

Schenectady City School District

DISTRICT-WIDE SCHOOL SAFETY PLAN

2020-21 School Year



Schenectady City School District
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<p style="text-align: center;">Schenectady City School District DISTRICT-WIDE SCHOOL SAFETY PLAN PROJECT SAVE (Safe Schools Against Violence in Education) Commissioner's Regulation 155.17</p>

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 Schenectady City School District (SCSD) and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Schenectady City School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

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

B. Identification of Chief Emergency Officer

The **Schenectady City School District** designates the administrator in charge of the Office of Safety and Preparedness as the District's **Chief Emergency Officer**, whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;
2. Lead the efforts of the District-Wide school Safety Team in the completion and yearly update by September 1st, of the District-Wide School Safety Plan and the coordination of the District-Wide School Safety Plan with the building-level emergency response plans;
3. Ensure staff understanding of the District-Wide School Safety Plan;
4. Ensure the completion and yearly update by September 1st, of building-level emergency response plans for each school building;
5. Assist in the selection of security related technology and development of policies for the use of such technology;

6. Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan yearly by September 15th. New employees hired after the start of the school year receive training within 30 days of hire as part of the SCSD New Hire Training Program. It is the responsibility of the Building Principal or Department Supervisor to ensure trainings are completed and documented. All New York State Education Department required mandatory trainings will be recorded in the SCSD professional development module Staff Trac. The SCSD certifies that these training has been completed prior to the October NYSED BEDS data collection deadline;
7. Ensure that all SCSD buildings perform the required evacuation and lock-down drills as required by Education Law section 807.

C. Identification of District Wide Safety Team

The Schenectady City School District has created a District-Wide School Safety Team appointed by the board of education consisting of, but not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. The members of the team by title are as follows:

- **Chief Emergency Officer**
- **Assistant to the Superintendent**
- **Assistant Director of Planning and Accountability**
- **Assistant Director of Special Education**
- **Building Administrators**
- **Director of Facilities**
- **District Director of Business and Finance**
- **Elementary School Principal**
- **HS Cohort Principal**
- **Member of the Board of Education**
- **Middle School Assistant Principal**
- **Parent Liaison**
- **School Safety Officer**
- **Secretarial Representative**
- **SFT Representative**
- **Supervisor of Custodial Services**
- **Supervisor of Transportation**

D. Concept of Operations

The District-Wide School Safety Plan is directly linked to the individual building-level emergency response plans. Protocols reflected in the District-Wide School Safety Plan guide the development and implementation of individual building-level emergency response plans.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school is by the Building-Level Emergency Response Team.

Upon the activation of the Building-Level Emergency Response Team the Superintendent of Schools or their designee is notified and, where appropriate, local emergency officials are notified. Schools should notify, the Chief Emergency Officer by phone or text, as well as the Superintendent's office using the dedicated emergency number.

Efforts may be supplemented by County and State resources through existing protocols. The Schenectady Police and Fire Department will coordinate mutual aid when required.

E. Plan review and public comment

- This plan shall be reviewed and maintained by the Schenectady City School District's District-Wide School Safety Team on an annual basis on or before July 1st of each year. A copy of the plan is available in the Superintendent's office and on the district's website.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan was made available for public comment 30 days prior to its initial adoption on July 8, 2020. The District-Wide School Safety Plan was then adopted by the School Board on August 19, 2020 after the one required public hearing that provided for the participation of school personnel, parents, students and any other interested parties. When possible the DWST should coordinate with the Code of Conduct Committee so that presentation to the BOE and public comment periods coincide.
- While linked to the District-Wide School Safety Plan, the 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. The building-level emergency response plans shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officers.
- Full copies of the District-Wide School Safety Plan and any amendments are submitted and Certified to the New York State Education Department through the Business Portal within 30 days of adoption. The District Wide Safety Plan along with the Code of Conduct are posted on the SCSD Web Site. The Confidential Individual Building Level Emergency Response Plans for each school will be reviewed annually by the SCSD Board of Education. The confidential Building-Level Emergency Response Plans are supplied electronically to Schenectady City Police Department, the Schenectady County Sheriff, and the NYS Police within 30 days of adoption.

Section II: General Emergency Response Planning

The District-Wide School Safety Plan provides the framework for the building-level emergency response plans. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses are used to ensure school employees, students, parents and emergency responders learn one system.

A. Identification of sites of potential emergency, including:

A list of hazardous areas has been identified as having the potential to impact within the district.

This list has been created for reference and awareness. The list is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building-level emergency response plans.

The District-Wide School Safety Team in conjunction with local officials has identified areas outside of school property that may impact a district facility during an emergency. Factors that were considered included population, presence of hazardous materials, and potential for emergency based on national trends and proximity to district property.

The District-Wide School Safety Team has recognized that there are many factors that could cause an emergency within our school buildings. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the building-level emergency response plans.

B. The Schenectady City School District has developed multi-hazard response guides. These guides are located in the building-level emergency response plans and are in an ICS (Incident Command System) format. Plans for taking the following actions in response to an emergency where appropriate are, including but not limited to:

- Initial Actions
- Incident Command Post Location will be determined in conjunction with Law Enforcement
- Emergency Operations Center will be located at 108 Education Drive in the Room 116 Conference Room
- **Shelter-in-Place:** Used to shelter students/staff inside the school
 - o Severe Weather
 - o Bomb Threat
 - o HazMat Incident
- **Evacuation:** Used to evacuate students/staff from the school
 - o Before, during and after school hours, including security during evacuation and evacuation routes
 - o Evacuation/Relocation Sites (internal and external)
- **Lockout:** Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school
- **Lockdown:** Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school:
- School Cancellation
- Early Dismissal

Air Pollution	Energy Supply Loss	Mass Casualty
Anthrax/Biological/Pandemic	Epidemic	Medical Emergency
Aviation Crash	Explosion	Natural Gas Leak
Building Structural Failure	Fire Alarm Activation	Radiological
Bomb Threat	Flood	Roof Leak/Failure
Chemical Leak	Heating System Failure	School Bus Accident
Civil Disturbance	Hostage Situation	Severe Weather Emergency
Crimes Against People	Intruder Situation	Suicide
Earthquake	Loss of Building	Threats of Violence
Electrical System Failure	Loss of Buses	Water Emergency

C. In the building level safety plans, the SCSD has identified various district resources that may be available for use during an emergency, including the identification of personnel, equipment and shelters. See appendix C additional district resources.

D. Using the ICS (Incident Command System) the district has identified the school officials authorized to make decisions during an emergency. Through ICS, the procedures to coordinate the use of school district resources and manpower during emergencies are clearly defined. ICS also identifies the staff members and their backups assigned to provide assistance during emergencies.

- E. The district has policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. Beginning with the 2016-2017 school year, all staff will undergo annual training by September 15, 2016 and each subsequent September 15 thereafter on their building-level emergency response plan which includes components on violence prevention and mental health. It is the Building Principal's responsibility to ensure that new employees hired after the start of the school year receive this training within 30 days of hire or as part of the SCSD's existing new hire training program, whichever is sooner. All New York State Education Department required mandatory trainings will be recorded in the SCSD professional development module Staff Trac. It is the Building Principals responsibility to ensure these trainings are complete and documented. The SCSD will certify that these trainings have been completed on or before October 1st. The Superintendent or their designee will sign off on the completed training in the NYSED Business Portal. The following procedures have been established to provide this training on an annual basis to include but not limited to: early dismissal/go home drill, shelter-in-place, evacuation/fire drills, lockout, lockdown, table top exercises and Incident Command System training.
- F. The SCSD conducts drills and other training exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local, county, and state emergency responders and preparedness officials. A debriefing must be conducted after each drill or event to determine if changes to the Building Level Emergency Response Plan are necessary. Buildings must keep logs signed by those participating in the debriefing. A template of the debriefing can be found in the Safety Tool Box.

Fire and Emergency Drills: The Schenectady City School District, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conducts one test of its emergency response procedures under its building-level emergency response plan, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time. **Education Law §§ 807(1-a), 807 (b): Fire and Emergency Drills**

The July 2016 amendments expanded fire drill requirements to also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency. The statute now requires twelve drills be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be evacuation drills. There is still a requirement that eight of the required twelve drills must be completed by December 31st of each school year.

The statute now explicitly requires schools to conduct lock-down drills, which are essential, because they prepare students and staff to respond to the highest level of threat with the most urgent action and the least margin for error. The goal is to have schools conduct drills where they immediately clear hallways, lock doors and take positions out of sight to practice their ability to put the building into a protective posture as quickly as possible. These emergency measures allow time for responding law enforcement to arrive on scene and neutralize the threat. If possible, law enforcement should be involved in the drills to help prepare students and staff for their interactions and release from lock-down by uniformed officers. However, law enforcement involvement is not required by the new legislative mandate. Other protective actions such as Lock-Out or Shelter in Place are emergency actions that are usually preceded by some degree of warning time and do not require the immediate response necessary for a lock-down. While the school should be well versed in their lock-out and shelter in place protocols, lock-down is the only type of protective action that is specifically required by the statute.

Section III: Responding to Threats and Acts of Violence

- A. The school refers to its **Crisis Intervention Plan** via the Post-Incident Response Team and the Multi-Hazard Emergency Response Guides located in the building-level emergency response plan. These are reviewed by the District-Wide School Safety Team to ensure content and consistency throughout the district. These policies and procedures are for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which includes suicide. The following types of procedures are addressed in the plan:

The use of staff trained in de-escalation or other strategies to diffuse the situation.

Informing the Superintendent or designee of implied or direct threats.

Determining the level of threat using Threat Assessment Protocols with the Superintendent/designee and building-level emergency response team members.

Contacting appropriate Emergency Responders.

Monitoring the situation, adjusting the district's responses as appropriate to include possible implementation of the building-level emergency response team.

Communication with parent/guardian. When a student implies or specifically threatens self-inflicted violence including suicide, the school's administrator(s) or designated staff member directly contacts the respective parents/guardians.

- B. The Multi-Hazard Emergency Response Guides in the building-level emergency response plans provide guidance on the district's policies and procedures for responding to direct acts of violence (i.e., crimes against persons, hostage taking, intruder and kidnapping) by students, teachers, other school personnel and visitors to the school, including policies for school violence. The following types of procedures are addressed in the plan:

Schools should notify the Chief Emergency Officer by phone or text, as well as the Superintendent's office using the dedicated emergency number.

- Using Threat Assessment Protocols determine the level of threat with the Superintendent/designee and the building-level emergency response team.
- If the situation warrants, isolate the immediate area.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate lockdown, evacuation, sheltering and/or early dismissal procedures as needed, if needed.
- Contact appropriate Emergency Responders.

NOTE: The Schenectady City School District "Code of Conduct" describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.

- C. Response protocols are identified in the building-level emergency response plans in the ICS format along with definitions of ICS Roles and Responsibilities. The Multi-Hazard Emergency Response Guides address specific procedures for responding to bomb threat, intruders, hostage takings and kidnapping.

- D. The following protocols for appropriate responses to emergencies are provided as examples of responses to bomb threats, hostage takings, intrusions and kidnappings:

Identification of decision-makers.

Plans to safeguard students and staff.

Procedures to provide transportation, if necessary.

Procedures to notify parents.

Procedures to notify media.

Debriefing procedures.

- E. The SCSD has established policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. In the **Schenectady City School District**, the following communication methods are used:

The Superintendent of Schools or the Public Information Specialist will notify the local media of any unplanned event that may result in a change in the regular school day schedule.

In addition, it would be prudent to follow the same protocol as above to formulate a press release relative to any other event that may cause any undue panic and concern and result in a problematic rush to the school by parents and media.

The use of a mass communication, electronic call management system will be employed when available to notify any or all specified groups within the school community of events that could affect that particular group.

In the absence of the aforementioned call management system, if a building has established a parental phone tree, they may use that means to inform parents and guardians. Ideally a written script should be used to ensure consistency of message. Phone trees may also be used to compliment the media information being released concurrently.

In the event of a violent incident occurring before, during or after a school day, the incident will be immediately reported to the school's main office. Notice of the incident may be issued by the building principal. Such notice will be mailed to the student's last known address of record, or by giving students a copy to bring home. In the event that written notification may not be practical notification would occur via radio or television broadcast.

Section IV: Communication with Others

The District-Wide School Safety Plan provides the framework for the building-level emergency response plans.

- A. The Schenectady City School District is fortunate to have substantial ties to the City of Schenectady and to Schenectady County. If there were to be an emergency within our facility, that facility would call 911 for emergency assistance. If involvement is needed from other local government agencies, then the Superintendent or designee would act as that contact person. Additional procedures for communications can be found in the building-level emergency response plans including local emergency contacts and phone numbers, and the NYS/BOCES Communication Flow Chart. These contacts provide guidance for obtaining assistance during emergencies from emergency service organizations and local government officials.
- B. Arrangements for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law is carried out through the protocols established in the NYS/BOCES Communication Flow Chart.
- C. The Schenectady City School Districts has a liaison assigned in both the Schenectady Police Department and the Schenectady Fire Department. These individuals serve as a resource to the District Wide Safety Team as well as the Building Level Teams.
- D. If there is a disaster within the district that has the potential to impact other educational agencies within the district boundaries, the Chief Emergency Officer activates the phone tree and the One Call Now system.
- E. Along with the phone tree, the district has access to the following information about each educational agency located in the school district, including information on:
- School Population

- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials of each educational agency

Section V: Prevention and Intervention Strategies

The District-Wide School Safety Plan provides the framework for the building-level emergency response plans.

The district has developed policies and procedures related to school building security, including, where appropriate:

A. Security and Supervision

The District employs School Safety Officers to assist school administration in dealing with all manners of security and safety issues. The primary role of Schenectady City School District Security Personnel is to assist in safeguarding the District's students, staff and visitors from harm; to deter, detect, respond to, and report infractions of the Code of Conduct and New York State Law; help organize required safety drills, and to protect the District's assets from theft and damage. Security personnel employed by Schenectady City School District are authorized to carry out this role pursuant to applicable policies, regulations and training. School Safety Officers are vetted through the Civil Service Process of Schenectady County and are assigned to our secondary schools. They participate in district-wide professional development days, as well as in a monthly professional learning community, where relevant topics of safety and security are presented. They work in both a proactive manner with law enforcement, as well as act as the liaison with emergency personnel responding to our schools.

Security Monitors and School Supervision Para Professionals work a variety of roles in our buildings including; operating the Raptor Visitor Management System and Axis Control System, supervision of the hallways and grounds and assisting school administration in dealing with all manners of security and safety issues. Their primary role is to assist in safeguarding the District's students, staff and visitors from harm; to deter, detect, respond to, and report infractions of the Code of Conduct. Respectful relationships with students and parents serve as the crucial framework of this position. A more complete listing of responsibilities can be found in the Student Supervision Handbook, which is reviewed yearly with all staff acting in this capacity.

B. Limited Access Policy

Doors in the Schenectady City School District should be locked at all times. If a door is left open it must be monitored.

C. Axis Control System

All of the SCSD's schools utilize a video/audio electronic access control system at their main entrances that provides a means to remotely screen and approve visitors prior to granting access to the locked building.

D. Keys to exterior of buildings

All of the SCSD's schools utilize an electronic keyless entry system allowing specific access (designated times and locations) to authorized personnel by presenting a proximity card to a reading device at those entrances.

E. Staff Photo Identification badges

All Schenectady City School District employees are issued Photo Identification Badges that are required to be displayed at all times while on school district property to assist visitors, students and staff in

identifying employees as well as possible intruders.

F. Visitor policy; Raptor Visitor Management System

An approved visitor will complete a sign-in procedure and will be issued a visitor pass sticker upon gaining access to the building. Stickers will have time, date and destination on them and should be worn on the upper left chest area. All schools in the Schenectady City School District will utilize Raptor visitor management software beginning in September 2018. Visitors will be required to show an ID each time they enter a school in the SCSD. Visitors will be screened through a national sex offender database. Parents and guardians who are listed on the Sex Offender Data Base will work with the building principal and the Superintendent to ensure access to their child's educational program while under the direct supervision of school staff and in compliance with their respective court ordered limitations.

G. Video Surveillance

A digital video surveillance system is in service at Schenectady City School District schools and facilities to assist in monitoring, deterring and recording activity in areas of chronic concern or perceived vulnerability. Designated staff is trained on how to access, view, search and recover images.

H. Intrusion Detection Alarm

An intrusion detection (burglar) alarm system that is linked to a central monitoring station is in service at Schenectady City School District schools and facilities. Each such facility will utilize this alarm system as designed and will ensure that necessary personnel are trained in its proper use to maximize the performance of the system and minimize the incidence of false alarms.

I. Fire Alarm

A fire detection alarm that is linked to a central monitoring station is in service at every Schenectady City School District School and facility. These alarms and our fire response procedures are tested regularly consistent with NYSED regulations.

J. Threat Assessment

- a. The Schenectady City School District has implemented procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to: the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.
- b. The District recognizes the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. Students, their parents, and all staff are encouraged to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so that an assessment or investigation can commence in a timely fashion if deemed necessary. The Schenectady City School District has teams trained in every school to utilize the Virginia Threat Assessment protocols. This communication may extend beyond Schenectady City School District personnel to include members of the District's Threat Assessment Team, Law Enforcement, and Mental Health Professionals, when deemed appropriate and within existing legal parameters.
- c. The SCSD recognizes the importance of programs and activities that improve communication throughout the school community and that encourage the reporting of

potentially dangerous, suspicious or violent behavior. Such efforts serve to improve the security, safety and quality of life for all those in the SCSD school community. The following is a partial list of such current Initiatives.

- School Counselors provide topic specific short- term counseling for individuals and groups;
- School Social Workers: provide crisis service counseling;
- Academic Support Services;
- Conflict Resolution programs are coordinated at the building level. The Center for Community Justice provides initial training to build staff and support programs through consultation and on-going training;
- Schenectady City School District Extended Day After-School program
- The SCSD Summer Enrichment Program
- School wide bullying prevention programs;
- In addition the following programs are utilized in the SCSD

Cultural Brokers	SBST/ICMP/BIP
Community Outreach Specialists	Social Emotional Learning
My Brother's Keeper	Therapeutic Crisis Interventions
Homeless Liaison	Trauma Sensitive Schools Institute
Engagement Supervisor and Dean	Instructional Coaches
General Education Continuum	Behavioral Specialists
Restorative Practices	SSO's/Security Monitors
Respite Rooms and classes	Director of Recruitment, Retention and Diversity
Mobil Crisis Team	Parent Liaisons
Focus on CRE and High Quality Instruction	Hometown Health Clinics in our schools
Diversion/with screening in lieu of long term suspension	Girls and Boys Day Out/Muses/Mentors
	PAX/PBIS/No Place for Hate

K. Dignity For All Students Act (DASA)

The Office of Pupil Personnel Services oversees the Dignity for All Students ACT (DASA) process and disseminates information across the SCSD regarding bullying prevention, identification, and reporting requirements. All SCSD staff have been provided with information and training regarding the Dignity for All Students Act. The District employs administrators, school psychologists, social workers, and school counselors who have been trained to assist in identifying the warning signs of bullying and to intervene in order to prevent further bullying and help students to come to resolutions.

The PPS office also assists building principals and staff in completing DASA investigations and developing interventions and solutions for students who are identified as victims of bullying and harassment. The District website contains information for parents about the Dignity for All Students Act, names and contact information for District and building DASA Coordinators, and a link to the Dignity Act Complaint Form.

L. The Code of Conduct

Contains language that specifically addresses bullying and harassment. Students who engage in bullying and harassment behaviors receive age appropriate progressive interventions, which can range from use of mediation or informal and formal counseling to referral for outside mental health services and other community agencies. When bullying or harassment is persistent or severe in nature, disciplinary measures are taken to ensure the safety of all students. Restorative practices are used, in lieu of punitive disciplinary measures when dealing with bullying and harassment whenever possible. The School Diversion process assists students and families in connecting with outside resources.

M. Prevention and Intervention Strategies:

- o Informal and formal counseling
- o Mediation
- o Compliance with Dignity For All Students Act (DASA) regulations
- o Training for hall monitors, paraprofessionals, and other school personnel
- o School Based Support Team
- o Extracurricular activities
- o Cultural brokers
- o Responsive classroom, positive action, sanctuary, and other pro-social skills curricula taught in classrooms
- o School-wide positive behavior systems
- o Character Education
- o Bullying prevention programs and assemblies for students
- o School counseling center
- o Outside mental health counseling services provided in schools
- o Restorative justice and restorative circles
- o TCIS training for staff on use of de-escalation strategies
- o Comprehensive classroom management plan
- o Behavioral Consultation services
- o Curriculum addressing emotional health and healthy relationships
- o The posting of signage promoting anti-bullying, equity, and appreciation of diversity.
- o Outside psychiatric and psychological consultation
- o Trauma sensitive schools
- o Culturally responsive education
- o Age appropriate prevention and intervention strategies as noted above

- o The SCSD has created and supported strategies for improving communication among students, and between students and staff, and the reporting of potentially violent incidents as noted above.

Section VI: Recovery

Recovery addresses the help needed for all involved to heal and to restore the school community to "normal" operations. The Schenectady City School District Plan supports the school building plans by deploying district resources that support the school's building-level emergency response team and the post-incident response team.

Recovery plans include mental health/emotional recovery, academic, physical and business recovery, and can continue long after the actual emergency.

A. District Support for Schenectady City School District

The building-level emergency response plan provides resources for supporting the building-level emergency response team and post-incident response team. The SCSD's Incident Command System (ICS) identifies back-ups to relieve team members. This provides team members the opportunity to rotate personnel to fill in if assigned personnel are unavailable and to debrief in a supportive environment.

The SCSD realizes that some emergencies may overwhelm an individual school's ability to manage an extreme crisis. If/when the school is faced with an emergency such as threats of violence or actual violent incidents, the district-wide school safety team assists as follows:

- Acting as a sounding board regarding the implied or direct threats and/or violent acts.

- Assisting in determining the level of threat and appropriate response.

- Monitoring the situation and adjusting the district's response as appropriate.

- Assisting with parent/guardian, faculty/staff, and media communication.

- Assisting with coordinating building and grounds security in conjunction with local and State Police.

- Assisting with offering a backup post-incident response team (i.e., another school district's team and/or an outside group) as needed, if needed.

- Offering debriefing sessions as needed working in conjunction with local, Schenectady County and/or State emergency responders.

B. Disaster Mental/Health Services

If/when a building-level emergency response team or post-incident response team is faced with an emergency that may overwhelm the school's ability to manage an extreme crisis, the District-Wide Emergency Response Team assists as follows:

- Offering district support and looking for continued feedback from those directly impacted during the incident, with projected plans to assist if needed during heightened stressful times such as a re-occurrence of a similar event and anniversaries of the original event.

- Assisting with parent/guardian, student, and faculty/staff debriefing and/or post-incident crisis intervention. The debriefing is also used in part to evaluate the district's plan for possible revisions. If needed, assisting in contacting additional outside mental health resources such as the National Organization for Victim Assistance (1-800-try-nova; www.trv-nova.org).

- Assisting the schools with written statements going out to faculty/staff, parents/guardians, press releases and media requests through the district's Public Information Officer.

The District Wide Emergency Response Team supports the recovery phase and reevaluates current multi-hazard and violence prevention practices and school safety activities.

APPENDIX A: The following is a listing of all school buildings covered by the district-wide school safety plan

BUILDING	ADDRESS	CONTACT TITLE	PHONE
Howe Elementary School	1065 Baker Avenue Schenectady, NY 12308	Principal	518-370-8295
Hamilton Elementary School	1091 Webster Street Schenectady, NY 12303	Principal	518-881-3720
Lincoln Elementary School	2 Robinson Street Schenectady, NY 12304	Principal	518-370-8355
Pleasant Valley Elementary School	1097 Forest Road Schenectady, NY 12303	Principal	518-881-3640
Van Corlaer Elementary School	2300 Guilderland Avenue Schenectady, NY 12306	Principal	518-370-8270
William C. Keane Elementary School	1252 Albany Street Schenectady, NY 12304	Principal	518-881-3960
Woodlawn Elementary School	3311 Wells Avenue Schenectady, NY 12304	Principal	518-370-8280
Yates Elementary School	725 Salina Street Schenectady, NY 12308	Principal	518-370-8320
Paige Elementary School	104 Elliott Avenue Schenectady, NY 12304	Principal	518-370-8300
Dr. Martin Luther King Jr. Elementary School	918 Stanley Street Schenectady, NY 12307	Principal	518-370-8360
Jessie T. Zoller Elementary School	1880 Lancaster Street Schenectady, NY 12308	Principal	518-370-8290
Central Park Middle School	421 Elm Street Schenectady, NY 12304	Principal	518-370-8250
Mont Pleasant Middle School	1121 Forest Road Schenectady, NY 12303	Principal	518-370-8160
Oneida Middle School	1629 Oneida Street Schenectady, NY 12308	Principal	518-370-8260
Schenectady High School	1445 The Plaza Schenectady, NY 12308	Principal	518-881-2044
Steinmetz Career and Leadership Academy	880 Oakwood Avenue Schenectady, NY 12303	Principal	518-881-2030
Washington Irving Educational Center	422 Mumford Street Schenectady, NY 12307	Director	518-370-8220

APPENDIX B: Identification of Potential Hazardous Sites

COMMUNITY BASED LIST: A list of areas has been identified as having the potential to impact safety within the SCSD. This list was created for reference and awareness. It is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or SCSD boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building- level emergency response plans.

SCHOOL BASED LIST: The District Safety Team has recognized that there are many factors that could cause an emergency within our school buildings. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the building-level emergency response plans.

108 Administration 518-370-8100

108 Education Drive 12303

SUPERINTENDENT'S OFFICE Fax: 518-370-8173

Interim Superintendent – Aaron Bochniak 40107
 Executive Assistant – Johanna Vining-Shopmyer 40107
 Assistant to the Superintendent – Patricia Paser 40105
 Secretary/Clerk of the Board – Martha Morris 40105
 Receptionist – Kathy Barker 40106

District Director of Equity, Diversity & Inclusion

Patrick Jean-Pierre 36474
 Secretary – Michelle Eden 36474

COMMUNICATIONS Fax: 518-370-3804

Public Information Specialist – Karen Corona 40137
 BOCES Public Information Specialist (M,T,TH)
 – Justin Cortese 40149

SAFETY & PREPAREDNESS

Chief Emergency Officer – TBD 40118

BUSINESS & FINANCE Fax: 518-370-2898**District Director Business & Finance**

– Kimberly Lewis 40128
 Secretary – Stacey Tasselmyer 40128
 Assistant School Business Official – Taryn Breen 40102
 Treasurer – Katherine Devine 40121
 Tax Collector – Ann Testa 40175
 Records Retention – Jeff Chodikov (Tuesdays) 36181
 Central Treasurer – Beth Carusone 36469

ACCOUNTS RECEIVABLE

Nicole Livingston 40144

ACCOUNTS PAYABLE/PURCHASING

Accounts Payable – TBD 40117
 Purchasing – Kristin Chotkowski 40115
 Claims Auditor – Lynn Curtis 40128

PAYROLL**Fax: 518-370-2898**

Mekkah Bergeron 40114
 Lakeram Ramprasad 40113

SCHOOL LUNCH

Food Service Manager – Elaine Reynolds 36481
 Secretary – Angela MacVilla 40101

CENTRAL RECEIVING

Ralph Pfeiffer
 Chris D'Alessandro

DUPLICATING

Mike DeMarco

FACILITIES / O & M

Director of Facilities – Michael Barry 40101
 Asst, Director of Facilities – Jason Prestipino 40101
 Secretary – Irene Mazzucco 40111
Supervisor of Custodial Services – Brian Hoffman 40111
 Secretary – Irene Mazzucco 40111
 BOCES Safety Specialist – Lynette Holman (Thursday) 40164

HUMAN RESOURCES**Fax: 518-370-8124****District Director of Human Resources**

– Christina Mahoney 40133
 Administrative Assistant – Jenny Fink 40133
 Asst. District Director Human Resources
 – Michelle Raetz 40133
 (Admins, MMA, SRO, MC)
 Asst. District Director Human Resources
 – Aditya (Joe) Dhara 40133
 Asst. District Director of Human Resources for Diversity,
 Recruitment & Retention - Alicia Holt 40133
 (Paras, Sec. O&M, Adult. Ed. Tutors) – Louise Siler 40134
 (Teachers/BOCES Substitutes) - Amy Csenge 40139

EDUCATIONAL EQUITY & INSTRUCTIONAL SUPPORT**Fax: 518-881-3939****District Director of Educational Equity &**

Instructional Support - Carmella Parente 40116
 Assistant Director of Educational Equity &
 Instructional Support - Zipporah Galimore 26001
 Assistant Director of Educational Equity &
 Instructional Support - Kathleen Nickerson 26001
 Assistant Director of Educational Equity &
 Instructional Support - Leah Akinleye 26001
 Instructional Support Specialist – Connie Ayers 40116
 Secretary – Kitty Moran 26001
 Secretary – Michelle Eden 36474

Instructional Coaches

Amy Tyler Victoria Abdulla Terrence Sloan
 Kate Pieronek Kathleen Wylie Donya Clute
 Julie Neugebauer Leticia Boulay

PLANNING & ACCOUNTABILITY Fax : 518-881-3409**Acting District Director of Planning &****Accountability/Testing**

– Sara Schneller 518-881-3405
 Asst. Director Planning & Accountability
 – Michelle Hogan 26023/518-881-3405
 Secretary – Kim Horan 36471/518-881-3405
 Secretary – Kurt Siegel 28110/518-881-3405
 School Improvement Supervisor
 – Sara Schneller 36472/518-881-3405
 Accountability Specialist – Teri Shanahan 26042/518-881-2506
 Grant Writer – Rebecca Lee
 Manager Data & Information
 – Natalie Cable 36392/518-881-3400
 Data Analyst – Hector Gallardo 36473/518-881-3405
 Asst. Manager Data & Information
 – Michele LaCorte 26019/518-881-3405
 21st Century Community Learning Center Project Mgr
 – Simone Miranda 28138/518-881-3400

CENTRAL REGISTRATION**Fax: 518-370-8214****Registrar/Principal Clerk** – Katy Vacca 28116

Secretary – Beth Brown Dickershaid 28127

TRANSPORTATION**518-370-8103****Fax: 518-370-8319**

Supervisor of Transportation – Alfred Valachovic 28111
 Transportation Assistant – Nicole Stabinski 28112
 Transportation Assistant – Sandy Gobind 26040

TECHNOLOGY**518-881-2411****Innovation & Technology Officer**

– Chris Pietrantonio 40145
 Manager of Data Processing – Jim Leupold 40123
Help Desk 411

PUPIL PERSONNEL SERVICES**Fax: 518-881-3806**

District Director PPS – Andrea Tote-Freeman 518-881-3412
 Asst. Director PPS – Rebecca DeVries 36478/518-881-3412
 Asst. Director PPS – Donna Fowler 40250/518-881-3412
 Secretary – Nancy Briskie 40126/518-881-3412
 Supervisor of Attendance - James Goyette 518-858-5009
 (office at SCLA)
 McKinney Vento Liasion – Mary Breslin 518-410-0290
 Nurse Manager – Holly Vacca (office at Keane) 518-881-3902
 Community Outreach Specialist
 – Damonni Farley 518-312-8706
 Sr. Parent Liasion – Alfred Tompkins 518-390-4773
 My Brothers Keeper's Program Specialist
 – Brian Ledbetter 518-888-4784
 Director of Student Intervention Services
 – Erika MacFarlane 36476
 Sp. Ed Instructional Coach - Laura McDaniel 36477
 Sp. Ed Instructional Coach – Nicole Martin
 Secretary Gen Ed Continuum – Deborah Leffler 36480
 PPS Project Manager – Meghan Whalen 36486
 Medicaid Coordinator – Kimberly Hughes 26045/518-881-2020

CRISIS PREVENTION TEAM**Fax: 518-881-3966**

Psychiatric Nurse Practitioner – Anna Brady 14274
 Office Manager – Nichele Darby 24104
 Clinical Social Workers
 Micah Ilowit 518-281-5833
 Stephen Oby 518-258-2365
 Karyn Watson 518-391-3433

SPECIAL EDUCATION**Fax: 518-881-3806****Director of Special Education**

– Jessica Allen 36374/518-881-3413
 Asst. Director of Special Education
 – Sarah Sweet 26036/518-881-3413
 Secretary – Michele Zielinski 40248/518-881-3413

CSE Chairs/Secretaries Fax: 518-881-3544

CSE Chairperson – Karon Ozols – ODD 30105
 (office at SCLA)
CSE Chairperson – Steve Morse – ODD 40243
 (office at SCLA)
CSE Chairperson – Marybeth Delaney - PreK 40249
 (office MPMS)
 PreK Evaluation Team - Lori Blatt 518-396-7397
 PreK Evaluation Team – Maureen Fallon 518-375-2424

CSE Secretaries for:

Pre-K, Hamilton, Howe – Sharon White 40246
 CPMS, OMS, SCLA, WIEC – Natasha Bangaroo 26002
 SHS, - Secretary – Smita Iyengar 40247
 Keane, Lincoln, Paige, PV, VC, Woodlawn - Tresha Lall 40245
 MPMS, Zoller, MLK, Yates, RTL@Steinmetz – TBD 40203
 ODD – Secretary – Debbie Leffler 36480

Behavior Specialists

Jacquelyn O'Connor Amanda Linehan
 Kelli Schuul

ELEMENTARY SCHOOLS**HAMILTON ELEMENTARY****1091 Webster St., 12303****PRINCIPAL – Renee Beaulieu**

Secretary – Sandra Anderson 518-881-3720
 Assistant Principal – Meredith Rivet 518-881-3720
 Instructional Supervisor – Michelle Ferraro 518-881-3720
 Nurse – Barbara Kosiur 518-881-3723
 Psychologist – Mary Beth Delaney 518-881-2000 x18057
 Social Worker – Wendy Mason 518-881-2000 x18038
 Social Worker – Melanie Bennett 518-881-2000 x18036
 Social Worker – Michelle Primono 518-881-3720

HOWE ELEMENTARY**1065 Baker Ave, 12309****PRINCIPAL – Susan Gorman**

Secretary – Denise Dockal 518-370-8295
 Instructional Supervisor – Chad Sitts 518-370-8295
 Nurse – Kristin Calkin 518-881-3763
 Psychologist – Sonya Hogan 518-881-2000 x10006
 Social Worker – John Sheppeck 518-881-2000 x10060
 Social Worker – Jenna Bodicsch

KEANE (WILLIAM C.) ELEMENTARY**1252 Albany St. 12304****PRINCIPAL – Kerri Messler**

Secretary – Shatiki Beatty 518-881-3960
 Instructional Supervisor – TBD 518-881-3960
 Nurse – Lisa Center 518-881-3964
 Psychologist – Julie Guarino 518-881-2000 x26226
 Social Worker – Ameera Crellin 518-881-2000 x26131
 Social Worker – Beth Chabot 518-881-2000 x26114

KING, M.L. ELEMENTARY**918 Stanley St. 12307****PRINCIPAL – Kristin Munrett**

Secretary – Katie Adamek 518-370-8360 / 14005
 Instructional Supervisor – Josh Bate 518-370-8360
 Admin Para – Rosemary Panetta 518-881-2000 x14004
 Nurse – Annie Colina 518-370-8364
 Nurse (PT) – Jeannine Cunningham 518-370-8364
 Psychologist – Rebecca Fogg 18-881-2000 x14267
 Social Worker – Asha Bammi Evan 518-881-2000 x27009
 Social Worker – Victor Rose 518-370-8360
 Social Worker – Daniel Robbins 518-370-8360

LINCOLN ELEMENTARY**2 Robinson St. 12304****PRINCIPAL – Job Thomas**

Secretary – TBD 518-370-8355
 Instructional Supervisor – Laurie Timmis 518-370-8355
 Nurse – Mary Mars 518-370-8357
 Psychologist – Stephanie Francis 518-370-8355
 Social Worker – TBD 518-370-8355
 Social Worker – Jennifer Katz 518-370-8355

PAIGE ELEMENTARY**104 Elliott Ave. 12304****PRINCIPAL – Matthew Berkshire**

Secretary – Theresa Ravas	518-370-8300
Instructional Supervisor – TBD	518-370-8300
Nurse – Lorraine Peek	518-370-8302
Psychologist – Kari Girard	518-881-2000 x21038
Social Worker – Tiffany Franklin	518-881-2000 x21083
Social Worker – Tonya Gunzinger	518-881-2000 x21039
Social Worker – Tracy Jones	518-881-2000 x21032
Social Worker – Emily McDonald	518-881-2000 x21037

PLEASANT VALLEY ELEMENTARY**1097 Forest Rd. 12303****PRINCIPAL – Christina Howard**

Secretary – TBD	518-881-3640
Interim Instructional Supervisor – John Pizzo	518-881-3640
Nurse – Deborah LeMonds	518-881-3643
Psychologist – Meghan Alexander	518-881-3657
Social Worker – Michelle Mostoller	518-881-2000 x38045
Social Worker – Kathryn Nixon-Davis	518-881-2000 x38033
Social Worker – Kelly Duff	518-881-2000 x38000

VAN CORLAER ELEMENTARY**2300 Guilderland Ave. 12306****PRINCIPAL – Michaela Miranda**

Secretary – TBD	518-370-8270
Instructional Supervisor – Tanya Delamater	518-370-8270
Nurse – Danielle Leguire	518-370-8154
Psychologist – Rebecca Reynolds	518-881-2000 x19021
Social Worker – Ryan Saxton	518-881-2000 x19060
Social Worker – T	518-881-8270
Social Worker – Jill Gandolfo	518-881-8270

WOODLAWN ELEMENTARY**3311 Wells Ave. 12304****PRINCIPAL – John Perreault**

Secretary – Terry McCarthy	518-370-8280
Instructional Supervisor – Michele Manners	518-370-8280
Nurse – Jessica Thomas	518-370-8282
Psychologist – Jennifer O'Shea	518-881-2000 x23029
Social Worker – Marcie Mastrogiovanni	518-881-2000 x23012
Social Worker – Harold Sperazza	518-370-8285
Respite Social Worker – Laura Feliciano-Colon	

YATES ELEMENTARY**725 Salina St. 12308****PRINCIPAL – Robert Flanders**

Secretary – Judith Morales	518-370-8320
Instructional Supervisor – Samantha Eichele	518-370-8320
Nurse – Amanda Terry	518-370-8322
Psychologist – Amy Jensen	518-881-2000 x16059
Social Worker – Elizabeth Lionarons	518-881-3865
Social Worker – Gustavo Garo	518-881-3820

ZOLLER ELEMENTARY**1880 Lancaster St. 12308****ACTING PRINCIPAL – Desmond O'Connor**

Secretary – Sara Cronier	518-370-8290
Instructional Supervisor – Troy Lichten	518-370-8290
Nurse – Deb Gutowski	518-370-8292
Psychologist –	518-370-8290
Social Worker – Jean Borger	518-881-2000 x22030

518-370-8300

Fax: 518-881-3522

MIDDLE SCHOOLS

Social Worker – Tearle Ashby

518-370-8290

CENTRAL PARK MIDDLE SCHOOL**421 Elm St. 12304****PRINCIPAL – Jason Rogers**

Secretary – Mashoma Brydie	518-370-8250
Assistant Principal (6 th) – Jesse Oliver	518-370-8250
Assistant Principal (7 th) – Kerri Evers	518-370-8250
Assistant Principal (8 th) – Louise Gundrum	518-370-8250
Attendance	518-370-8253
School Counselor – Aubrey Clements	518-370-8251
School Counselor – Stacey Padua	518-370-8251
School Counselor – Regina Ramprasad	518-370-8251
Guidance Secretary – Monica Adams	518-370-8251
Nurse – Wendi Solomon-Nish	518-370-8252
Nurse – Sarah Bianchi	518-370-8252
Psychologist – Brittany Kendall	518-881-2000 x31288
Psychologist – Greg Osenko	518-881-2000 x31103
Social Worker – Colleen Guy	518-881-2000 x31109
Social Worker – Brigid Skopas	518-881-2000 x31116
Social Worker – Kiana Miller	518-370-8250
Social Worker Respite – Debra George	518-881-2000 x31008

518-370-8250

Fax: 518-881-3662

MONT PLEASANT MIDDLE SCHOOL**1121 Forest Rd. 12303****PRINCIPAL – Nicole Biette**

Secretary – Allison Lawson	518-370-8160
Assistant Principal (6 th) – John Galarneau	518-370-8240
Assistant Principal (7 th) – Jason Breh	518-370-8160
Assistant Principal (8 th) – Joseph Coleman	518-370-8245
Attendance	518-370-8198
Custodial Office	518-370-8177
School Counselor – Catherine Snyder	518-370-8379
School Counselor – Kenia Bustilio	518-370-8379
School Counselor – Jennifer Payne	518-370-8379
Guidance Secretary – Lorna Drew	518-370-8379
Library –	518-370-3507
Nurse – TBD	518-370-8182
Nurse – Allison Card	518-370-8182
Psychologist – Maddalena Calabro	518-881-2000 x36475
Psychologist – Meghan Chew	518-881-2000 x40112
Psychologist – Ashley Nguyen	518-370-8160
Social Worker – Marleni Belmar (Ebony)	518-881-2000 x36337
Social Worker – Julie Cleveland	518-370-8379

518-370-8160

Fax: 518-881-3562

ONEIDA MIDDLE SCHOOL**1629 Oneida St. 12308****PRINCIPAL – Tony Farina**

Secretary – Bonnie Murphy	518-370-8260
Assistant Principal (6 th) – Matthew Feldman	518-370-8260
Assistant Principal (7 th) – Matthew DeLorenzo	518-370-8260
Assistant Principal (8 th) – Maggie Palmeri	518-370-8260
School Counselor – Casse Forte	518-881-2000 x32007
School Counselor – Matthew Mortier	518-881-2000 x32008
School Counselor – Seth Thomann	518-370-8260
Guidance Secretary – Fabiola Tirado	518-881-2000 x32009
Nurse – Cathleen McMahon	518-370-8262
Nurse – Delah Farley	518-370-8262
Psychologist –	518-881-2000 x32012
Psychologist – Erin Robinson	518-370-8260
Social Worker – Lisa Maselli	518-881-2000 x36375
Social Worker – Hayley Yettru	518-881-2000 x32016

518-370-8260

Fax: 518-395-3512

Social Worker – Lindsey Esposito 518-370-8260

SCHENECTADY HIGH SCHOOL**1445 The Plaza 12308** Fax: 518-881-3802
MAIN CAMPUS NUMBER 518-881-2044**Main Office****EXECUTIVE PRINCIPAL – Christopher Chank**

Secretary – Anne Osborne	x44801
Secretary – Bonnie Malik	x44803
Admin. Para – Kari Petrozola	x44806
Engagement Supervisor – Philip Weinman	x44906

School Counseling Office

Fax: 518-370-8169

Department Chair – Amanda Ruther	518-881-2044 Option 2
Secretary – Tashana Person-Evans	x44855
Secretary – Bianca DellaRocco	x44821
Secretary – Mary Palmer	x44820
Tutor Para – Ann Burns	x44822
School Counselor Teams	518-881-2044 Option 2

Earl Barcomb	Jeanne Myers	Cassandra Plumadore
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Amanda Cruz	Laurie Hoyt	Amanda Ruther
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Sarah Curcio	Colleen Pacella	Menchy Yarborough
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Chelsea Hought	Megan Jordan	Jennifer Crave
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Lisa Knupp	Melanie Farina	Nicole Almedia
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Attendance Office x44852

Attendance Office x44853

Custodial Office 518-370-8211

Food Service
– Paula Presley (Sodexo)/SHS Kitchen 518-881-3808

Library 518-370-8218

Nurse – Nancy Bayly x44851

Nurse - Lisa Stansfield x44850

Nurse Fax 518-370-8185

Peer Mediation x44527

Psychologist (Grade 9) – Andy Marino x44823

Psychologist (Grade 10) – Marissa Shibley x44813

Psychologist (Grade 11) – Rafael Medina x44824

Psychologist (Grade 12) – Jen Weiner x44859

Science 518-370-8217

Smart Scholars Program Coordinator
– Valerie Smith 518-925-0282

Social Worker (Grade 9) – Ellen Tremblay x44827

Social Worker (Grade 10) – Tymesia Nabors x44646

Social Worker (Grade 11) – Christine Tarullo x44655

Social Worker (Grade 12) – Nathaniel Wylie x44825

Social Worker – Elly Barhydt x44826

Social Worker (Operation Graduation)
– Stephanie Franzese x44659

Social Worker (Operation Graduation) – Rachel Curtis x44856

Intensive Case Manager – Sean Murphy 518-912-6199

Class of 2024 (Grade 9)

Fax: 518-881-3819

Class Principal – David Preston

Secretary – Lisa Pope x44842

Assistant Principal – TBD x44841

Admin. Para – Sarah Perretta x44857

Class of 2023 (Grade 10)

Fax: 518-881-3923

Class Principal – Kargsia McDuffie

Secretary – Laurie Riddell x44834

Assistant Principal – TBD x44833

Assistant Principal – TBD x44613

Admin. Para – Kate Dahm x44514

Class of 2022 (Grade 11)

Fax: 518-881-3946

Class Principal – Jonathan Goyette

Secretary – Paula Merry x44830

Assistant Principal – Ady Pina x44829

Admin. Para – Iris Ramos x44502

Class of 2021 (Grade 12)

Fax: 518-881-3813

Class Principal – Jocelyn Hoffmann

Secretary – Lori Rosamino x44838

Assistant Principal – TBD x44837

Admin. Para – Bernie Whiting x44447

International Baccalaureate Program

Fax: 518-881-3790

Coordinator – Trish Embree

518-370-8151

Physical Education, Health, Athletics

Fax: 518-881-3507

Asst Athletic Director – Steve Boynton

Secretary – Beverly Healey x50002

Faculty Manager of Athletics – Mary Ann Fritz x50005

STEINMETZ CAREER AND LEADERSHIP ACADEMY (SCLA)**880 Oakwood**

Fax: 518-881-3602

MAIN CAMPUS NUMBER 518-881-2030**SCLA PRINCIPAL – Gregory Fields**

Secretary – Cassandra Williams x30100

Assistant Principal – William Pickett x30100

Attendance – Arliss Rafferty x30104

Library – Andrew Yauchler x30021

Guidance Counselor – Lorraine Keimel x30109

Guidance Counselor – Teri Thomas x30109

Guidance Secretary – Dawn DeBraccio x30109

Psychologist – Michelle Thornhill x30006

Nurse – Bobbie Croote x30103

Social Worker – Matthew Delgaudio x30107

Social Worker – Colleen Clausson x36485

Social Worker – Eileen Berlanti x25103

Social Worker/Ready to Learn – Laura DaPolito x30116

WASHINGTON IRVING EDUCATIONAL CENTER

422 Mumford St., 12307 **Fax 518-370-8225**

Director – Jesse Roylance 518-370-8220
 Asst. Director – Dennis Green 518-881-3844
 Principal on Special Assignment
 – Karmen McEvoy 518-370-8307
 Secretary – Angela Tryon 518-370-8220
 Secretary – Kevin Cable 518-370-8350
 Nurse – Bobbie Croote 518-370-8220

ADULT AND CONTINUING EDUCATION PROGRAM

Main Office 518-370-8220
 School Counselor – Marie Whitham 518-395-3503

ATLAS TUTORING PROGRAM

Fax: 518-881-3851

Asst. Director Adult & Continuing Ed

– Dennis Green 518-881-3844
 ATLAS Office 518-881-2200
 Social Worker – Mary LaFountain 518-881-2124
 Guidance Counselor – Maria Klein 518-881-2125

SCHENECTADY HIGH SCHOOL @ WIEC

Social Worker – LeeAnn Dawley 518-881-2000 x17062
 School Counselor – Maria Klein 518-881-2125
 School Psychologist - Brittany Kendall 518-881-2125

MONT PLEASANT MIDDLE SCHOOL @WIEC

Social Worker – LeeAnn Dawley 518-881-2000 x17062
 School Counselor – Maria Klein 518-881-2125
 School Psychologist - Maddelena Calabro 518-881-2125

FULTON ACADEMY

518-464-6307

Capital Region BOCES

Fax: 518-464-6371

408 Eleanor St. 12306

PRINCIPAL – Leo DiPierro

Secretary – Sharon Marshall 518-464-6307

ADDENDUM

SCSD Communicable Disease - Pandemic Continuity of Operations Plan

This Continuity of Operations Plan (plan) has been developed to meet the requirements of subsection (2)(m) of Education Law §2801-a which requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. This plan is built upon the components of the District-Wide School Safety and the Building-Level Emergency Response Plan(s). The Plan includes elements of COVID-19 Reopening Plan and will be updated regularly to reflect current guidance and best practices. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this plan and implementation at the building level through the Building-Level Emergency Response Team.

The Schenectady City School District will work closely with the Schenectady County Department of Health (local health department) to determine the need for activation of this plan. The district will report suspected and confirmed cases of communicable diseases (e.g., influenza, coronavirus, etc.) on the monthly Communicable Disease Report, (DMS-485.7/93; HE-112.4/81) and submit it to the local health department. Depending on the severity of the disease, the district may be required to report information more frequently and in another format (i.e., daily for COVID-19).

The local health department will monitor county-wide communicable disease cases and inform school districts as to appropriate actions.

When this plan is activated, the District-Wide School Safety Team may invite additional people to the meetings to aid in the planning efforts:

- District Medical Director
- Pupil Services Director
- Nurse Manager
- School nurse(s)
- Innovation & Technology Officer
- Human Resources Director
- Business Official
- Facility Director
- Food Service Director
- Transportation Coordinator
- Public Information Officer
- Curriculum Director

Communication with parents, students, staff, and the school community is important throughout a pandemic outbreak. Communication methods will include postings to the district website, general mailings, email, social media, school communication apps, and the public media. The district **Communications Specialist** has been designated to coordinate this effort. Communications will work closely with the **Innovation & Technology Officer** to ensure proper function of all communication systems.

Essential Positions/Titles

The district has developed this plan to prepare for any future government ordered shutdowns that may occur, similar to the coronavirus shutdown in the spring of 2020. Attachment 1 includes a list of essential positions that would be required to be on-site or in district to continue to function as opposed to those positions that could work remotely. The list includes:

- Title – a list of positions/titles considered essential (i.e., could not work remotely) in the event of a state-ordered reduction of in-person workforce.
- Description – brief description of job function.
- Justification – brief description of critical responsibilities that could not be provided remotely.
- Work Shift – brief description of how work shifts of essential employees and/or contractors will be staggered in order to reduce overcrowding in the district.
- Protocol – how precise hours and work locations, including off-site visits, will be documented for essential employees and contractors.

Working/Learning Remotely

The District will assess devices and technology needs of all non-essential employees and contractors in order to enable telecommuting.

Options for assessing district needs include stakeholder meetings or surveys to determine:

- Who will need devices and/or peripherals at home,
- What programs will need to be added to these devices, and
- The availability of viable existing at-home Internet service.

The information from these surveys will be used to determine what items need to be purchased, which programs need to be installed on devices and if appropriate Internet bandwidth can be provided to those in need

Reducing Risk

Depending on the exact nature of the communicable disease and its impact, the district is prepared to use the strategies below to reduce traffic congestion and maintain social distancing:

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

The district may need to include additional strategies based on updated federal, state, and local guidance.

Personal Protective Equipment (PPE) and Face Coverings

The district will procure a six-month supply of face coverings and PPE required for essential work tasks. Disposable PPE will be provided in quantities of at least two pieces per work day.

PPE Type	Task/Role
KN-95 N-95	Nurses Cleaners/Custodians (based on disinfectants used)
Face Shields	Nurses Special Education-if program warrants
Gowns/Disposable Coveralls	Nurses Special Education-if program warrants Maintenance/Mechanics
Gloves	Nurses Special Education-if program warrants Cleaners/Custodians Maintenance/Mechanics
Portable Desk Shields	Secretaries, Related Service Providers as needed
Disposable Face Coverings OR Cloth Face Coverings*	All faculty, staff and students

** OSHA does not consider cloth face coverings to be personal protective equipment because their capability to protect the wearer is unknown. However, cloth face coverings are important as a source control for COVID-19 and provides some protection to the wearer. As such, OSHA strongly encourages workers to wear face coverings.*

Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to ensure they are physically able to do so.

The use of cloth face coverings to reduce the spread of communicable diseases is important to the health and safety of faculty, staff and students. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (asymptomatic) and are essential when physical distancing is difficult. Information will be provided to faculty, staff and students on proper use, removal, and cleaning of cloth face coverings. All faculty, staff and students will be encouraged to utilize their own personal face coverings but the district will secure and provide face coverings as needed.

PPE and face coverings will be stored in a manner which will prevent degradation. These supplies will be monitored to ensure integrity and track usage rates. Staff who work in atypical or hazardous settings will have access to all available PPE.

The district will follow all guidelines and regulations regarding the specific pandemic in order to assess the issues and hazards in order to select the PPE and equipment necessary to address the pandemic.

Continuity of Operations

Continuity of operations could be severely impacted by a loss of staff. The table below describes the procedures for maintaining essential functions and services by planning for backup personnel.

Role/Topic	Task	Backups
Overall Operations	<p>Have decision-making authority for the district.</p> <p>Make district policies and procedures to reflect crisis response.</p>	<p>Those listed below are assigned to this role:</p> <p>Superintendent Assistant to the Superintendent Business Official Director of Facilities Additional roles</p>
Business Office	<p>Maintain overall function and facilities operation.</p> <p>Review essential functions and responsibilities of back-up personnel.</p> <p>Monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary</p>	<p>Facilities</p> <ul style="list-style-type: none"> • Director of Facilities <p>Staffing & Grants</p> <ul style="list-style-type: none"> • Asst. School Business Official <p>Health & Safety</p> <ul style="list-style-type: none"> • Purchasing Agent
Facilities	<p>Keep the Business Office informed of staffing issues and of the point at which buildings can no longer be maintained</p> <p>Provided building administrators with procedures for maintaining essential building functions (e.g., HVAC system operation, alarms, security, etc.) along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems</p> <p>Meet with staff and monitor their ability to maintain essential function</p>	<ul style="list-style-type: none"> • District Director of Business and Finance • Asst. School Business Official • Director of Facilities • Supervisor of Custodial Services

Human Resources	<p>Monitors absenteeism and ensures appropriate delegation of authority</p> <p>Work with bargaining units to develop the plan for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc.</p>	<p>Recruitment/Staffing</p> <ul style="list-style-type: none"> • District Director of HR <p>Workplace Safety</p> <ul style="list-style-type: none"> • District Director of HR <p>Training</p> <ul style="list-style-type: none"> • District Director of HR <p>Labor Law Compliance</p> <ul style="list-style-type: none"> • District Director of HR <p>Compensation Planning</p> <ul style="list-style-type: none"> • District Director of HR <p>Support to the District Director or HR</p> <ul style="list-style-type: none"> • Assistant Director of HR
Continuity of Instruction	<p>Implemented in the event of significant absences or school closure.</p> <p>At the start of each year teachers will update their online classrooms and teach students how to access their online lesson and activities.</p> <ul style="list-style-type: none"> • google meetings are used for synchronous instruction • google classrooms are used for online instruction for both synchronous and asynchronous activities (SeeSaw classrooms may be used for Prek-3 classes) • tablets maybe be used for primary grades, but are specifically used for Prek students • the District will make every effort to provide hot spots to those parents without internet services • curriculum is located in google drive folders or web based platforms • online technology teaching resources and approved vendors are housed on our District page (Learn at Home page) and captured on our Digital Tools page • Assignment postings are done on individual online google classrooms • Teachers and parents can use District approved apps for reminders (class dojos/remind, etc. and follow-up): • Teachers can continue to use phone calls for parent meetings, but also are encouraged to use google meetings • automated notification systems, email and postings on the website can be used for notice of District wide trainings or needed changes 	

Response

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the local health department and other experts.

- The Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the plan's activation and review responsibilities and communication procedures.
- Communications will work closely with the Informational Technology Department to re-test all communication systems to ensure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- An alert will be sent to the school community upon activation of this plan. The communication will be based on the latest information from federal, state and local health authorities.
- If the decision is made to close a school building, the district will notify the NYS Education Department and District Superintendent.

The district will assign a communicable disease safety coordinator for the district, whose responsibilities include continuous compliance with all aspects of the district's reopening plan and any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinator shall be the main contact upon the identification of positive communicable disease cases and are responsible for subsequent communication. The Coordinator or their designee shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the public health emergency and plans implemented by the school.

Hand Hygiene

Faculty, staff, and students will be trained on proper hand hygiene. Information will be provided to parents and/or legal guardians on ways to reinforce hand hygiene at home. The district will provide stations around the school buildings:

- For hand washing: soap, running water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Communicable Disease Exposures

The district must be prepared for communicable disease outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. The Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) have provided recommendations for strategies to follow after an exposure:

- Close off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Open outside doors and windows to increase air circulation in the area.
- Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have a communicable disease, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have a communicable disease can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have a communicable disease has visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Contact Tracing

The district will notify the state and local health department immediately upon being informed of any positive communicable disease diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

Districts may assist with contact tracing by:

- Keeping accurate attendance records of students and staff members
- Ensuring student schedules are up to date
- Keeping a log of any visitor which includes date and time, and where in the school they visited
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

The district, in consultation with the local health department, will determine what process will be followed when communicable disease cases are discovered in the school (e.g., how many individuals will be quarantined, closing of areas or classrooms, etc.).

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

Returning after Illness

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for communicable disease symptoms can return to the in-person learning environment at school. This protocol includes:

- Documentation from a health care provider following evaluation
- Negative COVID-19 diagnostic test result
- Symptom resolution, or if positive for a communicable disease, release from isolation

The district will refer to the NYSDOH's "[Pre-K to Gr 12 COVID-19 Toolkit](#)" OR the Toolkit for a new pandemic and other applicable guidance regarding protocols and policies for faculty, staff, and students seeking to return to work after a suspected or confirmed communicable disease case or after the faculty or staff member had close or proximate contact with a person with a communicable disease.

The district requires that individuals who were exposed to a communicable disease complete quarantine and have no symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

Cleaning/Disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including "[Guidance for Cleaning and Disinfection - Public Spaces, Workplaces, Businesses, Schools and Homes](#)" and other guidance, as applicable.

Attachment 2 describes cleaning and disinfection protocols and procedures for the district. Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which will be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.

The school district has determined employee policies for available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. These policies are consistent with existing federal, state, or local law, including regarding sick leave or health information privacy.

Housing for Essential Employees

The school district, in coordination with the local health department, will determine when the emergency housing of essential workers is necessary. Essential workers who will be required to use emergency housing will be identified and the district administration will collaborate with the union leaders in order to work through the nature of this need.

Recovery

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. The district will

- Work toward a smooth transition from the existing learning methods to the normal process.
- Use the described communication methods to keep the school community aware of the transition process.
- Work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- Evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.

Each Building-Level Post-Incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention. The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned with input from *all essential functions*. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be updated accordingly.

Curriculum activities that may address the crisis will be developed and *implemented*.

Attachment 1 – Essential Positions

Title	Description	Justification	Work Shift	Protocol
Superintendent	Responsible for the planning, operation, supervision and evaluation of the education programs, services, and facilities of the district	Is responsible for all district functions	8:00 am - 5:00 pm Individual office	When on-site: · Sign in sheets will be used to track times entering and leaving · Health assessment will be completed electronically or on paper
Assistant to the Superintendent	Assistant to the Superintendent Oversee the day-to-day operational departments of the district.	Is responsible for the operations of the district	8:00 am - 5:00 pm Individual Office	When on-site: · Sign in sheets will be used to track times entering and leaving · Health assessment will be completed electronically or on paper

Business and Finance District Director of Business and Finance Payroll Treasurer	District Director of Business and Finance Directs, supervises, and manages all financial management, budget, general accounting, payroll, accounts payable, financial reporting, and grant management activities and practices for the district	Responsible for oversight of business office, school lunch department	8:00 am - 5:00 pm Individual office	When on-site: · Sign in sheets will be used to track times entering and leaving · Health assessment will be completed electronically or on paper
Human Resources	District Director of Human Resources Directs, supervises, and manages all personnel related items. Maintains staffing lists by building and department. Maintains contact information for all SCSD staff	Responsible for the oversight of the Human Resources Office, Health Benefits, and Staff attendance	8:00 am - 5:00 pm Individual Office	When on-site: · Sign in sheets will be used to track times entering and leaving · Health assessment will be completed electronically or on paper

<p>Facilities Services</p> <p>Director of Facilities</p> <p>Supervisor of Custodial Services</p> <p>Custodians</p> <p>Cleaners</p>	<p>Director of Facilities</p> <p>Supervisor of Custodial Services</p> <p>Oversees buildings and grounds employees. Maintains the functioning of all district building systems (interior and exterior) Cleans, disinfects, and supplies district buildings Removes snow and leaves, maintains lawns, and trims bushes/trees</p>	<p>Daily building walkthroughs to determine if building systems are functioning properly</p> <p>Cleaning/disinfection of rooms, common areas and the facility</p>	<p>One person will be assigned to each area of a building so there is no overlap</p>	<p>When on-site:</p> <ul style="list-style-type: none"> · Sign in sheets will be used to track times entering and leaving · Health assessment will be completed electronically or on paper
<p>Transportation</p> <p>Transportation Supervisor</p> <p>Transportation Assistants</p>	<p>Transportation Supervisor</p>	<p>Coordinates transportation of students and when applicable delivery of meals, classroom materials and technological devices</p>	<p>7:00 am – 3:00 pm</p> <p>Individual Office</p>	<p>When on-site:</p> <ul style="list-style-type: none"> · Sign in sheets will be used to track times entering and leaving · Health assessment will be completed electronically or on paper

Food Service Food Service Manager Food Service Vendor Staff	Food Service Manager Responsible for · Meal planning and ordering of food items. · Preparing breakfast and lunch meals to be provided to students. · Cleaning and sanitizing kitchen.	Ensures students receive breakfast and lunch each day whether in person or deliveries for remote learners. Food preparation needs to be performed in a DOH permitted facility	6:00 am – 2:00 pm	When on-site: · Sign in sheets will be used to track times entering and leaving · Health assessment will be completed electronically or on paper
Communications Public Information Specialist	Public Information Specialist Develops and implements a program of planned and strategic two-way communication. Responsible for information output, press releases and media requests, and social media.	Will assist with various district needs as required.	8:00 am - 5:00 pm Individual Office	When on-site: · Sign in sheets will be used to track times entering and leaving · Health assessment will be completed electronically or on paper
Technology Innovation and Technology Officer Help Desk Technician Network & Systems Technicians Computer/IT Technician	Innovation and Technology Officer Responsible for planning, purchasing, installing and maintaining physical technology systems.	Setup and distribution of technological devices to teachers, students and staff as needed.	8:00 am - 5:00 pm Individual Office	When on-site: · Sign in sheets will be used to track times entering and leaving · Health assessment will be completed electronically or on paper

<p>Instructional Programs</p> <p>District Director for Educational Equity & Instructional Support</p> <ul style="list-style-type: none"> • Teachers • Teaching Assistants • ENL Teachers 	District Director for Educational Equity & Instructional Support	<p>Is responsible for PreK-12 Curriculum & Instructional Program</p> <p>Ensure that lessons are provided in school and/or virtually for all students</p>	<p>8:00 am - 5:00 pm</p> <p>Individual Office</p>	<p>When on-site:</p> <ul style="list-style-type: none"> • Sign in sheets will be used to track times entering and leaving • Health assessment will be completed electronically or on paper
<p>Athletics</p>	Assistant Athletic Director	<p>Is responsible for SCSD Athletics Program</p>	<p>8:00 am - End of Athletic Evening Event</p> <p>Individual Office</p>	<p>When on-site:</p> <ul style="list-style-type: none"> • Sign in sheets will be used to track times entering and leaving • Health assessment will be completed electronically or on paper
<p>Special Education</p> <ul style="list-style-type: none"> • Director of Special Education • Staff needed to fulfill IEP services (ie: related service providers, paraprofessionals; TA's) 	Director of Special Education	<p>Is responsible for K-12 SCSD Special Education Programs</p>	<p>8:00 am - 4:30 pm</p> <p>Individual Office</p>	<p>When on-site:</p> <ul style="list-style-type: none"> • Sign in sheets will be used to track times entering and leaving • Health assessment will be completed electronically or on paper

Messenger/Mail Services	Assistant School Business Official	Is responsible for Mail Services in the SCSD	8:00 am - 4:30 pm Individual Office	When on-site: <ul style="list-style-type: none"> · Sign in sheets will be used to track times entering and leaving · Health assessment will be completed electronically or on paper
Security	Director of Facilities Provides security for the district's faculty, staff and students	Is responsible for all school facilities being locked and secured Will come in to assist with various district needs as required	6:00 am - 4:00 pm	When on-site: <ul style="list-style-type: none"> · Sign in sheets will be used to track times entering and leaving · Health assessment will be completed electronically or on paper
Nurses	Provides technical assistance regarding health screenings, management of ill persons, isolation areas, and day-to-day school health issues	Aid in the tracking of cases Answer parent and staff health related questions Manage ill students	Regular shift unless other hours or schedules are deemed necessary due to the nature of the pandemic.	When on-site: <ul style="list-style-type: none"> · Sign in sheets will be used to track times entering and leaving · Health assessment will be completed electronically or on paper

Room Types/Areas	Cleaning Frequency	Disinfection Frequency	Responsible Party	Additional Information
Classrooms	Daily	Daily	Custodial staff; staff and teachers	Doors, desks, chairs, light switches and floors.
Restrooms being utilized	Every 90 minutes	Every 90 minutes	Custodial staff	Doors and sinks will be done twice daily. Floors will be done once daily. Fixtures disinfected every 90 minutes Thorough cleaning/disinfecting of all fixtures and room daily. Floors sanitized/mopped daily.
Health Offices/Isolation Rooms	Daily	Daily	Nursing staff Custodial staff	Cots, bathrooms and health office equipment will be cleaned after each use. Floors will be done once daily. Thorough cleaning / disinfecting of room daily.
Breakrooms	Daily	Daily	Custodial staff	Doors, tables, chairs, counters, vending machines and floors.
Cafeterias/Kitchens	Daily	Daily	Custodial staff; staff and teachers	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Outside Seating Areas	Various	Various	Custodial staff; staff and teachers	Tables and chairs will be cleaned/disinfected in between each group's use. Grounds will be done once daily.
Computer Labs	Daily	Daily	Custodial staff; staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Science Labs	Daily	Daily	Custodial staff; staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Maintenance Office and Work Areas	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors
Bus Garage- NA				
Libraries	Daily	Daily	Custodial staff; Librarians	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Playgrounds	As needed	N/A	Custodial staff	

School Buses	Daily	Daily	Transportation staff	High contact spots will be cleaned after the morning (AM) runs and cleaned/disinfected after the afternoon (PM) run.
School Vehicles	After each use	After each use	Staff using vehicles	
Administrative Offices	Daily	Daily	Custodial staff	Doors, desks, chairs, light switches and floors
Large Meeting Areas (e.g., gymnasiums, auditoriums, music rooms)	NA	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Athletic Training Rooms, Locker Rooms	N/A	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Frequently touched surfaces (e.g., doorknobs, light switches, elevator buttons, copy machine buttons, handles, etc.)	2x daily	2x daily	Custodial staff	Doorknobs/ railings in high use area's such as entranceways/lobbies are done every 90 minutes with disinfectant with a 60 second kill time the disinfectant has a 48 hour window in which it remains effective killing germs.
Shared frequently touched surfaces (e.g., keyboards, desks, phones, laptops, tablets, remote controls, etc.)	Daily	Daily	Custodians	Disinfected Mon /Wednesday /Friday Sanitized with Peroxide Tuesday/Thursday to eliminate buildup of disinfectant/sticky ness while maintaining effectiveness of disinfectant.
Shared equipment (e.g., hand tools, facilities equipment, grounds keeping equipment, golf cart, etc.)	After each use	After each use	Staff using equipment	