

ONONDAGA CENTRAL SCHOOL

DISTRICT



DISTRICT WIDE SAFETY PLAN

(Project S.A.V.E. - Schools Against Violence in Education)

Distribution:

Superintendent
School Business Administrator
Director of Facilities
Building Administrators

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Onondaga Central School District
District-wide Safety Plan

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INTRODUCTION

District wide Safety Plan: This District wide safety plan has been developed to comply with the mandates of the Safe Schools Against Violence in Education Act (“Project SAVE”) and the Regulations of the Commissioner of Education at 8 NYCRR Section 155.17(c). This plan shall be reviewed on an annual basis on or before September 1st of each year.

Board of Education Approval: The Board of Education appointed a District wide School Safety Team, comprised of representatives of the school board, administrators, faculty, staff, parent organizations, students, school safety personnel and other individuals, to develop the plan. It provides standard procedures to guide staff and students of the Onondaga Central School District when responding to an emergency. It also sets forth the required drills to keep staff and students familiar with the standard response procedures. This plan was adopted by the Board of Education on { date }.

Scope of Plan: Emergency situations can range from man-made problems such as power outages, fires and bomb threats to natural disasters like blizzards and floods, and may present highly dangerous situations or mere inconveniences. In an emergency situation, the District’s priorities are first the protection of life, then preservation of property, and restoration to normal activities. This Plan and the Building Level Emergency Response Plans describe procedures for a variety of emergencies. Obviously, no plan can cover all possible emergencies. Therefore, District officials are to use their judgment and discretion in responding to an emergency in a manner consistent with the provisions of this Plan and the applicable school Building Level Emergency Response Plan in a manner that will minimize loss of life, personal injury and property damage.

Project SAVE requires that this Plan include policies and procedures on several prescribed topics. In some instances, only a general policy on a prescribed topic is described for the District as a whole. Specific emergency responses to various contingencies (i.e. bomb threats and dangerous persons), and the confidential procedures to implement such responses, are included within the Building Level Emergency Response Plans specific to each school.

Building Level Plans: Building Level Emergency Response Plans have been developed to comply with Project SAVE and updated NY Safe School initiatives to establish specific emergency response plans for each school building. These Building Level Emergency Response Plans provide detailed response procedures for each school building in the District. In contrast to this Plan, which is accessible to the public, the Building Level Plans are confidential and not subject to disclosure under Article 6 of the Public Officers Law, the Freedom of Information Act, or any other provision of law, in accordance with Education Law, Section 2801-a. Therefore, the Building Level plans provide a confidential means to outline sensitive emergency procedures not included herein.

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INTRODUCTION - continued

Building Level Plans: - continued

Such plans comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(c)(2) and have been established for each instructional facility as follows:

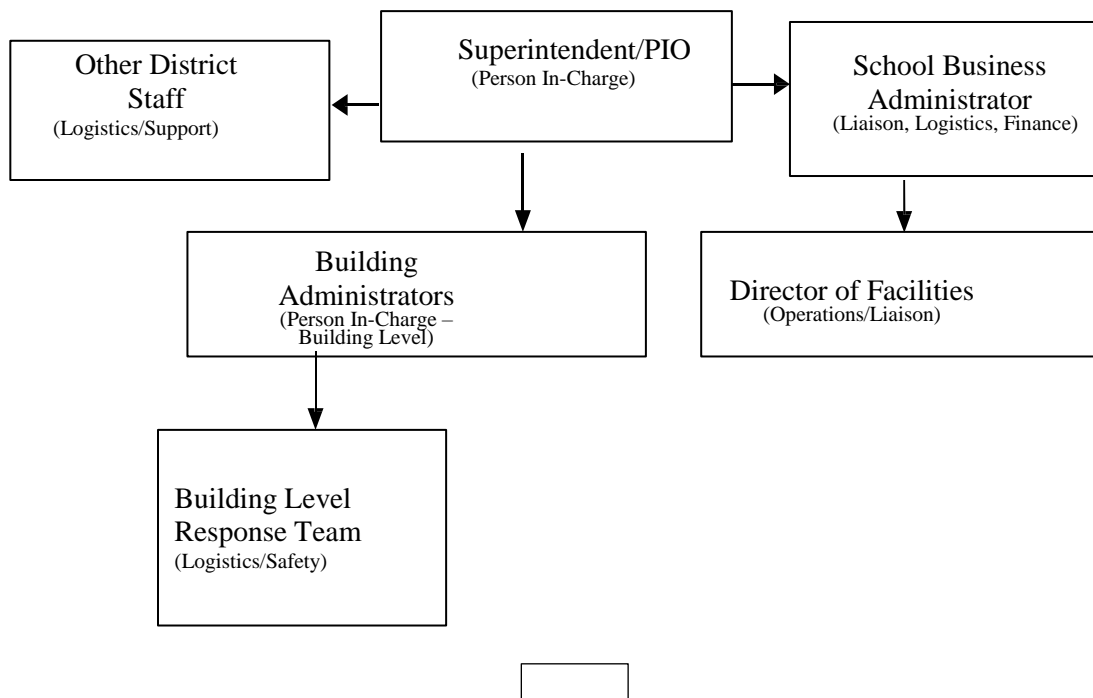
1. Onondaga Jr/Sr High School
2. Wheeler Elementary School
3. Rockwell Elementary School

District Chain of Command: The Superintendent is the Chief Emergency Officer also referred to as the “Individual-In-Charge”. In his/her absence the responsibility will go to the next alternate person in charge as detailed below. When the Individual-In-Charge has been notified that an emergency exists, he/she will serve as “Incident Commander”, activating the appropriate procedures, directing the emergency response actions and serving as part of a unified command system with emergency responders. Administrative chain of command (person in charge) if the Superintendent is not available:

School Business Administrator
Onondaga Jr./Sr. High School Principal
Wheeler Elementary School Principal
Director of Facilities

Command Post: If the crisis demands the necessity to establish a “Command Post”, the District Office will be used for this purpose.

Incident Command Structure:



1. DEFINITIONS

- A. ACCIDENTAL DISASTER - Any major fire, explosion, transportation crash, hazardous material incident or other major occurrence in which the lives, safety or property of numerous persons is in jeopardy.
- B. BUILDING ADMINISTRATOR - The principal of a school building or his or her designee.
- C. BUILDING LEVEL EMERGENCY RESPONSE PLAN - A building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and contains the provisions required by 8 NYCRR §155.7(c)(2).
- D. BUILDING RESPONSE TEAM – Individuals within the school building designated to serve specific roles in responding to an emergency or individuals who may be called upon to assist response and recovery efforts during a crisis.
- E. BUILDING SAFETY/RESPONSE TEAM - The building-specific team appointed by the Building Administrator, in accordance with regulations or guidelines prescribed by the Board, to develop specific emergency procedures at the building level. The Building Safety Team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other individuals the Board deems appropriate.
- F. CIVIL DISORDER - An action by any individual or group that poses a substantial threat to peace, life and/or property or any tumultuous or violent activity that creates a grave risk of causing public alarm.
- G. DISASTER – The occurrence or imminent threat of injury, loss of life, or severe damage to property, resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.
- H. DISTRICT WIDE SCHOOL SAFETY TEAM – A District wide school safety team appointed by the Board. The District wide team shall include, but not be limited to, representatives of the Board of Education, student, teacher, administrator, and parent organizations, and other school personnel.
- I. EARLY DISMISSAL – Returning students to their homes or other appropriate locations before the end of the school day.
- J. EMERGENCY – A situation, including but not limited to a disaster that requires immediate action, occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.
- K. EMERGENCY RESPONSE BAGS “Gotta Go Bags” - A conspicuously marked carry bag maintained in the Building Administrator’s office and the Nurse’s Office containing emergency response supplies and information. The bag is to be transported to the Command Post and/or the Staging area during emergency responses

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1. DEFINITIONS CONT'D

- L. EMS COMMANDER - The Emergency Medical Services supervisor directing EMS operations for the incident.
- M. EVACUATION to Assembly Areas or (Assembly Area) - Moving students for their protection inside a school building to a predetermined location in response to an emergency. All building occupants are required to exit the building and wait a safe distance from the building until further instructions.
- N. FIELD COMMAND POST - The on-scene location for command staff who will be responsible for determining the exact status of the emergency, resources needed, and incident strategy.
- O. FIRE COMMANDER - The fire chief directing fire-fighting operations at the incident.
- P. INCIDENT COMMANDER - The supervisor with decision making responsibility when responding to a particular emergency.
- Q. HOLD-IN-PLACE – ~~The emergency response used in situations where it is necessary to have students/staff remain in their classrooms or work areas temporarily during an emergency or medical emergency until things can be returned to normal.~~ **Mean the restriction of movement of students and staff within the building while dealing with short term emergencies.**
- R. INNER PERIMETER - The immediate area of containment around the incident site.
- S. LANDING ZONE - A clear level area no less than 100 feet by 100 feet in area for helicopter landings. The landing zone should be within the outer perimeter when possible, and secured by ground personnel during helicopter operations.
- T. LOCKDOWN - ~~This emergency response is to be used when walking through the building would endanger the health and safety of students/staff. In the event of a dangerous person or intruder, students and faculty are to remain in place. Classroom doors and windows should be locked.~~ **Means to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. Lockdown will only end upon physical release from the room or secured area by law enforcement. Lockdown is initiated during incidents that pose an immediate threat of violence in or around the school.**
- U. MEDIA STAGING AREA - The location outside of the inner perimeter dedicated for media assembly and equipment staging. This location may also be used to conduct media briefings.
- V. NATURAL DISASTER - Those incidents in which the forces of nature threaten the lives, safety and/or property of numerous persons (e.g., floods, tornado, and significant snowfall/blizzard, etc.).
- W. OUTER PERIMETER - The peripheral control area surrounding the inner-perimeter providing a location for access to and from the inner-perimeter as well as defining the limit of access by unauthorized persons.
- X. POLICE DETAIL COMMANDER - The police supervisor commanding police personnel detailed to the incident.

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1. DEFINITIONS CONT'D

- Y.** POST-INCIDENT RESPONSE TEAM – A building-specific team designated by the Building Safety Team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a Serious Violent Incident or Emergency.
- Z.** RELOCATION CENTER - A location established for providing temporary shelter or care for persons displaced by an emergency.
- AA.** REUNIFICATION AREA – A predetermined location where parents or authorized persons can pick up students during an emergency.
- BB.** SCHOOL CANCELLATION – A determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.
- CC.** **SECURE LOCKOUT** - ~~Allows no unauthorized personnel into the building. All exterior doors are locked and the main entrance is monitored by administrators, security or school resource officers. This procedure allows the school to continue with the normal school day, but curtails outside activity. Most commonly used when an incident is occurring outside the school building, on or off school property.~~ **Means students and staff remain inside locked and secured school buildings during incidents that pose and imminent concern outside the school.**
- DD.** SERIOUS VIOLENT INCIDENT – An incident of violent criminal conduct that is, or appears to be, life threatening. This situation warrants the evacuation or “Lockdown” of students and/or staff because of an imminent threat to their safety or health. Situations include, but are not limited to: riot, hostage taking, kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.
- EE.** SHELTERING – The emergency response of keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated (e.g., air pollution problems, chemical spills, radiological emergencies). Staff and students or held in a designated shelter location or common area inside the building, inside a gymnasium, cafeteria or etc., during an emergency or medical emergency until things can be returned to normal or dismissal can be arranged.
- FF.** STAGING AREA - A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.
- GG.** TERRORIST ACTION - A hostile action taken by a person or group that has as its intent the commission of violent acts designed to instill fear, communicate a message and/or demand some action.
- HH.** TRAUMA – Trauma means an emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss.
- II.** TRAUMA-INFORMED – Trauma-informed means an understanding of trauma and how it affects the physical, emotional, and mental health of students and adults.
- JJ.** TRAUMA-INFORMED DRILLS – Trauma-informed drills means avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics

1. DEFINITIONS CONT'D

intended to mimic a school shooting, incident of violence, or another emergency

KK. TREATMENT AREA - The location inside the inner perimeter to which the victims are evacuated for medical evaluation and emergency treatment prior to transport.

LL. UNIFIED COMMAND – The safety plan command system which ensures that the Incident Commander shall communicate and consult with the Superintendent prior to giving any order or instruction during or after the occurrence of a violent incident

2. POTENTIAL EMERGENCY SITES AND HAZARD IDENTIFICATION

A. MAPS AND FLOOR PLANS

Generally, the sites of potential hazards are:

1. Utility Shut-off (Gas, Water, and Electrical)
2. Chemical Storage areas
3. Mechanical Storage areas
4. Kitchen area(s)
5. Mechanical rooms (HVAC, etc.)
6. Fuel Storage tanks

The Building Level Emergency Response Plans will include map renderings and floor plans of each building. The potential hazards for each building will be clearly indicated, and are placed with appropriate agencies.

B. SURVEY OF VULNERABILITY

The buildings covered in this plan include:

1. Onondaga Jr/Sr High School
2. Wheeler Elementary School
3. Rockwell Elementary School

We have surveyed sources of potential emergencies within our school buildings, grounds and community locations. Site-maps and floor plans of our buildings have been provided to local police and law enforcement but are kept confidential due to security reasons. Our instructional sites are all located within proximity to highways or industries. A survey of vulnerability is included in each building level plan.

3. STANDARD EMERGENCY RESPONSE PROCEDURES - 155.17 (c)(1)(xv)

A. GENERAL EVACUATION

Evacuations may be necessary in the event of fire, weather, other emergency, or violent incident. Upon notification of the need to evacuate, teachers should instruct students to remain calm and quiet, and depart the building in an orderly fashion according to previously established evacuation routes, or alternate routes as instructed.

1. Building occupants will be notified to evacuate the building by one of the following means depending upon the nature of the emergency:

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- (a) Fire Alarm
 - (b) Carbon monoxide (CO) Alarm
 - (c) Intercom System
 - (d) Verbal or Written Notification
2. Upon receiving an evacuation notice, faculty and staff shall survey their areas and evacuation routes for hazards in order to ensure a safe and expeditious evacuation.
 3. The normal evacuation route(s) for students, faculty and staff for each school shall be specified in the Building Level Emergency Response Plan and included in the Emergency Response Bag “Gotta Go Bag”. Normal evacuation routes will also be posted in each room.
 4. Teachers are to bring their Daily Attendance Records with them. Attendance shall be taken upon evacuating and again if relocated to an alternate site. Teachers may be asked to turn in their Attendance Roster to the Building Administrator for use at the Command Post.
 5. Normal evacuation routes will be used unless the emergency prevents use of exits and/or corridors. Alternate routes may be announced using the school’s intercom system. The intercom system shall not be used in situations that may endanger students/staff (e.g., barricaded gunman). In the event of power failure, the Building Administrator can direct ancillary staff to communicate alternate evacuation routes.
 6. Suspicious items found must be left alone and immediately reported to the Building Administrator and/or emergency service personnel.
 7. Persons evacuating should remain calm and orderly in order to prevent panic and confusion.
 8. Elevators may not be used for evacuation purposes unless approved by the Building Administrator or emergency personnel.
 9. All persons shall proceed to the designated Assembly Area and remain there until further notice.
 10. Teachers must take attendance once in the designated Assembly area, and are to notify the Building Administrator if a student is not present.
 11. Any time teachers have to relocate their class, attendance should be taken before departure and upon arrival. If students are to be evacuated off-campus, teachers are to take attendance before students begin loading on the buses and once the buses are loaded, to assure that all students are accounted for.
 12. Occasionally, there may be a need to relocate students from the Assembly area to a predetermined Relocation Center. If evacuation is ordered beyond the Assembly area, students will be evacuated by bus either to their homes or a safe location. The decision to evacuate the Assembly Area will be made by the Incident Commander upon consultation with the Superintendent.

Students will not be allowed to go home on their own (i.e., walking or in personal vehicles). A parent or a pre-arranged surrogate may sign a Student Release Form and pick up their child at the designated reunification site.
 13. The School Nurse will have a medical alert list and supplies readily available at all times.

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For supplies not on hand, the School Nurse will be prepared to make arrangements to provide medical assistance at the relocation site or along the evacuation route as necessary in coordination with the Building Administrator and the Incident Commander.

14. Building Administrators will follow directions received from the Superintendent and/or the Incident Commander. Principals will determine when staff may be permitted to leave after their students have been safely released and they are no longer needed for emergency duties.
15. In the event of an evacuation, special care must be taken to ensure that persons with disabilities are safely transported out of the building. Each Building Level Emergency Response Plan shall have a list of students with special needs and the persons who have been designated to assist them.
 - An Assisted Evacuation Plan is in the Building Level Emergency Response Plan. This plan should include every child or staff member who has limited mobility and will be reviewed as necessary (i.e.) when students and personnel change.
 - In case of an Emergency where evacuation or a long-term stay on-site is required, the Building Administrators, Special Education Staff and other designated staff will respond to a Relocation Center or designated assembly area to assist students with special needs and staff who serve them.
 - If coordinated services are required from outside agencies that specialize in dealing with students with disabilities, the Supervisors of Special Education and or designated staff will act to facilitate the use of such groups.

B. SHELTERING

Not all Emergencies will require building occupants to get out and go somewhere else. A **sheltering procedure** is appropriate for situations when it is necessary to hold students in an inside designated area temporarily during an Emergency until things can be returned to normal or dismissal can be arranged. Protocols for a sheltering response for each school building are in the Building Level Emergency Response Plans. General procedures are as follows:

1. Upon receiving instruction from local, county or state governmental emergency response agencies the Superintendent shall notify the Building Administrator(s) of the need to initiate the Sheltering Plan.
2. If an incident occurs near school and the Building Administrator is the first to be informed, he or she shall make a decision, based upon the nature of the emergency or upon the direction of local emergency commanders, whether to shelter all students and staff inside the school building. The Building Administrator shall inform the Superintendent and the 911 Control Center of the determination.
3. Upon notification of an Emergency or the exercise of a drill, the Building Administrator shall instruct students and staff to report to the designated 'inside' assembly area. Faculty are to bring their class roster with them and maintain charge of their class in the designated location unless otherwise directed.
4. During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems and outside air intakes should be shut down.

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5. The Building Administrator will assign appropriate duties to selected staff members and custodian, to include securing the building
6. Students/staff will remain inside the building until the Building Administrator is advised by the Incident Commander or Emergency Management Authorities to take further action.
7. If such procedure necessitates remaining in school after hours, the Superintendent, or designee, will issue a public notice to this effect through the local news media. Parents will be advised as to appropriate responses, including, where to sign-out their child (if appropriate). As necessary, the Superintendent will coordinate the use of district resources in cooperation with the Incident Commander and request assistance from County Emergency Management Office, the American Red Cross and other agencies as appropriate
8. The Building Administrator will keep the teaching staff, the school nurse, the custodial staff, and the cafeteria staff informed.

C. LOCKDOWN

A Lockdown procedure is appropriate for situations, which mandate that students remain in one location until authorized to move. The Lockdown procedure is also detailed in the Building Emergency Response Plan. General procedures are as follows:

1. A Lockdown procedure is called when leaving or walking through the building would endanger the health and safety of the students or staff, i.e. dangerous intruder. In events where an immediate threat to life safety is recognized, any faculty or staff shall raise the alarm and initiate a lockdown.
2. The Building Administrator or designee will apprise all building occupants of a Lockdown order using a plain language announcement. Students and staff shall remain in their classrooms or work area until the Law enforcement officials and/or Building Administrator open the door.
3. The Building Administrator will contact local 9-1-1 emergency responders and notify the Superintendent.
4. Building staff shall lock their doors and secure students out of the line of sight from the hallway.
5. Parents will be advised as to preferred responses, and are NOT to report to the school to sign out their child. The Superintendent, or designee, will provide information and updates to parents and the media at the media reception area at a predetermined location.

D. **SECURE** LOCKOUT

A Lockout procedure most commonly used when the incident is occurring outside the school building, on or off school property, which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building.

1. The Building Administrator, or person-in-charge, will apprise all building occupants that Lockout procedures are being implemented using a plain language announcement.
2. The Building Administrator will contact local 9-1-1 emergency responders (if not first

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apprised by law enforcement) and notify the Superintendent.

3. Classroom instruction can continue.
4. Students/staff who are on the school grounds are to return to the school building
5. The Building Administrator will assign selected staff members and/or custodian(s) to secure the building.
6. The main entrance will be monitored. Only AUTHORIZED personnel will be allowed in the building
7. Modify normal dismissal procedures as appropriate.

E. HOLD-IN-PLACE

A Hold-In-Place procedure is most commonly used to clear hallways of students and staff in the event that emergency services or other situations require a quick response through the school. Teaching can still be conducted during this action. Staff and students will be informed about Hold-In-Place via the PA announcement. The following procedures will be followed:

1. Once notified of a Hold-In-Place, staff will quickly scan the hallways for their students and bring them into the classrooms.
2. Students will quickly move to their classrooms and stay in place until further notice.
3. Staff will be notified via the PA to release students.

F. EARLY DISMISSAL

An early dismissal is appropriate in the event of a system failure, such as heating, plumbing or electrical failure, that renders the building unsuitable for instructional purposes. Early dismissal may also be a viable option for other emergency situations as decided by the Superintendent. Each Building Level Emergency Response Plan shall contain provisions on the development of a telephone tree or similar notification for communications with parents or guardians regarding the early dismissal. That information is detailed in the Building Level Plans.

1. Early dismissal is available as a building evacuation option for Emergency situations as decided by the Superintendent or designee.
2. Similar to evacuation, early dismissal (or “go home”) is merely a procedure for getting students out of the building and united with their families or with responsible individuals who have been designated by the parents to care for the child in their absence.
3. Emergency contact information will be utilized to facilitate uniting students with their families or with responsible individuals who have been designated by the parents to care for the child.
4. Early dismissal will follow normal dismissal procedures unless the situation warrants otherwise. The Building Administrator or designee, as the Emergency dictates, will select alternate dismissal procedures and/or loading areas.

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4. PREVENTION AND INTERVENTION STRATEGIES (155.17(c)(1)(iii))

The Onondaga Central School District operates a number of programs, some at the District and building level, which deal with school safety officers and other security personnel, nonviolent conflict resolution training, peer mediation, and other school safety programs. These programs have specialized components to reduce and eliminate the possibility of student violence. See Section 6 for a list of intervention programs and services currently available at the Onondaga Central School District:

A. STUDENT INTERVENTION PROGRAMS

1. The code of conduct prohibits bullying, intimidation and harassment. Students engaging in such behavior are dealt with immediately. Students who are victims of such behaviors are given the necessary support services and their parents are notified.
2. The students are closely monitored by trained staff and any indication of violent behavior, e.g., rumor of weapons, is immediately followed up with the involvement of local law enforcement, social services, mental health services and parents.
3. When students express any suicidal or violent intentions, the staff member alerts mental health services and parents, sometimes leading to hospitalization. Follow-up occurs as appropriate on the part of the school staff with providers of clinical psychological and/or psychiatric care.
4. When there is any suspicion of abuse, appropriate agencies are notified and investigations are initiated. Mandated reporting expectations are honored, always involving the building administrator in concert with the school social worker, school nurse or school psychologist.
5. The programs serving students that provide services include individual counseling, referrals for psychiatric evaluation and/or therapy delivered through private clinicians or the local hospital(s). Services provided by the district include social workers and/or school psychologists meeting with students and families as appropriate.

**5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS –
155.17 (c)(1)(xii)**

In order to prevent violence before it begins, staff and students should look for certain warning signs of potentially violent behavior. This information is presented to staff and students in September and is reviewed periodically throughout the school year. The following list was adapted from the International Association of Chiefs of Police, Guide for Prevention of School Violence. Students and staff who notice these signs should notify a teacher or administrator. Administrators should contact parents, counselors, and or law enforcement officials.

A. INDICATIONS OF POTENTIAL VIOLENT BEHAVIOR

Indications of potential violent behavior include the following:

1. Has engaged in violent behavior in the past.
2. Has tantrums or uncontrollable angry outbursts.
3. Continues exhibiting antisocial behaviors that began at an early age.
4. Forms and/or maintains friendships with others who have repeatedly engaged in problem behaviors.

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5. Often engages in name-calling, cursing, or abusive language.
6. Has brought a weapon or threatened to bring a weapon to school.
7. Consistently makes violent threats when angry.
8. Has a substance abuse problem.
9. Is frequently truant or has been suspended from school multiple times.
10. Seems preoccupied with weapons or violence, especially associated with killing humans rather than with target practice or hunting.
11. Has few or no close friends despite having lived in the area for some time.
12. Is abusive to animals.
13. Has too little parental supervision given the student's age and maturity level.
14. Has been a victim of abuse or been neglected by parents/ guardians.
15. Has repeatedly witnessed domestic abuse or other forms of violence.
16. Has experienced trauma or loss in his/her home or community.
17. Pays no attention to the feelings or rights of others.
18. Dwells on perceived slights, rejection, or mistreatment by others; blames others for his/her problems and appears vengeful.
19. Intimidates others, or is a victim of intimidation by others.
20. Seems preoccupied with TV shows, movies, video games, reading materials, or music that expresses violence.
21. Reflects excessive anger in writing projects.
22. Is involved in a gang or antisocial group.
23. Seems depressed/withdrawn or has exhibited severe mood or behavioral swings, greater in magnitude than peers.
24. Expresses sadistic, violent, prejudicial, or intolerant attitudes.
25. Has threatened or actually attempted suicide or acts of self-mutilation.

B. INTERPRETATION OF WARNING SIGNS

The fact that a student exhibits the behaviors above does not necessarily mean that such a student is violent. Therefore, everyone concerned must take precautions so that students are not needlessly stigmatized.

6. **COMMUNICATION, EARLY DETECTION AND REPORTING OF POTENTIALLY VIOLENT BEHAVIORS - 155.17 (c)(1)(xvi)**

The Onondaga Central School District is committed to providing appropriate and quality intervention services for its students. Programs and strategies are developed and provided based upon careful assessment of student and community needs. The Onondaga Central School District currently has School Psychologists, School Guidance Counselors, and School Social Workers available to address situations that arise. These programs and strategies have specialized components to reduce and eliminate the possibility of student violence. The following is a list of intervention programs and services currently available at Onondaga Central School District.

A. PROGRAMS UTILIZED THROUGHOUT ONONDAGA CENTRAL SCHOOL DISTRICT.

1. Positivity Project
2. Character Education
3. Changing Families (Banana Splits)
4. Conflict Mediation

7. **RESPONDING TO IMPLIED OR DIRECT THREATS OF VIOLENCE – 155.17 (c)(1)(i & ii)**

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The District makes continuing efforts to assure that threats of violence are addressed, whenever possible, before any violence actually occurs in the school environment. This protocol is intended to identify credible threats of violence, so that the District administration can address such situations before the threat is carried out. This protocol is applicable during any school-sponsored event or function, held on District property or elsewhere.

A. PROCEDURES

The following procedures are separated into several sections in order to reflect those instances where specific individuals may receive a threatened act of violence:

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume the threat is serious;
 - Immediately report the threat to an adult such as a parent, guardian, school staff, administrator or law enforcement officer; and
 - Be available and cooperative in providing a statement or information, with the understanding that the reporting student will remain anonymous to the greatest extent possible.
2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious;
 - Immediately report the threat to a school staff member, school administrator or law enforcement officer; and
 - Be available and cooperative in providing a statement of information, with the understanding that the informant parent/guardian will remain anonymous to the greatest extent possible.
3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious;
 - Immediately report the threat to a school administrator/designee; and
 - Be available and cooperative in providing a statement of information, with the understanding that the informant will remain anonymous to the greatest extent possible.
4. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious;
 - Ensure the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation;
 - Immediately notify the designated law enforcement agency and provide them with complete information regarding the information received; and
 - Require that the school staff member, if this is the source of the information, provide immediate written statements regarding the information received
5. If it is agreed that the threat is credible:
 - The administrator will immediately consult with appropriate law enforcement
 - The school administrator shall take appropriate action in accordance with the given instructions

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- The administrator will activate student release if necessary

6. If it is agreed that the threat is not credible, the school administrator shall institute any further action deemed necessary.

8. RESPONDING TO ACTS OF VIOLENCE - 155.17 (c)(1)(ii)

A. RESPONDING TO ACTS OF VIOLENCE

When an “act of violence” (as defined herein) occurs by students, teachers, other school personnel and visitors to the school, the building response team will follow the protocols established in the Building Level Plan. These include: determining the level of the threat; monitoring the situation; initiate emergency responses as appropriate; and/or contact law enforcement.

B. POST INCIDENT RESPONSE TEAM

1. The Onondaga Central School District has established a Post-Incident Response Team (formally the Crisis Response Team) comprised of an Administrative Team Leader, School Nurse, School Social Worker, and others who will assist the school community in coping with the aftermath of an Emergency or Serious Violent Incident.
2. The Post Incident Response Team is identified within the Building Level Emergency Response Plans and will be activated whenever an incident occurs.

C. COUNSELING

The following contacts are available to assist Onondaga Central School District Students and Staff:

Arise, Child & Family Counseling Service:	315-472-3171
Onondaga County Mental Health Center:	315-435-3355
Catholic Charities:	315-424-1840
Contact Community Services – Student Assistance Program:	315-251-1400
Suicide Hotline (“CONTACT”: Telephone Counseling):	315-251-0600
National Suicide Prevention Lifeline:	1-800-273-8255

9. SITUATIONAL / MULTI- HAZARD RESPONSES - 155.17 (c)(1)(xv)

A. GENERAL PROTOCOLS

The Building Level Emergency Response Plans contain specific procedures for each Standard

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Emergency Responses outlined in Section 3 of this Plan. The procedures begin with the incident command system (or building response team) which involves all the key responders in the building and emergency service providers. When considered appropriate one or more of the following responses will be carried out in the “S.H.E.L.L.” acronym. See Pages 7 - 11 for procedure descriptions.

B. HAZARD SPECIFIC RESPONSES

Confidential procedures for specific emergencies are provided within the Building Level Emergency Response Plans for various contingencies including:

1. Assaults and Fights
2. Biological Agent or Poisonous Substance Threat
3. Bomb Threats
4. Dangerous and/or Armed Persons
5. Fire Alarms
6. Hazardous Material Spill In The Building
7. Hazardous Material Spill Off-Site
8. Medical Needs and Automated External Defibrillators
9. Severe Storm/Flood
10. System Failure (loss of power, heat, water, sewer, gas leak, structural)
11. Threats of Violence – Implied or Direct

10. CONTACTING LAW ENFORCEMENT IN AN EMERGENCY - 155.17 (c)(1)(iv)

Project SAVE requires that this Plan contain procedures for reporting actions that constitute a crime to law enforcement authorities in the event of a violent incident. The Onondaga Central District continually works with law enforcement to develop a mutually satisfactory protocol for such reporting. Until a formal protocol is developed, the following procedures shall be followed by District personnel:

A. SEQUENCE OF ACTIONS.

1. The first person who becomes aware of an emergency will call 911 if necessary, and notify the Building Administrator’s Office.
2. The Building Administrator shall obtain the necessary information including what, where, when, how and the location of any hazard areas and shall cause the appropriate alert notification/evacuation signal(s) to be given.
3. The Building Administrator shall maintain thorough communication links within the school and with outside agencies and personnel:
 - Call 911
 - Call the Superintendent, or designee at 315-552-5000
4. The Reporting Guidelines that are set forth in the Building Level Emergency Response Plans should be implemented depending on the nature of the Emergency.

11. COORDINATING THE USE OF DISTRICT RESOURCES IN AN EMERGENCY - 155.17 (c)(1) (vii & viii)

A. RESOURCES AVAILABLE IN THE EVENT OF AN EMERGENCY: See Appendix E.

B. STAGING AND TREATMENT AREAS

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Staging and treatment areas will vary depending on the location of the emergency. Administrators, supervisory staff and specific individuals will be trained to contact emergency responders, to identify the location of the emergency and identify appropriate areas for staging and treatment. The 911 Center will direct responding police units to travel to this location, specifying the safest and most practical route of travel. Upon arriving, the appropriate emergency responder will either accept or relocate the established staging and treatment areas.

C. LOCATIONS OF THE INCIDENT COMMAND POST

In the event of a full-scale evacuation of a school, the Incident Command Post will be established at the location specified in the Building Level Emergency Response Plans, or as otherwise directed by the Incident Commander. This location will be used without regard to where the evacuees are going.

In the event the Emergency requires less than a full-scale evacuation of any school the location of the Command Post shall be determined by the Incident Commander. It shall be established in a safe and accessible location according to the school's BLERP. Whenever possible, the Command Post should have the availability of land-line telephone communications.

D. PERSONNEL AT THE INCIDENT COMMAND POST

The following District personnel may be summoned to the Incident Command Post during a declared emergency:

1. The Building Administrator or Site Supervisor, or in his or her absence, a designated staff person. He or she shall be designated the Incident Commander until law enforcement or emergency services personnel arrive. He or she shall bring the Emergency Response Bag for the affected school.
2. The Director of Facilities, or in his or her absence, a designated member of the Maintenance and Operations staff. He or she shall bring a radio capable of operating on District radio frequencies.
3. The school Administrator or designee for the involved building shall bring the school's "Gotta Go Bag" See Appendix F.
4. The School Safety Team for the affected building should report immediately to the designated command post unless otherwise instructed.
5. Other personnel as directed by the Incident Commander.

E. DUTIES OF THE SUPERINTENDENT: 155.17(C)(1)(XIX)

1. The Superintendent is designated the **Chief Emergency Officer**. The Chief Emergency Officer or a designated administrator, will represent the Onondaga Central School District as part of the staff at the designated Command Post.
2. The Superintendent or designee will be responsible for acting as liaison between the Incident Commander and the faculty and staff. He or she will act as the representative of the District, will facilitate the District's response to the emergency, and advise the Incident Commander with regard to problems or concerns brought to his or her attention by faculty, staff or students.
3. The Superintendent or designee shall also be the Spokesperson (or Public information Officer (PIO)) for the District. See section 11.L for more information. In addition, the Superintendent will be responsible for:
 - Mobilizing District personnel and resources as necessary
 - Designating a staff member to organize the District's response as parents or guardians inquire either via telephone or in person as to the health and safety of

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their children

- Providing information to District Spokesperson with the approval of the Incident Commander
 - Performing other duties as assigned by the Incident Commander
 - Maintaining an updated list of radio and television station telephone numbers for use in an emergency. A copy of the list has been provided to selected administrators
 - Reviewing and revising this Plan, as necessary, at least once per year and ensuring that any updates to the Plan, including the building specific appendices, are distributed to all holders of the Plan including emergency services agencies
 - Directing that each Building Administrator review the Building Level Emergency Response Plan for his or her school to update any personnel changes.
 - A copy of any personnel changes shall be sent to the Superintendent and included in the Office Emergency Response Bag/"Gotta Go Bag" at each site.
4. The Superintendent, or designee will maintain contact with the buildings affected by the Emergency. When notified of an Emergency, the Superintendent's office will ensure that Police and Emergency Agencies have been notified as a first priority. The Superintendent's office will also alert the Business Administrator, the Director of Facilities, and the District Spokesperson, where appropriate.
 5. If an evacuation is ordered and off-site location sheltering is initiated, the Superintendent or designee may request Education Center Office personnel to report to the relocation site to help assist with the arrival of students from the building affected by the emergency.

F. DUTIES OF THE BUILDING ADMINISTRATOR OR SITE SUPERVISOR

1. Review this Plan and the Building Level Emergency Response Plan for your school prior to each school year with the Building Administrator.
2. Provide collaborative support and assistance for Fire and Rescue Personnel.
3. Establish plans for the transport of all staff and students for each school building upon evacuation.
4. Building Administrator or site supervisors will make arrangements for creating maps or folders which will show the assembly area(s) for each school and for determining pick-up of students at each school's designated Relocation Center and/or delivery of students at each school's designated Reunification area.
5. Maintain close contact with the Incident Commander at the Emergency Command Post.

G. DUTIES OF FACULTY AND STAFF

In the event of an Emergency, the faculty and staff will have the following duties:

1. Each teacher and non-instructional staff member must immediately notify the Building Administrator whenever a situation arises that threatens the safety of an individual. At no time, should a staff person place themselves at risk and attempt to deal with an Emergency such as a fire or dangerous intruder. It is essential that no time is lost in communicating the existence of an Emergency so outside help can be summoned and the Building Response Team for the school can be alerted to initiate the correct emergency response. It is imperative that the guidelines contained within this plan be followed in the event of an Emergency.
2. All District employees have responsibility to protect and maintain the health, safety, and welfare of students. Staff members may be assigned to accompany and supervise students. In an Emergency, ordinary rules of work hours, work sites, job descriptions and other contractual provisions are subject to State, County, or District directives.
3. Faculty and staff shall, when instructed by the Building Administrator, direct the safe and orderly evacuation of students and lead them to the designated Assembly area, avoiding

any hazard zones.

4. Building Administrators will designate staff to bring the Emergency Response “Gotta-Go Bag” for all emergencies. This bag will go with each Building Administrator for all evacuations (inside, outside and off site). It should be within close reach and accessible at all times, and should be checked and updated regularly. The contents of this bag are addressed in Appendix E but should minimally contain:
 - **Updated class rosters for each class using the room**
 - **Emergency evacuation (including assisted evacuation) plans**
 - **Names and telephone numbers of crisis team members**Optional Items:
 - A flashlight and spare batteries
 - Latex gloves
 - Pen and paper
 - Sign with the classroom teacher’s name in bold letters
 - Spare batteries for two-way radios
 -
5. Special area teachers and non-instructional employees shall report to the designated Assembly area and help where needed to chaperone or supervise students.
6. Upon arrival at the designated Assembly area or relocation site, the faculty will be responsible for assisting in identifying missing students. Thereafter, they shall be responsible for maintaining order, providing support, and escorting students.
7. In the event that faculty, staff or students cannot be evacuated from an area immediately, the faculty and staff shall take measures to protect the students in-place until a rescue or assistance can be accomplished.

H. DUTIES OF THE CUSTODIANS

The custodial staff shall follow the direction of the Director of Facilities, the Building Administrator or the Incident Commander depending upon the situation. The custodial staff may be called upon to do the following during an Emergency:

1. Shut down gas, electricity, and/or water if needed depending upon damage to the building. Otherwise, maintain utilities and building systems as directed.
2. Maintain communication and be sure that radio or similar communication is “open” throughout the Emergency situation.
3. Provide support and be alert to the needs of staff and students.
4. Cooperate with police, fire and EMS personnel, and provide requested information, advice, assistance, and active support.
5. In the event of a building evacuation, secure the building and check to ensure that everyone is evacuated.

I. DUTIES OF THE SCHOOL NURSE

The school nurse for each building shall have the following duties in the event of an emergency:

1. Plan a Treatment Area to handle injuries, and work in advance to be sure there is a procedure to provide care for injured students and staff during any emergency. Collaborate with the Building Administrator to create this plan and ensure that adult help is available, as part of this plan, should the need arise. Remember that this area may have

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to be located in the designated Assembly area or at a Relocation Center away from the normal supplies at school.

2. Utilize available School Medical Emergency Response Team members in accordance with the school's BLERP.
3. Maintain adequate supplies for emergencies. Part of this need will include First Aid Kits that can be taken to the command post or relocation sites should the need arise.
4. In the event of an evacuation, the School Nurse shall be responsible for bringing medical information of students and any medications to be dispensed to the designated Treatment Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.
5. Provide collaborative support and assistance for Fire and Rescue Personnel.
6. Maintain a list of emergency medical conditions and needs for all students.
7. Carry out first aid in the Assembly area, designated area, and/or at the Relocation Center as needed.

J. DUTIES OF THE DIRECTOR OF FACILITIES OR DESIGNEE

In the event of an Emergency, the Director of Facilities will have the following duties:

1. Mobilize maintenance personnel to assist (where appropriate) the school building affected by the Emergency. If electrical, HVAC, plumbing, and other building concerns need to be addressed because of the emergency, he or she will coordinate the delivery of these services.
2. Be prepared to share blueprints for any and all school buildings to police or Emergency officials whenever needed.
3. The Director of Facilities will also set up:
 - (a) A system for retrieving blueprints of our buildings during an Emergency.
 - (b) A system for alerting his staff to assignments either during or after any Emergency. This would include possible cleanup duties.
 - (c) A procedure for the assignment and use of, powered equipment, trucks, and other heavy equipment from the District to assist as part of any Emergency.
 - (d) Radio communications with the building(s) affected by an Emergency, and with local law enforcement so that maintenance efforts are efficiently and safely conducted.
4. Report to the Command Post, bringing any building plans, system operating instructions or other materials that may be of value to Emergency personnel.

K. DUTIES OF SECRETARIAL AND SUPPORT STAFF

As directed by the Building Administrator, the building secretarial and support staff shall take an active role in performing the following tasks:

1. The building secretary will have primary responsibility for retrieving the Emergency Response Bag from the school office at the onset of the Emergency/Evacuation and for bringing it to the Command Post. At the Command Post the building secretary will be responsible for assisting the Incident Commander and acting as a representative of the school. The building secretary shall be responsible for providing information regarding faculty, students, attendance and visitors in the building. Assist with communications by maintaining the radio and/or phone contact. Alert appropriate agencies and District personnel.
2. Provide information to staff as directed and ensure that enrollment and medical emergency cards are available to proper school officials or rescue personnel.
3. Assist the school nurse, teachers, or other colleagues as directed.
4. Establish and implement a procedure for checking out students to parents or guardians who come to school to take students home. Also, set up an "office" in the Reunification

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area or designated assembly areas if this area is activated.

L. DUTIES OF THE DISTRICT SPOKESPERSON OR PUBLIC INFORMATION OFFICER (PIO)

In addition to the Superintendent's duties in letter E of this section, the Superintendent will be designated as the Spokesperson or Public Information Officer (PIO) for the district. In any situation where normal school activities are disrupted, it is crucial to recognize the obligation to inform the public of the problem and how the Onondaga Central School District is responding to it. The School District will use public information procedures on a regular basis to announce school emergencies, cancellations and dismissals. The Superintendent or designee shall assign a person to serve as District Spokesperson and Spokesperson for the Incident Commander.

The Spokesperson will be responsible for organizing information that is transmitted to the media and to parents during emergencies.

1. The overall functions of the Spokesperson will be:
 - Fact Sheet as needed.
 - To provide correct information to the public, by telephone, media or letter as appropriate, as to what is occurring and District response;
 - To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;
 - To act as a liaison between the media, the public and District administration who are involved in decision making and the operational response to the emergency;
 - To organize the Onondaga Central School District response to parents; and
 - To provide for rumor control by keeping a TV set or radio tuned to a news station in Command Center only (not in classrooms and/or public places).
 - To verify ALL facts heard and provide updates as appropriate.
2. The Spokesperson shall respond to the designated Media Assembly Area and clearly identify himself or herself to the press as the official Spokesperson for the Incident Commander.
3. All news releases and public statements on behalf of the Onondaga Central School District shall be made by the Spokesperson, or with his or her prior approval. Other persons should not submit to interviews or make statements without first conferring with the Spokesperson.
4. The Spokesperson shall NOT provide speculative information or offer opinions with regards to:
 - Causes or motives for the incident
 - Extent of casualties or damage
 - Expected duration of the operation
 - Liability or responsibility for the incident
 - Tactical responses, operations or considerations
5. All information released to the public must be factual or confirmed by the Incident Commander. The Spokesperson shall relay specific inquiries to the Command Post, which will respond to the media through the Spokesperson.
6. The Spokesperson should request that the media direct all parents to the person(s) specified in the School Building Level Emergency Response Plan for information about, and reunification with their children.

M. DUTIES OF THE DIRECTOR OF FACILITIES/TRANSPORTATION OR DESIGNEE:

In the event of an Emergency, the Supervisor of Transportation will have the following duties:

1. Maintain a roster of vehicle drivers including telephone numbers (home and alternate

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employment) where they can be reached for recall during an emergency. Part of this plan will be the development of a procedure by which drivers can be called back to perform this service.

2. Maintain a roster of vehicle availability, in district and from outside resources, in order to put vehicles into operation during an emergency.
3. Maintain a list of all students who are handicapped and non-ambulatory that require transportation in a specially equipped bus.
4. Map the safest and fastest route to the predetermined relocation site(s) for each school. Ensure that all vehicle drivers are aware of and familiar with this route.
5. Establish plans for the transport of all staff and students for each school building upon evacuation.
6. Maintain close contact with the Building Administrator or Incident Commander at the Emergency Command Post. The Transportation Center will serve as a hub for centralized communication during an Emergency. Transportation Personnel along with Administrative Staff will assist in every way possible during all Emergencies.

N. DUTIES OF SCHOOL FOOD SERVICE OR DESIGNEE:

In the event of an Emergency, the School Lunch Director shall:

1. Prepare a plan for food preparation/distribution according to each possible Emergency where food service might be needed over a longer term.
2. Include in the food preparation/distribution plan the possibility that your school may be used as a Relocation Center and that this will mean additional students/staff to feed beyond the normal number at a school.
3. Communicate fully with the Building Administrator and Head Custodian in their building to provide food service if needed.
4. If food service is not needed, establish a way by which members of the building's food service team can assist other colleagues (secretaries, nurses, teachers, etc.).
5. If there is damage to equipment or kitchen/dining room/freezer-refrigerator/food storage, assess damage or loss and report status of the operation to the Building Administrator.
6. Prepare a plan for food preparation/distribution according to each possible emergency where food service might be needed over a longer term.

12. EMERGENCY ASSISTANCE FROM OTHER GOVERNMENTAL AGENCIES – 155.17(c)(1)(v)

In an Emergency, an appropriate responsible staff member will contact the 911 center for fire, EMS, or law enforcement response. In the event of a broad scale Emergency, it may become necessary to contact local governmental agencies such as the Highway Department or the Onondaga County Emergency Management Office for assistance as dictated by the situation, see Appendix B, "Emergency/Agency Telephone Numbers" for a listing.

13. INTER-AGENCY ADVICE AND ASSISTANCE – 155.17(c)(1)(vi)

In the event of an Emergency, the Superintendent of Schools will contact specific agencies as dictated by the situation. See Appendix E of this plan.

14. INTERNAL AND EXTERNAL NOTIFICATIONS – 155.17 (c)(1)(ix & x)

A. DUTIES OF THE SUPERINTENDENT

Upon notification or declaration of a local or state emergency the Superintendent, or designee, will contact all the Onondaga Central School District locations to communicate emergency

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information and instructions and shall act as the Public Information Officer for all emergency response agencies within the District, and shall address all news media. See Appendix C for more information.

1. STATE EDUCATION DEPARTMENT

The Superintendent will be responsible for notifying The New York State Education Department, as soon as possible whenever the emergency plan results in the closing of a school building within the Onondaga Central School District (except routine snow days).

2. NOTIFICATION OF OCM BOCES DISTRICT SUPERINTENDENT

The Superintendent of Schools will be responsible for notifying the Office of the District Superintendent of the Onondaga-Cortland-Madison Board of Cooperative Educational Services, at 1-315-433-2602, as soon as possible whenever the emergency plan results in the closing of a school building within the District (except routine snow days).

B. PARENTS & GUARDIANS NOTIFICATION

At the start of the school year or when students enroll the following is provided to and obtained from parents or guardians:

- Notification that the child may be sent home early in the event of emergency;
- The name and telephone number of employers or alternate contact information at which to contact parents in the event of early dismissal;
- Alternate plans and/or contacts for the child's welfare if neither parent can be informed of early dismissal or emergency dismissal;
- Special students needs: medical and other.

C. COMMUNITY NOTIFICATION

The Superintendent or designee shall provide selected administrative staff with a list of radio and television station telephone numbers for use in an emergency. During a local or state emergency, the Superintendent or a designated spokesperson shall act as the chief communication liaison for all emergency response agencies within the Onondaga Central School District, and shall address all news media.

During an Emergency, parents will be anxious for accurate information regarding school operations and as to the health and safety of their children.

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The Building Administrator(s) or Site Supervisor(s) shall designate an individual to organize the Onondaga Central School District response to parents as they inquire via telephone or in person (i.e., Parent Staging Area) during emergencies.

The names of any students released shall be communicated to the Command Post.

15. SCHOOL SAFETY PERSONNEL – 155.17(c)(1)(xvii)

A. ALL STAFF

In addition to the assigned Safety/Security Personnel the Onondaga Central School District training has been provided to instructional, clerical, custodial and other support staff, where we review safety procedures for violence prevention and intervention strategies. In addition, all staff have been given instructions in responding to threats of violence, bomb threats and mail

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threats/suspicious packages.

General Duties of all staff would include:

- Inform the administration in a timely manner of problems and potential problems
- Report all suspicious conditions, violent incidents and emergency situations to the Building Administrator
- Supervise students under your charge and monitor behavior during the day
- Supervise areas in the immediate vicinity of your classroom. Help maintain order in corridors, classrooms, and other areas in the school building or on school property.
- Provide assistance to other instructors and the Building Administrator as necessary in emergency situations or during student unrest
- Summon the School Nurse and 9-1-1 emergency responders, as necessary, when medical attention is required
- Staff may be responsible for security procedures such as checking the condition of classrooms and securing doors and windows after classes have ended.

16. MULTI-HAZARD SCHOOL SAFETY TRAINING – 155.17(c)(1)(xiii)

A. TRAINING OF STAFF

1. Specific training shall be provided for school staff who have been assigned specific roles and areas of responsibility in the Building Level Emergency Response Plan. Any person or agency that has been assigned an area of responsibility in this plan should have appropriate training by September 15, 2016 and each subsequent September 15 thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provide further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner.
2. This training includes, but is not limited to Right-To-Know, Hazard Communication, Bloodborne Pathogens, CPR and AED training, overview of the Onondaga Central School District Building Level Emergency Response Plan and Code of Conduct. This training is conducted annually to ensure school staff and students understand emergency procedures and to review any changes to this Plan or the Building Level Emergency Response Plans. The Onondaga Central School District coordinates with the Onondaga County Sheriff's Department, New York State Police, and other local emergency responders to conduct Incident Command Training, Violence Prevention Training, as well as incident specific programs.
3. Other agencies participating in this Plan (e.g., police, fire, EMS) conduct appropriate training as required.
4. Training can entail short briefings, or presentations related to any aspect of preparedness. The training should convey the importance of everyone's role in implementing an effective school emergency response.

17. SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS

A. RESPONSIBILITIES OF THE DISTRICT

All Building Administrators and Supervisors will perform the following tasks with respect to training for staff and students.

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1. Review District Safety Plan and the Building Level Emergency Response Plan for their particular building with their staff no later than September 15 of each academic year. Any revisions to the Plan will be distributed to staff at the beginning of each school year.
2. Prepare step-by-step, warning and response actions for specific anticipated emergency situations.
3. Prepare an emergency warning system that is in place and functional, for informing parents, guardians and the community of the actual or impending activation of Emergency Response Procedures by the Onondaga Central School District.
4. Prepare education, training, and drills required to assure effective operation of the plan.

B. RESPONSIBILITIES WITH RESPECT TO STAFF

The following tasks shall be performed by the Building Administrators with respect to staff training. Specifically:

1. Assign emergency responsibilities to staff regarding individual capacities and normal service functions for each anticipated emergency situation.
2. Cross-train staff members/volunteers as alternates so the plan or part of the plan does not become non-functional if one person is absent.
3. Require emergency preparedness training for all students and staff.
4. Adapt Emergency preparedness training to individual capabilities and limitations including persons with disabilities.
5. Provide orientation and annual in-service Emergency preparedness training of staff and volunteers.

18. EMERGENCY DRILLS AND EXERCISES – 155.17(c)(1)(xiv)

A. CONDUCT OF DRILLS

The Onondaga Central School District program sites will hold one annual early dismissal and sheltering drill as well as routine fire and lockdown drills. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

1. Each Building Administrator will decide to conduct the drills for their building. These drills must be conducted in accordance with State Education Department regulations:
 - At least once every school year conduct early dismissal and sheltering drills;
 - Inclusive of transportation and communication procedures; and;
 - Held with at least a one week notice to parents or guardians
 - Early dismissal drills shall occur not more than fifteen (15) minutes earlier than normal dismissal time.
2. If requested, the Building Level School Safety Team will assist in conducting drills. The Building Safety Team will evaluate the response, with local police and fire departments if possible, in order to improve the overall level of preparedness.
3. Emergency services agencies and the Onondaga Central School District will cooperatively conduct meetings to discuss the Building Level Emergency Response Plans. Periodic exercises will assess the emergency responses outlined in the plan and the ability of participants in a simulated emergency. Such training may include "tabletop exercises" where participants do a verbal walk through of an emergency response situation. The Building Level School Safety Team for each building is available to assist in coordinating

these simulations. This test is intended to reveal and update any shortcomings within the plan.

B. FIRE DRILLS

A total of twelve drills consisting of eight (8) fire drills and four (4) lock down drills, shall be conducted each year, with eight (8) of any combination occurring before December 31st. At least one (1) of the eight (8) fire drills shall be held during one of the regular lunch periods, or shall include special instruction on the procedures to be followed if a fire occurs during a student's lunch period. At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one of these drills shall be held during the first week of summer school. The Building Administrator, or designee, shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency. The Building Administrator will make the appropriate local emergency responder officials aware of the timing of these drills. All drills must be taken seriously at all times. From the time the alarm sounds or the announcement until occupants are back in the building or released, there should be

no talking during these drills.

In buildings where students are housed, teachers shall implement the following procedures during fire drills:

1. See that the windows are closed and the doors are unlocked and lights are out before leaving their classroom (if safe to do so).
2. Take a class list (if safe) and take attendance (if possible). Report missing students to the Building Administrator after students are safely outside.
3. Move students quickly to the designated exits.
4. Escort the class to a safe distance from the building and remain with students until called back into the building.
5. Be sure students know alternate escape routes from their classrooms.
 - (a) Fire exits are marked on the floor plans of every building. Each room must contain a floor plan showing fire exits. All staff must become familiar with them.
 - (b) Be sure students know alternate escape routes from the classroom.

C. NOTIFICATION OF DRILLS

The District recognizes that safety drills may be stressful on both staff and students. Notification of drills will be conducted in a trauma-informed manner in an effort to mitigate any negative impact they may have on District stakeholders

1. When conducting a drill, it must ALWAYS be announced that it is a DRILL and NOT AN EMERGENCY.
2. An annual newsletter will be sent home to parents regarding safety protocols, drills, and parent notification for emergencies.
3. Parents will be informed about how and when notification will be provided regarding drills.

19. PLAN DISTRIBUTION AND REVIEW

A. COPIES OF THE DISTRICT SAFETY PLAN

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A copy of this Plan shall be available in the offices of the Superintendent, School Business Administrator, Director of Facilities, and Building Administrators.

20. IMPLEMENTATION OF SCHOOL SECURITY – 155.17(c)(1)(xi)

Certain procedures minimize or provide early warning of problems when unwanted persons are in a school building. The following procedures are implemented to improve security in the buildings will include electronic security systems such as security cameras which have been upgraded to enhance school security around the exterior as well as the interior of the buildings.

A. BASIC PROCEDURES

1. All School District employees are required to wear an **employee badge** whenever they are in any Onondaga Central School District facilities, except as exempted for specific safety reasons. This includes all shifts and all levels of employment.
2. When school construction/renovation work is anticipated to occur on regularly scheduled school days, all contractor employees shall wear identification badges.
3. General access to buildings shall be limited to a clearly identified central access. All entrances, except for the main access, shall be locked and secured while classes are in session.

B. VISITOR PROCEDURES

New York State law makes it a misdemeanor for anyone except parents/guardians of children in school to be on school grounds or in school buildings unless on official business.

Parents/guardians are always welcome to visit, but must report to the office to obtain permission. All others may visit the school after securing permission. There is a sign for visitors to report to the main office at the front entrance of each building.

Visitors should adhere to the following procedures:

1. All visitors to the school are required to report to the main office immediately upon entrance.
2. Visitors are to sign in and show proper ID (driver's license) to receive a visitor's pass, which must be worn while in the building. If the visitor is unknown to office personnel or an administrator, identification showing proof of name will be required and scanned through the Raptor System prior to allowing the person to remain in the building. ***Visitors without proper ID will be asked to leave the building.***
3. Visitors are to sign out and return the pass to the office before leaving the building.
4. When parents arrive to pick up a child, they are to report to the attendance office to sign out the student. Students are to be picked up by parents in the main office. Parents are not to go to the classroom to pick up a child.
5. Visitations to classrooms for any purpose require permission from a principal in advance in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.
6. All school-building personnel have the responsibility and authority to question visitors regarding their reasons for being in the building. They may ask the visitor to report to the office if they determine the reason is not legitimate.

C. STAFF RESPONSIBILITIES

1. All staff should be aware of conditions in and around the building and report anything unusual to supervisors. Staff should scan their areas before leaving at night and upon entering in the morning to check for any unusual packages or items. Anything suspicious

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should be reported immediately to their supervisor or immediately call law enforcement based upon a threat assessment.

2. Upon observing a dangerous or armed person, school staff are not to engage that person but immediately place the building on lockdown and call law enforcement and report their presence to the Building Administrator immediately, if possible. The Building Level Emergency Response Plans contain detailed procedures for dealing with armed or dangerous persons.

21. INDIVIDUAL BUILDING INFORMATION

Each Building Level Emergency Response Plan contains maps and floor plans of the buildings, and information on the number of staff and students in that school.

Onondaga Jr/Sr High School – Grades 7 - 12 School Telephone 315-552-5020

Rockwell Elementary School – Grades PK - 2 School Telephone 315-552-5070

Wheeler Elementary School – Grades 3 - 6 School Telephone 315-552-5050

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APPENDIX A

Chain of Command

and

District-wide School Safety Team

Main Contact Number: 315-552-5000

<u>Name</u>	<u>Position</u>	<u>Phone</u>
Rob Price	Superintendent/Chief Emergency Coordinator and Public Information Officer.....	315-552-5000
Joseph Sterbank.....	School Business Admin/Trans./Food Service.....	315-552-5001
Shane Perrello	Director of Facilities	315-552-5090
Timothy Mumford.....	High School Principal	315-552-5020
Ryan Cooper	High School Vice Principal.....	315-552-5020
Erik Swanson	Principal – Wheeler Elementary School	315-552-5050
Katelynn Killmore	Principal – Rockwell Elementary School	315-552-5070
Steve Smolen	School Resource Officer	315-552-5020
Darren McLaughlin	School Resource Officer	315-552-5050
Nancy Armbruster	School Resource Officer	315-552-5070

Onondaga Central School District
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APPENDIX B

EMERGENCY/AGENCY TELEPHONE NUMBERS

Agency

Phone

Onondaga Central School District Emergency and Service Agency Contacts:

State Police	911
Onondaga County Sheriff	911
Onondaga County Fire Control	911
AMR Ambulance	911
Dr. John Alley>>>>	315-673-9926
Poison Control Center	1-800-222-1222
Utica National Insurance	1-800-598-8422
Onondaga County Highway Department	315-469-1664
Town of Onondaga Highway Garage	315-469-1664
Onondaga County Emergency Management Office	315-435-2525
Poison Control Center of CNY	1-800-222-1222
Youth Emergency Services: (Access)	315-463-1100
NYS DEC Hotline	1-800-457-7362
Red Cross	315-234-2200
Contact Community Services Help Line	1-844-245-1922 (National number)
Contact Hot Line (24-hour Counseling)	315-251-0600

Utilities:

Electric (National Grid)	315-474-9159 (office)
.....	1-800-867-5222
Gas (New York State Electric and Gas (NYSEG))	1-800-572-1121
Telephone (Verizon).....	1-800-837-4766 (repair) - (Identify as emergency)

Regulatory Agencies:

Department of Environmental Conservation (Region 7 Syracuse Office)	315-426-7519
Onondaga County Health Department	315-435-3233
Environmental Protection Agency	1-877-251-4575
EPA Hot Line for Spills and Releases	1-800-424-8802

State Education Department

SED Facilities Planning	1-518-474-3906
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APPENDIX C

ANNUAL WRITTEN INSTRUCTIONS TO STUDENTS AND STAFF (Emergency Closing Procedures)

The Superintendent of Schools, together with each chief school administrator of an educational agency other than a public school located within the school district, shall provide written instructions on emergency procedures in their respective schools for all students and staff. The written instructions shall be distributed by October 1 of each school year to students and staff by any of the following methods:

1. School district newsletter mailed or electronically delivered to all district residents.
2. Special mailing to students' homes.
3. Handout for students to carry home.

At a minimum, written information shall include the following information:

1. Various response actions which may be required, such as early dismissal and sheltering, and a description of each.
2. Methods for disseminating information during an emergency (Radio/TV stations, etc.)
3. A source for additional information.

A decision to close the school for any reason originates with the superintendent, who notifies the administrators about 5:30 a.m. If there is doubt in your mind as to whether or not school will be in session, listen to the radio/TV stations listed below beginning at 6:00 a.m. Don't call; they will not give you the information over the phone; but listen to their news bulletins that always include emergency school closings. The District Office always makes contact with the radio stations. In addition, messages are sent out via automated system to receivers, if signed up.

Items relative to closing school:

1. It should be understood that when school is canceled due to inclement weather this automatically cancels all activities scheduled for our students on that day.
2. During snow days, all main doors are locked. If you desire access to the building, telephone ahead of time to make arrangements.
3. **EVENING SNOW CONDITIONS:** In the event of storm conditions during the early evening, the decision to close schools the following day will be made as early as possible.

The following is a list of Radio & TV stations that will be contacted in the event of schools closings:

Radio

WHEN 620 AM/107.9 FM - Syracuse
WSYR 570 AM - Syracuse
WAQX 95X/FM 93Q - Syracuse

Television

WSYR Channel 9 – ABC - Syracuse
WTVH Channel 5 – CBS - Syracuse
WSTM Channel 3 – NBC - Syracuse
NEWS 10 Now Channel 10 – Syracuse

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RESOURCES AVAILABLE WITHIN DISTRICT

155.17(c)(1)(vii)

The following district resources are available in case of an emergency:

Resources	Jr/Sr HS	Rockwell	Wheeler
Telephone System	X	X	X
Zoned Fire Alarm System	X	X	X
Public Address System	X	X	X
Nurses' Office/ and First Aid Supplies	X	X	X
Gotta Go Bags	X	X	X
Potable Water	X	X	X
Fire Extinguishers	X	X	X
Electric Generator			
Battery Backup System	X	X	X
Water Supply--Fire Hydrants	X	X	X
Food Available:	X	X	X
Communication System (Radios)	X	X	X
Flashlights	X	X	X
Batteries	X	X	X
Maps—School Dist. Area	X	X	X
Building Floor Plans	X	X	X

APPENDIX E

GOTTA GO BAGS

“Gotta Go Bags” are optional school emergency bags that are filled with supplies that may be needed in the event of an emergency. Emergencies may involve classrooms or a whole school depending on the type and extent of the emergency. The emergency may be just an evacuation of the building to set up operations for a longer duration (days to weeks). A minimum of two bags are in each school building; An Office or Administration bag is the school level gotta go bag and an gotta go bag for the School Nurse. Classroom Teachers may have a specific gotta go bag or Emergency folder as well.

1. **Office/Administration Emergency Response Gotta go Bag:**

- Updated class rosters for each classroom
- Emergency Phone Numbers (District as well as outside Resources)
- Pen and paper
- Parent Reunification forms or equivalent
- Emergency evacuation (including assisted evacuation) plans with room numbers on it (multiple (10) copies for responders)
- Names and telephone numbers of the Building Level School Safety Team Members and Post Incident Response Team members
- The Building Level Emergency Response plan or excerpts from it.
- Other forms or documents the school/district may require

Gotta go bags can also contain optional items such as:

- A flashlight and spare batteries
- Cell phone charging cords/adaptors
- Latex gloves
- Sign (or materials for making a sign) with the classroom teacher’s name in bold letters
- Two-way radios and Spare batteries

2. **School Nurse Gotta Go Bag:**

- Updated student attendance list
- Medical Team Phone numbers
- Medical information cards on each students (or students with medical needs)
- Daily medications to include Epi-Pens
- AED
- First Aid Kit/supplies
- Latex gloves

3. **Optional Classroom “gotta go bags” or emergency folders for teachers:**

- Updated class rosters/attendance lists for each classroom
- Books or coloring paper

APPENDIX F

155.17(c)(1)(xviii)

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NON-PUBLIC SCHOOLS AND DAY CARE CENTERS

School/Center Name

Contact Person

Childtime Childcare Inc
4645 Nixon Park Drive
Syracuse, NY 13215

Mary R. Madlen, Acting Director

Healthy Kids Extended Day Program Inc
208 Rockwell Road
Nedrow, NY 13120

Bekka-Jean Garby, Acting Director

Holley, Doris
108 Kenneth Ave
Nedrow, NY 13120

Doris Holley, On-Site Provider

On the Hill Child Care Center
4640 Nixon Park Drive
Syracuse, NY 13215

Morgan Botsford, Director

APPENDIX G
EMERGENCY REMOTE INSTRUCTION PLAN

This appendix addresses the 2022-2023 amendments of Sections 100.1, 155.17, and 175.5 of the Regulations of the Commissioner of Education Relating to Remote Instruction and its Delivery under Emergency Conditions, and the amendments of Sections 200.7, 200.16, and 200.20 of the Regulations of the Commissioner of Education Relating to Remote Instruction and its Delivery Under Emergency Conditions and Length of School Day for Approved School-Age and Preschool Programs Serving Students with Disabilities

2025-2026
REMOTE INSTRUCTION
PLAN
PLANS

“Stronger Together

Onondaga CSD 2025-2026

School Remote Instruction Plans

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Building Committee Members

Rockwell Elementary	Wheeler Elementary	Jr./Sr. High School
Principal Secretary Special Areas Teacher SPED Teacher Representative Team Leaders Nurse Transportation Supervisor Social Worker School Psychologist PreK Teacher CSE Chair Parent	Principal Building Secretary T.A. Nurse ENL Teacher Team Leader(s) School Psychologist PE Teacher SPED Teacher School Counselor CSE Chair Parent Transportation Supervisor	Principal Vice Principal Athletic Director/PE Dept. Chair Building Secretary Nurse T.A. School Counselor School Psychologist Director of Technology Director of Facilities Transportation Supervisor Department Chairs

Superintendent's Letter

Dear Parents and Community Members:

The purpose of this document is to share with staff, students, and parents the strategies the Onondaga Central School District is using for remote instruction plans and a consistent learning environment in the event of an emergency. We are dedicated to ensuring our children are getting the best education we can deliver in the current conditions, keeping health and safety considerations at the forefront and changes in the delivery of learning.

The District may offer remote or distance instruction to students at certain times including, but not limited to, independent study, enrichment courses, and in the event of an emergency condition, including, but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak.

In the event of an emergency that warrants OCS converting to remote learning, OCS Staff will work with the stakeholders, and state and county health authorities to identify a strategy that is consistent with the New York State Education Department (SED), New York State Department of Health (DOH), and the Center for Disease Control (CDC) guidelines. To the best of our ability, we will adopt a strategy that provides a consistent approach to learning taking into account the learner's development stages. It will be important to have consistency in the multiple approaches so that educators can plan instruction, students have continuity in their learning, and parents can plan personal and professional needs. Remote instruction and curriculum will focus on NYS Learning Standards and assessments that provide feedback to students on

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their learning. We will be providing direct instruction virtually using a live streaming platform daily, taking attendance twice daily Prek-6 and period by period grades 7-12. These consistent approaches to remote instruction will support the continuity of learning during the remote instruction time period. OCS will continue to follow the NYS Education Learning Standards and hours of school attendance. This plan provides a roadmap on what to expect and helps us be better prepared to adjust our personal lives based on extreme conditions that force us to switch to a remote instruction program.

Sincerely, Rob Price, Superintendent

Contact Information

Superintendent:

Rob Price, Superintendent
Onondaga Central School District
4466 South Onondaga Rd.
Nedrow NY 13120
315-552-5000
rprice@onondagacsd.org

Board of Education:

TBD, President
Board of Education Member
Email:

Term Ends:

TBD, Vice President
Board of Education Member
Email:

Term Ends: 6/2027

Noelle Relles
Board of Education Member
Email: nrelles@onondagacsd.org
315-657-7970
Term Ends: 6/2027

Jeremy Baleno
Board of Education Member
Email: jbaleño@onondagacsd.org
315-335-9506
Term ends: 6/2028

Laurel Bennett
Board of Education Member
Email: lbennett@onondagacsd.org
315-559-5292
Term Ends: 6/2026

Erik Nelson
Board of Education Member
Email: enelson@onondagacsd.org
315-382-0011
Term ends: 6/2028

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Nathaniel Brown
Board of Education Member
Email: nbrown@onondagacsd.org
315-876-4907
Term ends: 6/2026

Jeremy Burton
Board of Education Member
Email: jbrown@onondagacsd.org
315-345-1282
Term ends: 6/2028

Michael Kobasa
Board of Education Member
Email: mkobasa@onondagacsd.org
315-415-7687
Term Ends: 6/2027

Contact Information

Joe Sterbank Business Administrator 4466 South Onondaga Road Nedrow, NY 13120 315-552-5002 jsterbank@onondagacsd.org Website: https://www.onondagacsd.org/	Ginger Holleran, Chairperson Special Education Office 208 Rockwell Road Nedrow, NY 13120 Phone: (315) 552-5070 Email: gholleran@onondagacsd.org Website: http://www.onondagacsd.org/districtpage.cfm?pageid=
Tim Mumford, Principal Junior/Senior High School 4479 South Onondaga Road Nedrow, NY 13120 Phone: (315) 552-5020 Email: tmumford@onondagacsd.org Website: http://www.onondagacsd.org/highschool	Erik Swanson, Vice Principal Junior/Senior High School 4479 South Onondaga Road Nedrow, NY 13120 Phone: (315) 552-5020 Email: eswanson@onondagacsd.org Website: http://www.onondagacsd.org/highschool
Warren Smith, Principal Wheeler Elementary 4543 South Onondaga Road Nedrow, NY 13120 Phone: (315) 552-5050 Email: wsmith@onondagacsd.org Website: http://www.onondagacsd.org/wheeler	Katelynn Kilmore, Principal Rockwell Elementary 208 Rockwell Road Nedrow, NY 13120 Phone: (315) 552-5070 Email: kkilmore@onondagacsd.org Website: https://www.onondagacsd.org/rockwell
Matt Dodge, Asst. Trans. Supervisor Transportation Department 4457 South Onondaga Rd. Nedrow, NY 13120 Phone: (315) 552-5090, Fax: (315) 492-9624 Email: mdodge@onondagacsd.org	Shane Perrello Interim Director Facilities/Maint. 4457 South Onondaga Rd. Nedrow, NY 13120 Phone: (315) 552-5091, Fax: (315) 492-9624 Email: rabend@onondagacsd.org Website: http://www.onondagacsd.org

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Website:

<http://www.onondagacsd.org/districtpage.cfm?pageid=1671>

Parents/Guardians and Students

All public communications methods outlined above may be utilized by **Onondaga CSD**, in addition to:

<i>Communication Method</i>	<i>Responsible Party</i>
ParentSquare	Superintendent's Secretary
Emails to parents/guardians	Superintendent's Secretary Building Secretaries
Letters sent home from Administration	District Administrators

All District Staff

All communications methods outlined above may be utilized by Onondaga CSD, in addition to:

<i>Communication Method</i>	<i>Responsible Party</i>	<i>Frequency</i>
Onondaga CSD all-staff email list	Onondaga CSD Administration Members	Weekly or as needed
Newsletters, print and digital	Onondaga CSD Administration Members	6x/ year or as needed
ParentSquare	Superintendent's Secretary	As needed
Direct supervisor communications - phone calls and texts	Onondaga CSD Supervising Staff	As needed
Letters home, if necessary	Onondaga CSD Administration Members	As needed
Staff meetings	Onondaga CSD Administration Members	As needed

Definitions

- "Asynchronous instruction" means instruction where students engage in learning without the direct presence (remote or in-person) of a teacher.
- "Non-digital and/or audio-based instruction" means instruction accessed synchronously and/or asynchronously through paper-based materials where the student-to-teacher interaction occurs via telephone or other audio platforms.
- "Remote instruction" means instruction provided by an appropriately certified teacher who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher.
 - Remote instruction will encompass synchronous instruction provided through digital video-based technology and may also include asynchronous instruction intended to complement synchronous

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instruction. Digital video-based technology includes online technology and videoconferencing technology.

- Remote instruction may encompass non-digital and audio-based asynchronous and/or synchronous instruction where this instruction is more appropriate for a student's educational needs.
- "Synchronous instruction" means instruction where students engage in learning in the direct presence (remote or in-person) of a teacher in real-time.

School Schedules

Rockwell Elementary Plan

- **Remote Instruction:** Students will follow their daily bell schedule from 8:30 am - 3:00 pm. Students will be expected to log on at 7:45 am. Attendance will be taken to ensure students are participating in virtual learning and attendance will be taken daily. Students will need a device to view the class instruction and to access Google Classroom to receive and turn in assignments. Grading will follow established practices that include a combination of participation and skill level. Typical assessment and grading procedures will apply.

Wheeler Elementary Plan

- **Remote Instruction:** Students will follow their daily bell schedule from 7:45 am - 2:15 pm. Students will be expected to log on at 7:45 am. Attendance will be taken to ensure students are participating in virtual learning. Students will need a device to view the class instruction and to access Google.
- Classroom to receive and turn in assignments. Grading will follow established practices which include a combination of participation and skill-level assessments. Typical assessment and grading procedures will apply as much as practical based on the situation.

Jr./Sr. High School Plan

- **Remote Instruction:** Students will follow their daily bell schedule from 7:45 am - 2:25 pm. Students will be expected to log on at 7:45 am. Attendance will be taken every period to ensure students are participating in virtual learning and attendance will be taken daily and by periods. Students will need a device to view the class instruction and to access Google Classroom to receive and turn in assignments. Grading will follow established practices that include a combination of participation and skill level. Typical assessment and grading procedures will apply.

Technology & Connectivity

Onondaga CSD's remote instruction plan includes information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence. Onondaga CSD will provide a survey to all students participating in remote

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instruction to gain knowledge of the level of access students have in their households. The district will also use the information gained from the previous survey to assist families. Teachers and counselors within each school will also be reaching out to families to ensure all students have proper access to technology. If the environment allows, teachers who do not have the needed access to technology will be allowed to work in the buildings, if they are legally able. If working in the buildings is not an option, teachers will be allowed to take district technology home to assist them in their distance learning teaching.

Onondaga CSD's remote instruction plan includes information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access. Onondaga CSD will send out a survey to ensure all students' needs are met with technology. If families have a need for technology, we will work together to meet their educational needs. The district has devices prepared for families to sign out and can make arrangements to provide internet access if needed.

Teaching & Learning

Onondaga CSD remote instruction plan includes an educational program that is aligned to the New York State Learning Standards regardless if the instruction is delivered in person or remotely. The Onondaga CSD remote instruction plan provides for a program that includes regular substantive interaction between teachers and students whether delivered in person or remotely.

Onondaga CSD's heart of all school instructional decisions is developed so that whether delivered in person, remotely, or due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities are aligned with State standards and include routinely scheduled times for students to interact and seek feedback and support from their teachers.

Onondaga CSD schools will provide clear communication on how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. The information is accessible to all, available in multiple languages based on district need, widely disseminated, and includes clear and multiple ways for students and families to contact schools and teachers. Means for district communication to parents and guardians will include, but not be limited to email, online platforms, and/or by phone.

Special Education

The remote instruction plan will address the provision of FAPE consistent with the need to protect the health and safety of students with disabilities and those providing special education and services.

- **Remote Instruction** - Utilizing Google Classroom, students will be advised of schedules, lessons, and materials to be covered for the specific day and time period.

The remote instruction plan must address meaningful parent engagement in the parent's

preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.

- **Remote Instruction** - For anything that is sent home, we will use Google Translate to share information about how we are meeting the requirements students will have during the school year.

The school remote instruction plan must address collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources.

- **Remote Instruction** - The CSE Chair will determine how meetings will be scheduled and how IEP/504 information will be distributed to parents/guardians, teachers, and service providers.

The school remote instruction plan **must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology** (including assistive technology) to meet the unique disability-related needs of students.

- **Remote Instruction** - A consistent teacher will be assigned as the distance learning teacher.
 - Materials are available online or can be sent home.
 - Share accommodations with classroom teachers so they can implement IEP/504 plans.
 - Planning with Gen. Ed. teachers & documenting modifications for assignments, quizzes, tests, projects, etc.The remote instruction plan must address **how it will document the programs and services offered and provided to students with disabilities as well as communications with parents**, in their preferred language or mode of communication.
- **Remote Instruction** - Log conversations in the Notes section in the School Tool and personal documentation logs to reflect the nature of meetings.
Schools must determine how they will process and maintain the additional documentation regarding changing student needs due to the period of remote instruction and a return to a traditional classroom environment after a lengthy period away from in-person instruction.
- **Remote Instruction** - If a change needs to be made in an IEP, documentation of students' struggles throughout assignments/assessments will be provided to the parents and CSE Chair to determine what the program change will be. This can result in an Amend No Meeting or holding a CSE meeting to amend the document.

Schools must determine how **documentation will be maintained on the instruction and services that were provided to each student so that it may be communicated to the CPSE/CSE for consideration when making any individualized determinations of subsequent student needs**, including transition services.

- **Remote Instruction** - Continue to provide Transition Services for students ages 13 years and older. Documentation will be kept electronically and reviewed as Annual Reviews occur.
 - All assignments will be posted on each grade level Google Classroom so students can manage their assignments independently.
 - General Education teachers will have to fill out a Google Form stating that they have read

through and understand what accommodations and modifications each student is entitled to.

Schools will consider how **formative assessment and ongoing monitoring of student progress will be documented and maintained** and how that documentation will be available to the CPSE/CSE and parents, in their preferred language or mode of communication.

- **Remote Instruction** - Email or mail home Progress Monitoring on IEP goals along with marking period report cards. A document containing the date and goal SPED teacher assessed for each student.
Schools will maintain documentation of collaboration with parents to develop any contingency remote instruction plans that may be implemented during school closure.
- **Remote Instruction** - Schools will inform parents via Parent Square, Cell phone, Email, District website, and Newsletter.
 - Log conversations in the notes section of School Tool and personal documentation logs.
 - Parents accepting Google Classroom invitations to receive notifications of due dates.

Schools must document the **ongoing provision of compensatory services to individual students upon the reopening of schools**. Documentation will then be available to parents, CPSE/CSE, and other relevant parties, in their preferred language or mode of communication.

- **Remote Instruction** - Compensatory services will be considered if the documentation of services provided during distance learning shows that the student participated on a consistent basis and that every effort was made to ensure FAPE, then upon review by the CSE/CPSE a determination will be made for any compensatory services. It is expected that most if not all students will demonstrate regression in some areas.
 - Identified students are required to participate in statewide assessments unless further notice from the NYS Education Department.
 - Students who do not pass their course with an overall 70 may retake it over the summer to earn a passing grade.
 - Google Form for testing accommodations: Classroom teachers will complete in order to record test accommodations given to each student.
 - If students are in school TAs and students may continue to use hard copies of the form.

IEP Implementation Documentation

Onondaga CSD's remote instruction plan addresses the provision of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services. The provision of services will be consistent with the IEP/504 plan of the student. Students with disabilities will have access to all classroom programs, instruction, and materials that are provided for all students. The provision of services will be dependent until the normal operation of the school can return.

Onondaga CSD's remote instruction plan addresses how it will document the programs and services offered and provided to students with disabilities, as well as communications with parents. Data on progress monitoring and assessments will continue and be documented in the appropriate section of the IEP. In addition, as part of the regular classroom communications, student programming, progress and grading will be shared with the parents.

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Onondaga CSD's remote instruction plan addresses meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA. The CSE/CPSE will continue to follow state and federal guidelines, and hold required meetings for initial and or program reviews. Video conferencing will be used to hold meetings.

Onondaga CSD's remote instruction plan addresses collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs/(IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources. The CSE/CPSE chairs will continue to meet and monitor the program and provision of services to maintain consistent understanding and delivery of services for students with educational disabilities.

Onondaga CSD's remote instruction plan must ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability-related needs of students. Each building's special education staff will continue to inform teaching staff of the unique needs of those students with an educational disability. Each teacher is required to document their receipt of this information and their knowledge of the student's IEP/504 plan and their knowledge of the student's IEP/504 plan at the beginning of the school year.

Bilingual Education & World Languages - Required Notices

Onondaga CSD's remote instruction plan includes a complete ELL identification process within 30 school days of the start of the school year for all students who are enrolled, as well as all students who enroll during the summer of and during the first 20 school days of the school year. After this 20-day flexibility period, identification of ELLs will resume for all students within the required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154.

Onondaga CSD requires instructional Units of Study for all ELLs based on their most recently measured English language proficiency level during in-person or hybrid instruction. [Units of Study and Staff Requirements: ENL \(K-8\)](#) [Units of Study and Staffing Requirements: ENL \(9-12\)](#) [Additional Units of Study and Staff Requirements for TBE](#) Former ELLs at the Commanding level of proficiency within two years of exiting ELL status are to continue receiving Former ELL services in the form of Integrated ENL or other Former ELL services approved by the Commissioner under Part 154-2.3(h) during in-person or hybrid learning.

Onondaga CSD will ensure regular communication with parents/guardians of ELLs to ensure that they are engaged in their children's education during the reopening process and provide all communications for parents/guardians of ELLs in their preferred language and mode of communication (e.g. text, robocalls, Whats App, emails...). [Parent Engagement Resources from OBE WL](#)

Teacher & Principal Evaluation System - Required Notices

Onondaga CSD will ensure that all teachers and principals are evaluated pursuant to the LEA's currently approved APPR plan (or, for charter schools, the school's charter), including any variance applications approved by the Department. Onondaga CSD will continue to evaluate teachers and principals using the approved APPR plan.

Certification, Incidental Teaching, & Substitute Teaching - Required Notices

Onondaga CSD will ensure that all teachers hold valid and appropriate certificates for their teaching assignments except where otherwise allowable under the Commissioner's regulations (e.g.: incidental teaching) or Education Law. Onondaga CSD will continue to ensure all teachers hold valid and appropriate certificates for their teaching assignment except where otherwise allowable under the Commissioner's regulations (e.g.: incidental teaching) or Education Law.

Public Employer Communicable Disease Plan for Onondaga Central School District



Date of approved plan: March 23, 2021

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Promulgation

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

This plan has been developed with the input of the Onondaga's Teachers' Association, the Onondaga Administrators' Association, and the Onondaga Non-Instructional Staff, as required by the amended New York State Labor Law.

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

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below. As the authorized official of Onondaga Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs K, L and M of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: _____

By: _____

Signature:

Title: Superintendent of Schools

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

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

Scope

This plan was developed exclusively for and is applicable to Onondaga CSD. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

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

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use CDC Guidance for Keeping Workplaces, Schools, Homes and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom.

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- After returning from a public outing
- After touching/disposing of garbage
- After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

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

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

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

Concept of Operations

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

Upon the determination of implementing this plan, all employees and contractors of Onondaga CSD shall be notified by emails and texts, with details provided as possible and necessary, with additional information and updates provided on a regular basis. All collective bargaining units, members of the community and members of the Board of Education will be notified of pertinent

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operational changes by way of public meeting and posting on the school district website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. Rob Price, Superintendent of Schools, will maintain communications with the public and constituents as needed throughout the implementation of this plan.

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

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

Mission Essential Functions

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

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Onondaga CSD

Onondaga CSD has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

The mission essential functions for Onondaga CSD have been identified as:

- Information Technology: Providing all hardware and software for the District. Maintaining the District's computer network and communication systems.
- Instructional Program: Providing educational opportunities for all Onondaga CSD students, consistent with State and Federal Laws and/or Regulations.
- Food Service: Providing meals for students consistent with State and Federal Laws and/or Regulations.
- Transportation: Providing delivery of meals and instructional materials consistent with State and Federal Laws and/or Regulations.
- Maintenance & Custodial: Properly maintain the buildings and grounds consistent with State and Federal Laws and/or Regulations.
- Administration & Clerical Operations: Coordination and support for Information Technology, Instruction, Food Service, Transportation, and Maintenance & Custodial Operations, consistent with State and Federal Laws and/or Regulations.

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Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section. The expectation is that those employees who are not on-site will be working remotely, if the work responsibilities associated with that employee's position are able to be met, either practically or legally, while working remotely.

- One of the following: the Superintendent of Schools, or the School Business Administrator. This position is necessary to ensure proper administrative oversight of districtwide administrative functions.
- One (1) of the following: the Junior/Senior High School Principal, or the Junior/Senior High School Assistant Principal. This position is necessary to ensure proper administrative oversight of Junior/Senior High School functions.
- One (1) of the following: the Elementary School Principal, or the Director Special Education Services. This position is necessary to ensure proper administrative oversight of Elementary School functions.
- One (1) of the following: the Secretary to the Superintendent, Personnel Specialist, Treasurer, or Accounts Payable. This position is necessary to provide on sight clerical support for districtwide administrative functions.
- One (1) Secretarial Staff Member at each of the Elementary Schools. This position is necessary to provide on sight clerical support for Elementary School administrative/instructional functions.
- One (1) Secretarial Staff Members at the Junior/Senior High School. This position is necessary to provide on sight clerical support for Junior/Senior High School administrative/instructional functions.
- The Technology Coordinator. This position is necessary to ensure the continuing operations of our technology infrastructure.
- The LAN Tech. This position is necessary to ensure the continuing operations of our technology infrastructure.
- The Director of Facilities. This positional is necessary to ensure that our physical plant is properly maintained and remains operational.
- The Building Maintenance Mechanic. This positional is necessary to ensure that our physical plant is properly maintained and remains operational.
- The Groundskeeper/Maintenance Helper. This positional is necessary to ensure that our physical plant is properly maintained and remains operational.
- The Junior/Senior High School Head Custodian. This positional is necessary to ensure that our physical plant is properly maintained and remains operational.
- The Rockwell Elementary School Head Custodian. This positional is necessary to ensure that our physical plant is properly maintained and remains operational.
- Two (2) Elementary School Custodians. This positional is necessary to ensure that our physical plant is properly maintained and remains operational at each Elementary Building.
- One (1) Junior/Senior High School Custodian. This positional is necessary to ensure that our physical plant is properly maintained and remains operational.
- The Bus Dispatcher. This position is necessary, only if there is a need to provide logistical support for the distribution of instructional materials and meals.
- The Head Mechanic. This position is necessary to ensure that our fleet of buses remains operational.
- Two (2) Couriers. These positions are necessary only if there is a need to distribute instructional materials and meals.

Reducing Risk through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely.
2. Approval and assignment of remote work.
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop.
 - b. Necessary peripherals.
 - c. Access to VPN and/or secure network drives.
 - d. Access to software and databases necessary to perform their duties.
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff.

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- During normal work days, Non-Essential employees shall either work from home, or shall be placed in on-call status.
- During normal work days, Non-Essential employees shall complete a Daily Work Log detailing an appropriate number of hours of work, or indicating on-call status from 7:30am-3:00pm.
- During normal work days, in lieu of completing a Daily Work Log, Non-Essential employees may use available leave time (i.e.: personal/family illness days, personal days, etc.), provided they properly notify the appropriate supervisor.
- While on-call, Non-Essential employees shall be available to work. On those occasions when they are called on to work, their status will change from Non-Essential to Essential, and they will be expected to report to the school campus in a reasonable amount of time.
- Non-Essential on-call employees who are called on to work, shall be called on to perform duties associated with their job titles.
- Daily Work Logs must be turned in by the end of the day Monday for the previous week.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Onondaga CSD will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Positions for which work hours will be staggered:

- Essential employees shall report to work as scheduled by their supervisor.

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- Essential employees may work from home, if practical, with permission from their supervisor.
- Essential employees may use available leave time (i.e.: personal/family illness days, personal days, etc.), provided they properly notify the appropriate supervisor.

Personal Protective Equipment

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

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

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

Protocols for providing PPE include the following:

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

PPE Procurement, Storage and Distribution Process:

Various groups within the District were surveyed (Administration, Nurses, Teaching Staff, Special Ed, Custodial/Maintenance, Transportation) to determine PPE needs. Based on the survey a 12 weeks supply of PPE (Masks, Face Shields, Gloves, Disposable gowns, Cleaning Supplies used to sanitize surfaces as well as soaps and hand sanitizer) was ordered directly with vendors as well as through OCM BOCES regional purchasing process. PPE Vendors/Suppliers contract information is maintained by the District Business Office. Emergency procurement of PPE will be handled by the District Business Office and Onondaga CSD. The 12 week supply of PPE that has been received in the Elementary School will be monitored, maintained and issued, upon request, by the Nurse and will be stored/secured within the Nurse's Office. The 12 week supply of PPE that has been received in the Junior Senior High School will be monitored, maintained and issued, upon request, by the Custodial Supervisor and Nurse. The PPE will be stored/secured within the Custodial Office and various secured storage rooms.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):

1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Superintendent of Onondaga CSD, their designee, or their successor is responsible for decision-making in these circumstances and is responsible for ensuring these protocols are followed
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.

. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.

- a. In-person interactions with the subject employee or contractor will be limited as much as possible.
- b. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
- d. If at any time they exhibit symptoms, refer to item B below.
- e. Superintendent of Onondaga CSD, their designee, or their successor is responsible for the decision-maker in these circumstances and who is responsible for ensuring these protocols are followed.

Item 2 above may not apply if the public employer is not considered critical infrastructure. Additional information can be found here.

- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. Onondaga CSD will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness,

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qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.

5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
6. Superintendent of Onondaga CSD, their designee, or their successor, is responsible for the decision-maker in these circumstances and who is responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
 1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted.

If an employee or contractor is confirmed to have the disease in question, School District Administrators shall inform all contacts of their possible exposure.

Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. School District Administrators are responsible for decision-maker in these circumstances and who is responsible for ensuring these protocols are followed

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

Cleaning and Disinfecting

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

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. The School Business Administrator is responsible for decision-maker in these circumstances and is responsible for ensuring these protocols are followed
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.

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4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee Leave

Onondaga CSD will provide employee leave to receive testing, treatment, isolation, or quarantine as required under applicable and as required under applicable collective bargaining agreements.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

This information may be used by Onondaga CSD to support contact tracing within the organization and may be shared with local public health officials.

- During normal work days, Non-Essential employees shall complete a Daily Work Log detailing an appropriate number of hours of work, or indicating on-call status from 7:30am-3:00pm.
- During normal work days, in lieu of completing a Daily Work Log, Non-Essential employees may use available leave time (i.e.: personal/family illness days, personal days, etc.), provided
- Non-Essential on-call employees who are called on to work, shall be called on to perform duties associated with their job titles.
- Daily Work Logs must be turned in by the end of the day Monday for the previous week.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Onondaga CSD essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Onondaga CSD will coordinate with the Onondaga County Emergency Management Office to help identify and arrange for these housing needs. Superintendent of Onondaga CSD, their designee, or their successor will coordinate this.

School Resource Officer Agreement

This Agreement is made as of the 24th day of June 2025, by and between the **Village of Marcellus**, a municipal corporation situated in the County of Onondaga, State of New York, whose principal address is 6 Slocombe Avenue, Marcellus, New York 13108, hereinafter also referred to as the “Village”; and the **Onondaga Central School District** of the Towns of Marcellus, Lafayette, Onondaga, and Otisco, County of Onondaga and State of New York, whose principal address is South Onondaga Road, Nedrow, New York 13120; hereinafter referred also to as the “School District.”

WHEREAS, Article 5–G of the New York State’s General Municipal Law (“GML”), provides the authority for “municipal corporations” to enter into agreements for the performance between themselves, or one for the other, of their respective functions, powers and duties on a cooperative contract basis; and

WHEREAS, the School District and Village are both “municipal corporations” as that term is defined by GML §119-n(a); and

WHEREAS, the School District and Village have determined that it is in their mutual best interests to enter into this Agreement to provide for the assignment of officers of the Marcellus Police Department to serve as School Resource Officers in the School District.

WHEREAS this agreement is adopted pursuant to New York State Education Law &
2801-a (10) (2019).

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. General Terms and Conditions

The Village and School District enter into this School Resource Officer Agreement for the purpose of placing Village law enforcement officers on site at the School District to serve as School Resource Officers (“SROs”).

The SRO assignment is a daytime assignment, Monday through Friday, eight (8) hours per day, per officer. The Village will assign SROs to the School District according to a mutually agreeable schedule, in accordance with the terms set forth herein.

The work site to which an SRO is assigned shall include the grounds and any associated buildings on that campus.

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The Village agrees that services rendered under this Agreement will be in compliance with applicable federal, state, or local laws, rules, regulations, including but not limited to, applicable regulations of the Commissioner of Education.

The Village, as the employer, shall have primary responsibility for obtaining employment waivers, as needed, from appropriate agencies, for School Resource Officers who are retirees of a New York State Public Pension System. The School District shall collaborate and cooperate fully with the Village's efforts to obtain such waivers

2. SRO Program Objectives

The objectives of the School Resource Officer program are to:

- Provide a police presence in the School District to promote and provide an atmosphere of enhanced school safety for faculty, staff, students and school visitors.
- Provide a resource to students, teachers, school administrators and parents, so as to:
 - Increase student awareness about crime prevention, internet safety, conflict resolution, violence prevention, restorative justice and peer mediation; and
 - Increase school faculty and staff awareness about policies and procedures for preventing/responding to incidents of violence and other threats to school safety.
- Facilitate crime prevention and security consultation.
- Build lines of communication and promote positive attitudes between students and the School District, the SRO and the Marcellus Police Department.
- Provide a confidential, if appropriate, counseling resource to students who may be experiencing a variety of school, family, or social problems.
- Pro-actively address problems and pressures as they relate to students before such problems manifest into socially and legally unacceptable behavior. These problems may involve the use of alcohol, drugs, and tobacco. They may also involve peer pressure, gang activity, and sexual activity.
- Provide a positive role model to the students; and
- Provide education in Law Enforcement, as requested and appropriate.

3. Qualifications of Resource Officers

The SRO shall be an employee of the Marcellus Police Department ("MPD") and shall be subject to the administrative, supervision and control of the MPD. All individuals

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performing services under this Agreement shall be and always remain properly licensed and/or credentialed in accordance with applicable law to perform services in accordance with this Agreement. Upon request, copies of any such license or credential(s) shall be made available to the School District by the Village. If at any time during this Agreement, the license and/or required credential of any individual providing services is revoked, terminated, suspended or otherwise impaired, the Village shall prohibit such individual from performing services and immediately notify the School District. The SRO shall complete the New York State School Resource Officers Basic 40-hour School Resource Officer course or its equivalent. The School District reserves the right, at its sole discretion, to reject any individual from performing services which it reasonably believes is inappropriate for any reason. In such instances, the School District shall give the Village a reasonable amount of time to provide an alternative SRO.

4. Fingerprinting and Criminal Clearance

The Village agrees to use the best efforts to cooperate with the School District to have any individuals providing services who will have direct contact with students on School District premises to furnish fingerprints and submit to a criminal background check and clearance by the State Education Department's Office of School Personnel Review and Accountability (OSPRA) prior to performing services. These best efforts may include, but are not necessarily limited, to completing paperwork and filing such paperwork with an appropriate agency, *e.g., IdentiGo*, for the purpose of submitting fingerprints for criminal clearance. The School District shall be solely responsible for any costs associated with the required fingerprinting and criminal clearance.

5. Specific Responsibilities of the Marcellus Police Department ("MPD")

In addition to any other responsibilities of the Marcellus Police Department set forth in this Agreement, the Marcellus Police Department will:

- Ensure that each SRO spends at least ninety percent (90%) of on-duty time in or around the School District to which s/he is assigned.
- Design appropriate verification forms to be signed by authorized Marcellus Police Department personnel to provide auditable proof of time spent in the School District;
- Cooperate with the School District to implement the SRO Program with the least possible disruption to the educational process.
- Work collaboratively with the School District in any decision concerning assignment or removal of an SRO from their school; and
- Notify the School District within 24 hours of the termination of the services of a SRO assigned to the School District.

6. **Specific Responsibilities of the School District**

In addition to any responsibilities of the School District set forth in this Agreement, the School District will:

- Designate a School District building Principal who shall serve as the building-level school representative for the SRO program.
- Provide designated SROs with full access to its school facilities, personnel and students.
- Ensure that school personnel, school board members, students and parents are informed of the duties and presence of SROs in the School District.
- Provide time and appropriate office space for SROs to conduct approved staff, student and parent training; and
- Provide space for SROs to store instructional materials and perform necessary tasks directly related to the SRO program

7. **Information Sharing**

The School District will share relevant information about school safety issues with the SRO including, but not limited to:

- Copies of School District and building safety/crisis plans.
- Codes of conduct.
- Disciplinary policies including suspension/expulsion procedures.
- Uniform violent incident reports in accordance with New York State Education Law, Safe Schools against Violence in Education Act; The Dignity for all Students Act; and
- Reports pertaining to alleged incidents of Child Abuse in an Educational Setting.

The Marcellus Police SRO will share relevant information about school safety issues with the School District including, but not limited to:

- The SRO's monthly activity, **excluding police prohibitive materials, (e.g., juvenile arrests made off the school property, identifying information about victims of sexual abuse when the abuse does not occur on school property) etc.)**
- Any necessary interventions/referrals to service providers arising from incidents/reports received on school property, (e.g., suicide prevention, drug or alcohol abuse, reports of sexual abuse etc);

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- Any information pertinent to school safety and/or safety of individuals on school property; and
- Any training or educational opportunities for SROs or School District representatives relative to school safety.

8. Specific Duties of School Resource Officers (SROs)

In addition to any other duties set forth in this Agreement, each SRO assigned to the School District shall provide services that meet the program objectives, including, but not limited to the following:

- Patrol and observe all areas of the school building(s) and grounds.
- Be visible and available to the students, faculty, and administration.
- Keep the peace and help maintain a safe and orderly school community.
- Develop and maintain a positive and open relationship with students, faculty and parents.
- Present educational programs to students in conflict resolution, restorative justice, crime awareness and anger management.
- Present educational programs to school employees, parents and school board members.
- Build relationships by being a liaison between the Marcellus Police Department and the School District.
- Survey the needs of schools and address crime and disorder problems, gangs and drug activities affecting or occurring in or around the School District's school(s).
- Assist schools with security concerns and identify physical changes in the environment that may reduce crime in or around the school.
- Develop or expand crime prevention efforts for students.
- Educate potential school-age victims in crime prevention and safety.
- Develop or expand community justice initiatives for students.
- Assist in developing school policy that addresses crime and recommend procedural changes where appropriate.
- Assist schools in meeting requirements mandated by New York State Law.

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- Take appropriate law enforcement action with regard to any criminal activities that he/she observes or that are reported directly to him/her.
 - Investigate other emergency situations and summon aid and assistance as needed (e.g., fire department, ambulance, etc.);
 - Attend after school activities that are open to all students such as sports games, dances, etc., if requested by the School Principal or Superintendent. This applies only to activities held on the assigned campus.
 - District camera monitoring, review, and proper placement for coverage.
 - Participate in School District safety meetings.
 - Provide security suggestions and training for the transportation department and bus drivers.
 - Maintain contact with the Justice Center Intelligence Group for gang related information;
 - Conduct threat assessments of students prone to violence; and
 - Assist school social workers and psychologists with distraught students
-
- In addition, the following provisions shall apply to the SRO: The SRO may enforce school rules; however, the SRO shall not act as a school disciplinarian. Matters of school discipline shall be referred to the appropriate building principal.
 - The SRO shall be prohibited from detaining or questioning students about their immigration status.
 - The SRO shall comply with all applicable laws, regulations, New York State Education Department (“NYSED”) Guidance, and School District policies regarding corporal punishment of students and the use of physical restraints on students. Corporal punishment, meaning any act of physical force upon a student for the purpose of punishing that student, shall be prohibited. Physical restraint shall only be used in situations in where immediate intervention involving the use of reasonable physical force is necessary to prevent imminent danger of serious physical harm to the student or others. The use of a prone restraint, meaning a physical or mechanical restraint while the student is in the face down position, is strictly prohibited. Physical restraint must be discontinued as soon as imminent danger of serious physical injury is over and may not be used in a manner that restricts a student ability to breathe or communicate or otherwise harms the student. This section shall not apply when a student is under arrest, in which case the SRO is acting in the capacity of law enforcement and may use handcuffs as necessary for the safety of the student and others.

9. Supervisory Authority; Uniform Equipment; Communications/Notifications; Assignment Specifications

SROs assigned to the School District are under the direct supervision of the command officers of the Marcellus Police Department for police related matters.

10. Program Evaluation

The School District will provide timely evaluations to the Marcellus Police Department to ensure that the required progress reports can be completed in an efficient and timely manner. Evaluation instruments for completion by selected students, school staff, school administrators, and community members will be developed collaboratively to ensure objective evaluation criteria are used.

11. Fees

The School District agrees to pay the Village for three (3) part-time School Resource Officers, including related costs (supervision of three SROs) incurred by the Village in making these available to the School District, as follows:

The three (3) SROs will be assigned to the School District for a period of approximately one hundred eighty-six (186) days for a minimum of eight (8) hours each day, at a rate of pay of \$56,544.00 per SRO, per school year per SRO (SRO will be paid bi-weekly throughout the school year), plus reimbursement to the Village for the Village's expenses for FICA, Medicare, Workers' Compensation, mandatory employer contributions to a public retirement system, and other mandated employer payments or contributions made on behalf of these employees. An SRO is entitled to ten (10) personal/sick days throughout the school year, paid at a rate of \$38.00 per hour and \$304.00 per day.

In the event that school is closed on one of the designated instructional days, (for example because of a snow day or closures due to an infectious disease outbreak), the OCS SRO would be available to the Marcellus Police Department for that day.

The School District may contract for additional service days beyond the required one hundred eighty-six (186) days at the per diem rate.

Additional expenses (meals, tolls, travel, etc.) may be incurred, for training, schools, seminars or additional services, at the agreed-upon reimbursement and rate, with authorization from the Superintendent of Schools. The School District agrees to pay the Village Five Thousand Dollars (\$5000.00) for three (supervised) SROs annually. This fee is for on-going law enforcement in-service training, logistical support (including access to law enforcement databases) and the supervision of the SROs.

When the SRO works an after-school activity, such as sporting events, dances, etc., for the School District, the SRO will receive a rate of pay of forty-five dollars (\$45.00) per hour. It is understood and agreed that time spent by the SRO attending juvenile court and/or other work related activities not during regular work hours as an SRO shall be considered as hours worked under this agreement.

Any Police Officer or Special Patrol Officer/School Resource Officer who is currently employed with the Marcellus Police Department and works as a substitute School

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Resource Officer or as security will be compensated at a rate of forty-five dollars, (\$45.00) per hour. This will include work performed during regular school hours as well as after school hours for school related activities.

The Marcellus Police Department will design appropriate verification forms which will be made available to authorized School District personnel for auditable proof of services performed for the School District. The School District will be invoiced monthly for actual costs incurred by the Village in accordance with this Agreement. The School District agrees to pay the SRO Salaries, plus all associated expenses, in advance of each month worked.

The School District shall reimburse the Village for the cost of the following items of equipment and training, required for the assigned SRO to the School District:

Firearm	\$600
Coat	\$225
Shirts (3)	\$200
Pants (2)	\$120
Belt	\$ 70
Holster	\$170
Baton	\$120
Baton Holder	\$ 40
Handcuffs	\$ 35
Handcuff Case	\$ 35
OC Spray	\$ 45
OC Case	\$ 30
Cell Phone	\$400
Footwear	\$150
Hat	\$ 15
Ammunition	\$340
Badge/wallet	\$185
<u>SRO Training</u>	<u>\$700</u>
Total	\$ 3480 (per officer)

All items of equipment listed above shall remain the property of the Village of Marcellus Police Department. The School District agrees to provide each SRO with two pairs of pants, three shirts and one pair of footwear annually.

It is further expressly agreed and understood by the parties, however, that the equipment expenses listed above include both recurring and non-recurring expenses. In particular, it is understood that the cost of providing consumable uniforms (coats, belts, etc.) and OC spray (if used or otherwise expended) to the part-time School Resource Officers placed by the Village on site at the School District is a potentially recurring expense to the Village. Therefore, the School District may be required to reimburse the Village for the same or similar expenses again in the future, insofar as this Agreement is renewed or extended by mutual Agreement of the parties after the expiration of the term set forth herein. It is further understood, however, that the cost to the Village of providing other durable items of equipment listed (firearms, holsters, belts, batons, baton holders, handcuffs, handcuff

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cases and OC cases) is a non-recurring expense to the Village, and therefore, these pieces of equipment shall continue to be made available to law enforcement officers placed by the Village as Resource Officers at the School District in the future, at no additional cost to the School District (other than replacement of worn items, or items damaged while performing their SRO duties) , insofar as this Agreement is renewed or extended by mutual Agreement of the parties after the expiration of the term set forth herein.

Except as otherwise provided herein, the Village agrees that the fees set forth herein are the exclusive fees for all services.

12. Village an Independent Contractor

The Village shall be providing services to the School District as an independent contractor, and any and all services performed by the Village and its employees or agents under this Agreement shall be performed in such capacity. None of the Village's employees, consultants, or agents shall hold him/herself out as, nor claim to be, an officer or employee of the School District, nor make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the School District, including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage, disability benefits, or retirement membership or credit. The Village shall not have or hold itself out as having the authority or power to bind or create liability for the School District by the Village's acts or omissions.

It is agreed by the Village and the School District that neither federal, state or local income taxes nor payroll taxes of any kind, including, but not limited to F.I.C.A. or F.U.T.A., will be withheld or paid by the School District on behalf of any Village employee, consultant, or agent. Said withholding and/or payments are to be made by the Village in compliance with all federal, state, and local laws, rules or regulations. The Village agrees to pay all applicable taxes, including income taxes, workers' compensation insurance, unemployment insurance payment, disability insurance payment, and/or any other payments that may be required under the laws, rules, or regulations of any government agency having jurisdiction over the Village or its relationship with the School District. The Village further agrees to indemnify and hold the School District harmless against any claim, cost, penalty, damage, or expense (including reasonable attorneys' fees) related to either parties nonpayment and/or underpayment of any such taxes or payments.

The School District acknowledges that it shall have no ability to control the manner, means, details or methods by which the Village or its agents perform services under this Agreement except as provided herein and as required by federal, state, or local laws, rules, and regulations.

These provisions shall survive any expiration, termination, or non-renewal of this Agreement.

13. Term of the Agreement

The term of this Agreement is one school year, commencing on or about September 1, 2025, and ending June 30, 2026.

14. Termination

Either party may terminate this Agreement, at any time, for any reason, by providing thirty (30) days written notice to the other party.

15. Extension or Renewal

Negotiations for a new contract will begin during the month of March 2025. The School District will be responsible for initiating such negotiations.

16. Reciprocal Indemnification

The Village shall indemnify and hold harmless the School District from and against any and all losses, damages, judgments, claims, causes of action, costs, expenses, and other liabilities (collectively, “Liabilities”) to the extent such Liabilities arise from the acts or omissions or those reasonably assumed of the Village, its officers, employees, agents and representatives.

The School District shall indemnify and hold harmless the Village from and against any and all losses, damages, judgments, claims, causes of action, costs, expenses, and other liabilities (collectively, “Liabilities”) to the extent such Liabilities arise from the acts or omissions or those reasonably assumed of the School District, its officers, employees, agents and representatives.

17. Controlling Law

This Agreement shall be interpreted pursuant to the laws of the State of New York, without regard to New York’s conflict of laws provision.

18. Assignment

This Agreement may not be assigned by either party.

19. Interpretation

The language of all parts of this Agreement in all cases shall be construed as a whole, according to its fair meaning, and not strictly for or against any party, regardless of who drafted it.

20. Waiver

The failure of any party to insist on the strict performance of any provision of this Agreement or to exercise any right under this Agreement shall not constitute a waiver of

such provisions or right. A waiver is effective only if in writing and signed and delivered by the waiving party.

21. Mutual Covenants

The undersigned representatives of the two contracting parties, in signing, hereby represent that they are authorized and empowered by their respective Boards (as applicable) to enter into this Agreement. Consent to the terms of this Agreement is signified by the signatures below. Further, the signature of the Chief of Police for the Village of Marcellus Police Department certifies that the SROs deployed into the School District will spend at least Ninety percent (90%) of their time in and around primary or secondary schools and that the Police Department will fulfill its responsibilities as specified in this Agreement.

22. Data Privacy and Security

- a. Protection of Confidential Data. The Village of Marcellus and Marcellus Police Department shall provide the contracted services in a manner which protects Student Data (as defined by 8 NYCRR 121.1(q)) and Teacher or Principal Data (as defined by 8 NYCRR 121.1(r)) (hereinafter “Confidential Data”) in accordance with the requirements articulated under Federal, New York State and local laws and regulations, including but not limited to Education Law Section 2-d and the associated regulations (8 NYCRR Part 121).
- b. Data Breach. In the event that Confidential Data is accessed or obtained by an unauthorized individual due to the Village’s or the SRO’s acts or omissions, the Village shall provide notification to the School District without unreasonable delay and not more than seven calendar days after the discovery of such breach. The Village shall follow the following process:
 - i. The security breach notification shall be clear, concise, use language that is plain and easy to understand, and to the extent available, shall include: a brief description of the breach or unauthorized release; the dates of the incident in the date of discovery; a description of the types of Confidential Data affected; an estimate of the number of records affected; a brief description of the Village’s investigation or plan to investigate; and contact information for representatives who can assist the School District with additional questions.
 - ii. Where a breach or unauthorized release of Confidential Data is a result of the Village’s or the SRO’s acts or omissions, the Village shall pay for or promptly reimburse the School District for the cost of notification to parents and eligible students of the breach.

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- c. 2-d Addenda. The following addenda attached hereto shall be incorporated into the Agreement, and shall supersede any inconsistent provisions in the Agreement:
- i. Addendum A: School District's Parents' Bill of Rights for Data Privacy and Security
 - ii. Addendum B: Supplemental Information Addendum
 - iii. Addendum C: Third-Party Data Security and Privacy Plan

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

VILLAGE OF MARCELLUS

MAYOR

SEAL

VILLAGE OF MARCELLUS

CHIEF OF POLICE

ONONDAGA CENTRAL SCHOOL DISTRICT

SEAL

SUPERINTENDANT OF SCHOOLS

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STATE OF NEW YORK)
) ss.:
COUNTY OF ONONDAGA)

On the ____ day of _____, 2025, before me personally came _____, to me known who, being by me duly sworn, did depose and say that he resides at _____, that he is the **Mayor of the Village of Marcellus** of Onondaga County, New York, the corporation mentioned in, and which executed, the foregoing instrument; that he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Trustees of said corporation; and that he/she signed his/her name thereto by like order.

Notary Public

STATE OF NEW YORK)
) ss.:
COUNTY OF ONONDAGA)

On the ____ day of _____, 2025, before me personally came _____, to me known who, being by me duly sworn, did depose and say that he resides at _____, that he is the **Chief of Police of the Village of Marcellus** of Onondaga County, New York, the corporation mentioned in, and which executed, the foregoing instrument; that he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Trustees of said corporation; and that he/she signed his/her name thereto by like order.

Notary Public

STATE OF NEW YORK)

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) ss.:

COUNTY OF ONONDAGA)

On the _____ day of _____, 2025, before me personally came _____, to me known who, being by me duly sworn, did depose and say that he resides at _____, that he/she is the **Superintendent of the Onondaga Central School District** of Onondaga County, New York, the School District described in and which executed the foregoing instrument, and it was executed pursuant to authorization granted by the Board of Education.

Notary Public

ADDENDUM A

SCHOOL DISTRICT'S PARENTS BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

Parents (includes legal guardians or persons in parental relationships) and Eligible Students (student 18 years and older) can expect the following:

1. A student's personally identifiable information (PII) cannot be sold or released for any commercial purpose. PII, as defined by Education Law § 2-d and FERPA, includes direct identifiers such as a student's name or identification number, parent's name, or address; and indirect identifiers such as a student's date of birth, which when linked to or combined with other information can be used to distinguish or trace a student's identity. Please see FERPA's regulations at 34 CFR 99.3 for a more complete definition.
2. The right to inspect and review the complete contents of the student's education record stored or maintained by an educational agency. This right may not apply to parents of an Eligible Student.
3. State and federal laws such as Education Law § 2-d; the Commissioner of Education's Regulations at 8 NYCRR Part 121, the Family Educational Rights and Privacy Act ("FERPA") at 12 U.S.C. 1232g (34 CFR Part 99); Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6502 (16 CFR Part 312); Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h (34 CFR Part 98); the Individuals with Disabilities Education Act ("IDEA") at 20 U.S.C. 1400 et seq. (34 CFR Part 300); protect the confidentiality of a student's identifiable information.
4. Safeguards associated with industry standards and best practices including but not limited to encryption, firewalls and password protection must be in place when student PII is stored or transferred.

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5. A complete list of all student data elements collected by NYSED is available at <http://www.nysed.gov/data-privacy-security/student-data-inventory> and by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
6. The right to have complaints about possible breaches and unauthorized disclosures of PII addressed. Complaints may be submitted to NYSED at <http://www.nysed.gov/data-privacysecurity/report-improper-disclosure>, by mail to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; by email to privacy@nysed.gov; or by telephone at 518-474- 0937.
7. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs.
8. Educational agency workers that handle PII will receive training on applicable state and federal laws, policies, and safeguards associated with industry standards and best practices that protect PII.
9. Educational agency contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements.

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ADDENDUM B

SUPPLEMENTAL INFORMATION ADDENDUM

1. **EXCLUSIVE PURPOSES FOR DATA USE**: The exclusive purposes for which “student data” or “teacher or principal data” (as those terms are defined in Education Law Section 2-d and collectively referred to as the “Confidential Data”) will be used by the Village of Marcellus (the “Contractor”) are limited to the purposes authorized in the contract between the Contractor and Onondaga Central School District (the “School District”) dated June 24, 2025 (the “Contract”).
2. **SUBCONTRACTOR OVERSIGHT DETAILS**: The Contractor will ensure that any subcontractors, or other authorized persons or entities to whom the Contractor will disclose the Confidential Data, if any, are contractually required to abide by all applicable data protection and security requirements, including but not limited to, those outlined in applicable State and Federal laws and regulations (e.g., Family Educational Rights and Privacy Act (“FERPA”); Education Law § 2-d; 8 NYCRR § 121).
3. **CONTRACT PRACTICES**: The Contract commences and expires on the dates set forth in the Contract, unless earlier terminated or renewed pursuant to the terms of the Contract. On or before the date the Contract expires, protected data will be exported to the School District in format and/or destroyed by the Contractor as directed by the School District.
4. **DATA ACCURACY/CORRECTION PRACTICES**: A parent or eligible student can challenge the accuracy of any “education record,” as that term is defined in the FERPA, stored by the School District in a Contractor’s product and/or service by following the School District’s procedure for requesting the amendment of education records under the FERPA. Teachers and principals may be able to challenge the accuracy of APPR data stored by School District in Contractor’s product and/or service by following the appeal procedure in the School District’s APPR Plan. Unless otherwise required above or by other applicable law, challenges to the accuracy of the Confidential Data shall not be permitted.
5. **SECURITY PRACTICES**: Confidential Data provided to Contractor by the School District will be stored physically in the Office of the SRO at the School District and/or electronically on the School District’s computer system. The measures that Contractor takes to protect Confidential Data will align with the NIST Cybersecurity Framework, including but not necessarily limited to, disk encryption, file encryption, firewalls, and password protection.
6. **ENCRYPTION PRACTICES**: The Contractor will apply encryption to the Confidential Data while in motion and at rest at least to the extent required by Education Law Section 2-d and other applicable law.

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ADDENDUM C
THIRD-PARTY DATA SECURITY AND PRIVACY PLAN

WHEREAS, the Onondaga Central School District (hereinafter “School District”) and the Village of Marcellus (“Contractor”) entered into an agreement dated June 24, 2025, (hereinafter “Agreement”) for the provision of School Resource Officer services (hereinafter “Services”).

WHEREAS, pursuant to the requirements under 8 NYCRR § 121, Contractor maintains the data security and privacy plan described herein in connection with the Services provided to the School District.

1. During the term of the Agreement, Contractor will implement all state, federal and local data security and privacy requirements, consistent with the School District's Data Security and Privacy Policy in the following way(s):

As a local government entity, Contractor actively works to maintain compliance with various data security and privacy requirements, and will comply with the School District's Data Security and Privacy Policy when accessing and/or transmitting student data.

2. Contractor has in place the following administrative, operational and technical safeguards and practices to protect personally identifiable information that it will receive under the Agreement:

Contractor will not receive or store any personally identifiable information on Village network resources. Contractor agrees to only access the School District's Student Management System through a District device on the District's computer network. Contractor agrees to only use the District-provided email address to communicate electronically regarding District matters in the course of providing School Resource Officer Services. Contractor agrees to comply with the District's Data Security and Privacy Policy when accessing the District's computer system.

3. Contractor shall comply with 8 NYCRR § 121 in that it acknowledges that it has reviewed the School District's Parents Bill of Rights for Data Privacy and Security and will comply with same.

- a. Contractor will use the student data or teacher or principal data only for the exclusive purposes defined in the Agreement.
- b. Contractor will ensure that the subcontractor(s) or other authorized persons or entities to whom Contractor will disclose the student data or teacher and principal data, if any, will abide by all applicable data protection and security requirements as described in the “Supplemental Information” appended to the

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Agreement.

- c. At the end of the term of the Agreement, Contractor will destroy, transition or return, at the direction of the School District, all student data and all teacher and principal data in accordance with the “Supplemental Information” appended to the Agreement.
- d. Student data and teacher and principal data will be stored in accordance with the “Supplemental Information” appended to the Agreement.
- e. Student data and teacher and principal data in motion and at rest will be protected using an encryption method that meets the standards described in 8 NYCRR 121.

4. Prior to receiving access to student data and/or teacher and principal data, officer(s) and employee(s) of Contractor and any assignees who will have access to student data or teacher or principal data shall receive training on the federal and state laws governing confidentiality of such data. Such training shall be provided as follows:

The School Resource Officer shall receive training from the School District at the start of the school year.

5. Subcontractors: *Contractor shall not utilize sub-contractors.*

6. Contractor has the following procedures, plans or protocols in place to manage data security and privacy incidents that implicate personally identifiable information:

Contractor maintains various IT security policies and plans, including but not limited to a data breach notification policy. Such procedures, plans or protocols, at a minimum, specify plans to identify breaches and unauthorized disclosures, and to promptly notify the School District. Contractor does not currently intend to receive or store any school district- related PII on Village network resources.

7. Termination of Agreement.

To the extent Contractor receives or stores PII, within 30 days of termination or expiration of the agreement without renewal, Contractor shall delete or destroy all student personally identifiable information in its possession.

8. In the event of a conflict between the terms of this Data Security and Privacy Plan and the terms of the Agreement, the terms of this Data Security and Privacy Plan shall control. All of the defined terms in the Agreement shall have the same definitions in the Data Security and Privacy Plan, unless otherwise defined herein. Except as expressly set forth in this Data Security and

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Privacy Plan, the terms and conditions of the Agreement shall remain unmodified and in full force and effect.

Workplace Violence Plan

This program is known as the Onondaga Central School District Workplace Violence Prevention Program and has been developed to comply with Code Rule 800.6, "Public Employer Workplace Violence Prevention Programs", of the New York State Labor Law.

[Purpose and Intent](#)

[Application](#)

[Employee Involvement](#)

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[Workplace Violence Prevention Program](#)

[Risk Evaluation and Determination](#)

[Response Plans](#)

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[Employee Training](#)

[Program Review](#)

[Confidentiality and Privacy Concern Cases](#)

[Conclusion](#)

PURPOSE AND INTENT

The purpose of this program is to prevent and minimize the hazards of workplace violence to employees of the Onondaga Central School District and enables the district to evaluate the risk of potential violence, then design and implement protection programs to address those risks.

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APPLICATION

This program applies to all employees of the Onondaga Central School District, including teachers, administrators, support staff, and contractors.

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EMPLOYEE INVOLVEMENT

The Onondaga Central School District is committed to employee involvement in its Workplace Violence Prevention Program (the "Program"). Employees are encouraged to report any potential workplace violence hazards to their supervisor or another designated person as more specifically set forth below.

Employees also have the right to participate in the development and review of the Program.

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More specifically, the participation of Authorized Employee Representative(s) shall be included in:

- creating a school district policy statement;
- evaluating the school district physical environment;
- developing this workplace violence prevention program;
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents in the workplace; and
- reviewing the effectiveness of mitigating actions taken.

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DEFINITIONS

The terms below have the following meanings for the purposes of this program:

- **“Employee:”** Any person employed by the Onondaga Central School District, including teachers, administrators, support staff, and contractors.
- **“Authorized Employee Representative:”** An employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law.
- **“Imminent danger:”** Any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated.
- **“Serious physical harm:”** Physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Article 130 of the New York State Penal Law.
- **“Supervisor:”** Any person within the school district who has the authority to direct and control the work performance of an employee, or who has the authority to take corrective action regarding the violation of a law, rule or regulation to which an employee submits written notice.
- **“Workplace:”** Any location away from an employee’s domicile, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment by the school district.
- **“Workplace violence:”** Any physical assault or act of aggressive behavior occurring where an Onondaga Central School District employee performs any work-related duty in the course of his or her employment, including but not limited to:
 - An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
 - Any intentional display of force which would give an employee reason to fear or expect bodily harm;
 - Intentional and wrongful physical contact with a person without his or her consent that entails some injury;

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- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

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WORKPLACE VIOLENCE PREVENTION PROGRAM

This Onondaga Central School District Workplace Violence Prevention Program includes the following elements:

- District Workplace Violence Prevention Policy Statement- See Appendix I. This shall be posted where notices to employees are normally posted.
- Risk Evaluation and Determination: The Onondaga Central School District will conduct a risk evaluation to identify potential workplace violence hazards. The risk evaluation includes an examination of records, an assessment of relevant policies and work practices, and an evaluation of the physical environment.
- Prevention Methods: The Onondaga Central School District will implement a number of prevention methods to reduce the risk of workplace violence, including:
 - A workplace violence policy statement that is posted throughout the district and communicated to all employees;
 - Employee training on workplace violence prevention;
 - Security measures at all school facilities; and
 - A system for reporting and investigating workplace violence incidents.

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RISK EVALUATION AND DETERMINATION

On an annual basis, the Onondaga Central School District shall:

1. Examine records including those compiled in the previous year that concern workplace violence incidents to identify patterns in the type and cause of injuries. Examples of records to be used:
 - a. Injury and illness documentation (SH 900, SH 900.1 and SH 900.2);
 - b. Workplace violence incident reports; and/or
 - c. Workers' compensation reports and disciplinary reports.
2. Assess policies, practices, and procedures that may impact the risk of workplace violence. Examples of what may be assessed:
 - a. Policies regarding sexual harassment;
 - b. Firearms policies; and/or
 - c. Work practices requiring work in public settings, including exchanging money with the public, working alone or in small numbers, and working with potentially violent clients.
3. Evaluate the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the Authorized Employee Representative(s).

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RESPONSE PLANS

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The Onondaga Central School District has a response plan in place to address workplace violence incidents and other related incidents. The response plan includes procedures for:

- Evacuating employees and students from a dangerous area;
- Notifying law enforcement and emergency medical services;
- Providing support to victims of workplace violence.

The Onondaga Central School District maintains safety plans/emergency response plans that include considerations for safety and health that meet all applicable federal, state, local laws, regulations and ordinances. [These can be found within the required notifications on our website.](#)

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PREVENTION METHODS

The following section provides a summary of the methods the Onondaga Central School District will use to try to prevent workplace violence incidents.

In situations where the hazard cannot be completely eliminated, the school district shall implement control measures to reduce the risk to employees. A hierarchy of controls to which this program shall adhere are as follows: engineering controls, work practice controls, and personal protective equipment.

- A. Engineering Controls reduce the hazard through substitution or design. *An example of an engineering control could be the installation of a physical barrier to protect employees from a member of the public (windows, deep counters).*

Engineering controls may not always be feasible. If engineering controls are not feasible, the school district will then consider work practice controls.

- B. Work Practice Controls reduce the hazard by changing organizational policies and procedures. *An example of a work practice control could be requiring check-in procedures and/or itineraries to account for employees who work alone and are not under the direct supervision of management.*
- C. Personal Protective Equipment: Personal equipment that may assist in preventing workplace violence. *An example of personal protective equipment could be arm guards to prevent biting injuries.*

Specific hazards will be identified and methods and means by which the school district shall address each specific hazard will be identified and assigned control measures consistent with the above.

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REPORTING

The Onondaga Central School District has created a reporting system that allows employees to report any workplace violence incidents that occur in the workplace. These reports will be in writing and will be maintained for the annual program review

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with the Authorized Employee Representative(s). The reporting system includes a [Workplace Violence Incident Reporting Form](#).

At a minimum, the Workplace Violence Incident Reporting Form will contain the following:

1. Workplace location where incident occurred;
2. Time of day/shift when incident occurred;
3. A detailed description of the incident, including events leading up to the incident and how the incident ended;
4. Names and job titles of involved employees;
5. Name or other identifier of other individual(s) involved;
6. Nature and extent of injuries arising from the incident; and
7. Names of witnesses.

[The school district's Workplace Violence Incident Reporting Form can be found here.](#)

Any employee or their Authorized Employee Representative who believes a serious violation of the employer's workplace violence protection program exists, or that a workplace violence Imminent Danger exists, shall bring such matter to the attention of their supervisor and report the incident via the school district's Workplace Violence Incident Reporting Form and the school district shall have a reasonable opportunity to correct such activity, policy or practice.

Any employee or their Authorized Employee Representative are encouraged to report any incident or circumstance they believe to be in violation of the Workplace Violence Plan, as such, they are protected from retaliation, threat or undue influence. Likewise, employees who subject an individual to not report an incident or circumstance may be found to be in violation of this plan.

Written notice is not required where workplace violence Imminent Danger exists to the safety of a specific employee and the employee reasonably believes in good faith that reporting to a supervisor would not result in corrective action.

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EMPLOYEE TRAINING

Training will be provided at the time of the employee's initial onboarding and annually thereafter. Information will be provided to affected employees whenever significant changes are made to this program.

At a minimum, Employee training shall include the following:

1. The requirements of the workplace violence regulations and the risk factors that were identified in the risk evaluation and determination;
2. Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented to protect

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employees, such as incident alert and notification procedures, appropriate work practices, emergency procedures and the use of security alarms and other devices;

3. The location of the written workplace violence prevention program and how to obtain a copy.

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PROGRAM REVIEW

The Onondaga Central School District will review and update its Workplace Violence Prevention Program on an annual basis with the Authorized Employee Representative(s). The review will include an assessment of the program's effectiveness and any necessary modifications.

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CONFIDENTIALITY AND PRIVACY CONCERNS

Confidentiality

The school district shall consider safety and security before considering disclosure of information related to workplace violence prevention. Examples of circumstances in which safety and security may preclude disclosure includes, but is not limited to, disclosure that would:

1. interfere with law enforcement investigations or judicial proceedings;
2. deprive a person of a right to a fair trial or impartial adjudication;
3. identify a confidential source or disclose confidential information relating to a criminal investigation;
4. reveal criminal investigative techniques or procedures, except routine techniques and procedures; or
5. endanger the life or safety of any person.

Privacy Concern Case

If a report is deemed a "privacy concern case," by the school district, the school district shall remove the name of the employee who was the victim of the workplace violence and enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name.

Privacy concern cases may include cases involving:

1. Injury or illness to an intimate body part or the reproductive system;
2. Injury or illness resulting from a sexual assault;
3. Mental illness;
4. HIV infection;
5. Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and

6. Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.

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CONCLUSION

The Onondaga Central School District Workplace Violence Prevention Program is designed to create a safe and healthy work environment for all employees. The program is based on the understanding that workplace violence is a serious problem that can be prevented. By working together, the Onondaga Central School District and its employees can create a workplace where everyone feels safe and respected.

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