

DISTRICT-WIDE SCHOOL SAFETY PLAN

Johnsburg Central School
District 2023-2024 School Year

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TABLE OF CONTENTS

Introduction	Page 3
Section I: General Considerations and Planning Guidelines	Pages 3-4
<ul style="list-style-type: none"> ● Purpose ● Identification of Chief Emergency Officer ● Identification of School Teams ● Concept of Operations ● Plan Review and Public Comment 	
Section II: General Emergency Response Planning	Pages 4-6
<ul style="list-style-type: none"> ● Identification of Potential Emergency Sites ● Response Plan Options ● District Resources ● District Resource Coordination ● Annual Multi-Hazard Training ● Annual Drills and Exercises 	
Section III: Responding to Threats and Acts of Violence	Pages 7-8
<ul style="list-style-type: none"> ● Responding to Threats of Violence ● Responding to Acts of Violence and Zero-Tolerance ● Law Enforcement Involvement ● Identification of Appropriate Responses 	
Section IV: Communication with Others	Page 8
<ul style="list-style-type: none"> ● Obtaining Local Emergency Assistance ● Obtaining County and State Emergency Assistance ● Educational Agencies within District Boundaries ● NYS/BOCES Communication Flow Chart ● ICS Communication 	
Section V: Prevention and Intervention Strategies	Pages 8-9
<ul style="list-style-type: none"> ● Building Security ● Early Detection ● Prevention/Intervention Strategies ● Student Programs ● Job Duties (hall monitors and security) 	
Section VI: Recovery	Pages 10-11
<ul style="list-style-type: none"> ● District Support for the Johnsborg Central School District ● Disaster Mental Health Services 	
Section VII: Declared State of Emergency Involving a Communicable Disease	Page 12
Section VIII: Emergency Remote Instruction	Pages 12-13
Appendix A: District Buildings, Contacts and Phone Numbers	Page 14
Appendix B: Potential Hazardous Sites	Page 14
Appendix C: School Resource Officer (SRO) Memorandum of Understanding (MOU)	Pages 15-23
Appendix D: Communicable Disease – Pandemic Continuity of Operations Plan	Pages 24-37
Appendix E: Emergency Remote Instruction Plan	Pages 38-44

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 (district plan) designed to prevent or minimize the effects of serious violent incidents, declared state disaster emergencies involving a communicable disease or local public health emergency declaration and other emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts 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 Johnsburg Central 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

Purpose

The Johnsburg Central School District's district plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Johnsburg Central School District Board of Education, the Superintendent of the Johnsburg Central School District appointed a district-wide school safety team and charged it with the development and maintenance of the district plan.

Identification of Chief Emergency Officer

The Johnsburg Central School District designates the Superintendent as the Chief Emergency Officer, whose duties shall include, but not be limited to:

- Coordination of the communication between school staff, law enforcement, and other first responders;
- Lead the efforts of the district-wide school safety team in the completion and yearly update by September 1st, of the district plan and the coordination of the district plan with the building-level emergency response plan (building plan);
- Ensure staff understanding of the district-wide school safety plan;
- Ensure the completion of the building plans for each school building and yearly update by September 1st;
- Assist in the selection of security related technology and development of policies for the use of such technology;
- Coordinate appropriate safety, security, and emergency training for district and school staff, including annual required training in the emergency response plan by September 15th; and
- Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807.

Identification of School Teams

The Johnsburg Central 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, including bus drivers and monitors.

Concept of Operations

The district plan is directly linked to the building plan for the school building. Protocols reflected in the district plan guide the development and implementation of the building plan.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual building 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. Efforts may be supplemented by County and State resources through existing protocols.

Plan Review and Public Comment

This plan shall be reviewed and maintained by the Johnsburg Central School District district-wide school safety team and reviewed on an annual basis on or before September 1st of each year. This plan is posted on the district's webpage.

Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan was made available for public comment 30 days prior to its adoption. The district plan is adopted by the Board of Education after one public hearing that provides for the participation of school personnel, parents, students and any other interested parties.

While linked to the district plan, the building plan 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 plan shall be kept confidential and shall not be disclosed except to authorized department or school staff and law enforcement officers.

The district 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 plan is supplied to law enforcement agencies in Warren County and the NYS State Police within 30 days of adoption.

Section II: General Emergency Response Planning

The district plan provides the framework for the building plan. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses are used to assist school employees, students, parents and emergency responders learn one system that can be used in the Johnsburg Central School District.

Identification of sites of potential emergency, including:

- 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.

- A list of 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 plan.
- The district- wide school safety team has recognized that there are many factors that could cause an emergency within our school building. 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 plans.

The district has developed multi-hazard response guides. These guidelines are located in the building plan and are in Incident Command System (ICS) format. Plans for taking the following actions in response to an emergency where appropriate include, but are not limited to:

- Initial Actions
- Command Post Location (primary and secondary)
- **Shelter in Place:** Used to shelter students/staff inside the school
- Severe Weather
- Bomb Threat
- HazMat Incident
- **Hold-In Place:** Limits student/staff movement while dealing with short term emergencies
- **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

Emergencies include, but are not limited to:

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

The district has identified various district resources that may be available for use during an emergency, including the identification of personnel, equipment and shelters.

Using ICS 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, including the identification of the officials authorized to make decisions and of the staff

members assigned to provide assistance during emergencies are clearly defined. ICS also identifies the staff members and their backups assigned to provide assistance during emergencies.

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. By October 1 of each school year, the superintendent provides written information to all students and staff about emergency procedures. All staff receive annual training by September 15th on the building 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 district's existing new hire training program, whichever is sooner. The district certifies that this training is completed by October 1st every year in the New York State Education Department (NYSED) Basic Education Data System (BEDS).

The following procedures, which have been established to provide this training on an annual basis, include but are not limited to: early dismissal/go home drill, shelter-in place, hold-in-place, evacuation/fire drills, lockout, lockdown, table top exercises and Incident Command System training.

The district 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.

Fire and Emergency Drills

The 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 plan, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

The Education Law §§ 807(1-a), 807 (b): Fire and Emergency Drills 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 in the first half of the school year (September 1 to December 31st).

The statute 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

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 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, including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which includes suicide. The following types of procedures are addressed in the plan:

- Informing the Superintendent or designee of implied or direct threats.
- Determining the level of threat with the Superintendent and building-level emergency response team members.
- Contacting appropriate law enforcement agency, if necessary.
- 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 principal of the school in which the student attends directly contacts the respective parents/guardians.

The Multi-Hazard Emergency Response Guides in the building plan 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, including bus drivers and monitors, and visitors to the school, including consideration of zero-tolerance policies for school violence. The following types of procedures are addressed in the plan:

- Inform the Superintendent/designee
- 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 law enforcement agency.

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

Response protocols are identified in the building plan 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.

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.

The district 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. The Johnsburg Central School District uses a mass notification feature in its phone system, which automatically sends one message out to all staff and persons in parental relations, which would inform them of the event.

Section IV: Communication with Others

The Johnsburg Central School District is fortunate to have substantial ties to the community of North Creek and Warren County. If there were an emergency within our facility, we would call 911 for emergency assistance. If involvement is needed from other local government agencies, the Superintendent or designee would act as the contact person. Additional procedures for communications can be found in the building plan 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 services organizations and local government.

Arrangements for obtaining advice and assistance from emergency organizations and local government officials, including the county or city officials responsible for implementation of Article 2-B of the Executive Law, are noted in the NYS/BOCES Communication Flow Chart.

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 above-referenced phone and/or e-mail mass notification system.

Along with the above-noted notification procedures, the district also maintains the following information about each educational agency in the confidential building plan:

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

Section V: Prevention and Intervention Strategies

The district has developed policies and procedures related to school building security, including the use of security devices and procedures (i.e., secure entrance wherein visitors are observed and then buzzed in, and then they must sign in and obtain a badge).

The Johnsburg Central 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, school personnel, including bus drivers and monitors, persons in parental relation to students of the district, students and other persons deemed appropriate to receive such information.

Appropriate prevention and intervention strategies, such as:

- Collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;

- Nonviolent conflict resolution training programs;
- Peer mediation programs and youth courts; and
- Extended day and other school safety programs;

The district has created and supported strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence.

- Non-violent conflict resolution training programs
- An Anti-Bullying Program/Committee that develops programs, practices and materials to educate the school community on how to determine and combat bullying
- Peer mediation programs
- On the Elementary School level, there is a monthly theme on behavior management training for employees
- Drug, Alcohol and Violence Prevention training through BOCES
- Drug Recognition Training for select staff through the New York State Police
- Warren County Sheriff's Department and/or NYS Police daily walkthrough
- Extended day and other school safety programs
- Youth & Government
- Student Leadership Conference on violence prevention
- Sexual Harassment training for staff
- Incident Command System training for staff
- Anonymous reporting mechanisms for school violence
- Athletic Programs

Students, staff or parents that have concerns about an individual's potential threat to others or to themselves should immediately report those concerns to the school superintendent or other school administrators. Students are encouraged to contact a trusted adult who then will refer the matter to the appropriate administrator.

If the district becomes aware of information that an individual is likely to engage in conduct that would result in serious physical harm to him/herself or others, the Superintendent will contact law enforcement and/or the school attorney, outside agencies, etc. to determine the appropriate next steps.

The Johnsborg Central School District currently does not employ hall monitors. The district has a collaborative agreement with the Warren County Sheriff's Department to provide a school resource officer to the district. The agreement and job duties can be found in Appendix C.

In accordance with Project SAVE, after July 1, 2001, all new full and part-time employees are finger-printed and have background checks completed.

Johnsburg Central School has considered, pursuant to Alyssa's Law, and will continue to evaluate and review, the installation of silent panic alarm systems in the school that directly alerts authorities during emergencies. Johnsborg Central School has installed a panic alarm system.

Section VI: Recovery

Recovery addresses the help needed for all involved to heal and to restore the school community to “normal” operations. The district plan supports the school building plan 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.

District Support for the Johnsburg Central School District

The building plan provides resources for supporting the building-level emergency response team and post-incident response team. The district's 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 district 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 Johnsburg Central, Warren County, and/or State emergency responders.

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 school safety team assists as follows:

- Activating the district-wide post-incident response team. The district has a full-time counselor, a part-time school psychologists, and a part-time mental health counselor who have local connections to:
 - Neighboring school districts
 - Warren County Department of Mental Health
- 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).
- 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 supports the recovery phase and reevaluates current multi-hazard and violence prevention practices and school safety activities.

Section VII: Declared State of Emergency Involving a Communicable Disease

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020 that requires public employers, including public school districts, to adopt a continuation of operations plan in the event that the Governor declares a state disaster emergency involving a communicable disease. The legislation (amended subdivision 2 of section 2801-a of New York Education Law to require that District Safety Plans include protocols for responding to a declared state disaster emergency involving a communicable disease that are “substantially consistent” with the provisions of section 27-c of the Labor Law. The operations plan includes, but is not limited to:

- A. A list and description of the types of positions considered essential in the event of a State-ordered reduction of in-person workforce. For this purpose, essential is defined as required to be physically present at a work site to perform his or her job. Such designation may be changed at any time at the sole discretion of the employer.
- B. A description of protocols the employer will follow in order for nonessential employees to telecommute.
- C. A description of how the employer will, to the extent possible, stagger work shifts of essential employees to reduce overcrowding on public transportation and at worksites.
- D. Protocols the employer will implement to procure personal protective equipment (PPE) A plan for storage of equipment and access to equipment must be included.
- E. Protocols in the event an employee is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace.
- F. Protocols for documenting hours and work locations, including off-site visits, for essential employees. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.
- G. Protocols for working with the employer’s locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.
- H. Protocols for implementing any other requirements determined by the Department of Health such as contact tracing or testing, social distancing, hand hygiene and disinfectant, or mask wearing.

The Communicable Disease – Pandemic Continuity of Operations Plan for Johnsburg Central School District can be found in Appendix D.

Section VIII: Emergency Remote Instruction

Beginning with the 2023-2024 school year, all public schools, boards of cooperative educational services (BOCES), and county vocational education and extension boards must include plans for remote instruction. The emergency remote instruction plan describes how children will be educated if a school or schools must close under emergency conditions. The Johnsburg Central School Emergency Remote Instruction Plan will outline methods that will ensure the availability of devices, internet access, provision of special education and related services for students with disabilities, and the expectations for time spent in different remote modalities. The remote instruction plan will be reviewed annually by district and building-level emergency response teams, adopted

annually by the Board of Education and submitted to the New York State Education Department.

The Emergency Remote Instruction Plan for Johnsburg Central School District can be found in Appendix E.

APPENDIX A
District Buildings, Contacts and Phone Numbers

The address for the instructional building and bus garage is 165 Main Street, North Creek, NY 12853.

Contact: Michael J. Markwica - Superintendent
 (518) 251-2921 ext. 9

APPENDIX B
Potential Hazardous Sites

COMMUNITY BASED LIST: A list of areas has been identified as having the potential to impact within the district. 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 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 plan.

SCHOOL BASED LIST: The district team has recognized that there are many factors that could cause an emergency within our school building. 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 plan.

APPENDIX C
School Resource Officer (SRO) Memorandum of Understanding

**AGREEMENT FOR LAW ENFORCEMENT SERVICES
WITHIN THE JOHNSBURG CENTRAL SCHOOL DISTRICT**

THIS AGREEMENT (the "Agreement") is made by and between the COUNTY OF WARREN, a municipal corporation and political subdivision established under the Laws of the State of New York, having its principal offices and place of business located at the Warren County Municipal Center with a mailing address of 1340 State Route 9, Lake George, New York 12845 (the "County"), and JOHNSBURG CENTRAL SCHOOL DISTRICT, having its principal offices and place of business located at 165 Main Street, North Creek, New York 12853 (the "District").

WITNESSETH:

WHEREAS, the District requested that the Warren County Sheriff provide law enforcement coverage to the District equal to a mutually agreed number of Patrol Officers, Patrol Officers-Part Time, or Special Patrol Officers, which are collectively referred to as "School Resource Officers" (hereafter, "SRO") that will provide services to the District during regularly scheduled school hours and for such other events as requested by the District, and

WHEREAS, the County agrees to provide the services requested during the 2022-2023 school calendar year commencing retroactive to the date of execution of the Agreement by both parties and terminating upon completion of the 2022-2023 school year and renewable by each party, upon the same terms for two (2) additional one (1) year renewal periods, and

WHEREAS, the District agreed to pay the County an amount not to exceed Thirty-Eight Thousand Dollars (\$38,000) for the assignment of one (1) such SRO(s) and their services at the Johnsborg Central School District, as more fully provided by this Agreement,

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

The County of Warren, by and through the Warren County Sheriff (hereafter, "Sheriff") and the Warren County Sheriff's Office (hereafter, "Sheriff's Office"), agrees to provide SRO services to the District during normal school hours and for such other school events as requested by the District, in accordance with and subject to the terms of this Agreement.

(MOU)

I. DOCUMENTS:

The following documents are now in existence and shall be deemed a part of this Agreement and are incorporated by reference as though fully set forth in their entirety: this Agreement; proof of required insurance to include naming the County of Warren an additional insured; and Resolution No. 446 of 2022, adopted September 16, 2022. These documents are incorporated by reference herein and attached to this Agreement. In the event that conflicts are found to exist among the documents, this Agreement shall govern all documents except for Resolution No. 446 of 2022.

II. DELIVERY OF SERVICES:

A. SRO Services Provided

SRO services may be provided by a police officer or a peace officer, as determined solely by the Sheriff. An SRO shall provide the District with assistance in maintaining order and providing security in a school building designated by the District. The typical services provided by an SRO include: providing security by standing at a post or patrolling a designated building; protecting and guarding students, staff, administrators, and members of the general public while present on school grounds; providing general information and direction to visitors on school grounds; safeguarding public property on school grounds; maintaining and updating records as required by the Sheriff's Office or the District; building rapport with students, staff and administrators to promote safety and security; providing assistance during emergency situations; making warrantless arrests and using physical force when required; conducting warrantless searches and seizures when constitutionally permissible and within the assigned special duties; preparing incident reports; appearing at school disciplinary proceedings and Family Court proceedings, as required.

B. Service Area

The County, through the Sheriff's Office, shall provide SRO services in the District's buildings and grounds as requested by the District and upon the approval of the Sheriff or his designee.

C. Quantity of Services

The County will provide the equivalent of one (1) SRO to the District for the entire 2022-2023 school year. The hours worked will be based on the needs of the District, at the discretion of the District's Superintendent, and shall follow the school calendar, to include such other events conducted by the District for which SRO services are requested from the County. The employment hours of an SRO shall be capped at 1476 hours for the academic school year and includes such other events conducted by the District for which SRO services are requested and approved, as well as all mandatory training time that an SRO may be required to complete during the term of this Agreement, as determined by the Sheriff or his designee.

D. How Delivered

The scheduling, direction and supervision of an SRO and those matters incidental to the delivery of those services to the District shall be fixed and determined in the sole discretion of the Sheriff.

E. Dispute Resolution

Any conflict between the parties regarding the extent or manner that services are provided by an SRO for the District shall be resolved in the sole discretion of the Sheriff, or his Designee, after consultation with the Superintendent of the District, or the Designee.

F. Termination of SRO Services by County

The County possesses the unilateral right to either suspend or terminate this Agreement, upon three calendar (3) days written notice, based upon the Sheriff's unilateral determination that the Sheriff's Department does not possess sufficient staff to fulfill the obligations set forth by this Agreement, and also fulfill the statutory duties required of the Sheriff in Warren County due to the unavailability of sufficient law enforcement officers.

The District waives any and all legal right to any claims, causes of action, lawsuits, or other actions against the County for a breach of contract or any other cause of action against the County, its officers and employees, for any suspension or termination of this Agreement caused by the Sheriff's determination that there are insufficient County-employed law enforcement officers to meet the obligations under this Agreement and also the Sheriff's statutory duties to the general public of Warren County.

If the County suspends or terminates this Agreement due to insufficient staffing, then the District shall be obligated to pay for the SRO services actually provided based on total school days of service and total hours employed. The District will be refunded, on a pro-rated basis, any portion of the contract price not earned by the County for school days in which no SRO services were available or provided based either the total number of school days scheduled for the 2022-2023 academic year or the total contractual hours set forth for an SRO under this Agreement. The County shall determine which of these two formulas shall be applied for any refunds to the District. Upon receipt of a written refund request from the District, the County shall provide the refund payment within thirty (30) days.

III. RESOURCES:

In addition to the payment due for SRO services under this Agreement, the County reserves the right to invoice the School for additional amounts incurred to provide an SRO any and all reasonable and necessary equipment and supplies required to provide the services set forth by this Agreement.

IV. CONSIDERATION:

The District promises to pay and shall promptly pay to the Treasurer for the County of Warren the entire sum of Thirty-Eight Thousand Dollars (\$38,000) as a single payment, on or before October 14, 2022, for all SRO services covered under this Agreement for the 2022-2023 school calendar year, and not later than October 14th for any renewal period under this Agreement. The contractual amount due under this Agreement shall be paid and deemed earned by the County without regard for any closures of the District or their facilities during the school year for any reason, and without regard to the reason(s) or duration of such closures, to include but not limited to acts of God.

V. INSURANCE COVERAGE; INDEMNIFICATION; DUTY TO DEFEND; COOPERATION

A. Indemnification: The District shall be solely responsible for and shall indemnify, defend and hold harmless the County and its officers, employees, and agents (the “County Indemnified Parties”) from and against any and all liabilities, losses, costs, expenses (including, without limitation, reasonable attorneys’ fees and disbursements) and damages (“Losses”), arising out of or in connection with any acts or omissions of the District

and/or the District's officers, employees, and agents, regardless of whether taken pursuant to or authorized by this Agreement and regardless of whether due to negligence, fault, or default, including losses in connection with any threatened investigation, litigation or other proceeding or preparing a defense to or prosecuting the same.

B. Insurance Coverage: The District shall carry General Liability coverage in the amounts of at least \$1 million per occurrence and \$2 million aggregate with respect to the District and any of its employees or agents. The District shall name the County as additional insured on a primary, non-contributory basis to the District's General Liability policy. All coverage must be issued by an insurance company admitted to do business in New York State and maintaining an A.M. Best rating of A- or better.

C. Certificate of Insurance: The District shall furnish to the County Certificate(s) of Insurance evidencing coverage stipulated in paragraph V(A)(2) above before SRO services from the County begins. The failure of the District to provide such Certificate of Insurance shall not be deemed a waiver by the County of the District's obligation to provide same insurance coverage and shall not waive the District's payment obligations under this Agreement. In addition, and in the event of any defect in any Certificate of Insurance, regardless of when such defect may be discovered, the acceptance by the County of any such certificate of insurance shall not be deemed a satisfaction of the requirement that the District provide insurance coverage as noted anywhere in this Agreement.

D. Duty to Defend: The District shall upon the County's demand, promptly and diligently assume the defense of the County and defend, at the District's sole risk and expense, any and all suits, actions, claims, or proceedings, whether civil or administrative, which may be brought or instituted against the County, its officers or employees, and shall provide a defense under subsection V(A)(1) above, either through the District or through the District's insurance carrier, and the District shall pay and satisfy any judgement, decree, loss, or settlement in connection therewith.

E. Cooperation: The District shall cooperate and shall cause the District's officers, employees, and agents to cooperate with the County in connection with any investigation, defense or prosecution of any action, suit or proceeding, related to the subject matter of this Agreement.

F. Employment Status and Employment Claims: The SRO is and shall at all time remain an employee of the County and shall not be an employee of the District. The County shall be solely responsible for any and all liabilities, losses, costs, expenses (including, without limitation, reasonable attorneys' fees and disbursements) and damages ("Losses"), arising out of or in connection with the employment status or employment related claims arising from SRP coverage provided to the District and the County shall indemnify and defend the District from all such employment related claims.

VI. COUNTY POLICY AGAINST DISCRIMINATION:

Any type of discrimination and harassment is against Warren County policy and is unlawful. The District acknowledges and agrees it has read the entire Warren County Policy Against Discrimination and Harassment. The Warren County Policy Against Discrimination and Harassment applies to all personnel in a contractual or other business relationship with the County. This Agreement incorporates the entire Policy as a material term of this Agreement. The District shall follow the Policy in its entirety. If a complaint does arise, the District is to notify the Sheriff, or his designee promptly. To the fullest extent permitted by law, the District shall indemnify, hold harmless and defend Warren County, its Board, officers, employees and volunteers against any and all losses, claims, actions, demands, damages, liabilities, or expenses, including but not limited to attorney's fees and all other costs to defend, resulting from District and or agent's breach of this Policy.

D. The provisions of this section shall survive the termination and/or expiration of this Agreement.

VII. DURATION:

The term of this Agreement shall be for the school calendar year 2022-2023, commencing retroactive to the date of execution by both parties and terminating upon completion of the 2022-2023 school year.

VIII. RENEWAL OF AGREEMENT:

The parties may renew this Agreement, in writing, upon the same terms and conditions as set forth herein for up to two (2) additional one (1) academic school years.

IX. AUTHORITY:

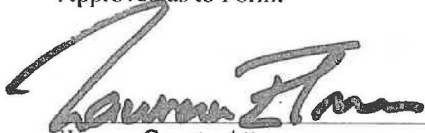
This Agreement is made and executed pursuant to Resolution No. 446 of 2022, adopted by the Warren County Board of Supervisors on September 16, 2022, and is made subject to approval of the Bolton Central School District Board of Education.

X. ELECTRONIC SIGNATURE:

This Agreement may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument. Documents executed, scanned and transmitted electronically and electronic signatures shall be deemed original signatures for purposes of this Agreement and all matters related thereto, with such facsimile, scanned and electronic signatures having the same legal effect as original signatures.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year of execution of the last signatory hereunder.

Approved as to Form:


Warren County Attorney

Date 9/21/2022

COUNTY OF WARREN

By: 
KEVIN B. GERAGHTY, CHAIRMAN
Board of Supervisors

Date 9/23/22

JOHNSBURG CENTRAL SCHOOL DISTRICT

By: 
MICHAEL MARKWICA
Superintendent

Date 9/3/23

Client#: 989531

JOHNSCEN1

ACORDTM

CERTIFICATE OF LIABILITY INSURANCE


DATE (MM/DD/YYYY)
06/08/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services LLC 12 Gill Street, #5500 Woburn, MA 01801 855 874-0123	CONTACT NAME: Steven Sawm	PHONE (A/C, No, Ext):	FAX (A/C, No): 877-775-0110
	E-MAIL ADDRESS: Steve.Sawm@usi.com		
INSURED Johnsburg Central School District 165 Main Street North Creek, NY 12853	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Utica National Insurance Co of Ohio		13998
	INSURER B : Republic Franklin Insurance Company		12475
	INSURER C :		
	INSURER D :		
	INSURER E :		

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		LIMITS	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP1563816	07/01/2023	07/01/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>			BAC5056482	07/01/2023	07/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10000 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			CULP1563818	07/01/2023	07/01/2024	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							

CERTIFICATE HOLDER NYS Education Dept.	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Warren County Board of Supervisors

RESOLUTION NO. 446 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS GERACI, BRAYMER, SEEBER, DICKINSON, DRISCOLL, MCDEVITT AND DIAMOND

AUTHORIZING AN AGREEMENT WITH THE JOHNSBURG CENTRAL SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES AT THE JOHNSBURG CENTRAL SCHOOL DISTRICT

WHEREAS, the Johnsburg Central School District ("School") has requested that the Warren County Sheriff provide law enforcement services by providing coverage equal to one (1) School Resource Officer in the form of either a Patrol Officer, Patrol Officer - Part Time, or a Special Patrol Officer, as determined by the Sheriff, at the Johnsburg Central School for the 2022-2023 academic year, and

WHEREAS, the Sheriff has agreed to provide these services during normal school hours throughout the school calendar year and for such other events that may be requested by the School District and covered under the terms of the agreement, and

WHEREAS, the school has agreed to pay the County an amount not to exceed Thirty-Eight Thousand Dollars (\$38,000) per school year for such School Resource Officer services to the Johnsburg Central School, for a term being retroactive to the date of execution of the agreement by both parties and terminating upon completion of the 2022-2023 school year and renewable by each party, upon the same terms for two (2) additional one (1) year renewal periods, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to enter into an agreement with the Johnsburg Central School District, 165 Main Street, North Creek, New York 12853, to provide law enforcement services during normal school hours throughout the school calendar year and for such other events as may be requested by the School District for an amount not to exceed Thirty-Eight Thousand Dollars (\$38,000) per school year, for a term being retroactive to the date of execution by both parties and terminating upon completion of the 2022-2023 school year and renewable by each party, upon the same terms for two (2) additional one (1) year renewal periods, in a form approved by the County Attorney.

APPENDIX D

Communicable Disease – Pandemic Continuity of Operations Plan

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

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

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

When this plan is activated, the District-Wide School Safety Team may invite additional people to the meetings to aid in the planning efforts: (e.g., District Medical Director, Technology Staff).

Communication with parents, students, staff, and the school community is important throughout a pandemic outbreak. Communication methods will include postings to the district website, call list/ROBO call (OneCall Now), email, district social media accounts, online training, correspondence (letters) to homes, town hall meetings (Zoom, WebEx, Google Classroom, etc.). The Superintendent has been designated to coordinate this effort. The Superintendent will work closely with the BOCES Technology Staff to ensure the proper function of all communication systems.

Essential Positions/Titles

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

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

Working/Learning Remotely

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

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

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

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

Reducing Risk

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

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

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

Personal Protective Equipment (PPE) and Face Coverings

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

PPE Type	Task/Role
N-95	Nurses/Nurses' Aides Cleaners/Custodians (based on disinfectants used)
Face Shields	Nurses/Nurses' Aides Special Education
Gowns	Nurses/Nurses' Aides Special Education
Gloves	Nurses/Nurses' Aides Special Education Cleaners/Custodians Maintenance/Mechanics

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

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

PPE and face coverings will be stored in a manner, which will prevent degradation. These supplies will be monitored at least on an annual basis to ensure integrity and track usage rates.

Continuity of Operations

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

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

	maintain essential function	
Human Resources	<p>Monitors absenteeism and ensures appropriate delegation of authority</p> <p>Work with bargaining units to develop the plan for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc.</p>	<p>Recruitment/Staffing</p> <ul style="list-style-type: none"> ● Superintendent ● Principal ● Business Official ● Appropriate staff, as needed <p>Workplace Safety</p> <ul style="list-style-type: none"> ● BOCES ● Superintendent ● Principal ● Business Official ● Appropriate staff, as needed <p>Training</p> <ul style="list-style-type: none"> ● BOCES ● Superintendent ● Principal ● Business Official ● Appropriate staff, as needed <p>Labor Law Compliance</p> <ul style="list-style-type: none"> ● District Attorney ● Superintendent ● Principal ● Business Official ● Appropriate staff, as needed <p>Compensation Planning</p> <ul style="list-style-type: none"> ● Superintendent ● Business Official ● Staff Attendance Clerk ● Appropriate staff, as needed

<p>Continuity of Instruction</p>	<p>Implemented in the event of significant absences or school closure.</p> <p>Alternate learning strategies will include:</p> <ul style="list-style-type: none"> Hard copy, self-directed lessons Use of mobile media storage devices for lessons (CDs, Jump Drives, iPads) On-line instruction; on-line resources; on-line textbooks Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings
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Response

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

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

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

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

Hand Hygiene

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

- For hand washing: soap, running water, and disposable paper towels.

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

Communicable Disease Exposures

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

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

Contact Tracing

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

Districts may assist with contact tracing by:

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

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

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

Returning after Illness

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

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

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

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

Cleaning/Disinfecting

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

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

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

Housing for Essential Employees

The school district, in coordination with the local health department, will determine when the emergency housing of essential workers is necessary. Essential workers who will be required to use emergency housing will be identified.

Recovery

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

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

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

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

Attachment 1 – Essential Positions

Title	Description	Justification	Work Shift	Protocol
Superintendent's Office	Responsible for the planning, operation, supervision and evaluation of the education programs, service, and facilities of the district	This group will come in to assist with various district needs as required.	As deemed necessary Remote or on-site	When on-site: <ul style="list-style-type: none"> ● Sign in sheets will be used to track times entering and leaving ● Health assessment will be completed electronically or on paper
Principals' Office	Responsible for overseeing the daily operations of the institution, including coordinating staff schedules, overseeing the development of curriculum and enforcing school policies	This group will come in to assist with various district needs as required.	As deemed necessary Remote or on-site	When on-site: <ul style="list-style-type: none"> ● Sign in sheets will be used to track times entering and leaving ● Health assessment will be completed electronically or on paper
Business Official's Office	Oversee all Business and Financial matters for the District. To include maintaining the inflow and outflow of District Funds. Maintaining all Payroll functions of reporting and paying employees. Preparing all financial reporting requirements of the state and federal. Preparing and maintaining grant reporting requirements along with any other financial matters of the district.	This group will come in to assist with various district needs as required.	As deemed necessary Remote or on-site	When on-site: <ul style="list-style-type: none"> ● Sign in sheets will be used to track times entering and leaving ● Health assessment will be completed electronically or on paper
School Counselor's Office	Help students and staff manage and overcome mental	This group will come in to assist with various district	As deemed necessary	When on-site:

	and emotional Issues. Their	needs as required.	Remote or on-site	
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	duties include listening to students, developing treatment plans, and creating coping strategies.			<ul style="list-style-type: none"> • Sign in sheets will be used to track times entering and leaving • Health assessment will be completed electronically or on paper
Buildings and Grounds	<p>Oversees buildings and grounds employees.</p> <p>Maintains the functioning of all district building systems (interior and exterior).</p> <p>Cleans, disinfects, and supplies district buildings.</p> <p>Removes snow and leaves, maintains lawns, and trims bushes/trees.</p>	<p>Dally building walkthroughs to determine if building systems are functioning properly</p> <p>Cleaning/disinfection of buildings</p>	<p>As deemed necessary</p> <p>Remote or on-site</p>	<p>When on-site:</p> <ul style="list-style-type: none"> • Sign in sheets will be used to track times entering and leaving • Health assessment will be completed electronically or on paper
Transportation	Oversees all school bus drivers and bus mechanics	Coordinates transportation of students and when applicable delivery of meals, classroom materials and technological devices	<p>As deemed necessary</p> <p>Remote or on-site</p>	<p>When on-site:</p> <ul style="list-style-type: none"> • Sign in sheets will be used to track times entering and leaving • Health assessment will be completed electronically or on paper
Cafeteria	<p>Responsible for</p> <ul style="list-style-type: none"> • Meal planning and ordering of food items. • Preparing breakfast and lunch meals to be provided to students. • Cleaning and sanitizing kitchen. 	<p>Ensures students receive breakfast and lunch each day whether in person or deliveries for remote learners.</p> <p>Food preparation needs to be performed in a DOH permitted facility.</p>	<p>As deemed necessary</p> <p>Remote or on-site</p>	<p>When on-site:</p> <ul style="list-style-type: none"> • Sign in sheets will be used to track times entering and leaving • Health assessment will be completed electronically or on paper

<p>Technology - BOCES</p>	<p>Oversee the funding available to maintain all technology needed to operate the district.</p> <p>Coordinate with each department on needs and acquiring necessary technology.</p>	<p>This group will come in to assist with various district needs as required.</p>	<p>As deemed necessary</p> <p>Remote or on-site</p>	<p>When on-site:</p> <ul style="list-style-type: none"> ● Sign in sheets will be used to track times entering and leaving ● Health assessment will be completed electronically or on paper
<p>Instructional Programs</p> <ul style="list-style-type: none"> ● Teachers ● Teachers Assistants ● Teaching Aides ● Special Education 	<p>Responsible for preparing lesson plans and educating students at all levels, assigning homework, grading tests, and documenting progress. Teachers must be able to</p>	<p>Provide lessons to in school and/or virtual students</p>	<p>As deemed necessary</p> <p>Remote or on-site</p>	<p>When on-site:</p> <ul style="list-style-type: none"> ● Sign in sheets will be used to track times entering and leaving ● Health assessment will be completed electronically or on paper
<p>School Resource Officer</p>	<p>Liaison between Warren County Sheriff's Office and the Johnsborg Central School District to provide security for the district's faculty, staff and students.</p>	<p>This person will come in to assist with various district needs as determined by Warren County Sheriff's Department and the Johnsborg Central School District</p>	<p>As deemed necessary</p> <p>Remote or on-site</p>	<p>When on-site:</p> <ul style="list-style-type: none"> ● Sign in sheets will be used to track times entering and leaving ● Health assessment will be completed electronically or on paper
<p>Nurse's Office</p>	<p>Provides technical assistance regarding health screenings, management of ill persons, Isolation areas, and day-to-day school health issues</p>	<p>This group will come in to assist with various district needs as required.</p>	<p>As deemed necessary</p> <p>Remote or on-site</p>	<p>When on-site:</p> <ul style="list-style-type: none"> ● Sign in sheets will be used to track times entering and leaving ● Health assessment will be completed electronically or on paper
<p>Safety Specialist</p>	<p>Provides technical assistance on matters related to compliance with federal, state and local regulations.</p>	<p>This person will come in to assist with various district needs as required.</p>	<p>As deemed necessary</p> <p>Remote or on-site</p>	<p>When on-site:</p> <ul style="list-style-type: none"> ● Sign in sheets will be used to track times entering and leaving

	Aids in the development of plans/programs and training.			<ul style="list-style-type: none">• Health assessment will be completed electronically or on paper
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Attachment 2 - Cleaning and Disinfection Protocols and Procedures

Room Types/Areas	Cleaning Frequency	Disinfection Frequency	Responsible Party	Additional Information
Classrooms	Daily	Daily	Custodial staff; staff and teachers	Doors, desks, chairs, and floors
Restrooms	2x daily	2x daily	Custodial staff	Doors and sinks will be done twice daily. Floors will be done once daily.
Health Offices/Isolation Rooms	Various	Various	Nursing staff; Custodial staff	Cots, bathrooms and health office equipment will be cleaned after each use. Floors will be done once daily.
Breakrooms	Daily	Daily	Custodial staff	Doors, tables, chairs and floors
Cafeterias/Kitchens	Various	Various	Custodial staff; staff and teachers	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Outside Seating Areas	Various	Various	Custodial staff; staff and teachers	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Computer Labs	Various	Various	Custodial staff; staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Science Labs	Daily	Daily	Custodial staff; staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Maintenance Office and Work Areas	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors
Bus Garage	Daily	Daily	Custodial staff; Transportation staff	Bathroom, doors, desks, chairs, and floors
Libraries	Daily	Daily	Custodial staff; Librarians	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Playgrounds	As needed	N/A	Custodial staff	
School Buses	Daily	Daily	Transportation staff	High contact spots will be cleaned after the morning (AM) runs and cleaned/disinfected after the afternoon (PM) run.
School Vehicles	After each use	After each use	Staff using vehicles	
Administrative Offices	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors

Johnsburg Central School District – District-Wide School Safety Plan

Large Meeting Areas (e.g., gymnasiums, auditoriums, music rooms)	N/A	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Athletic Training Rooms, Locker Rooms	N/A	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Frequently touched surfaces (e.g., doorknobs, light switches, elevator buttons, copy machine buttons, handles, etc.)	2x daily	2x daily	Custodial staff	
Shared frequently touched surfaces (e.g., keyboards, desks, phones, laptops, tablets, remote controls, etc.)	After each use	After each use	Staff using shared surfaces	
Shared equipment (e.g., hand tools, facilities equipment, groundskeeping equipment, golf cart, etc.)	After each use	After each use	Staff using equipment	

Only district approved chemicals will be used. At no time will students be allowed use cleaners or disinfectants.

APPENDIX E

Emergency Remote Instruction Plan

Following the COVID-19 pandemic, school districts in New York are required to have a plan for how children will be educated if a school or schools must close under emergency conditions. These Emergency Remote Instruction Plans (ERI Plans) are included as part of the district-wide school safety plan, which is reviewed annually by district and building-level emergency response teams, adopted annually by the Board of Education and submitted to the New York State Education Department.

Communication and Engagement

To help inform our Emergency Remote Instruction Plan, the district completes an annual Student Digital Resources data collection report to better understand the level of access students have to devices (e.g., laptop, Chromebook, cell phone) and the Internet. Johnsburg Central School requests that the parents and guardians of enrolled students complete the New York State Digital Resources Family Questionnaire.

The purpose of this survey is to ensure that, to the extent possible; students can access the Internet and receive remote instruction, if necessary, under emergency conditions. This survey is conducted on an annual basis. Students and families may update their access information at any time by contacting the student's school. It is our goal that this plan is aligned with the information provided by families in the Student Digital Resources data collection.

The district has also developed a plan for communicating all necessary information should a school or schools need to close. The district will use existing internal and external communications channels to notify staff, students, and families/caregivers about remote learning schedules with as much advance notice as possible. This communication will include information about how computing devices (e.g., computers, hot spots, etc.) are being disseminated to students and families who need them. When the school needs to close and move to remote instruction, the district will notify staff, students, and family/caregivers by the OneCallNow phone messaging system, if needed use teachers and staff to notify families individually. In addition, students and staff receive information through emails and via Google Classroom.

The school will communicate with students when to bring home school computing devices as needed.

The district will provide students and their families with multiple ways to contact schools and teachers during remote learning, including through Google Classrooms, student email, or via phone.

Device, Internet and Platform Access

To support remote learning, the district will make computer devices available to all students and families who need them. If the need for remote instruction is anticipated, the district will direct students and staff to bring school computing devices home. The district will use information from the Student Digital Resources survey to determine if additional accommodations are needed for student access to the internet. If additional technology resources are needed, the district will either deliver devices to student homes or coordinate a time that the family can pick up computing resources.

To the extent possible, the district will also support students and families with accessing the Internet at home. Where that is not possible, the district will work with community partners to secure Wi-Fi access points for students and families so that they may participate in remote learning. Community organizations and local public spaces to ensure students have access to Wi-Fi access points are located at the Public Library, Tannery Pond and the Town Hall. In emergency remote instruction conditions, students and staff may also access the school Wi-Fi at the back parking lot.

There will be those students in our community for whom remote learning through digital technology is not appropriate or possible. For these students, the district will assess each student's individual needs and whether in-person learning is an option. Other methods that will be considered include instruction by phone and/or the delivery of hard-copy materials to the student's home.

The district will also take steps to ensure that school staff members have the necessary tools, i.e., computing devices and Internet access, to deliver emergency remote instruction from their place of residence. Teachers will use school computing devices and have access to Wi-Fi to deliver remote instruction.

To ensure high-quality remote learning experiences, the district has standardized the use of a single online learning platform, Google Classroom, to the extent possible, and developed a common, coordinated set of guidelines for teachers to follow when using the platform with students. Students will bring home computing devices. Where students may not have adequate internet service, the district will work with the family to provide access.

Teaching and Learning

Our district has developed an emergency remote instruction plan that would support all students. When a remote learning model is necessary, certain groups of students will be prioritized for in-person learning to the greatest extent possible, depending on the nature of the emergency. This includes, but is not limited to, special education students, English language learners, and students with technology or connectivity needs.

Acknowledging that the typical content in each grade level or course may need to be adjusted, content will be prioritized to ensure that students receive instruction for the prioritized learning standards, key understandings, and skills necessary for students' success in future study.

Instruction will focus on "core" subject areas; however, elective courses will continue to be offered in a remote learning environment. All instruction will continue to be aligned to the New York State Learning Standards.

Virtual learning schedules have been developed by grade level. If an emergency requires the district to move to virtual learning, these schedules will be shared with students and families in accordance with the communication strategies outlined earlier in this plan. Students will be given opportunities to engage with teachers and classmates through live instruction, question and answer periods with teachers and group work (i.e., synchronous learning). Teachers will ensure that their students are directly engaged with them and their class peers in experiential learning on a regular basis. Supplementing this time will be self-guided projects, readings and other age-appropriate assignments that can be completed by the students remotely (i.e., asynchronous learning).

Based on the learning model we have developed, Grade 4 – 12 teachers will follow the 10-period schedule to meet and instruct students. An office hours schedule will be provided to students so that they can receive extra

help. Extra help will also be provided as needed. In addition, extra help and instruction can be provided upon return to in-person instruction.

Synchronous learning in Grades 4-12 will be between 50 – 100% of a class period. Asynchronous learning will be a maximum of 50%.

In grades K-3, synchronous learning will be 10% of instruction time, independent one-one instruction will be 5% of instruction time and 85% of remaining instructional time will be asynchronous. If a student needs more independent one on one instruction, the teacher will provide it. In grades K-3, teachers would reach out daily by phone/email to students/parents.

The district recognizes that there will be students for whom remote instruction via digital technology is not appropriate. In an emergency, as the district is assessing which students need devices or access to the Internet, the district will also assess which students may require additional support. Depending on the nature of the emergency, this may involve some level of in-person instruction for these students either at a school building within the district or at a community location, as appropriate. These decisions will be made in partnership with local health officials and emergency personnel, as applicable. Other instructional methods that will be considered include instruction by phone and/or the delivery of hard-copy materials to the student's home.

When appropriate the school would bring students into the building or another location to provide synchronous instruction.

Teachers will be provided with technology and opportunity to collaborate with faculty staff on remote learning best practices. The district will provide needed training as appropriate.

Support Services

Based on the learning model we have developed, students with disabilities and/or an Individualized Education Plan will continue to receive support services in accordance with their individualized education plans (IEP) should remote learning become necessary. It is the expectation that all service providers (e.g., teachers, paraprofessionals, related service providers) will sign-on to the remote learning platform to support students as needed. This will include large classroom settings in the remote learning environment, as well as the use of breakout rooms or one-on-one virtual meetings as necessary.

Special education and related services will be provided in accordance with students' individualized education plans to ensure the continued provision of a free appropriate public education. Service providers have all been trained to continue service and work with families in anticipation of remote learning.

The district will follow its existing engagement and communication protocols with parents regarding the provision of special education services for their child.

- If remote learning should occur for any extended period, the district will provide meals, provide training for teachers on signs/symptoms to look for to identify students in distress and communicate to students, staff and families/caregivers mental health resources and call line information.
- Teachers will document students' logs of asynchronous, synchronous, one on one instruction and attempts to instruct.
- Meetings will take place remotely with all providers including Warren County and will be school directed.

- The district ensures there is an understanding of the provision of services consistent with the recommendations on/individualized education programs, plans for monitoring and communicating student progress and commitment to sharing resources. The CPSE chairperson or CSE chairperson, as well as case managers will ensure such understanding.
- The district has coordinated with special education teachers, support staff, and service providers to ensure that each student with an IEP is receiving the same quality of services that would occur in an in-person environment. The CSE or CPSE chairperson will check on compliance of the IEP requirements and administrative staff will review quality of service and student logs. The Principal will reach out to families to follow up with instruction.
- The district ensures access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability-related needs of students. The district will provide assistive technology through school computing devices. Teacher Aides will support students by attending class remotely with the student and then follow up at a separate time with the student outside of class time.

Funding Requirements

The estimated number of instructional hours the district would claim for state aid purposes for each day spent in remote instruction due to emergency conditions is outlined below. The district estimates that:

- High School and Middle School students will be provided with 5.5 hours of instructional time per day.
- Kindergarten and Elementary School students will be provided with 5 hours of instructional time per day.