

**Schenectady City School District**

**DISTRICT-WIDE SCHOOL SAFETY PLAN**

**2019-2020 School Year**



**Schenectady City School District**  
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**Schenectady City School District**  
**DISTRICT – WIDE SCHOOL SAFETY PLAN**  
**PROJECT SAVE (Safe Schools Against Violence in Education) Commissioner’s**  
**Regulation 155.17**

**Introduction**

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

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

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

**A. Purpose**

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

**B. Identification of Chief Emergency Officer**

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

- a. Coordination of the communication between school staff, law enforcement, and other first responders;
- b. Lead the efforts of the District-Wide school Safety Team in the completion and yearly update by September 1<sup>st</sup>, of the District-Wide School Safety Plan and the coordination of the District-Wide School Safety Plan with the building-level emergency response plans;
- c. Ensure staff understanding of the District–Wide School Safety Plan;
- d. Ensure the completion and yearly update by September 1<sup>st</sup>, of building-level emergency response plans for each school building;
- e. Assist in the selection of security related technology and development of policies for the use of such technology;

- f. Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan yearly by September 15<sup>th</sup>; and
- g. Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807.

**C. Identification of District Wide Safety Team**

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

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

**D. Concept of Operations**

- The District-Wide School Safety Plan is directly linked to the individual building-level emergency response plans. Protocols reflected in the District-Wide School Safety Plan guide the development and implementation of individual building-level emergency response plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school is by the Building-Level Emergency Response Team.
- Upon the activation of the Building-Level Emergency Response Team, the Superintendent of Schools or their designee is notified and, where appropriate, local emergency officials are notified. Schools should notify, the Chief Emergency Officer by phone or text, as well as the Superintendent’s office using the dedicated emergency number.
- Efforts may be supplemented by County and State resources through existing protocols. The Schenectady Police and Fire Department will coordinate mutual aid when required.

**E. Plan review and public comment**

- F. This plan shall be reviewed and maintained by the Schenectady City School District’s District-Wide School Safety Team on an annual basis on or before **July 1<sup>st</sup>** of each year. A copy of the plan is available in the Superintendent’s office and on the district’s website.
- Pursuant to Commissioner’s Regulation 155.17 (e)(3), this plan was made available for public comment 30 days prior to its initial adoption, (June 19<sup>th</sup>,2019) The District-Wide School Safety Plan was then adopted by the School Board on (July 24, 2019) after the one required public hearing that provided for the participation of school personnel, parents, students and any other interested parties. When possible the DWST should coordinate with the Code of Conduct Committee so that presentation to the BOE and public comment periods coincide.
  - While linked to the District-Wide School Safety Plan, the building-level emergency response plans **shall be confidential** and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a. The building-level emergency response plans shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officers.
  - Full copies of the District-Wide School Safety Plan and any amendments are submitted to the New York State Education Department within 30 days of adoption by posting this public plan on the district’s website. The building-level emergency response plans are supplied to Schenectady City Police Department, the Schenectady County Sheriff, and the NYS Police within 30 days of adoption.

**Section II: General Emergency Response Planning**

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

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

- A list of hazardous areas has been identified as having the potential to impact within the district.
- This list has been created for reference and awareness. The list is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building-level emergency response plans.
- The District-Wide School Safety Team in conjunction with local officials has identified areas outside of school property that may impact a district facility during an emergency. Factors that were considered included population, presence of hazardous materials, and potential for emergency based on national trends and proximity to district property.
- The District-Wide School Safety Team has recognized that there are many factors that could cause an emergency within our school buildings. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the building-level emergency response plans.

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

- Initial Actions
- Incident Command Post Location (primary and secondary)
- **Shelter-in-Place:** Used to shelter students/staff inside the school
  - Severe Weather
  - Bomb Threat
  - HazMat Incident
- **Evacuation:** Used to evacuate students/staff from the school
  - Before, during and after school hours, including security during evacuation and evacuation routes
  - Evacuation/Relocation Sites (internal and external)
- **Lockout:** Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school
- **Lockdown:** Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school:
- School Cancellation
- Early Dismissal

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

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

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

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

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

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

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

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

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

- The use of staff trained in de-escalation or other strategies to diffuse the situation.
- Informing the Superintendent or designee of implied or direct threats.
- Determining the level of threat using Threat Assessment Protocols with the Superintendent/designee and building-level emergency response team members.
- Contacting appropriate Emergency Responders.
- Monitoring the situation, adjusting the district's responses as appropriate to include possible implementation of the building-level emergency response team.
- Communication with parent/guardian. When a student implies or specifically threatens self-inflicted violence including suicide, the school's administrator(s) or designated staff member directly contacts the respective parents/guardians.

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

- Schools should notify the Chief Emergency Officer by phone or text, as well as the Superintendent's office using the dedicated emergency number.
- Using Threat Assessment Protocols determine the level of threat with the Superintendent/designee and the building-level emergency response team.
- If the situation warrants, isolate the immediate area.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate lockdown, evacuation, sheltering and/or early dismissal procedures as needed, if needed.
- Contact appropriate Emergency Responders.

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

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

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

- Identification of decision-makers.
- Plans to safeguard students and staff.
- Procedures to provide transportation, if necessary.
- Procedures to notify parents.
- Procedures to notify media.

- Debriefing procedures.
- E. The SCSD has established policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. In the **Schenectady City School District**, the following communication methods are used:
- The Superintendent of Schools or the Public Information Specialist will notify the local media of any unplanned event that may result in a change in the regular school day schedule.
  - In addition, it would be prudent to follow the same protocol as above to formulate a press release relative to any other event that may cause any undue panic and concern and result in a problematic rush to the school by parents and media.
  - The use of a mass communication, electronic call management system will be employed when available to notify any or all specified groups within the school community of events that could affect that particular group.
  - In the absence of the aforementioned call management system, if a building has established a parental phone tree, they may use that means to inform parents and guardians. Ideally a written script should be used to ensure consistency of message. Phone trees may also be used to compliment the media information being released concurrently.
  - In the event of a violent incident occurring before, during or after a school day, the incident will be immediately reported to the school's main office. Notice of the incident may be issued by the building principal. Such notice will be mailed to the student's last known address of record, or by giving students a copy to bring home. In the event that written notification may not be practical, notification would occur via radio or television broadcast.

**Section IV: Communication with Others**

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

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

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

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

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

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

### **A. Security and Supervision**

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

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

### **B. Limited Access Policy**

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

### **C. Axis Control System**

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

### **D. Keys to exterior of buildings.**

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

### **E. Staff Photo Identification badges**

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

**F. Visitor policy; Raptor Visitor Management System**

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

**G. Video Surveillance**

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

**H. Intrusion Detection Alarm**

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

**I. Fire Alarm**

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

**J. Threat Assessment**

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

c. The SCSD recognizes the importance of programs and activities that improve communication throughout the school community and that encourage the reporting of potentially dangerous, suspicious or violent behavior. Such efforts serve to improve the security, safety and quality of life for all those in the SCSD school community. The following is a partial list of such current Initiatives.

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

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

**K. Dignity For All Students Act (DASA)**

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

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

**L. The Code of Conduct**

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

**M. Prevention and Intervention Strategies:**

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

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

## **Section VI: Recovery**

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

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

### **A. District Support for Schenectady City School District**

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

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

- Acting as a sounding board regarding the implied or direct threats and/or violent acts.
- Assisting in determining the level of threat and appropriate response.
- Monitoring the situation and adjusting the district’s response as appropriate.
- Assisting with parent/guardian, faculty/staff, and media communication.
- Assisting with coordinating building and grounds security in conjunction with local and State Police.
- Assisting with offering a backup post-incident response team (i.e., another school district’s team and/or an outside group) as needed, if needed.
- Offering debriefing sessions as needed working in conjunction with local, Schenectady County and/or State emergency responders.

### **B. Disaster Mental/Health Services**

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

- Offering district support and looking for continued feedback from those directly impacted during the incident, with projected plans to assist if needed during heightened stressful times such as a re-occurrence of a similar event and anniversaries of the original event.
- Assisting with parent/guardian, student, and faculty/staff debriefing and/or post-incident crisis intervention. The debriefing is also used in part to evaluate the district’s plan for possible revisions. If needed, assisting in contacting additional outside mental health resources such as the National Organization for Victim Assistance (1-800-try-nova; [www.try-nova.org](http://www.try-nova.org)).
- Assisting the schools with written statements going out to faculty/staff, parents/guardians, press releases and media requests through the district’s Public Information Officer.

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

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

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

## APPENDIX B: Identification of Potential Hazardous Sites

- **COMMUNITY BASED LIST:** A list of areas has been identified as having the potential to impact safety within the SCSD. This list was created for reference and awareness. It is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or SCSD boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building-level emergency response plans.
- **SCHOOL BASED LIST:** The District Safety Team has recognized that there are many factors that could cause an emergency within our school buildings. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the building-level emergency response plans.

Appendix C Additional Available District Supports

SCHENECTADY CITY SCHOOL DISTRICT 2018-2019

pgy. 2/2019

**108 Administration Main #518-370-8100**  
108 Education Dr. 12303

**SUPERINTENDENT Fax 518-370-8173**

Superintendent - Laurence T. Spring.....	40107
Executive Assistant – Johanna Vining-Sjogmyer.....	40107
Assistant to the Superintendent – Patricia Paser.....	40105
Secretary/Clerk of the Board- Martha Morris.....	40105
Receptionist – Kathy Barker.....	40106

**COMMUNICATIONS Fax 518-370-3804**

Public Information Specialist – Karen Corona.....	40137
Public Information Specialist – Justin Carrese.....	40149
Public Information Specialist – Lindsey Quackenbush.....	40149

**SAFETY & PREPAREDNESS**

Chief Emergency Officer – Joanne Wolcott.....	40118
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**BUSINESS & FINANCE Fax 518-395-3506**

District Director–Business & Finance - Kimberly Lewis.....	40128
Secretary – Stacey Tasselmyer.....	40128
Assistant School Business Official – Taryn Breen.....	40102
Food Service Manager – Elaine Reynolds.....	36481
Treasurer – Katherine Devine.....	40121
Tax Collector – Ann Testa.....	40175
Records Retention - Jeff Chynkiv (Tuesdays).....	36181
Central Treasurer – Beth Carusone (Tu, Wed & Fr).....	36469

**ACCOUNTS RECEIVABLE**

Nicole Livingston.....	40144
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**ACCOUNTS PAYABLE/PURCHASING**

Accounts Payable – Karen Colangelo.....	40117
Purchasing – Kristin Chotkowski.....	40115
Claims Auditor – Lynn Curtis.....	40128

**PAYROLL Fax 518-370-2898**

Rajwanti Sukram.....	40113
TBD.....	40114

**SCHOOL LUNCH- Irene Mazzucco..... 40111**

**CENTRAL RECEIVING**

Ralph Pfeiffer.....	
Chris D'Alessandro.....	

**DUPLICATING- Mike DeMarco**

**FACILITIES / O&M**

Director of Facilities –Michael Barry.....	40101
Secretary - Angela MacVills.....	40101
Supervisor of Custodial Services – Brian Hoffman.....	40111
Secretary - Irene Mazzucco.....	40111
BOCES Safety Specialist - Carol Bobustovsky (Thursday).....	40164

**CURRICULUM & INSTRUCTION Fax 518-881-3939**

**District Director – Curriculum and Instruction**

Tonda Dunbar.....	40116
Early Education – Shelette Pleat.....	26001
English/Lang. Arts/Library - Kerri Messler.....	26001
Fine Arts / Arts in Education - Kate Beck.....	26001
Math / Science / Business – A. Joe Dhara.....	26001
Social Studies / FACS / World Language – Carmella Parente.....	26001
Coaching Coordinator – Megan Collins.....	36470
Instructional Support Specialist –Connie Ayers.....	40116
Secretary - Kitty Moran.....	26001
Secretary – Michelle Eden.....	36474

**Instructional Coaches: Offices at MPMS**

Amy Tyler.....	Terrence Sloan
Kate Pieronek.....	Kathleen Wylie
Julie Neugebauer.....	Leticia Boulay
Deniece Clancy.....	

**HUMAN RESOURCES Fax 518-370-8124**

District Director of Human Resources - Christina Maloney.....	40133
Administrative Assistant – Jenny Erik.....	40133
Assistant District Director (Adms, MMA, SRO, M/C) – Kimberly Nugent.....	40133
Assistant District Director of Recruitment, Retention & Diversity Patrick Jean-Pierre.....	36484
(Paras, Sec., O&M, Adult Ed, Tutors) – Louise Siler.....	40134
(Teachers/ BOCES Substitutes) – Amy Csenge.....	40139

**PLANNING & ACCOUNTABILITY Fax 518-881-3409**

**District Director of Planning & Accountability /Testing**

Aaron Bochniak.....	518-881-3405
Secretary Cindy Heydrick.....	26021/518-881-3405
Asst. Director – Joseph Palmer.....	26023/518-881-3405
Secretary – Kimberly Horan.....	36471/518-881-3405
School Improvement Supervisor – Sara Schneller.....	36472/518-881-3405
Accountability Specialist – Teri Shanahan.....	26042/518-881-2506
Grant Writer – Mary Breslin.....	26026/518-881-2000
Medicaid Coordinator – Kimberly Hughes.....	26045/518-881-2020
Manager Data & Information – Abigail Anderson.....	36392/518-881-3400
Data Analyst – Hector Gallardo.....	36473/518-881-3405
21st Century Community Learning Center Project Manager – Simone Miranda.....	28138/518-881-3400
Manager of Data Processing - Jim Leupold.....	40123
Manager Data & Information – Edd Friedman.....	26027
Asst. Manager Data & Information – Michele LaCoste.....	26019

**CENTRAL REGISTRATION Fax 518-370-8214**

Registrar/Principal Clerk – Katy Vacca.....	28116
Secretary - Beth Brown.....	28127

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

Supervisor of Transportation - Alfred Valachovic.....	28111
Transportation Assistant – Nicole Stabinski.....	28112
Transportation Assistant – Judith Morales.....	26040

**TECHNOLOGY**

**Interim Director of Technology and Instructional Technology**

Chris Pietrantonio.....	40145
Network Analyst – David Thomas.....	40125
Tech Services: Heidy Murray.....	40165
Jeannine Telo.....	40151

**COMPUTER HELP DESK (NESS) - Sphere # 411**

New England Systems and Software.....	518-881-2411
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**PUPIL PERSONNEL Fax 518-881-3806**

District Director PPS – Andrea Toft-Freeman.....	518-881-3412
Asst Director PPS - Kristen Shearer.....	26036/518-881-3412
Asst Director PPS – Molly McGrath.....	36478/518-881-3412
Secretary – Nancy Briskie.....	40126/518-881-3412
Supervisor of Attendance – James Goyette.....	518-858-5009
(office at 108)	
Homeless Liaison – Sean Murphy.....	518-410-0290
(office at 108) Fax: 518-881-3962	
Nurse Manager – Holly Vacca (office Keane Annex).....	518-573-4533
Community Outreach Specialist – Damonni Farley.....	44858
Family Support Equity Specialist – Alfred Tompkins.....	44858
Director of Student Intervention – Erika McFarlane.....	36476
Laura McDaniel.....	36477
Secretary Gen Ed Continuum - Deborah Leffer.....	36480

**SPECIAL EDUCATION Fax 518-881-3806**

Director of Special Education – Jessica Kam.....	36374/518-881-3413
Asst Director of Special Education - Donna Fowler.....	40250/518-881-3413
Secretary - Michele Zielinski.....	40248 /518-881-3413

**CSE Chairs/Secretaries Fax 518-881-3544**

CSE Chairperson – Karon Opls - PK-K + OOD (office at SCLA).....	30105
CSE Chairperson - Steve Morse - OOD (office at SCLA).....	40243

**CSE Secretaries for:**

Pre-K, Hamilton, Howe, Woodlawn	
Secretary - Sharon White.....	40246
SCLA, SHS, WIEC	
Secretary – Angelica Bynoe.....	26002
MPMS, OOD, PV	
Secretary - Jo-Ann Paone.....	40245
OMS, Yates, VC, Paige	
Secretary –Dara (Joy) Sim.....	40203
Keane, Zoller, MLK, Lincoln, CPMS	
Secretary – Alicia Tryon.....	40247

**Behavior Specialist - Offices at SCLA**

Laura Bertini.....	30065
Jacquelyn O'Connor.....	30079
Kelli Schuhl.....	30079
Amanda Linde.....	30075

**Educator Liaison**

Christine Jeger at MPMS.....	36440
TBD at CPMS.....	TBD
Seth Thomann at OMS.....	32013