all of its constitutional, statutory, regulatory, code and common law rights relating to the investigation of criminal activity and the performance of its law enforcement function.
5. The School District will make payments to the Town as follows, which payments shall be made in two annual installments, to wit:
 - (a) 2019 - one payment due by no later than June 30, 2019 in e amount of \$40,000; and the other payment due no later than December 31, 2019 in the amount of \$40,000; and
 - (b) 2020 – one payment due by no later than June 30, 2020 in the amount of \$42,500.00; and the other payment due no later than December 31, 2020 in the amount of \$42,500.00; and
 - (c) 2021 - one payment due by no later than June 30, 2021 in the amount of \$45,000.00; and the other payment due no later than December 31, 2021 in the amount of \$45,000.00; and
 - (d) 2022- one payment due by no later than June 30, 2022 in the amount of \$47,500.00; and the other payment due no later than December 31, 2022 in the amount of \$47,500.00
6. The SRO will be working the 7:00 a.m. to 3:00 p.m. shift for the Town of Poughkeepsie Police Department, but shall be assigned to the School District when students are in attendance. The SRO shall be assigned the use of an office and telephone at the Spackenkill High School at no cost to the Town.
7. In the event that an SRO, during the course of his or her duties, is involved in an incident in which he or she uses physical force with regard to any student, staff, or visitor, the Town's "Use of Physical Force Policies and Procedures" (a copy of which will be annexed to this Agreement) will be accessed and utilized, if necessary, to make a determination as to the appropriateness of such force by the SRO.
8. This Agreement is effective for a period January 1, 2019 through December 31, 2022. Either party may cancel this Agreement without cause. In the event of termination, this Agreement will continue to govern

the parties' rights and obligations with respect to services performed prior to termination.

9. This Agreement shall not become effective until approved by a majority vote by the Town Board of the Town of Poughkeepsie and a majority vote of the School Board for the Spackenkill Union Free School District.
10. Any modification of this Agreement must be in writing and executed with the same formality as the Agreement herein.

Dated: 7-29-19 SPACKENKILL UNION FREE SCHOOL DISTRICT

BY: 
Thomas L. Keith, Jr., Board President

Dated: 7.29.19 TOWN OF POUGHKEEPSIE

By: 
Jon Jay Baisley, Supervisor



PROTOCOLS FOR RESPONDING TO A PUBLIC HEALTH EMERGENCY INVOLVING A COMMUNICABLE DISEASE FOR THE SPACKENKILL UNION FREE SCHOOL DISTRICT

ACTIVATION

These protocols have been developed to respond to a public health emergency. Directive shall come from New York State Education Department, New York State Department of Health, [Dutchess County Department of Behavioral and Community Health](#), or other appropriate agency for this protocol to be activated.

PURPOSE:

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

PROTOCOLS

Requirements of the regulation are in red.

Districts should enter their text in blue.

Tables and boxes in black are for entry of the actual plan components.



DEFINITIONS

Essential shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job. (S8617/A10832 section 1(d), NYS Labor Law Section 27-c (1)(d)).

Non-essential shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job. (S8617/A10832 section 1(e), NYS Labor Law Section 27-c (1)(e)).

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

(S8617/A10832 section 1(f), NYS Labor Law Section 27-c (1)(f)).

Personal protective equipment shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons. (S8617/A10832 section 1(a), NYS Labor Law Section 27-c (1)(a)).



IDENTIFICATION OF ESSENTIAL POSITIONS

In the event of a state ordered reduction of in-person workforce, below is a sample list of essential positions and titles along with the justification for this assignment. (S8617/A10832 Section 1-d & NYS Labor Law Section 27-c (1)(d)) and (S8617/A10832 Section 3-a & NYS Labor Law Section 27-c (3)(a)).

Position	Title	Justification
Information Technology	Director	This group is needed to maintain the internet capability including remote learning and working from home.
	Technicians	
Custodial and Maintenance	Director	This group is needed to maintain the cleanliness and continued functioning of the building.
	Building Custodians	
	Maintenance Worker	
Administration	Superintendent, Asst. Superintendents, Business Adm. and Building Administration	At least one administrator is needed to ensure continuity of the response efforts.
Other Employees	Teacher/Related Service Providers	As deemed essential by the Superintendent and the student's program and physical plant.
Security	Monitors	To ensure the safety/security of the campuses.
Transportation	Transportation Supervisor Bus Drivers	To transport food to students who receive home meals and/or to transport students in the event they are attending in person instruction
Food Service	Food Service Manager Food Service Worker	To supply food to students who receive home meals.
Other Support Staff	TA's, Nurses, Clerical and Monitors	As deemed essential by the Superintendent and the student's program and physical plant.



TELECOMMUTING PROTOCOLS

Telecommuting Protocols (S8617/A10832 Section 3-b & NYS Labor Law Section 27-c (3)(b))

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

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

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

Non -Essential Position Titles	Equipment assignment		
	Phone	Laptop	RSA/VPN (Data Security)
Building Administrator	X	X	
Business office off site	X	X	X
IT Offsite	X	X	X
District Administrator	X	X	
Nurses	X	X	X
Support Staff - administrative	X	X	
Teacher	X	X	
Teacher Assistant	X	X	
Related Service Providers	X		



Downloading and installing software and data.

At [Spackenkill](#), any equipment that is assigned to a staff member is preloaded with the appropriate software for that position. In addition, staff is encouraged to share documents using [Google](#). Some staff will be issued RSAs and a VPN as needed, to allow for access to the departmental files and programs. The appropriate administrator identifies the need for an RSA and VPN. The Director of Information Technology or their designee, and an Assistant Superintendent, will review this request, prior to the issuance of the RSA and VPN.

Transfer of phone lines to work or personal cell phone.

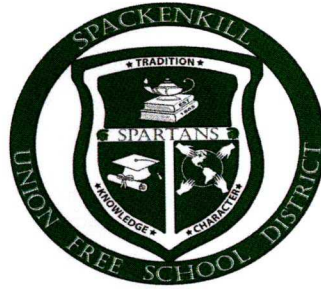
In the event of a pandemic, the district will use staff working remotely that will allow answering of calls through [our current phone system](#).

STAGGERING OF WORK SHIFTS

Description of how the employer will stagger work shifts of essential employees and contractors to avoid overcrowding on public transportation and at work sites. (S8617/A10832 Section 3-c & NYS Labor Law Section 27-c (3)(c)).

[Spackenkill](#) will have several options to comply with this requirement.

- Custodial and Maintenance Staff already has staggered work schedules, 6:30 am through to 10 pm are the normal arrival times with corresponding departure times.
- If necessary, we use the pre-determined cohorts to stagger and alternate workdays. Depending upon the situation, [staff](#) may be 25% or 50% capacity following guidance from the NYSDOH and the Governor's Office.
- If necessary, we will limit the number of staff reporting to a skeleton crew to maintain the integrity of operations and facilities.



PERSONAL PROTECTIVE EQUIPMENT

A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration. (S8617/A10832 Section 3-d & NYS Labor Law Section 27-c (3)(d)).

Plan to procure PPE

PPE will be purchased using the BOCES bid process, if possible. Otherwise, any reliable source of PPE will be contacted for availability and orders that fulfill the table below will be placed. Spackenkill Staff in conjunction with the appropriate departments will work together to find reliable sources. Duplicate orders will be placed if there is a potential issue with supply chains.



Minimum PPE Required

Minimum two pieces of each type of PPE for each essential employee and contractor over at least 6 months (26 weeks).

Position	Masks	Pairs of gloves	Face Shield
<i>Minimum per person quantity for 6 months</i>	130	260	6
Superintendent (1)	130	260	6
Director of Operations and Maintenance (1)	130	260	6
Maintenance Worker (1)	260	520	6
Building Custodians (15)	1950	3900	90
Director of IT (+ 4 staff)	1300	2600	18
Faculty and Staff	39000	78000	1800
Security Monitors (2)	260	260	6
Total	43160	86060	1938

Additional Supplies:

- 2 boxes of each size of N95 respirators and 1 box of surgical masks per person as deemed necessary.
- 130 isolation gowns per person as deemed necessary.

PPE Storage

Plan for storage of PPE- please be aware that PPE stored in cardboard cases may absorb moisture over time, it is important that PPE cases be stored in secure, dry locations.

PPE type	Storage Location
Masks (reusable)	Nurse's Office
Gloves	Nurse's Office
Face shields	Nurse's Office



Gowns	Nurse's Office
N-95	Nurse's Office

PROTOCOL FOLLOWING EXPOSURE

A description of the protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace.

Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy. (S8617/A10832 Section 3-e & NYS Labor Law Section 27-c (3)(e)).

Communicable disease definition - (S8617/A10832 Section 1-f & NYS Labor Law Section 27-c (1)(f)).

https://docs.google.com/document/d/1I_Z6tnGFtdqTbkdAbxY1WCHKKU_HLI2RpnfXhqYF4BI/edit#heading=h.itzajacfwh76



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

For example:

1. All employees are instructed to fill in a screening tool at least one hour before arriving at work.
 - a. If they pass, they receive a notice that they are cleared to come to work.
 - b. If they do not pass, they receive a notice to stay at home until contacted.
 - c. The [Nurse Coordinator](#) contacts each employee who does not pass the screening tool questionnaire. They get further information regarding the reason for the failing response.
 - d. Our district [school physician](#) reviews all failures and makes a determination. If there is a health concern, the employee is asked to follow posted NYSDOH protocols and procedures.
2. If an employee begins to experience symptoms related to the current pandemic, after arriving at work, they have been instructed to go out to their car or a designated isolation room within their building and to contact their supervisor for further instructions. .
3. Supervisors will use the urgent response protocol to this change in status to determine their immediate course of action.
4. After the employee leaves the area, their workspace is closed off until it can be cleaned. An effort is made to identify any spaces that they may have entered and these are also closed off until cleaned. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. ANY building occupants who have been exposed to that person may be identified as a contact and current DOH guidelines will be followed.



DOCUMENTATION

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

(S8617/A10832 Section 3-f & NYS Labor Law Section 27-c (3)(f)).

The HR Department in conjunction with departmental supervisors will keep an online schedule for purposes of capturing employee hours and locations. Each supervisor will be responsible for maintaining the schedule for his or her department and ensure its accuracy. Visitors to campus are prohibited unless they are consulting essential business and are scheduled and approved in advance by the Superintendent or designee.

EMERGENCY HOUSING

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

(S8617/A10832 Section 3-g & NYS Labor Law Section 27-c (3)(g)).

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

- Todd Middle School Nurse's Office
- Spackenkill HS Nurse's Office
- Hagan Elementary Nurse's Office
- Nassau Elementary Nurse's Office



Created	January 2021
Adopted	4/27/2021
Updated	
Updated	
Updated	
Updated	