



# DISTRICT WIDE Safety Plan

2023-2024  
School Year

Fallsburg Central School District  
Ivan J. Katz, Ed. D., Superintendent of Schools  
PO Box 124, 115 Brickman Road  
Fallsburg, NY 12733

Adopted by the Board of Education:



**The Fallsburg Central School District supports the SAVE legislation and has completed the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE through periodic additions and updates.**

## **Section I: General Considerations and Planning Guidelines**

### **A. Purpose**

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

### **B. Identification of School Teams**

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

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

Dr. Ivan Katz	Superintendent
Mr. Daniel Grecco	School Business Manager
Dr. Sally Sharkey	Assistant Superintendent for Curriculum and Instruction
Ms. Shana Bruestle	Jr./Sr. High School Principal
Ms. Mary Kate Stinehour	BCES Principal
Ms. Pamela Carr	BCES Assistant Principal
Mr. Steven Nilsen	JSHS Assistant Principal
Ms. Amanda Stevens	Dir. Of PE and Athletics
Mr. Jamie Dymond	Dir. of Technology
M	Dir. Of Facilities
Ms. Sarah Satz	Superintendent's Secretary
Officer Phillip Brooks	School Resource Officer
Officer Jacob Miller	School Resource Officer
Mr. Matthew Laspisa	Sullivan County Community College
Ms. Linda Kleingardner	Rolling V Transportation
Mr. Scott Schulte	Sullivan County Commissioner of Public Safety
Mr. Alex Rau	Sullivan County EMS Coordinator
Mr. John Hauschild	Sullivan County Fire Coordinator
Mr. Jack Halchak	Battalion Chief: Area 3
Mr. Gary Bowers	Sullivan BOCES
Mr. Charles Payne	Hurleyville Fire Department
Mr. Jordan Kozachuk	Fallsburg Fire Department
Mr. Nolan Akerley	Woodridge Fire Department
Mr. Dave Brundage	Woodbourne Fire Department
Mr. Mike Weiner	Board of Education Trustee

### **C. Concepts of Operations**

1. The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of

individual Building-level Emergency Response Plans to insure continuity of response throughout the district. Representatives from the building teams serve on the district team to further enhance communications between all teams.

2. In developing the district plan, we chose a cross-section of the school community to be part of the team. A needs assessment was done that included, data on discipline, local hazards, proximity to potential threats from outside, and weather related emergencies. In addition, we reviewed previous district plans as well as surveying plans from other districts.
3. In the event of an emergency or violent incident, the initial response to all emergencies at the individual school will be by the School Emergency Response Team. In the event of an emergency, communications protocols are established as follows:
  - a. The Building Emergency Response Team is activated to assess the emergency, plan and implement appropriate response strategies.
  - b. The Principal/Incident Commander will notify the Superintendent of the situation.
  - c. The Superintendent will notify the members of the District Crisis Management Team and other designated officials as deemed necessary.
  - d. Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
  - e. The Principal/Incident Commander will request the assistance of the Superintendent and The District Emergency Response Team in notifying outside agencies for additional assistance.
  - f. These agencies include, but are not limited to the Town of Fallsburg Police, Sullivan County Sheriff's Department, New York State Police, 911, and County Office of Emergency Management.
  - g. Response efforts may be supplemented by available County and State resources through existing protocols described in the contact processes included in the District's Emergency Response Plan.

#### **D. Plan review and public comment**

1. This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis. A copy of this plan will be available at the District Office and in each school building.
2. Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans will be adopted by the School Board following a public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.
3. While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6

of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

## **Section II: General Emergency Response Planning**

(The District-wide School Safety Plan is the framework for the Building-level Emergency Response Plan.)

### **A. Identification of sites of potential emergency, including:**

1. Each school will identify and locate areas of potential emergencies in and around their building.
2. The Director of Operations and Maintenance and head custodian will locate and map these sites.
3. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-offs. Representatives of Sullivan County BOCES and local fire department personnel have assisted in these efforts.
4. These locations will be listed in each school safety plan and placed in building maps supplied to police, fire, EMS, and district personnel. (See building Safety Plans)

Potentially dangerous sites will be checked regularly and inspected by safety personnel annually. They include but are not limited to:

#### **System Sites**

Electrical panels/shut off	Gas lines/shut off
Gas appliances	Heating plant
Sewage system	Structural failure
Ventilation/Air conditioning	Water Supply/shut off
Phone lines and panels	Fuel Storage

#### **Environmental Problem Sites**

Chemical storage	Cleaning supplies
Paper supply storage	Industrial arts room
Science rooms and labs	

#### **Site Considerations**

Nearby streams, ponds etc.	Isolated areas
Unprotected gas/electric	Steep areas near school
Air conditioning equipment	Playground equipment

5. Each Building Emergency Response Team will review the list of sites identified as potentially hazardous annually.
6. The list of sites will be added to or modified based on current conditions.
7. Building Emergency Response plans will be modified by Building Emergency Response Teams, based on up-dated conditions.

**B. Plans for the following types of emergency response are to be included in all building-level emergency response plan where appropriate, include but not limited to:**

1. School Cancellation
  - a. All school cancellations are determined by the Superintendent or his designee. In the event school is cancelled, staff, Rolling V, and local media are immediately notified. The District's website is immediately updated with a "special announcement" link.
2. Early dismissal
  - a. All early dismissals are determined by the Superintendent or his designee. In the event either school is dismissed early, staff, Rolling V, and local media are immediately notified. Students will be notified through the school's public address system. The District's website is immediately updated with a "special announcement" link.
3. Evacuation
  - a. This requires that a building's inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that the students be transported and housed temporarily off site. School plans will include provisions for transportation and use of alternate sites. School plans will also include detailed descriptions of evacuation plans for their respective buildings.
4. Sheltering Alternatives
  - a. Sheltering plans may be exercised when the situation is safer inside than outside. During conditions when the roads are closed for outside travel, emergency sheltering may be called for. Generally, sheltering is for a short time—but conditions could warrant extended sheltering. Sheltering plans should include provisions for at least 24 hours. School buildings should be surveyed to identify the "Safest Area(s)" for occupants.
    - 1) Weather-related sheltering
      - a) This may require a building's inhabitants to take shelter in a classroom, common-area, or large meeting space (e.g. gymnasium).
      - b) Detailed plans as they relate to the specific buildings can be found in the building safety plans.
    - 2) Bomb Threat sheltering
      - a) This may require a building's inhabitants to take shelter in a classroom, common-area, or large meeting space (e.g. gymnasium).
      - b) Detailed plans as they relate to the specific buildings can be found in the building safety plans.
    - 3) Radiological/Biological/Chemical sheltering
      - a) This may require a building's inhabitants to take shelter in a classroom, common-area, or large meeting space (e.g. gymnasium). The area's ventilation may vary depending on the situation.
      - b) Detailed plans as they relate to the specific buildings can be found in the building safety plans.
    - 4) Long-Term/Extended Time sheltering
      - a) This may require a building's inhabitants to take shelter in a classroom, common-area, or large meeting space (e.g. gymnasium).
      - b) Detailed plans as they relate to the specific buildings can be found in the building safety plans.

5. Lockdown/Lockout
  - a. Lockdown—A procedure used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the building.
  - b. Lockout—A procedure which prevents all unauthorized personnel from being admitted to the building.
6. Parent Emergency Notification Plan
  - a. FCSD will use various media outlets to inform parents of emergency situations. The release of information—e.g. its time and content—will be determined by the Superintendent or his designee.
7. Parent Reunification Plan
  - a. Pre-planned procedure in which students will not be transported home by bus and will only be released to a parent or authorized adult. This procedure takes into account a large number of adults arriving at school immediately after a crisis event is made public.

**Plans for the following specific emergencies are to be included in building-level emergency response plans:**

Threats of Violence	Intruder/Hostage
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Others as determined by the Building-level School Safety team	

**C. The following resources and personnel may be available for use during emergency, situations.**

1. List district personnel available in emergency situations (building, phones etc.)

	<u><b>Name</b></u>	<u><b>Building</b></u>	<u><b>Phone</b></u>
<b>Medical</b>			
<b>Nurses:</b>	Jacqueline Jara-Cole, RN	JSHS	434-6800 x 2254
	Ashley Herbert, RN	BCES	434-6800 x 3263
	Erin Burgess, RN	District	434-6800 x 2254
<b>CPR/First Aid:</b>	Jake Scanna	JSHS	434-6800
	Michael Ballard	JSHS	434-6800
	Danielle Halikias	JSHS	434-6800
	Loren Rapaport	JSHS	434-6800
	Megan Ollive	JSHS	434-6800

	Lisa McAdoo	JSHS	434-6800
	Erinn Gilmore	JSHS	434-6800
	Dylan Gaucher	BCES	434-6800
	Joseph Tofallos	BCES	434-6800
	Vanessa Marsilio	BCES	434-6800
	Lucille Harris	BCES	434-6800
	Lionel White	BCES	434-6800
	David Mellan	BCES	434-6800
	Graziella Haffner	BCES	434-6800
	Dominick Scanna	BCES	434-6800
<b>School Physician:</b>	Dr. Amarjit Gill, MD		
<b>Hospital:</b>	Catskill Regional Medical Center		794-3300
<b>Security:</b>	Officer Phillips Brooks-SRO	JSHS	434-6800 x 2278
	Officer Jacob Miller-SRO	BCES	434-6800 x 3278
	Fallsburg Police Dept		434-4422
<b>Emergency Response</b>			
<b>Fire/EMT Responders:</b>	Woodridge Fire Dept		911
	Woodbourne Fire Dept		
	South Fallsburg Fire Dept		
	Hurleyville Fire Dept		
	Mobile Medic		911
<b>Post Critical Incident Response Personnel</b>			
<b>Psychologists:</b>	Julio Chamorro	BCES	434-6800
	Gabriella Calvello	JSHS	434-6800
	Katrina Curry	JSHS	434-6800
<b>Guidance Personnel:</b>	Joe Levner	JSHS	434-6800
	Sonja Ferreira	JSHS	434-6800
	Meryl Giarrizzo	JSHS	434-6800
	Gayle Raskin	BCES	434-4110
	Jillian Guerra	BCES	434-4110
<b>Social Workers:</b>	Shannon Kroboth	JSHS	434-6800
	Kylee Livich	BCES	434-4110
	Nicolette DellaVecchia	BCES	434-4110
	Michelle Sager	JSHS	434-6800
	Nickolett Kondelka	JSHS	434-6800
	Alanna Newman	District	434-6800

#### **Community-based Mental Health Agencies**

## 2. Locate and list emergency equipment available in each school

## a. Medical Supplies

## 1) Fallsburg JSHS:

- One “go-bag” is located in the nurse’s office.
- First aid kits are located in the nurse’s office and physical education offices. All athletic coaches also maintain first aid kits.

## 2) Benjamin Cosor Elementary School:

- First aid kits are located in the nurse’s office.
- All rooms have an Emergency Bucket with a first aid kit, flashlight, mylar blankets and latex gloves.

## b. Medical Equipment

## 1) Fallsburg JSHS:

- A wheelchair and stretcher are located in the nurse’s office.
- AEDs are located outside of the principal’s office; near the athletic director’s office; in the pool area; and in the boys’ locker room.

## 2) Benjamin Cosor Elementary School:

- An AED is located outside of the nurse’s office.
- A wheelchair is located in the nurse’s office.

## c. Communication Devices available in each building.

## 1) Fallsburg JSHS:

- Fax machines are located in the main office, guidance office, technology and athletic director’s office.
- The administrators, SRO, office staff, and nurse all have walkie-talkies.
- The SRO’s walkie-talkie is connected to the Fallsburg Police Department.
- The administrators and school resource officer have portable phones.

## 2) BCES:

- Two megaphones are located in the principal’s office.
- Two fax machines: in the main office and in the superintendent of buildings and grounds’ office.
- Walkie-talkies are located throughout the building: one in each wing; one in the cafeteria; one in the physical education office; one in the main office; one in the ISS room; and two in the principal’s office.
- Portable phones: the principal, assistant principal, superintendent of buildings/grounds, and school-resource officer each have a portable phone.

**D. Description of procedures to coordinate the use of school districts resources and manpower during emergencies, including:**

## 1. Identification of the officials authorized to make decisions (Chain of Command)

NamePosition



Ivan Katz  
Daniel Grecco, Jr.  
Sally Sharkey  
Shana Bruestle  
Mary Kate Stinehour

Superintendent  
Business Manager  
Assistant Superintendent  
Jr./Sr. High School Principal  
Elementary School Principal  
Director of Facilities

2. The following staff members are assigned and authorized to provide assistance during emergencies.

**a. BCES Command Staff**

<b><u>Members</u></b>	<b><u>Position/Role</u></b>
Mary Kate Stinehour	Principal/Incident Commander
Lindsay Gandulla	Teacher/Crisis Processor
Jillian Guerra	Counselor/Parent Communications
Shari Mednick	Teacher/ Internal Communications
David Mellan	Teacher/ Staff Liaison
David Bendell	Teacher/Medical Liaison
Bonnie Blanchard	Secretary/Recorder
Lauren Bernard	Teacher/ External Communications
Officer Miller	SRO/Security Officer
Julio Chamorro	Psychologist/Student Liaison

**b. Fallsburg JSHS Command Staff**

<b><u>Members</u></b>	<b><u>Position/Role</u></b>
Shana Bruestle	Principal/Incident Commander
Laura Moriarty	Teacher/Crisis Processor
Michelle Sager	Social Worker/External Communications
Shannon Kroboth	Social Worker/Internal Communications
Joe Levner	Guidance Counselor/Staff Liaison
Jacqueline Jara-Cole	Nurse/Medical Liaison
Yvette Swindell	Secretary/Recorder
Suzanne Rada-Yates	Teacher/Parent Liaison
Officer Phillip Brooks	SRO/Security Officer
Steven Nilsen	Assistant Principal/Student Liaison

**c. BCES Building Emergency Response Team**

<b><u>Name:</u></b>	<b><u>Title:</u></b>	<b><u>School Extension:</u></b>
Mary Kate Stinehour	Principal	845-434-6800 x3206
Pamela Carr	Asst. Principal	845-434-6800 x3204
Officer Miller	SRO	845-434-6800 X2278
Ashley Herbert	Nurse	845-434-6800 x3263

**d. Fallsburg JSHS Building Emergency Response Team**

<b><u>Members</u></b>	<b><u>Title</u></b>	<b><u>School Extension:</u></b>
Shana Bruestle	Principal	845-434-6800 x2206
Steven Nilsen	Asst. Principal	845-434-6800 ex2207
Suzanne Rada-Yates	Teacher	845-434-6800 x4425
Jacqueline Jara-Cole	Nurse	845-434-6800 x2254
Yvette Swindell	Secretary	845-434-6800 x2203
Joe Levner	Guidance Counselor	845-434-6800 x2249
Sonja Ferreira	Guidance Counselor	845-434-6800 x2209
Officer Phillip Brooks	SRO	845-434-6800 x2278

**e. BCES Post-Incident Response Team (Psychological Services)**

<u>Name</u>	<u>Position</u>	<u>Role</u>
Nicolette Della Vecchia	Social Worker	Mental Health
Julio Chamorro	Psychologist	Mental Health
Gayle Raskin	Guidance Counselor	Mental Health

**f. Fallsburg JSHS Post-Incident Response Team (Psychological Services)**

<u>Members</u>	<u>Position</u>	<u>Role</u>
Sonja Ferreira	Guidance Counselor	Student Liaison
Meryl Giarrizzo	Guidance Counselor	Mental Health
Gabriella Calvello	Psychologist	Mental Health
Katrina Curry	Psychologist	Mental Health
Shannon Kroboth	Social Worker	Mental Health
Michelle Sager	Social Worker	Mental Health

**E. The district will provide annual multi-hazard school training for staff and students.**

This training and information will be provided to staff through trainers provided by Sullivan BOCES at the beginning of each school year. Student training will be, provided by certified teachers, under the direction of BOCES safety personnel. Instruction may include, but is not limited to blood-borne pathogens, hazardous materials, HIV and other associated health hazards. Additionally, the School District holds meetings and table-top training sessions with building-level Emergency Response Teams throughout the year.

**F. The following procedure for the review and conduct of drills and other exercises to test components of the emergency response plan will be developed by the District Crisis Management Team annually. It will be done in coordination with local and county emergency responders and preparedness officials.**

To the greatest extent possible, the following drills will be planned and executed annually at each school site. (Note: all drills mandated through NYS education law will be executed.)

<u>Type</u>	<u>Frequency</u>	<u>Agency Involved</u>	<u>Effectiveness</u>	<u>Measure</u>
Fire	12	Fire/EMT	Response	Attendance
Lockout	2	Police	Response Time	# unsafe
Lockdown	2	Police	Response Time	# unsafe
(One with a hostage)				
Evacuation	1	Police/Trans	Response Time	Attendance
Sheltering				
(Weather)	1	Student/Staff	Response Time	Attendance
(Hazmat)	1	BOCES/EMT	Response Time	Attendance
Parent Notification	1	School, Parents, Media	Response Time	Feedback

### **Section III: Responding to Threats and Acts of Violence**

(The District-wide School Safety Plan should provide the framework for the Building Level Emergency Response Plan.)

#### **A. Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school.**

1. Reporting of threats of violence to school authorities
  - a. Students are required to inform school staff about any indirect or direct threat of violence to themselves, others or property. All reports will be investigated by the school administration.
  - b. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property. Reports should be made in person, to the greatest extent possible. All reports will be investigated by the school administration.
  - c. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property. All reports will be investigated by the school administration.
  - d. Students, staff parents and others will be educated about the importance of reporting threats and the procedures of reporting.

There will be a series of school safety drills throughout the school year that will serve to teach and train staff, students and visitors how to respond to implied or direct threats of violence. These may include, but are not limited to, tabletop drills and other simulations. Outside agencies and first responders will be expected to attend, when appropriate.

2. Investigating threats of violence
  - a. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
  - b. Serious acts will require in the involvement of police personnel. (i.e. violent offenses in accordance with SAVE requirements)
  - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
  - d. Threats placing students, staff and others in imminent danger require an immediate call to the police.
3. Proactive Security Measures
  - a. All doors are locked: all visitors are “buzzed” into the buildings.
  - b. Entrance monitored and visitors must sign in and out.
  - c. Visitors are required to wear identification.
  - d. Visitor access is limited to specific location.
  - e. Escorting visitors is encouraged.
  - f. Staff members wear visible identification badges.
  - g. Fallsburg Central School District will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
  - h. Fallsburg Central School District will hold drills that help promote school safety.
  - i. Fallsburg Central School District will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.

- j. The District will continue to investigate security devices and strategies to make schools as safe as possible.
  - k. Fallsburg Central School District has developed procedures for anonymous reporting of threats of violence.
4. Reporting Incidents
- a. School administrators must keep a record of serious threats and acts of violence and report them annually to the state.
  - b. Incidents of violence, serious threats, intimidation etc. may require police involvement.
  - c. District and building administrators are authorized to call the police to respond to the threat or acts of violence.

**B. Policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school. The District has developed the following safety and security procedures to protect students, staff and visitors from acts of violence.**

1. Reporting acts of violence to school authorities
- a. Students are required to inform school staff about acts of violence toward themselves, others and property.
  - b. Staff are required to inform administration of any act of violence to students, themselves, others or property.
  - c. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.

As part of the newly modified school safety plans, there will be a series of school safety drills throughout the school year that will serve to teach and train staff, students and visitors how to respond to various kinds of acts of violence. These may include, but are not limited to, tabletop drills and other simulations. Outside agencies and first responders will be expected to attend, when appropriate.

2. Investigating acts of violence
- a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
  - b. Serious acts may require the involvement of police personnel. (i.e. violent offenses according to the SAVE requirements)
  - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
  - d. Acts of violence placing students and staff in imminent danger require an immediate call to the police.
3. Proactive Security Measures
- a. All doors are locked: all visitors are “buzzed” into the buildings.
  - b. Entrance monitored and visitors must sign in and out.
  - c. Visitors are required to wear identification.
  - d. Visitor access is limited to specific location.
  - e. Escorting visitors is encouraged.
  - f. Staff members wear visible identification badges.

- g. Fallsburg Central School District will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
  - h. Fallsburg Central School District will hold drills that help promote school safety.
  - i. Fallsburg Central School District will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
  - j. The District will continue to investigate security devices and strategies to make schools as safe as possible.
  - k. Fallsburg Central School District has developed procedures for anonymous reporting of threats of violence.
  - l. Fallsburg Central Schools have developed procedures outlining expectations for police involvement at school sponsored extra-curricular activities.
4. Removing Violent Individuals
- a. Aggressively dangerous and violent students should be restrained by only by qualified staff (TCI or CPI certified). Police should be called to remove the student.
  - b. Violent adults are to be reported immediately, the authorities called and only removed by police.
  - c. Students and staff should be in lock down mode when violent people are in or around the school.
5. Reporting Incidents
- a. School administrators must keep a record of serious threats and acts of violence and report them annually to the state.
  - b. Incidents of violence, serious threats, intimidation etc. may require involvement of police.
  - c. District and building administrators are authorized to call police to respond to the threat or act of violence.

**C. Policies and procedures for contacting law enforcement officials in the event of a violent incident.**

- 1. Our policy is to analyze each incident individually. If we are unable to de-escalate a violent incident or if laws are violated, we contact local agencies for support. The building administrator in charge or their designee may contact the law enforcement agencies via 911.
- 2. Our procedure for reporting violent incidents to the police is for the building principal or their designee to evaluate each incident, consult with the superintendent and SRO when possible, and then report the incident to the state police or local police.
- 3. The police agencies serving our area are as follows.

<u>Agency</u>	<u>Phone Number</u>
State Police	911- Liberty Barracks: (845) 292-6600
County Sheriff	911- 845-794-7100
Town Police	911- 845-434-4422

**D. Identification of appropriate responses to emergencies, including protocols for responding to:**

1. Our plans include appropriate responses specific to the emergencies listed below:

Anthrax	Fire	School Bus Accidents
Armed Student	Hazardous Materials	Suicide
Bomb Threats	High Winds/Storm	Suspicious Package
Explosion	Hostage Taking	

2. When appropriate, we contact other agencies regarding potential disasters, tragedies or extreme acts of violence. We have automatic contact via e-mail, fax, or telephone to educational agencies (BOCES), governmental groups, law enforcement, emergency management, and local media.
3. We have internal communications capability via e-mail, intercom, and walkie-talkie devices for staff. We have cell phones available for administrative personnel and athletic coaches.
4. The Emergency Alert System is monitored in the Central Office to update building administrators in regard to severe warnings.

**E. Procedures for contacting parents, guardians and persons in parental relation to the students of the district in event of a violent incident or early dismissal are as follows.**

1. The District procedure for early dismissal is as follows:
  - a. Superintendent or his/her designee decides on an early dismissal.
  - b. Transportation Director is notified to supply busses.
  - c. Central and building administrators are informed.
  - d. Staff and students are informed of closing.
  - e. Parents are notified of early dismissal through media contacts (radio stations, television, phone calls)
2. Parents will receive information about the threat or act of violence that determined an early dismissal in their child's school as soon as is practical. This information is limited to information the school is legally permitted to disclose.
3. More information on the district's emergency notifications may be found at <http://www.fallsburgcsd.net/ealerts.aspx>.

**F. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal.**

1. Emergency dismissals are broadcast via local media. Students will be taken home or to secondary drop-off site. Students without access to their home or alternative drop-off sites will be returned to school for temporary sheltering and supervision until parents are available for pick-up. Every effort will be made to contact the parents of these sheltered students.
2. Each school will develop an early dismissal plan to include staggered dismissal, rapid parent pick-up strategies, student attendance procedures and alternative sheltering sites.

## **Section IV: Communication with Others**

### **A. Description of the arrangements for obtaining assistance during emergencies from emergency service organizations and local government agencies.**

1. We have contacted the local emergency services agencies for support and assistance; have included their representatives on our safety planning teams; provided them with pertinent information (ex. building maps); and have included their personnel in planning and implementing safety-related drills. Providers have given approval to the Fallsburg Central School District to rely on local personnel, resources and facilities in emergency situations. Our plan provides for accessing emergency mental health services in the event of an emergency or violent incident from Sullivan County BOCES and other county and regional mental health agencies.
2. For fire and EMT and medical emergencies, we use 911. For violent acts, the district protocol is to notify the state police immediately. The primary responsibility for these calls is the building principal or their designee. A call is then made to the superintendent who has the responsibility to notify other key officials.

### **B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law.**

1. The school district will maintain an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The superintendent and his/her designee will initiate the contact.
2. The key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are listed below.

	<b>Name</b>	<b>Phone Number</b>
a. County Official	Joshua Potossek	807-0450
	John Hauschild	807-0508
b. Town Official	Katherine Rappaport	434-8810
c. BOCES Official	Robert Dufour	295-4016

### **C. A system for informing all educational agencies within a school district of a disaster.**

The Fallsburg Central School District will notify other schools within our jurisdiction about potential or existing emergency situations that may impact on them by telephone, e-mail and courier when necessary. The District is registered with NY-Alert and gets emergency notifications on a regular basis. This will include any district to which we transport our students. We will maintain information about each educational agency located in the school district.

1. The Superintendent or his designee shall inform all educational agencies within the Fallsburg Central School District boundaries of potential, impending or existing disasters.
2. The list of educational institutions located within the District, including the school population and staff numbers, their transportation needs, phone numbers of key officials of each school will be kept updated annually.

**THE LIST OF THESE SCHOOLS ARE LOCATED IN APPENDIX I**



3. The Superintendent will authorize emergency calls to each educational agency.

## **SECTION V: Prevention and Intervention Strategies**

### **A. Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and or/security devices or procedures.**

1. The Fallsburg Central School District has School Resource Officers in our schools. Each school shall maintain locked doors, require visitor and vendor sign-in, and maintain appropriate security and surveillance devices.
2. Fallsburg Central School District has building monitors in the secondary and elementary buildings who monitor entrances, move students between classrooms, patrol hallways, supervise cafeterias, and check restrooms. The monitors are under the supervision of the building principals.

### **B. Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the following.**

1. It is the District's responsibility to provide information about student and school safety to all students, staff, parents and community members.
2. Informative materials about early detection of potentially violent behaviors and dangerous situations will be disseminated to students, staff, parents, and community through a variety of methods. These may include student curricula and workshops, staff training seminars, pamphlets, newsletters and other publications, public seminars, a staff and parent school safety handbook, on-line safety guide and school safety web bibliography, and other media.

### **C. Appropriate Prevention and Intervention Strategies**

1. Collaborative agreements with state and local law enforcement officials have been and are designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations.
2. Mediation services are available at both buildings.
3. Social workers will assist at-risk students and may do home visits.
4. Non-violent conflict resolution training programs are available.
5. Ongoing monthly staff meetings are held to update safety policy and procedures.
6. Procedures relating to building security including utilization of staff and security equipment include the following:
  - a. All District schools have night alarm systems.
  - b. Specialized alarm systems – Computer rooms, offices, etc.
  - c. All staff have picture ID with keyless entry.
  - d. The District has the following security equipment in place:
    - \*Surveillance cameras
    - \*Keyless entry system

**D. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of:**

1. Fallsburg students and staff are availed a number of programs designed to promote communications and serve as early identification strategies for potential acts of violence. These include, but are not limited to:
  - a. Olweus Bullying Prevention Program (i.e., regular class meetings)
  - b. Positive Behavior Interventions and Supports
  - c. Check-and-Connect
2. Social workers and counselors also regularly meet with students based on their social and emotional developmental health needs.

**E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.**

All school employees are subject to fingerprinting and security screening by state law and District policy. Additionally, a description of hall monitors duties has been developed and training provided under the direction of the building principal and SRO. School principals will conduct annual training of all school security personnel on emergency response and reporting of potentially violent situations.

**Public Health Emergency**

**Continuation of Operations Annex**

This document is an Annex to the existing Fallsburg Central Schools District Level Emergency Plan

**Purpose**

This Public Health Emergency Annex exists as a continuation of operations plan in the event that the Governor of the State of NY declares a public health emergency involving communicable disease. This document:

- Identifies the job titles and positions that are considered essential to the operations of the Fallsburg Central School District.
- Outlines the protocols the FCSD will follow to enable all non-essential employees to work remotely.
- Dictates how work shifts will be staggered to reduce the in-person workforce.
- Describes how PPE will be procured and distributed.
- Dictates the protocols to follow if disease is identified in the district buildings.
- Describes how work shifts and locations of essential employees and contractors will be documented.
- Discusses the concept of local emergency housing for essential employees.

**Scope**

This Annex encompasses the procedures and resources necessary to continue the operations of a school facility in the event that a public health emergency involving communicable disease is declared, and will be activated if that scenario occurs. In that event, the following steps and procedures will be enacted to protect students, staff and the larger community. The Fallsburg Central School District recognizes that all plans are subject to change as conditions warrant. This Annex may be altered, changed or amended as the need arises.

## Identify Essential Employees

The Fallsburg Central School District recognizes the following positions as essential to its day to day operations. Further, it recognizes that essential employees may be divided into distinct groups, or cohorts, as well as the District is able. These cohorts may be scheduled on alternating dates and times, in an effort to prevent the spread of communicable disease between them. In doing so, it is the intention of the FCSD to maintain the day to day operations of the District to the greatest extent possible. The District depends on these employees to be on site during their scheduled shifts, so that they may execute their District appointed duties to the best of their abilities:

<b>Position</b>	<b>Justification</b>
Superintendent	Oversees all daily activities within the District
Assistant Superintendent of Curriculum and Instruction	Oversees the execution of the planned curriculum and instruction of students, Title IX
Business Manager	Responsible for day to day business operations
PPS Director	Director of Special Education for special needs students
Assistant PPS Director	Assists the Director in day to day operations
High School Principal	Responsible for all activities within the HS
High School Vice Principal	Assists the Principal in day to day administration
Director of Technology	Administers staff training and student plans
Director of Physical Education and Athletics	Oversees PE and team sports
Elementary Principal	Responsible for all activities within the ES
Elementary Vice Principal	Assists the Principal in day to day administration
District Clerk/Superintendent Secretary	Handles business/district related tasks as needed
Account Clerk/Typist (Registrar)	Files and copy machines are on site at FCSD
Typists (PPS Secretary)	Special Ed. Clerical duties, equipment at FCSD
Typists (HS Main Office)	HS Clerical duties, equipment on site at HS
Typist (Guidance Secretary)	Guidance office clerical duties, equipment on site at FCSD
Typists (Elementary Main Office)	ES Clerical duties, equipment on site at BCES
Typist (Technology)	IT Clerical duties, assists IT Dept
Management Information System Assistant Tech	IT troubleshooting on FCSD IT equipment
Network Administrator	Design and troubleshooting of FCSD IT equip.
School Nurse	Responsible for student health and welfare
Director of Facilities	Responsible for HS & ES Facilities programs
Cleaners (Junior Senior High)	Cleans and disinfects District facilities
Buildings & Grounds Techs (Junior Senior High)	Maintenance and upkeep of District facilities
Custodians (Junior Senior High)	Maintenance and upkeep of District facilities
Building Maintenance Mechanic BCES	Repair and upkeep of District systems
Cleaners (Benjamin Coser Elem. School)	Clean and disinfect District facilities
Custodians (Benjamin Coser Elem. School)	Maintenance and upkeep of District facilities
Food Service Workers	Prep, pack and serve food to District students

All other employees of the Fallsburg Central School District, if not identified above, may be expected to work remotely during any NY State ordered reduction in workforce. The District will ensure that any and all technologies required by its non-essential employees, and students, will be provided by the District. All technology requests will be coordinated through the FCSD Tech Department. FCSD staff will make their requests for assistance from the Tech Dept. via email. Parents of FCSD students in need of technology in order to learn remotely will contact their child's Main Office to request assistance. The Main Office staff will then email the Tech Dept. The Tech Department will identify all pieces of District owned equipment with District tags, and utilize Sign Out sheets to track the locations of the equipment. The FCSD Tech Department will be available as needed to troubleshoot and resolve any IT related issues, including transferring phone lines. After the NY State order reduction in workforce has ended, the FCSD Tech Department reserves the right to recall all District owned equipment.

### **Cohorts & Staggering Shifts**

The Fallsburg Central School District will, to the extent possible, stagger the scheduled work shifts of its essential employees and contractors, in order to reduce overcrowding on public transportation and at work sites.

- FCSD will schedule essential workers in such a way as to attempt to control the spread of disease in the workplace.
- FCSD will utilize alternating schedules, staggered work hours and physically remote work sites, as appropriate, for employees deemed essential in an effort to mitigate virus transmission and maintain continuity of operations.
- While on site, workers will not take break or lunch together as a group. Shift Supervisor will determine break and lunch times for each employee to be different than those of the other employees.

The following Essential Employee Staffing list is an example of the scheduling format utilized by the FCSD Facilities Dept.

#### **FCSD High School Day Shift**

1. Custodian – 6:00am – 2:30pm, Break @ 10:00am, Lunch @ 12pm
2. Cleaner – 6:30am - 3:00pm, Break @ 10:15am, Lunch @ 12:30pm
3. Buildings & Grounds Tech – 6:00am – 2:30pm, Break @ 9:00am, Lunch @ 11:30am

#### **FCSD High School Night Shift**

1. Custodian – 3:15pm – 11:15pm, Lunch @ 7:00pm, Break @ 9:00pm
2. Cleaner - 3:15pm – 11:15pm, Lunch @ 7:00pm, Break @ 9:00pm
3. Cleaner – 3:15pm – 11:15pm, Lunch @ 7:00pm, Break @ 9:00pm
4. Cleaner – 3:15pm – 11:15pm, Lunch @ 7:30pm, Break @ 9:15pm
5. Cleaner – 3:15pm – 11:15pm, Lunch @ 7:30pm, Break @ 9:15pm

#### **FCSD Elementary School Day Shift**

1. Custodian – 6:30am – 3:00pm, Break @ 9:15am, Lunch @ 12:30pm
2. Cleaner – 7:00am – 3:30pm, Break @ 9:30am, Lunch @ 12:00pm
3. Buildings & Grounds Tech – 6:00am – 2:30pm, Break @ 9:00am, Lunch @ 12:00pm

#### **FCSD Elementary School Night Shift**

1. Custodian – 3:15pm – 11:15pm, Lunch @ 7:00pm, Break @ 9:00pm
2. Cleaner – 3:15pm – 11:15pm, Lunch @ 7:00pm, Break @ 9:00pm
3. Cleaner – 3:15pm – 11:15pm, Lunch @ 7:00pm, Break @ 9:00pm

4. Cleaner – 3:15pm – 11:15pm, Lunch @ 7:30pm, Break @ 9:15pm
5. Cleaner – 3:15pm – 11:15pm, Lunch @ 7:30pm, Break @ 9:15pm

### **Personal Protective Equipment (PPE)**

Personal protective equipment (PPE) is necessary for some tasks performed by essential employees and contractors. Utilizing current CDC and NYSDOH guidelines, the Fallsburg Central School District has determined which types of PPE are appropriate and necessary for staff and contractors, based on assigned tasks. Essential staff who are issued PPE will be trained on appropriate use, care and maintenance of their District issued PPE.

What follows is a list of job titles that require PPE, and a listing of the PPE that will be provided to them by the District:

- **Cleaners** – Cleaners will require access to safety goggles, cloth and/or paper face masks, face shields, vinyl/nitrile gloves, isolation gowns and shoe covers as needed during the course of each shift.
- **Nurses** – Nurses will have access to safety goggles, cloth and/or paper face masks, face shields, vinyl/nitrile gloves, isolation gowns and shoe covers as needed during the course of each shift.
- **Facilities/Custodians/Buildings & Grounds** – These employees will need access to safety goggles, cloth and/or paper face masks, face shields, vinyl/nitrile gloves, isolation gowns and shoe covers as needed during the course of each shift, based on assigned tasks.
- **Food Service Workers** – Food service workers will have access to cloth and/or paper face masks and vinyl/nitrile gloves as needed during the course of each shift.
- **Senior Management/Administrators/Directors/Principals/Office Staff/Technology** – These groups shall have access to cloth and/or paper face masks and vinyl/nitrile gloves as needed during the course of each shift.

It is the intention of the Fallsburg Central School District to acquire and stock enough of the necessary PPE identified above to provide its essential employees with at least 2 pieces of each type of PPE, for each work shift, over a period of 6 months. The FCSD recognizes that there are two types of PPE; disposable PPE and re-usable PPE. The District has taken into account that burn rates for disposable PPE are higher than those for reusable PPE, and will order and stock each type accordingly. Personal protective equipment is sourced and acquired through state contract, county health department or emergency management, local vendors or the internet as needed.

Inventory of the existing stock of District owned PPE is conducted bi-weekly. Inventory totals are tallied by the Facilities Dept. and shared with the Business Mgr. via email. All PPE inventory is kept in a locked area. The Facilities Director, four building custodians, and the Business Manager all have keys to and can access the secured PPE at any time. All FCSD staff will begin each shift with a full selection of the necessary PPE identified above, and they may obtain more from their Supervisor as needed.

### **Response Actions**

In the event that a student or staff member becomes sick or suffers symptoms of illness while in the Fallsburg Central School District facilities, the following protocols will be observed:

1. The FCSD recognizes that there is a time delay between illness onset and diagnosis of communicable disease. During this time delay, there is no way to determine if an individual is a positive case or not. For this reason, and to keep its students and staff

protected from potential exposure, the FCSD will treat every illness as a potentially positive case until medically proven otherwise.

2. Staff members that become sick while at work are asked to notify their Administrator to arrange for appropriate coverage, and then immediately leave the building by the nearest Exit. Do not linger within the building and do not visit other staff members before departing. Schedule an appointment with your health care provider and follow NYSDOH guidelines for when to return to work.
3. If a student becomes ill during the course of the school day, staff members will call and alert the Nurse. Follow the nurse instructions regarding where to send the ill student. Ill students will be escorted by the Nurse, or by staff, to the Nurse's office or isolation room, as directed by the Nurse.
4. Once the ill student is safely handed over to the Nurse, staff will call and notify their Administrator of the development, and ask to be relocated to a secondary room until the primary room can be cleaned and disinfected.
5. Administrators will assign the affected staff and students to a secondary room until such time that the primary room can be cleaned and disinfected.
6. Administrators will contact Fallsburg CSD facilities department to arrange for the area to be cleaned and disinfected following NYSDOH and CDC protocols.
7. Once the students and staff are removed from the affected area they should not re-enter the room for ANY reason until it has been verified by their Administrator that it has been cleaned and disinfected by Fallsburg CSD facilities staff. Take any necessary items with you when you leave.
8. After being notified of the existence of a room in need of being cleaned and disinfected, Fallsburg CSD facilities staff will open the windows in the affected area to increase ventilation, per CDC guidelines.
9. After this, the room will be closed off and locked for up to 24 hours before cleaning and disinfecting takes place. In the event this scenario occurs on a Friday, the room may remain locked over the weekend. Again, NO ONE will be allowed entry, nor should they attempt to enter, for their own best interests.
10. Once a sufficient amount of time has passed, per NYSDOH and CDC guidelines, Fallsburg CSD facilities staff will wear the appropriate PPE and enter the room to clean and disinfect all affected areas.
11. After the room has been properly cleaned and disinfected, Fallsburg CSD facilities staff will call and notify the Administrator who initiated the process and inform them that the room is ready to be re-occupied.
12. Administrator will arrange for the staff and students to re-occupy their primary room. No special waiting time is required after cleaning and disinfection, as per NYSDOH and CDC guidelines.
13. After staff and students re-occupy their primary room, as a precaution, the Administrator will make arrangements with Fallsburg CSD facilities staff to clean and disinfect the secondary room that was temporarily used by the displaced students and staff.

## **Record Keeping**

Because record keeping and contact tracing are important during a pandemic emergency, the Fallsburg Central School District will document the precise hours and work locations, including off-site visits, for all of its essential employees and contractors. The District will utilize Sign In/Sign Out log books at all of its locations for this purpose. The Logbooks will only be used during a mandatory State ordered reduction in workforce.

Should that scenario occur, the District will utilize one Logbook for staff, and a second Logbook for contractors. The Staff logbook will include an area for Destination information, and an area to record departure and arrival times for District staff conducting off site visits during their shift.

- All FCSD staff will be expected to Sign In and Sign Out of the Logbook at the start of and conclusion of each scheduled shift.
- Contractors will Sign In and Sign Out of a Visitor/Contractor Logbook each time they enter and leave a District facility. While on site, contractors will be supervised to ensure they remain in their designated areas and follow infection control protocols.
- All Logbooks will be kept at the Main Office for each District building. Logbooks will be reviewed by District Main Office staff weekly to ensure compliance and completion.

### **Emergency Housing for Essential Workers**

It is generally recognized that emergency housing for essential workers is not required for school employees, as it may be for other employees of employers subject to New York Labor Law 27-c.

In the event that it becomes necessary for the Fallsburg Central School District to provide temporary housing for its essential workers, in order to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace, the District will work within its locality to source and secure that housing. Options for essential employee emergency housing include the following:

- Resorts World Catskills – (833) 586-9358
- Best Western Monticello – (845) 796-4000

### **Emergency Remote Synchronous Instruction Plan**

The requirements for these plans can be found in Commissioner's Regulations 115.17(a), 115.17(b), and 115.17(c).

**Revised March 28, 2023**

**PURPOSE:** When the district has exhausted their snow days and we have to switch to remote instruction, this document provides information on how this will be provided.

### **Component 1: Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction;**

1. Every student in the district is provided a chromebook for use during the school year. Loaner chromebooks are available to students in each building. Replacement devices are provided as needed.
2. After the district has exhausted most of all available snow days, staff will announce and remind students to make sure they have their devices with them at all times. In the JSHS, most students take home their devices daily. At BCES,

students begin to bring them back and forth to school daily once we are close to using up allotted snow days.

**Component 2: Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity;**

1. Students in the JSHS test chromebooks and meet links starting in the beginning of the year since they take them home to do work. Students in BCES test connectivity and meet links once they start taking home the chromebooks (prior to the last snow day being used). The district provides hot-spot devices if needed for extenuating circumstances to promote connectivity and equity for all families.
2. Families are sent information about the Affordable Connectivity Program which is a federal program where eligible families can obtain internet access at discounted rates. All families at Fallsburg are eligible since we are eligible for the Community Eligibility Provision in the School Lunch Program.

**Component 3: Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction;**

1. All staff are expected to provide live instruction following the schedule they would have followed if in person. There are exceptions to this in pre-k and k where some live instruction and some individual work time is provided.
2. Teachers are also issued a Chromebook for their exclusive use at school and at home. Chromebooks include webcams to promote student and teacher interaction. The technology department has provided support to teachers in this process.
3. Teachers shall report technical issues that may arise as a result of remote instruction to the technology department, but they are required to take reasonable steps to resolve technical issues if they are able to do so. Alternative plans for instruction and assignments must be made in case of these issues.
4. Students will log-in to Google Classroom and access the Google Meet link from there for synchronous remote instruction for each class period.
5. Teachers will take and report student attendance. Students are expected to sign into classes and participate with camera on. (see [FCSD Attendance Policy 5100](#))
6. Teachers are expected to provide live instruction, review student work and provide feedback as if in person.

**Expectations for students for remote instruction;**

1. Students are expected to follow the teacher's instructions for all protocols and rules for attending and participating in all classes and meets.



2. Students are expected to sign in on time, stay engaged, participate, keep cameras on, keep mics off and leave the meet once it ends unless otherwise instructed.
3. Students should follow the [school code of conduct](#) as if they were in person, including being respectful and courteous to staff and classmates.
4. Students are expected to communicate with teachers through approved school communication tools including email.
5. Students are expected to be accountable for any instruction and discussions held in a remote learning environment as they would if in person.
6. Students are expected to keep their chromebooks with them and charged, ready for any remote instruction that may occur.

**Component 4: How instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate;**

1. Students for whom remote instruction is not available or appropriate will be provided alternate assignments and resources to complete those assignments. Attendance will not be recorded as absent. Time allowed to complete assignments will be allowed.
2. In the event of a power outage that makes remote instruction an unavailable option:
  - Teachers will create emergency work packets for students to take and keep at home.
  - Such packets will be sent home with students prior to all snow days being used up and updated as needed.

**Component 5: How special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education;**

1. All Services and instruction are delivered remotely for the days the district is remote as closely as possible to how they would have been provided if in person instruction was occurring.
2. All special education providers and service providers will provide any needed accommodations or modifications for students as needed to ensure success in a remote setting, the same as they would in an in-person setting.

**Component 6: For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.**

1. The amount of instructional hours for remote instruction will be the same as an in person school day. Instruction is live and students follow their full, regular school schedules.

***Any questions regarding remote instruction should be directed to the building principal.***

## **Appendices**

Appendix 1 - Listing of School Buildings, Contacts & Contact #

Appendix 2 – List of Key Personnel, Chain of Command

Appendix 3 – List of District Crisis Management Team

Appendix 4 - List of High School Response Teams

Appendix 5 – List of Elementary School Response Teams

Appendix 6 – List of Hazardous Sites

Appendix 7 – List of Emergency Supplies, Equipment, and Materials

Appendix 8– List of Schools Other Schools

Appendix 9 – List of Community Emergency Providers and Governmental Officials

Appendix 10- School Resource Officer Memorandums of Understanding

## **Appendix I**

### **A. School Information**

#### **1. Fallsburg Jr.-Sr. High School**

115 Brickman Road Fallsburg, NY 12733

a. Administration:	Shana Bruestle , Principal	434-6800 x2207
	Steven Nilsen, Assistant Principal	434-6800 x2205
	Amanda Stevens Dir. Of PE/Ath.	434-6800 x2212
b. School Resource Officer:	Phillip Brooks	434-6800 x2278
c. School Nurse:	Jacqueline Jara-Cole, Erin Burgess	434-6800 x2254
d. Social Workers:	Michelle Sager	434-6800 x2251
	Shannon Kroboth	434-6800 x2225
	Nickolett Kondelka	434-6800 x4400

#### **2. Benjamin Cosor Elementary School**

15 Old Falls Road Fallsburg, NY 12733

a. Administration:	Mary Kate Stinehour, Principal	434-4110 x3206
	Pamela Carr, Assistant Principal	434-4110 x3204
b. School Resource Officer:	Jacob Miller	434-6800 x3278
c. School Nurse:	Ashley Herbert	434-4110 x3263
d. Social Worker:	Nicolette Capocciamo	434-4110 x3123
	Kylee Cortes	434-4110 x1281

#### **3. District Administration Information**

a. Superintendent of Schools:	Ivan Katz, Ed. D.	434-6800 x1214
b. School Business Manager:	Daniel Grecco, Jr.	434-6800 x1219
c. Assistant Superintendent:	Sally Sharkey Ed. D.	434-6800 x1204
d. Director of PE/Athletics	Amanda Stevens	434-6800 x 2212
e. Director of Technology:	Jamie Dymond	434-6800 x1257
g. Director of Pupil Personnel:	Leighanne Russell	434-6800 x1273
h. Asst. Director of Pupil Personnel	Dillon Paul	434-6800 x1276
h. Director of Facilities:	-----	434-4110 x3276
i. Food Service Director:	M. Anthony Rollins	434-4110 x3221

## **Appendix II**

### **Chain of Command**

<b><u>Name</u></b>	<b><u>Position</u></b>
Ivan Katz	Superintendent
Daniel Grecco, Jr.	School Business Mgr.
Sally Sharkey	Asst. Superintendent
Jamie Dymond	Director of Technology
Leighanne Russell	Director of PPS
Amanda Stevens	Director of Phys. Ed/Athletics
Shana Bruestle	Principal JSHS
Mary Kate Stinehour	Principal BCES
-----	Director of Facilities

## **Appendix III**

### **District Emergency Response Team**

Dr. Ivan Katz	Superintendent
Mr. Daniel Grecco, Jr.	School Business Manager
Dr. Sally Sharkey	Assistant Superintendent for Curriculum and Instruction
Shana Bruestle	Jr./Sr. High School Principal
Ms. Mary Kate Stinehour	Elementary Principal (BCES)
Ms. Pamela Carr	BCES Assistant Principal
Ms. Shana Bruestle	JSHS Assistant Principal
Ms. Amanda Stevens	Dir. of PE/Athletics
Mr.	Director of Facilities
Officer Phillip Brooks	School Resource Officer
Officer Jacob Miller	School Resource Officer
Mr. Joe Levner	High School Crisis Coordinator
Ms. Lindsay Gandulla	Elementary School Crisis Coordinator
Ms. Andrea Hook	Parent PTA/PTO
Mr. Alex Rau	Sullivan County EMS Coordinator
Mr. Charles Payne	Hurleyville Fire Department
Mr. Jordan Kozachuk	South Fallsburg Fire Department
Mr. Michael Weiner	Board of Education President

## **Appendix IV**

### **HIGH SCHOOL TEAMS**

#### **Fallsburg JSHS Administrative Staff**

<b><u>Name</u></b>	<b><u>Title</u></b>
Shana Bruestle	Principal/Incident Commander
Steven Nilsen	Assistant Principal/Alternate Incident Commander

#### **Fallsburg JSHS Command Staff**

<b><u>Members</u></b>	<b><u>Position/Role</u></b>
Shana Bruestle	Principal/Incident Commander
Laura Moriarty	Teacher/Crisis Processor
Michelle Sager	Social Worker/External Communications
Shannon Kroboth	Social Worker/Internal Communications
Joe Levner	Guidance Counselor/Staff Liaison
Jacqueline Jara-Cole	Nurse/Medical Liaison
Yvette Swindell	Secretary/Recorder
Suzanne Rada-Yates	Teacher/Parent Liaison
Officer Phillip Brooks	SRO/Security Officer
Steven Nilsen	Assistant Principal/Student Liaison

#### **Fallsburg JSHS Building Emergency Response Team**

<b><u>Members</u></b>	<b><u>Title</u></b>	<b><u>School Extension:</u></b>
Shana Bruestle	Principal	845-434-6800 x2207
Steven Nilsen	Asst. Principal	845-434-6800 ex2205
Laura Moriarty	Teacher	845-434-6800 x4423
Suzanne Rada-Yates	Teacher	845-434-6800 x4425
Jacqueline Jara-Cole	Nurse	845-434-6800 x2254
Yvette Swindell	Secretary	845-434-6800 x2203
Joe Levner	Guidance Counselor	845-434-6800 x2249
Sonja Ferreira	Guidance Counselor	845-434-6800 x2209
Officer Phillip Brooks	SRO	845-434-6800 x2278

#### **Fallsburg JSHS Post-Incident Response Team (Psychological Services)**

<b><u>Members</u></b>	<b><u>Position</u></b>	<b><u>Role</u></b>
Sonja Ferreira	Guidance Counselor	Student Liaison
Meryl Giarrizzo	Guidance Counselor	Mental Health
Gabriella Calvello	Psychologist	Mental Health
Katrina Curry	Psychologist	Mental Health
Shannon Kroboth	Social Worker	Mental Health
Nickolett Kondelka	Social Worker	Mental Health
Michelle Sager	Social Worker	Mental Health

## **Appendix V**

### **BCES TEAMS**

#### **BCES Administrative Staff**

<b><u>Name</u></b>	<b><u>Title</u></b>
Mary Kate Stinehour	Principal/Incident Commander
	Assistant Principal/Alternate Incident Commander

#### **BCES Command Staff**

<b><u>Members</u></b>	<b><u>Position/Role</u></b>
Mary Kate Stinehour	Principal/Incident Commander
Lindsay Gandulla	Teacher/Crisis Processor
Jillian Guerra	Counselor/Parent Communications
Shari Mednick	Teacher/ Internal Communications
Lindsay Gandulla	Teacher/ Staff Liaison
David Bendell	Teacher/Medical Liaison
Bonnie Blanchard	Secretary/Recorder
Lauren Bernard	Teacher/ External Communications
Jacob Miller	SRO/Security Officer
Julio Chamorro	Psychologist/Student Liaison

#### **BCES Building Emergency Response Team**

<b><u>Name:</u></b>	<b><u>Title:</u></b>	<b><u>School Extension:</u></b>
Mary Kate Stinehour	Principal	845-434-6800 x3206
Pam Carr	Asst. Principal	845-434-6800 x3204
Jacob Miller	SRO	845-434-6800 X3278
Ashley Herbert	Nurse	845-434-6800 x3263

#### **BCES Post-Incident Response Team (Psychological Services)**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Role</u></b>
Kylee Cortes	Social Worker	Mental Health
Nicolette Capocciamo	Social Worker	Mental Health
Julio Chamorro	Psychologist	Mental Health
Jillian Guerra	Guidance Counselor	Mental Health

## **Appendix VI**

### **A. Hazardous Sites**

#### **1. Sullivan Correctional Facility (Maximum Security)**

Box 116, Riverside Drive  
Fallsburg, New York 12733-0116  
(845) 434-2080

#### **2. Woodbourne Correctional Facility (Medium Security)**

Riverside Drive  
Woodbourne, New York 12788  
(845) 434-7730

#### **3. Neversink River—approximately .25 miles from Benjamin Cosor Elementary School**

#### **4. Town of Fallsburg Wastewater Treatment Facility—approximately two miles from Benjamin Cosor Elementary School**

#### **5. Fallsburg Jr.-Sr. High School—115 Brickman Road, Fallsburg**

The hazardous sites within the school are:

- a. Four storage closets
- b. Two kitchens
- c. One boiler room
- d. One electrical room
- e. Two elevator control rooms
- f. Pool
- g. Science labs with gas hook-ups
- h. One server closet
- i. Three switch rooms
- j. Two art rooms, rooms
- k. Wood/Photo shop

The hazardous sites outside the building are:

- a. Garbage dumpster
- b. Overhang
- c. Wooded areas surrounding school
- d. Two propane tanks
- e. 10,000 gallon oil tank



## **Appendix VI (continued)**

### **6. Benjamin Cosor Elementary School—15 Old Falls Rd, Fallsburg**

The hazardous sites within the school are:

- a. One custodial room
- b. One paint room
- c. Four storage closets O
- d. One kitchen
- e. Two boiler rooms
- f. One electrical room
- g. Three server closet
- h. One art room

The hazardous sites outside the building are:

- a. Garbage dumpster
- b. Wooded areas surrounding school
- c. One 500 gallon propane tank
- d. One 8,000 gallon fuel tank
- e. One 10,000 gallon oil tank

## **Appendix VII**

### **A. List of emergency supplies and materials**

#### **1. Medical Supplies**

##### **A) Fallsburg JSHS:**

- One “go-bag” is located in the nurse’s office.
- First aid kits are located in the nurse’s office and physical education offices. All athletic coaches also maintain first aid kits.

##### **B) Benjamin Cosor Elementary School:**

- First aid kits are located in the nurse’s office.

#### **2. Medical Equipment**

##### **A) Fallsburg JSHS:**

- A wheelchair and stretcher are located in the nurse’s office.
- AEDs are located outside of the principal’s office; near the athletic director’s office; in the pool area; and in the boys’ locker room.

##### **B) Benjamin Cosor Elementary School:**

- An AED is located outside of the nurse’s office.
- A wheelchair is located in the nurse’s office.

#### **3. Communication Devices**

##### **A) Fallsburg JSHS:**

- A weather scanner is located in the principal’s office.
- Fax machines are located in the main office, guidance office, technology and athletic director’s office.
- The administrators, school-resource officer, office staff, nurse, and attendance officer all have walkie-talkies.
- The school resource officer’s walkie-talkie is connected to the Fallsburg Police Department.
- The administrators and school resource officer have portable phones.

##### **B) BCES:**

- A weather scanner is located in the principal’s office.
- Two megaphones are located in the principal’s office.
- Two fax machines: in the main office and in the superintendent of buildings and grounds’ office.
- Walkie-talkies are located throughout the building: one in each wing; one in the cafeteria; one in the physical education office; one in the main office; one in the ISS room; and two in the principal’s office.
- Portable phones: the principal, assistant principal, superintendent of buildings/grounds, and school-resource officer each have a portable phone.

## **Appendix VIII**

### **A. Other schools in the District:**

- Zichron Moshe Yeshiva: Laurel Park Rd Fallsburg, NY 12733
- Dynamite Youth Center: Route 42 Fallsburg, NY 12733
- Bais Yaakov of South Fallsburg : State Rte 42 Fallsburg NY 12733
- Collaborative College High School-Homestead School: Main St Hurleyville NY 12747
- Yeshiva Zichron Mayir: Ronald Tawil Way Mountaintale NY 12763
- Center for Discovery: Discovery Ridge Rd Hurleyville NY 12747

## **Appendix IX**

### **A. Community Emergency Provider**

Fallsburg Police Department(434-4422)  
Simmie Williams, Chief

Fallsburg Fire Department (911/434-2008)  
Jordan Kozachuk, Chief

Hurleyville Fire Department (911/434-4161)  
Charles Payne, Chief

Woodridge Fire Department (911/434-6893)  
Nolan Akerley, Chief

Woodbourne Fire Department (911/434-6763)  
Dave Brundage, Chief

Mobil Medic EMS (911)

### **B. Government Officials**

1. Katherine Rappaport, Town of Fallsburg Supervisor (434-8810)
2. Joan Collins, Mayor of Woodridge (434-7855)

**Agreement Between**  
**The Fallsburg Central School District and the Town of Fallsburg and**  
**Town Of Fallsburg Police Department**  
**For School Resource Officer Services**

This Memorandum of Understanding is for the service rendered to the Fallsburg Central School District (“FCSD”) by the Town of Fallsburg (“TOF”) in which two (2) School Resource Officers (“SROs”) will be provided by the Town of Fallsburg Police Department (“TOFPD”) and assigned to the Elementary and High School.

**Length of Agreement**

The length of the Agreement will be September 7, 2022- June 30, 2023.

**General Terms**

- Officer Phil Brooks will be assigned to FCSD High School. Officer Michael Summa will be assigned to Benjamin Cosor Elementary School. In the event Phil Brooks or Michael Summa is unable to provide services any day during the Agreement’s term, TOFPD shall provide a replacement officer(s) reasonably acceptable to the FCSD.
- The SROs will be available to the FCSD on a full-time basis, eight (8) hours a day, this includes delays and early dismissals, whenever school is in session for the length of this agreement. The SROs will be under the direction of the Chief of Police and will coordinate daily activities with school administration. The FCSD shall have no ability to control the manner, means, details or methods by which the SROs, TOFPD, or its agents perform services under this Agreement except as provided herein and as required by federal, state, or local laws, and regulations. When school is not in session, or being conducted virtually, or the building is closed due to COVID, the SROs will report to the Chief of Police for assignment.
- The SROs’ duties shall include, but not be limited to the following:

- Endeavor to develop or expand crime prevention efforts for students.
- Provide assistance in the security and safety of all students, staff, and visitors, protection of school property and maintenance of order in school site.
- Attend Superintendent's disciplinary hearings with students as requested by the FCSD.
- Provide intervention between students and/or staff using appropriate techniques to calm and control situations.
- In coordination with the FCSD's administration, investigate crimes and incidents occurring on and in the vicinity of school grounds. Provide appropriate documentation for such investigations.
- Report violations of law, school rules, regulations, or policies to FCSD's administration.
- Enforce governing New York State and federal laws, rules, and regulations.
- Act as liaison with police and other emergency personnel
- Build relationships by being a liaison between the TOFPD and the FCSD.
- Advise the FCSD administration of circumstances or situation that may create potential harm to persons, or damage to, or loss of property.
- When feasible and requested to do so by FCSD officials, and in a manner, which does not infringe upon individuals' Constitutional rights, screen persons entering the building or school grounds.
- Become familiar with hidden recesses as determined by FCSD in the building and grounds and check them periodically.

- Question any individual not having appropriate identification to ascertain his/her reason for being on school grounds.
  - Develop and maintain a positive and open relationship with students, administrators, faculty, staff, and parents.
  - When requested, participate in meetings both virtually and in person (if necessary) with school officials, parents, or the School Board to assist in dispute resolution and/or in developing policy and procedures concerning school safety. Additionally, provide information to students and staff in regard to DWIs, weapons, sale of illegal drugs, etc.
  - Seize and store/dispose of any illegal substance or contraband seized by school officials as deemed necessary by the TOFPD for evidence in prosecution.
  - Educate potential school-age victims in crime prevention and safety.
  - The SRO is prohibited from detaining or questioning students about their immigration status.
  - The responsibility for student discipline shall be delegated exclusively to the FCSD administrators. The SRO shall not act as a school disciplinarian. Matters of school discipline shall be referred to the appropriate building principal.
- 
- The FCSD will compensate the TOF on a per month basis, billed monthly at a rate of \$21,835.81 per month for the 2022-2023 school year.
  - Overtime generated by the school activities will be reimbursed to the TOF by the FCSD. Prior approval must be granted by the Superintendent and Chief of Police or his designee for any overtime.
  - The Chief of Police will conduct evaluations throughout the school year.
  - The FCSD will conduct quarterly evaluations.
  - An Annual Review of the SROs will be conducted at the end of the school year.

- If for any reason the SRO is replaced, the FCSD will be involved in interviewing and selecting his replacement. Final determination of the SRO assigned to the FCSD shall be that of the TOFPD.
- The TOFPD shall be providing services to the FCSD as an independent contractor, and any and all services performed by the SRO under this Agreement shall be performed in such capacity. The SRO shall not hold himself/herself out as, nor claim to be, an officer or employee of the FCSD nor make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the FCSD, including, but not limited to workers' compensation coverage, unemployment insurance benefits, social security coverage, disability benefits, or retirement membership or credit. The SRO shall not have or hold himself/herself out as having the authority or power to bind or create liability for the FCSD by the SRO's acts or omissions.
- As the SROs' employer, the TOFPD shall comply with all Federal, State, and local laws, rules, and regulations. The TOFPD shall pay any 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 TOFPD or its relationship with the FCSD.
- The TOFPD further agrees to indemnify and hold the FCSD harmless against any claim, cost, penalty, damage, or expense (including attorneys' fees) related to the TOFPD's nonpayment and/or underpayment of any such taxes or payments. These provisions shall survive any expiration, termination, or non-renewal of this Agreement.
- This agreement can be terminated by either party by giving thirty (30) days written notification.

- Protection of Confidential Data: The TOFPD and SRO 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).
- Data Breach: In the event that Confidential Data is accessed or obtained by an unauthorized individual, the TOFPD shall provide notification to the FCSD without unreasonable delay and not more than seven calendar days after the discovery of such breach. The TOFPD shall follow the following process:
  - The security breach notification shall be titled “Notice of Data Breach,” 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 and 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 TOFPD’s investigation or plan to investigate; and contact information for representatives who can assist the FCSD with additional questions.
  - Where a breach or unauthorized release of Confidential Data is attributed to the TOFPD and/or the SRO, the TOFPD shall pay for or promptly reimburse the FCSD for the cost of notification to parents and eligible students of the breach.
- 2-d Addenda: The following addenda attached hereto shall be incorporated into the Agreement, and shall supersede any inconsistent provisions in the Agreement:
  - Addendum A: FCSD’s Parents’ Bill of Rights for Data Privacy and Security
  - Addendum B: Parents’ Bill of Rights – Supplemental Information Addendum
  - Addendum C: Third-Party Data Security and Privacy Plan



### Health and Safety

- COVID-19 Suspension or Termination of Agreement: The School District may suspend or terminate the Agreement immediately upon written notice pursuant to governmental order or School District determination that access to the School District's facilities must be restricted due to the impact of the COVID-19 pandemic, including but not limited to building closures resulting from the COVID-19 pandemic. The TOFPD's compensation under the Agreement will be prorated for any period wherein services are not rendered pursuant to a suspension or termination under this Section.
- COVID-19 Healthy and Safety Compliance: The TOFPD shall comply with all federal, state, local laws, rules, regulations, executive orders, and other requirements applicable to or arising from the COVID-19 pandemic while performing duties under the Agreement. TOFPD shall comply with all health and safety practices and protocols consistent with DOH's Interim COVID-19 Guidance for Pre-K to Grade 12 Schools attached hereto as Addendum "D," the New York State Checklist for Pre-K to Grade 12 Schools attached hereto as Addendum "E," and the School District's policies and procedures.
- Indemnification: Each party shall defend, indemnify and hold harmless the other party, its officers, administrators, employees, agents and representatives from and against all claims, demands, causes of action, liabilities, losses, damages, judgments, penalties, costs and expenses (including reasonable attorney's fees) arising out of or caused by negligent or intentional acts or omissions of the former party.

**ADDENDUM A**  
**FALLSBURG CENTRAL SCHOOL DISTRICT**  
**PARENTS BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY**

Pursuant to an amendment to the Education Law, section 2-D, school districts are now required to publish, on their websites, a parents' bill of rights for data privacy and security and to include such information with every contract a school district enters into with a third-party contractor where the third-party contractor receives student data or teacher or principal data.

1. A student's personally identifiable information (PII) cannot be sold or released by the District for any commercial purposes.
2. Parents have the right to inspect and review the complete contents of their child's education record including any student data stored or maintained by the District. This right of inspection is consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA). The School District will comply with all statutes and regulations relating to this right.
3. State and Federal laws protect the confidentiality of PII, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.
4. A complete list of all student data elements collected by the State is available for public review online at <http://www.p12.nysed.gov/irs/sirs>, or parents may obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
5. Parents have the rights to file complaints with the District about possible privacy breaches of student data by the District's third-party contractors or their employees, officers or assignees, or with NYSED. Complaints regarding student data breaches should be directed to:

Mr. Jamie Dymond  
Director of Staff Evaluation and Student Data  
115 Brickman Road  
Fallsburg, NY 12733  
845-434-6800 ext. 1257  
[jtingley@fallsburgcsd.net](mailto:jtingley@fallsburgcsd.net)

Complaints to NYSED should be directed in writing to the:

Chief Privacy Officer  
New York State Education Department  
89 Washington Avenue  
Albany, NY 12234  
[CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov)

or submitted online via the complaint form accessible at <http://www.nysed.gov/student-data-privacy/form/report-improper-disclosure>.

The complaint process will be consistent with the regulations of the Commissioner of Education.

This bill of rights is subject to change based on regulations of the Commissioner of Education and the NYSED Chief Privacy Officer.

## **8210.1 USE OF SURVEILLANCE CAMERAS ON SCHOOL PROPERTY**

The Board of Education is responsible for maintaining and fostering student discipline, as well as safeguarding the facilities and property of the district. The Board further recognizes the importance of student, staff and visitor privacy. After careful consideration, the Board supports the use of surveillance cameras on school grounds and in school buses. Cameras are an important component of the district's overall approach to safety, which also includes but is not limited to: identification badges, locks, lighting, alarms, etc. The surveillance cameras are intended to monitor student behavior, promote student and staff safety, and to deter vandalism. However, this does not preclude other uses deemed appropriate by the Board of Education. Recordings may be used as evidence of misconduct in disciplinary proceedings.

District surveillance cameras will only be used in public areas where there is no "reasonable expectation of privacy." Audio recordings shall not be utilized by school district employees without the express permission of the Superintendent or his/her designee; however, such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their duties and/or as otherwise authorized by law.

Any video recording used for surveillance purposes in school buildings, buses, and/or on school property shall be the sole property of the district. The Superintendent or his/her designee shall be the custodian of such recordings. All video recordings will be stored in their original form and secured to avoid tampering and protect confidentiality. The district shall comply with all applicable state and federal laws related to student records in retaining these recordings.

Requests to view a video recording must be made in writing to the Superintendent or his/her designee. If the request is granted, viewing shall occur in the presence of the district's custodian of the recording. Under no circumstances will the video be duplicated and/or removed from district premises, unless in accordance with a court order and/or subpoena.

The district will post appropriate signage at entrances to the school notifying students, staff and the general public of the district's use of surveillance cameras. Students and staff will receive additional notification. Such notification may include publication in the district calendar, employee handbook and student handbook.

The provisions set forth above pertaining to surveillance cameras and the recordings made by such cameras shall not apply to body worn cameras worn by school resource officers or other law enforcement personnel.

The Superintendent is authorized to develop such regulations and procedures as may be necessary to implement this policy.

Ref:

[20 USC §1232g](#) (Family Educational Rights & Privacy Act)

[Arts & Cultural Affairs Law Art. 57-A](#) (Local Government Records Law)

[Public Officers Law §87](#)

[8 NYCRR Part 156.9](#)(d)

Records Retention & Disposition Schedules for Use by School Districts, Schedule ED-1

Adoption date: October 7, 2009, revised April 25, 2023

**ADDENDUM B**  
**PARENTS' BILL OF RIGHTS – 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 Town of Fallsburg Police Department (the “Contractor”) are limited to the purposes authorized in the contract between the Contractor and the Fallsburg Central School District (the “School District”) commencing September 1, 2020 and expiring June 30, 2021 (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 Part 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 a mutually agreeable 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 School District’s buildings 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.

# Suicide Assessment Five-Step Evaluation and Triage

for all ages

SAFE - T

1	2	3	4	5
<b>IDENTIFY RISK FACTORS</b> Note those that can be modified to reduce risk	<b>IDENTIFY PROTECTIVE FACTORS</b> Note those that can be enhanced	<b>CONDUCT SUICIDE INQUIRY</b> Suicidal thoughts, plans, behavior and intent	<b>DETERMINE RISK LEVEL/INTERVENTION</b> Determine risk. Choose appropriate intervention to address and reduce risk	<b>DOCUMENT</b> Assessment of risk, rationale, intervention, and follow-up

Suicide assessment should be conducted at first contact, with any subsequent suicidal behavior, increased ideation, or pertinent clinical change; for inpatients, prior to increasing privileges and at discharge.

## 1. RISK FACTORS

- ✓ **Suicidal behavior:** history of prior suicide attempts, aborted suicide attempts or self-injurious behavior.
- ✓ **Current/past psychiatric disorders:** especially mood disorders, psychotic disorders, alcohol/substance abuse, ADHD, TBI, PTSD, Cluster B personality disorders, conduct disorders (antisocial behavior, aggression, impulsivity). *Co-morbidity and recent onset of illness increase risk.*
- ✓ **Key Symptoms:** adhedonia, impulsivity, hopelessness, anxiety/panic, insomnia, command hallucinations.
- ✓ **Family history:** of suicide, attempts or Axis 1 psychiatric disorders requiring hospitalization
- ✓ **Precipitants/Stressors/Interpersonal:** triggering events leading to humiliation shame or despair (e.g. loss of relationship, financial or health status-real or anticipated). Ongoing medical illness (esp. CNS disorders, pain). Intoxication. Family turmoil/chaos. History of physical or sexual abuse. Social isolation.
- ✓ **Change in Treatment:** discharge from psychiatric hospital, provider or treatment change
- ✓ **Access to firearms**

## 2. PROTECTIVE FACTORS *Protective factors, even if present, may not counteract significant acute risk*

- ✓ **Internal:** ability to cope with stress, religious beliefs, frustration tolerance
- ✓ **External:** responsibility to children or beloved pets, positive therapeutic relationships, social supports

## 3. SUICIDE INQUIRY

- ✓ **Ideation:** frequency, intensity, duration-in last 48 hours, past month and worst ever
- ✓ **Plan:** timing, location, lethality, availability, preparatory acts
- ✓ **Behaviors:** past attempts, aborted attempts, rehearsals (tying noose, loading gun), versus non-suicidal, self-injurious actions
- ✓ **Intent:** extent to which the patient (1) expects to carry out the plan and (2) believes the plan/act to be lethal vs. self-injurious; explore ambivalence: reason to die vs. reasons to live.

**National Suicide Prevention Lifeline**  
**\*1-800-273-TALK (8255)**

*\*For Youths: ask parent/guardian about evidence of suicidal thoughts, plans, or behaviors, and changes in mood, behaviors or disposition.*

*\*Homicide Inquiry: when indicated, esp. in character disordered or paranoid males dealing with loss or humiliation. Inquire in four areas listed above.*

## 4. RISK LEVEL/INTERVENTION

- ✓ **Assessment** of risk level is based on clinical judgment, after completing steps 1-3
- ✓ **Reassess** as patient or environmental circumstances change

RISK LEVEL	RISK/PROTECTIVE FACORS	SUICIDALITY	POSSIBLE INTERVENTIONS
High	Psychiatric disorders with severe symptoms, or acute precipitating event; protective factors not relevant	Potentially lethal suicide attempt or persistent ideation with strong intent or suicide rehearsal	Admission generally indicated unless a significant change reduces risk. Suicide precautions.
Moderate	Multiple risk factors, few protective factors	Suicidal ideation with plan, but no intent or behavior	Admission may be necessary depending on risk factors. Develop crisis plan. Give emergency/crisis numbers*
Low	Modifiable risk factors, strong protective factors	Thoughts of death, no plan, intent or behavior	Outpatient referral, symptom reduction. Give emergency/crisis numbers*

(This chart is intended to represent a range of risk levels and interventions, not actual determinations)

## 5. DOCUMENT

**Document:** Risk level and rationale: treatment plan to address/reduce current risk (e.g., setting medication, psychotherapy, E.C.T., contact with significant others, consultation); firearm instructions, if relevant. For youths: treatment plan should include roles for parent/guardian.

*Developed by Douglas Jacobs, MD*

### **Procedures for Identifying Students At-Risk of Wandering and/or Elopement & Protocol Follow-Up**

The Fallsburg Central School District is committed to ensuring the health, safety, and welfare of its students; particularly those students who have been identified as being at-risk of wandering and elopement.

#### **District-Wide responses to a potential or actual elopement will include:**

- Establishment of communication protocols with local police,
- Use of school-wide communication and alert systems,
- Assignments for building-and-ground searches,
- Establishment of procedures that allow crisis-response and law-enforcement officials to have access to building floor plans, blueprints, schematics or other maps of the school interior, school grounds, as well as to maps of the immediate surrounding area,
- Consideration of installment of door alarms and use of other elopement warning devices.

#### **Fallsburg Junior-Senior High School & Benjamin Cosor Elementary School Procedures for Identifying Elopers & Protocol Follow-Up**

##### **Procedures for Identifying Elopers**

Whenever a teacher or other personnel learn of a concern about a child's behavior that may impact the student's safety, this information should immediately be reported to supervisory staff and other staff who work directly with the student.

School administrators must ensure that staff assigned to building safety teams can respond appropriately, and that a plan to ensure the safety of the student is developed and implemented.

When a behavioral concern is raised, the building safety team will meet to determine if the concern is warranted and a Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) should be developed and implemented.

#### **For the team meeting, the teacher will:**

1. Complete an Elopement Survey,
2. Be prepared to discuss elopement behavioral concerns,
3. Share any additional information related to the area(s) of concern.

If the student has an Individual Education Plan (IEP), and the building team determines the concern is warranted, the building principal will notify the Pupil Personnel Director. A Committee on Special Education (CSE) will be convened and a Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) will be considered.

#### **Once a child has been identified as a risk for elopement, the following Building-Level Protocol will be followed, as per state memoranda:**

- If a student with elopement potential is identified, building level staff, including teachers, aides, assistants and monitors, will be trained with regard to potential elopement response procedures,

- Staff, including building and district-level administration, teachers of the student, hall monitors, cafeteria monitors, and security guards, will be made aware that a child is identified as being at risk of elopement
- Any staff member who is aware that there is a potential or actual elopement shall notify the building principal's office immediately,
- Students with known elopement behaviors will be required to carry basic identification information at all times.

**Building-Wide Responses to a Potential or Actual Elopement Will Include:**

- Monitor all exit doors if a potential elopement occurs,
- Call 911,
- Notify the child's parents/guardians,
- Notify the Superintendent of Schools.

**Additional District-Level Procedures:**

**Committee on Special Education (CSE)**  
**Elopement Procedure-Fallsburg Central School District**

1. The Committee on Special Education must consider whether a student has the tendency to wander or elope.
2. If it is determined that the student has the tendency to wander or elope, a Functional Behavioral Assessment (FBA) of the behavior must be conducted within ten (10) school days after the CSE meeting.
3. It will be noted beneath the "special alert" section of the student's individualized education plan that the student has a tendency to wander and elope and has an FBA/BIP.
4. It will be noted beneath the student's picture in SchoolTool, by use of a special icon, that the student has a tendency to wander and elope.
5. The aforementioned behavior must be addressed through proper supervision and through the development of an individualized behavior intervention plan (BIP).
6. Upon completion of the CSE meeting, the CSE Chairperson or designee will immediately contact the building principal, via e-mail, that the student has been identified as having a tendency to wander or elope.
7. In order to add the student's name to the elopement category on the school's medical alert list, the CSE Chairperson or designee will also contact the school nurse.
8. The principal will ensure that elopement building procedures will immediately be adhered to.
9. Immediately upon the completion of the FBA/BIP, the CSE will convene to review these documents and to ensure that the FBA/BIP is in place.
10. The FBA/BIP will be attached to the student's individualized education plan. A copy of the FBA/BIP will be sent to the building principal.

**\*\*School building elopement procedures are included in the building's Safety Plan.**