



**ARLINGTON**  
CENTRAL SCHOOL DISTRICT  
DISTRICT-WIDE SAFETY PLAN

UPDATED AUGUST 2024

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## STATE REQUIREMENTS

Requirement	Required Action	Date	Check when Completed
The District-Wide School Safety Team was <b>appointed by the Board of Education</b> . <sup>1</sup>	<b>Appointed by the Board of Education on:</b>	2/14/13	<input checked="" type="checkbox"/>
The District Chief Emergency Officer is <sup>2</sup> : Jill A. Post, Assistant Superintendent for Pupil Personnel Services, 845-486-4460, jpost@acsdny.org	<b>District Chief Emergency Officer Appointed on:</b>	10/15/21	<input checked="" type="checkbox"/>
The District-Wide School Safety Team conducted <b>annual review and updates</b> to the District-Wide School Safety Plan: <sup>3</sup>	<b>Annual Review and Updates completed on:</b>	5/9/24	<input checked="" type="checkbox"/>
The District-Wide School Safety Plan was <b>made available for public comment</b> at least thirty days prior to its adoption by the Board of Education: <sup>4</sup>  It is recommended that a <b>DRAFT</b> version of the plan be <b>posted on the district website for the 30-day comment period</b> (watermark is suggested):	<b>Public Comment Period <u>Start Date</u>:</b> <b>Public Comment Period <u>End Date</u>:</b>	5/15/24 6/16/24	<input checked="" type="checkbox"/>
At least one <b>public hearing</b> that provided for the participation of school personnel, parents, students, and any other interested parties, was held prior to adoption of the plan. <sup>5</sup>	<b>Date of Public Hearing/Adoption:</b>	6/25/24	<input type="checkbox"/>
District-wide plan must be <b>submitted to the commissioner</b> within 30 days after its adoption, and no later than October 1st. <sup>6</sup>	<b>District plan submitted in the NYSED business portal:</b>	10/1/24	<input type="checkbox"/>

<sup>1</sup> District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board.

<sup>2</sup> 155.17(c)(1)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer

<sup>3</sup> 155.17(a) Each district-wide school safety plan and building-level emergency response plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.

<sup>4</sup> 155.17(c)(3) Each board of education, chancellor or other governing body shall make each district-wide safety plan available for public comment at least 30 days prior to its adoption.

<sup>5</sup> 155.17(c)(3) Such district-wide plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties.

<sup>6</sup> CR155.17(3)(i) Each district shall submit its district-wide safety plan and all amendments to such plan to the commissioner, in a manner prescribed by the commissioner, within 30 days after its adoption. Commencing with the 2019- 2020 school year, such district-wide plans must be submitted no later than October 1, 2019, and each subsequent October 1st thereafter.

<p>The date the <b>Board Adopted District-Wide School Safety Plan was posted on District Website:</b><sup>7</sup> Within 30 days from adoption and no later than October 1st.</p>	<p><b>Date Posted</b> (no later than October 1st):</p> <p><b>[ADD URL] of District-wide School Safety Plan on District Website</b></p> <p><b>URL was verified/checked to be sure the link is working</b></p>	<p>[DATE]</p>	<p><input type="checkbox"/></p>
<p>Date <b>training</b> was provided to staff on <b>Building-level Emergency Response Plans, school violence prevention and mental health by September 15th:</b> <sup>8</sup></p>	<p><b>Date of Training:</b></p>	<p>[DATE]</p>	<p><input type="checkbox"/></p>

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<sup>7</sup> District-wide School Safety Plan Self-Assessment and Planning Tool, Within 30 days from adoption, and no later than October 1, each district must post their District-Wide Safety Plan on their district website. The URL must be submitted to the Education Department to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption.

<sup>8</sup> 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;

## SECTION I GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

### PURPOSE

Emergencies in schools are defined as undesirable events that occur and have the potential to cause injury or illness to members of our school community or disrupt the orderly educational process. They range from acts of bullying or harassment to catastrophic natural or man-made events. Emergency management is the discipline of dealing with and avoiding risks. It is a discipline that involves preparing for an emergency situation or disaster before it occurs as well as supporting and rebuilding from the emergency after natural or human-made disasters have occurred.

Emergency management in our schools is the continuous process by which our staff, students, administrators, parents, school groups, emergency responders and our community manages hazards in an effort to avoid or mitigate the impact of disasters resulting from hazards. Preventive measures and good planning will reduce the likelihood that emergencies will occur and allow us to address those that do in an expeditious and effective manner.

Districts are required to develop district-wide school safety and emergency management plans designed to prevent and effectively manage such events to minimize the effects of serious incidents and emergencies. These plans also facilitate the coordination of the District with local and county plans and resources when incidents and emergencies occur.

The district-wide plan is responsive to the needs of all schools in the District and is consistent with the more detailed building-level emergency plans. Districts are vulnerable to a wide variety of acts of violence; and natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (S.A.V.E.) law. Project S.A.V.E. is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Assistant Superintendent for Pupil Personnel Services (see [State Requirements](#)), will serve as the District's Chief Emergency Officer (CEO)<sup>9</sup> whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;<sup>10</sup>
2. Leading the efforts of the District-Wide Safety Team in the completion and yearly update of the District-Wide Safety Plan and the coordination of the District-Wide Safety Plan with the building-level emergency response plans;<sup>11</sup>
3. Ensuring staff understanding of the District-Wide Safety Plan,<sup>12</sup>
4. Ensuring the completion and yearly update of Building-Level Emergency Response Plans for each school building by the dates designated by the commissioner.<sup>13</sup> The CEO will require each building principal to maintain a Building-Level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17(2). Each plan should be updated annually with the assistance of the Building Emergency Response Team (BERPT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, fire and other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators.
5. Assisting in the selection of security related technology and development of procedures for the use of such technology;<sup>14</sup>
6. Coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the district-wide school safety plan and building-level emergency response plan;<sup>15</sup>
7. Ensuring the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807.<sup>16</sup> and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.<sup>17</sup>
9. Ensures protocols for responding to a declared state disaster emergency involving a communicable disease are substantially consistent with the provisions of Section 27-C of the Labor Law.

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<sup>9</sup> 155.17(1)(c)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:

<sup>10</sup> 155.17(c)(1)(xix)(a) coordination of the communication between school staff, law enforcement, and other first responders;

<sup>11</sup> 155.17(c)(1)(xix)(b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans

<sup>12</sup> 155.17(c)(1)(xix)(c) ensure staff understanding of the district-wide school safety plan

<sup>13</sup> 155.17(c)(1)(xix)(d) ensure the completion and yearly update of building-level emergency response plans for each school building

<sup>14</sup> 155.17(c)(1)(xix)(e) assist in the selection of security related technology and development of procedures for the use of such technology

<sup>15</sup> 155.17(c)(1)(xix)(f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the district-wide school safety plan and building-level emergency response [plan] plan(s)

<sup>16</sup> 155.17(c)(1)(xix)(g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807

<sup>17</sup> 155.17(c)(1)(xix)(h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner

## IDENTIFICATION OF SCHOOL TEAMS

The District-Wide Safety Plan was developed pursuant to Commissioner's Regulation 155.17(b)(13) and NYS Education Law 2801-a<sup>18</sup>. At the direction of the Board of Education and under the direction of the Superintendent, a District-Wide Safety Team will be utilized for emergency management within the District<sup>19</sup>. The District-Wide Safety Team may include, but is 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.

At the discretion of the board of education, a student may be allowed to participate on the safety team. If the Board appoints or selects a student to participate on the safety team, in accordance with Regulation 155.17(b)(14), no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

The duties of the team shall include the development, review, and update of the District-Wide Safety Plan in compliance with Commissioner of Education Regulation 155.17. The District-Wide Safety Team should meet regularly throughout the year to conduct the following business:

1. Assess and review the District-Wide Safety Plan annually.
2. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
3. Conduct training sessions as necessary.
4. Meet with, oversee, and help guide the Building-level Emergency Response Planning Teams at each school as necessary.
5. Meet with local government and emergency service organization officials to develop procedures for obtaining guidance and for emergency situations that exceed the expertise and/or resources of the District. These procedures may then be incorporated into the District-Wide Safety Plan.
6. Conduct all other business as deemed necessary.

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<sup>18</sup> 2801-a Each district-wide school safety team shall be appointed by the board of education, or the chancellor in the case of the city school district of the city of New York, and shall include but not be limited to representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel including bus drivers and monitors.

<sup>19</sup> 155.17(b)(14) District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, parent organizations, school safety personnel, and other school personnel including bus drivers and monitors.



## DISTRICT SAFETY TEAM<sup>20</sup>

Members listed here may be removed from the “additional emergency numbers” table

REQUIRED MEMBERS	NAME	TITLE	OFFICE PHONE	ALTERNATE NUMBER (optional)
School Board	TBD	Board Member	845-486-4460	
Teacher	Laura Donegan	Special Education Teacher	845-223-8030	
Administrator	Dr. Phil Benante	Superintendent	845-486-4460; X20119	
		Asst. Superintendent/Pupil Personnel Services	845-486-4460; X20121	
	Kevin Sheldon	Asst. Superintendent/Business	845-486-4454; X20127	
		Asst. Superintendent/Curriculum	845-486-4460; X20165	
	Don Solimene	Executive Principal Arlington High School	845-486-4860; X31167	
	Todd Richard	Principal Lagrange Middle School	845-486-4880; X22102	
	Brian Hogaboom	Assistant Principal Union Vale Middle School	845-223-8600; X24106	
	Deborah Bryant	House Principal Arlington High School	845-486-4860; X31167	
	Stacey Thames	Principal West Road School	845-635-4310; X17102	
	Melissa Meneses-Tirado	Asst. Principal Vail Farm Elementary School	845-486-4880; X19106	

<sup>20</sup> 155.17(b)(14) District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, parent organizations, school safety personnel, and other school personnel including bus drivers and monitors (2801-a). At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

	Jessica Wheeler	Principal Overlook Primary School	845-486-4970; x14102	
	Christopher Quaranto	Principal Beekman Elementary School	845-227-1834; x12101	
Parent Organization	Edward Hallisey			
School Safety Personnel	James Wilson	Safety Supervisor Arlington High School	845-486-4860; X31415	
Bus Monitor	Scott Misner	Transportation	845-486-4460	
<b>Other School Personnel (below)</b>				
	John Wilson	Director of Facilities & Operations	845-486-4977; X10143	
Bus Driver	Daniel McNamara	Director of Transportation	845-486-4956; X10105	
	Dr. Michael Kealy	Executive Director of Technology	845-486-4460; X20149	
	Melissa Erlebacher	Chief Communications Officer	845-486-4460; X20171	
	Cindy VanDermark	Social Worker Arthur S. May School	845-486-4960; X11114	
	Marybeth Neils	Psychologist Arlington High School	845-486-4860; X31190	
	Lynn Eves	School Nurse Vail Farm Elementary School	845-223-8030; X19108	
	Deanna Gyurits	Secretary Pupil Personnel Services	845-486-4460; X20220	
	School Resource Officers (Dutchess County Sheriffs)		845-486-3800	
	Altaris Representative(s)		866-960-8739	
	School and Community Outreach Coordinator (NYS Troopers)		845-677-7431	

	LaGrange Fire District		845-452-4989	
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## CONCEPTS OF OPERATION

1. The District-Wide Safety Plan will guide the development and implementation of Building-Level Emergency Response Plans.
2. All building plans have been standardized to the extent possible so that leadership decisions are consistent and leaders may be interchangeable as necessary. The training and expectations set at the district level are applicable to all building team members.
3. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building Emergency Response Team.
4. Once the Superintendent and/or their designee are notified, the District Emergency Response Team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the emergency management protocols and practices outlined in the National Incident Management System (NIMS) and will practice Incident Command System (ICS) techniques to better manage these.

## PLAN REVIEW & PUBLIC COMMENT

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team. The District Safety Team shall review the plan annually before making it available for a 30-day comment period, a public hearing, and, finally, adoption by the Board of Education before September 1st of each year.<sup>21</sup>
2. On June 23, 2022, Governor Hochul signed Alyssa's Law, Chapter 227 of the Laws of 2022 (Chapter 227) which became effective immediately. Chapter 227 amends Education Law § 2801-a to require that district-wide school safety teams of public schools, boards of cooperative educational services, and county vocational education extension boards consider the usefulness of silent panic alarm systems when reviewing and amending district-wide safety plans. The District has installed these panic systems at each school building.<sup>22</sup>
3. Building-level Emergency Response Plans shall be confidential and not 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.

<sup>21</sup>155.17(a) Every board of education of a school district, every board of cooperative educational services and county vocational education and extension board and the chancellor of the City School District of the City of New York shall adopt by July 1, 2001, and shall update by July 1st for the 2002-2003 through the 2015-2016 school years and by September 1st for the 2016-2017 school year and each subsequent September 1st thereafter.

<sup>22</sup> 2081-a(2)(f) District-wide school safety teams shall consider, as part of its reviews of the comprehensive district-wide safety plan, the installation of a panic alarm system. For purposes of this paragraph, "panic alarm system" shall mean a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from local law enforcement or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the superintendent of state police and may include one or more of the following: wired panic button or buttons, wireless panic button or buttons or a mobile or computer application; The New York State Register, December 2022, <https://dos.ny.gov/system/files/documents/2022/12/122822.pdf> (page 12)

4. The Board of Education must formally adopt the District-Wide Safety Plan pursuant to Commissioner's Regulation, Section 155.17(c)(3).<sup>23</sup> This plan will be made available for public comment at least 30 days prior to its adoption.
5. Full copies of the District-Wide Safety Plan and any amendments will be submitted to the New York State Education Department on or before October 1st of each year or within 30 days of adoption.
6. Building-Level Emergency Response Plans will be supplied to the New York State Police, County Police and all local police departments covering the District, by October 1st of each year or within 30 days of adoption.<sup>24</sup>

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<sup>23</sup> 155.17(c)(3) Each board of education, chancellor or other governing body shall make each district-wide safety plan available for public comment at least 30 days prior to its adoption. Such district-wide plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Each district shall file a copy of its district-wide safety plan with the commissioner and all amendments to such plan shall be filed with the commissioner no later than 30 days after their adoption.

<sup>24</sup> 155.17 (c)(3)(ii) Each board of education, chancellor or other governing body or officer shall ensure that each building-level emergency response plan and any amendments thereto, is submitted to the appropriate local law enforcement agency and the State Police within 30 days of its adoption, but no later than October 15th for the 2016-2017, 2017-2018, 2018-2019 and 2019-2020 school years and for the 2020-2021 school year and thereafter, such building-level emergency response plans must be submitted no later than October 1, 2020, and each subsequent October 1st thereafter. Building-level emergency response plans shall be confidential and shall not be subject to disclosure under article six of the Public Officers Law or any other provision of law

## SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

### RISK REDUCTION / PREVENTION AND INTERVENTION STRATEGIES<sup>25</sup>

1. The District utilizes trained multidisciplinary Threat Assessment Teams (*a.k.a. Behavioral Assessment Teams*) at each building to evaluate threats and implement the appropriate mitigation strategies. The District provides support and record keeping for the activities of each team.
2. The District has established a building-level multidisciplinary Behavioral Assessment Team which assesses whether certain exhibited behaviors or actions need intervention or other support. The Behavioral Assessment Team convenes annually to conduct staff training sessions on the safety and emergency procedures of such team<sup>26</sup>
3. The District Safety Team engages in table top exercises to discuss their roles during an emergency and their responses to a sample emergency situation.<sup>27</sup>
4. Any utilized school safety officers and other security personnel are trained annually.
5. Training for school staff working in an incident control capacity may include:
  - a. Individual and group de-escalation techniques
  - b. Nonviolent conflict resolution skills
  - c. Peer mediation
6. The District may provide de-escalation techniques and nonviolent conflict resolution training to other staff annually. Each building has a cadre of staff members trained in nonviolent conflict resolution.
7. Training may be available during staff development sessions, on conference days and via on-demand web-based training modules.
8. Procedures relating to building security including utilization of staff and security equipment are as follows:<sup>28</sup>
  - a. All staff members are expected to wear District-issued photo identification badges
  - b. All visitors must enter through each building's designated single point of entry and

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<sup>25</sup>155.17(c)(1)(iii) appropriate prevention and intervention strategies, such as:(a) 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;(b) nonviolent conflict resolution training programs;(c) peer mediation programs and youth courts; and(d) extended day and other school safety programs

<sup>26</sup>155.7(4)(1)(iii)(b) the establishment or participation of school or district staff in a multidisciplinary behavioral assessment team to assess whether certain exhibited behaviors or actions need intervention or other support, including a school or district level behavioral assessment team or, if available, a county or regional threat assessment team. Where utilized, the district-wide school safety plan shall provide a description of the school, district, or county team and its purpose. Annual staff training on safety and emergency procedures shall include information regarding the purpose and procedures of such team.

<sup>27</sup>155.15(4)(1)(xiv)(2) Tabletop exercises may be utilized by school and district safety teams as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting-type setting to discuss their roles during an emergency and their responses to a sample emergency situation.

<sup>28</sup>155.17(b)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

- sign in before proceeding further into the building.
- c. The District has executed Memorandums of Understanding (MOU) with Security Providers as required by NYS Regulation<sup>29</sup>.
9. Extended day and other school safety programs - The district school buildings and facilities provide a valuable resource to our students and community after the conclusion of the school day. The following are strategies utilized during after-school hours:
1. To the degree possible, access to areas of the school building is limited to only those needed for activities.
  2. Some buildings may use a modified point of entry.

### IMPROVING COMMUNICATION WITH STUDENTS

Each of the schools within the district provides a wealth of school safety-related initiatives aimed at improving communication among students, between students and staff, and between administration and parents or persons in parental relation.<sup>30</sup> These programs may include the establishment of youth-run programs, creating a forum or designating a mentor for students, peer mediation, bullying prevention, conflict resolution, social skills development, managing emotions and components of character education. Students are involved in a wide variety of safety activities through both their classes as well as through work with school counselors, social workers, and school psychologists. By October 1st of each school year, the superintendent and chief school administrator have provided written information to all students and staff about emergency procedures.<sup>31</sup>

The school district's Code of Conduct is accessible to parents and students and reviewed with all students at the beginning of the school year. During the review with students, bullying, discrimination, harassment and violations of the Code of Conduct, along with consequences and interventions, are discussed.

All staff members are trained in recognizing and effectively dealing with bullying, discrimination and harassment behaviors, as outlined in the Code of Conduct.

In addition, each school has a wide range of programs and supports that impact school safety. These may include offering a variety of clubs, classroom lessons, small group and/or individual counseling sessions, school-wide meetings, morning meetings in classrooms, assemblies, mindfulness rooms, yoga and movement breaks, and a variety of wellness opportunities.

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<sup>29</sup> 2801-a A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan.

<sup>30</sup> 155.17(4)(3)(xvi) strategies for improving communication among students, [and] between students and staff and between administration and parents or persons in parental relation regarding 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;

<sup>31</sup> 155.17(g) By October 1 of each school year, the superintendent and chief school administrator have provided written information to all students and staff about emergency procedures.

## TRAINING, DRILLS AND EXERCISES

### Drills and Exercises:<sup>32</sup>

Drills conducted during the school day with students present shall be conducted in a trauma-informed<sup>33</sup>, developmentally, and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency.<sup>34</sup> The New York State Fire Code requires that the fire alarm be used in an evacuation drill, and it is not considered a prop.

At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Provided, however, that students and staff shall not be informed in advance of evacuation drills.<sup>35</sup>

The District will conduct emergency management drills and exercises annually including, but not limited to:

**EVACUATION AND LOCKDOWN DRILLS.**<sup>36</sup> Evacuation and lockdown drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September – June). The first eight (8) drills are conducted prior to December 31st of each school year. Six (6) of all such drills shall be evacuation drills. Four (4) of all such required drills shall be lockdown drills with two (2) of these drills being held between September 1st and December 31st. Prior to the first annual drill, staff shall review emergency response procedures and drill requirements with students during class time. Students are also provided the opportunity to ask questions on any procedure that they are not clear on. The appropriate Fire Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding effective building evacuation in the event of a fire. Four of the required drills must be through use of the fire escapes on buildings *where fire escapes are present* or through the use of identified secondary means of egress.<sup>37</sup> The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the lockdowns drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted on different dates as well as days of the week and times of day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies. Instruction in drill procedures, including during lunch periods and assemblies, is conducted annually by staff.<sup>38</sup> At least two additional drills must

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<sup>32</sup> 155.17(c)(1)(xiv) procedures for review and the conduct of drills, [and other exercises to test components of the emergency response plan, including the use of] tabletop exercises, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At their discretion, schools and districts may participate in full-scale exercises in coordination with local and county emergency responders and preparedness officials

<sup>33</sup> 155.17(b)(20-22) Trauma means an emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss. Trauma-informed means an understanding of trauma and how it affects the physical, emotional, and mental health of students and adults. Trauma-informed drills means avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.

<sup>34</sup> 155.17(4)(xiv)(1) Drills conducted during the school day with students present shall be conducted in a trauma-informed, developmentally, and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency.

<sup>35</sup> At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Provided, however, that students and staff shall not be informed in advance of evacuation drills.

<sup>36</sup> EL §807.1 eight evacuation drills and four lock-down drills each year, eight of the required drills must be completed by December 31 each school year

<sup>37</sup> EL §807.1 four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress

<sup>38</sup> EL §807.1 Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly

be held during summer school in buildings where summer school is conducted, one must be held during the first week of summer school.<sup>39</sup> Unplanned evacuations or false alarms do not count as a required drill. Evacuations made necessary by the unplanned activation of the fire alarm system or by any other emergency shall not be substituted for a required evacuation drill.<sup>40</sup>

Prior to the commencement of each school year, the Building-Level Emergency Response Planning Team shall conduct an inventory of any special needs students. Appropriate accommodations for the school year will be incorporated into each Building-Level Emergency Response Plan.

**EARLY DISMISSAL DRILL<sup>41</sup>:** The District will conduct an Early Dismissal drill annually wherein students are dismissed no more than 15 minutes before the normal dismissal time. Parents will be notified of these drills at least one week prior. Transportation Officials and District staff may also take place in conducting and evaluation of this drill. This drill also allows the District to test the usefulness of the communications and transportation system during emergencies.<sup>42</sup>

**SHELTER-IN-PLACE AND/OR LOCKOUT DRILLS:** While not required, each school in the District may conduct Shelter-in-Place and/or Lockout drills in addition to those drills required by New York State regulation. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

In addition to post-drill debriefings conducted by each building-level emergency response planning team, each building will complete a drill evaluation form that will be submitted to the district-wide safety team for periodic review, which includes observations from the drill as well as any additional feedback obtained from building personnel. Changes to procedures are made as needed. The district-wide safety team should evaluate communications and transportation systems during emergencies.<sup>43</sup>

Each Building-level Emergency Response Planning Team and representatives of the District administration engage in tabletop exercises facilitated by the district's emergency management consultant. Emergency response agencies are encouraged to participate in these exercises. The district may opt to conduct functional exercises with emergency response agencies to involve staff, students and parents in realistic drills. Exercises that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency may not be conducted on a regular school day and when school activities such as athletics are occurring on school grounds. Such exercises may not include students without written consent from parents or persons in parental relation.<sup>44</sup> Procedures for obtaining written

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<sup>39</sup> EL §807.1-a at least two additional drills must be held during summer school in buildings where summer school is conducted, one must be held during the first week of summer school.

<sup>40</sup> 401.7 [New York State Fire code](#) (pg 59)

<sup>41</sup> 155.17(h) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

<sup>42</sup> 155.17(h)(2) Such drills shall test the usefulness of the communications and transportation system during emergencies.

<sup>43</sup> 155.17(h)(2) Such drills shall test the usefulness of the communications and transportation system during emergencies.

<sup>44</sup> 155.17(4)(xiv)(3) Schools and districts that opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency shall not conduct such exercises on a regular school day or when school activities such as athletics are occurring on school grounds. Such exercises may not include students without written consent from parents or persons in parental relation.



consent for students to participate in full-scale exercises from parents or persons in parental relation will include:<sup>45</sup>

**1. Distribution of Consent Forms:**

- Consent forms will be distributed to parents through the following methods:
  - **Mail:** Consent forms will be sent to parents' home addresses.
  - **Home with Students:** Students will bring consent forms home in their backpacks.
  - **Email:** Electronic consent forms will be sent to parents' registered email addresses.
  - **School Newsletter:** A detachable consent form will be included in the monthly school newsletter.
  - **Parent Portal:** Consent forms will be available on the school's parent portal.

**2. Content of Consent Forms:**

- The consent form will include:
  - A detailed description of the full-scale exercise, including date, time, and activities involved.
  - Potential risks and safety measures in place.
  - Instructions for completing and returning the form.

**3. Return of Consent Forms:**

- Parents can return signed consent forms through the following methods:
  - **Mail:** Forms can be mailed back to the school.
  - **Home with Students:** Students can return forms to their homeroom teachers.
  - **Email:** Scanned copies of signed forms can be emailed to the designated school email address.
  - **Parent Portal:** Digital consent forms can be submitted through the parent portal.

**4. Follow-Up and Reminders:**

- The school will send reminders via email, text messages, and phone calls to ensure that all parents submit the consent forms in a timely manner.

**5. Record Keeping:**

- The school will maintain a digital record of all returned consent forms. This record will be securely stored and accessible to authorized school personnel.

The school board will ensure that information about drills be provided in the teacher's manual or handbook.<sup>46</sup>

Parents or persons in parental relation must be given advance notice of each drill being conducted within one week prior to the drill.<sup>47</sup> Procedures for notifying parents or persons in parental relation will include:

**1. Official Letter or Email**

- Timing: **Within one week** before the drill.

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<sup>45</sup> procedures for review and the conduct of drills, tabletop exercises, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students.

<sup>46</sup>EL §807.2 the school board will ensure that information about drills be provided in the teacher's manual or handbook.

<sup>47</sup> (d) parents or persons in parental relations shall be given advance notice of each drill being conducted within one week preceding any such drill.

- Include the following information:
  - General time frame of the drill
    - (e.g., Sometime the week of [month/date], [school name] will have a [drill type] drill
  - Type of drill (e.g., fire drill, lockdown drill)
  - Purpose of the drill
  - Importance of the drill for student safety
  - Contact information for questions or concerns

## 2. Automated Phone Calls and Text Messages

- Timing: **Within one week** before the drill.
- Use the school's automated messaging system to send a notification.
- Include the following information:
  - General time frame of the drill
    - a. (e.g., Sometime the week of [month/date], [school name] will have a [drill type] drill
  - Type of drill (e.g., fire drill, lockdown drill)
  - Purpose of the drill
  - Importance of the drill for student safety
  - Contact information for questions or concerns

## 3. Printed Notices

- Timing: **Within one week** before the drill.
- General time frame of the drill
  - (e.g., Sometime the week of [month/date], [school name] will have a [drill type] drill
- Send printed notices home with students.
- Include the following information:
  - General timeframe of the drill
  - Type of drill (e.g., fire drill, lockdown drill)
  - Purpose of the drill
  - Importance of the drill for student safety
  - Contact information for questions or concerns

## 4. Post-Drill Follow-Up

- Timing: Immediately after the drill.
- Send a follow-up letter or email to parents/guardians summarizing the drill, what went well, and any areas for improvement.
- Reassure parents that the drill was conducted safely and effectively.

At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Provided, however, that students and staff shall **not be informed in advance of evacuation drills**.<sup>48</sup>

A summary of drill procedures are detailed in each of the Building-Level Emergency Response Plans.

## STAFF DEVELOPMENT TRAINING

All general staff will receive training on District-wide procedures, as well as specific procedures

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<sup>48</sup> At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Provided, however, that students and staff shall not be informed in advance of evacuation drills.

contained within their respective building-level emergency response plan. This training shall occur prior to September 15<sup>th</sup> of each school year or within 30 days of joining the district. This training will be conducted at a staff development day in August/September, online or a combination of both.<sup>49</sup>

The District will provide advanced training for each Building-level Emergency Response Planning Team annually. The training will include practices and procedures to educate, evaluate, update and review all emergency management protocols and procedures the teams perform including, but not limited to Lockdown, Lockout, Evacuation, Shelter in Place, Hold in Place, and Early Dismissal. The District may involve local emergency responders to participate in this training.

Additional training includes but is not limited to:

- De-escalation training
- Warning signals for violence and mental health concerns
- Non-violent conflict resolution
- Student School Emergency Response Procedures Training

#### PROACTIVE BUILDING SECURITY MEASURES

1. All doors in the Arlington Central School District buildings are externally locked and use limited points of entry for staff and single point of entry for visitors. Main doors are controlled by remote “buzzer” entry during normal school hours.
2. All schools have greeters or safety staff members just inside the entrance to each school in the District. These individuals ensure visitor sign-in procedures are completed and help supervise building traffic flow. The building principals are responsible for the supervision of the greeters or safety staff.
3. Staff members are required to wear visible identification badges.
4. Visitors must check in through the Visitor Management System, show a valid driver's license/identification, and wear visitor identification once issued. Failure to do so will result in denied access to the building.
5. Visitor access is limited to specific areas of the school building.

#### VITAL EDUCATION INFORMATION<sup>50</sup>

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<sup>49</sup> 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;

<sup>50</sup> 155.17(h)(i) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

Information on each building's student and staff, transportation needs, and the telephone numbers of key officials are outlined in each Building-level Emergency Response Plan. The purpose of including such information in the Building-level plan is to ensure coordination or coverage in the event of a serious incident.

#### EARLY DETECTION OF POTENTIALLY DANGEROUS BEHAVIOR<sup>51</sup>

This section contains the District policy and procedure for disseminating information regarding early detection of potentially dangerous behavior.

1. A "plain language" summary of the District's Code of Conduct is reviewed and made accessible to all students in the District at the start of every school year to ensure that all students understand acceptable behavior in the school setting. The Code of Conduct delineates, among other behavior, lack of tolerance for harassment, discrimination, bullying, and violence.
2. A "plain language" summary of the District's Code of Conduct is made accessible to all parents/guardians of students in the District at the start of each school year.
3. All new employees will be provided access to the Code of Conduct at the time of hire. All teachers and other staff members have access to the Code of Conduct.
4. Efforts are made on the building level in each of the District's schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Teams meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, bus drivers and monitors, parents/guardians and students may be involved in this process.
5. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
6. Each of the District's school psychologists and/or social workers may facilitate counseling groups for identified students around issues related to social skills development, managing emotions, and good decision-making.
7. Certified and noncertified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.

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<sup>51</sup> 155.17(c)(1)(xii) policies and 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, parents [and] or other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information

8. The District may work in collaboration with building-level and district-wide PTAs to offer parents/guardians information regarding early-warning signs of potentially dangerous and/or violent behavior, as well as a forum to discuss specific parental concerns.

#### POLICE AGENCIES

The District buildings fall within the jurisdiction of the following law enforcement agencies:

<u>Agency</u>	<u>Phone Number</u>
Dutchess County Sheriff	845-486-3800
New York State Police	845-677-7300
Town of Poughkeepsie Police Department	845-485-3660

#### HAZARD IDENTIFICATION

##### IDENTIFICATION OF POTENTIALLY DANGEROUS OR HAZARDOUS SITES

Each school will identify and locate areas of potential emergencies in and around its building. The District Director of Facilities and building custodians will locate these sites.

1. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.
2. These sites of potential emergencies will be listed in each Building-Level Emergency Response Plan supplied to police, fire, emergency management services, and District personnel.

3. Potentially dangerous sites indicated below that are contained within school property and under the jurisdiction of the school district, will be checked regularly and inspected by building facilities personnel on a regular schedule, at least annually. They include but are not limited to:

- Electrical panels/shut-offs
- Gas lines/shut-off
- Gas appliances
- Heating plant
- Sewage system
- Structural failure
- HVAC
- Water supply/shut-off
- Chemical storage and cleaning supplies
- Paper supply storage
- Art rooms
- Science rooms and labs
- Nearby aqueduct, streams, ponds, rivers (flooding)
- Steep areas near school
- Unprotected exterior gas/electric, air conditioning supplies or equipment
- Playground equipment

## SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING<sup>52</sup>

### SAFETY PERSONNEL AND SCHOOL RESOURCE OFFICERS

This plan includes contracts or memoranda of understanding that define the relationship between the district, personnel, students, visitors, law enforcement, and public or private security personnel. These contracts or memoranda are consistent with the Code of Conduct, and define the roles, responsibilities, and involvement in the schools of law enforcement or safety personnel. The role of school discipline is delegated to school administration.

### ALLOCATIONS

- A. At the elementary and middle school level, there is a single point of entry for visitors at each building and visitors to the school must be buzzed into the building, sign in and receive visitor identification issued by a safety greeter. Staff in the building all wear district-produced identification badges which must be worn at all times. Staff are trained to report to the main office any person they observe who is not wearing a badge or visitor identification.
- B. At the high school level, there is a single point of entry for visitors, which is staffed during normal

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<sup>52</sup> 155.17(c)(1)(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;

school hours by one of several staff members or safety personnel assigned to the High School. Visitors to the school must be buzzed into the building, sign in and receive visitor identification issued by a safety team member. Staff in the building all wear district-produced identification badges, which must be worn at all times. In addition, safety team members are assigned to areas throughout the building.

#### **HIRING**

The interviewing and hiring of safety personnel follows the district's practices for hiring of new staff. All new staff employed by the District must be fingerprinted in order to be employed.

#### **DUTIES AND TRAINING**

##### **Greeters**

- contracted personnel at each elementary and middle school
- all greeters are former military, law enforcement, or have extensive security backgrounds
- buildings are staffed during regular school hours
- primarily responsible for enforcement of the visitor protocols
- perform perimeter patrols
- detection of hazards
- deter and report unlawful activity
- provide escorts for parents and students when needed
- members of Building-level Emergency Response Planning Teams

##### **School Monitors**

- staffed at select elementary, both middle schools and high school
- actively monitor the building and support the staff with student safety and traffic
- provide student supervision
- check that school procedures are being adhered to
- guide the arrival and dismissal processes
- escort students if needed

##### **School Security Monitors**

- former military or law enforcement
- staffed during regular school hours at the high school as well as for special events in the evening and on weekends
- enforce our visitor policy as well as actively monitor the building and support the staff with student safety and traffic

##### **Required training for greeters, school monitors and school security monitors includes:**

- Site-specific training including review of all manuals (e.g., school district policies, Code of Conduct, District-wide School Safety Plan, School Handbook, etc)
- Right-to-know training
- Blood borne pathogen Training

## SECTION III RESPONSE

### NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

#### INTERNAL

After receiving information from the Incident Commander at the scene, an email will be sent from the Superintendent or their designee to all administrators, the Board of Education, and central administrative offices alerting them to the nature and status of any incident in the district. Administrators may be asked to share information with their secretaries in order to support external communication.

Portable radios will also be used when possible.

#### EXTERNAL

Anyone with knowledge of an emergency event is encouraged to immediately call 911.

The District's mass communication system will be used to provide information to parents/guardians. The District website may also be used to provide updated information throughout an incident as deemed appropriate by the Incident Commander and/or Public Information Officer. Schools may also use their websites, groups, and social media for announcements or updates as directed by the Incident Commander and/or Public Information Officer.

Additional information may also be found on the District's [Safety: Emergency Preparedness and Response Webpage](#).

During an emergency, all contact with the media will be handled either by the Superintendent or their designee. The media and public will be informed and updated on all developments as soon as practicable via statements released by the Superintendent or their designee.

### SITUATIONAL RESPONSES

#### MULTI-HAZARD RESPONSE

In the event of an emergency, a Command Center will be set up at a safe location in collaboration with emergency responders. Each building has specific plans for dealing with a wide range of hazards. Specific response procedures are sensitive in nature and therefore are contained within each confidential Building-Level Emergency Response Plan.

In each emergency, the building's administrator will contact the District office for assistance. The District office will provide support as appropriate and deemed necessary by the Incident Commander on the scene (i.e. sending additional mental health resources). Internal and external communications may be enacted.<sup>53</sup>

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<sup>53</sup> 155.17(c)(1)(xviii) in the case of a school district, except in a school district in a city having more than one million inhabitants, a system for informing all educational agencies within such school district of a disaster;



## RESPONSE PROTOCOLS

Written information on emergency response procedures is disseminated to parents, age-appropriate students and staff via email by October 1st annually. This non-sensitive information may also be found on the district website.

### SCHOOL CANCELLATION

- The Superintendent or their designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- The Public Information Officer will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.

### EARLY DISMISSAL

- The Superintendent or their designee will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- The Operations Chief will designate people to arrange transportation for students.
- The Public Information Officer will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.
- The Liaison Officer will notify each of the building principals.

### EVACUATION

- The Superintendent or their designee will determine the level of the threat.
- The Operations Chief will contact the transportation supervisor to arrange transportation. They will also arrange for student-parent reunification.
- The Safety Officer will clear all evacuation routes and sites prior to evacuation.
- Principal(s) will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. The principal will report to the superintendent or their designee any missing staff or students.

### SHEARLING SITES (INTERNAL AND EXTERNAL)

- The Superintendent or their designee will determine the level of the threat and communicate with building principal(s) who are affected by the emergency.
- Principal(s) will move all staff and students to prearranged sheltering sites as outlined in building plans. The principal will report to the superintendent or their designee any missing staff or students.
- The Logistics Chief will make appropriate arrangements for human needs in the event of a long-term situation.

The District has procedures and provides training for emergencies. Specific response steps are confidential and contained within each Building-Level Emergency Response Plan. Emergencies include but are not limited to the following situations:

- Abduction
- Armed Intruders / Active Shooters
- Bomb Threats
- Cyber Security Annex
- Early or Alternate Emergency Dismissal
- Elopement
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Disease
- Severe Weather
- Student-Made Threats
- Swatting
- Suicidal Students
- Suspicious Package Protocol
- Suspicious Persons

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<sup>54</sup> 155.17(c)(1)(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;

## RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE<sup>55</sup>

1. Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others or school property.
2. Staff members are required to immediately inform the Principal or their designee of any direct or implied threat of violence or actual act of violence by students, teachers, other school personnel including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which shall include suicide. The Principal or their designee decides whether to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
3. After considering the specificity/generality of the threat or severity of the violent act, the Principal or their designee will determine whether to immediately contact the Superintendent of Schools or the Assistant Superintendent to advise them of the threat, obtain assistance to determine the severity of the threat or report the violent act. The Principal will have the discretion to report minor incidents to the Superintendent verbally and/or in memorandum form after the situation has been resolved.
4. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement.
5. Threats may also be reported to administration via an anonymous online reporting system.

## RESPONSES TO ACTS OF VIOLENCE<sup>56</sup>

1. **Threats or actions placing students, staff and others in imminent danger require an immediate LOCKDOWN protocol followed by a call to the police and the Superintendent (if safe to do so).** A Lockdown is time sensitive and therefore may be requested by any school staff member. During the Lockdown, all school staff, students, and visitors (including all BERT members) are required to follow Lockdown procedures.
2. Violent offenses defined in the S.A.V.E. regulations require the involvement of law enforcement.
3. The Principal or their designee will determine the appropriate response to acts of violence not involving imminent danger or S.A.V.E.
  - The Principal, and/or their designee determine the appropriateness of directing the Building-level Emergency Response Planning Team to be activated.
  - The Building-level Emergency Response Planning Team (BERPT) consisting of trained staff

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<sup>55</sup> 155.17(c)(1)(i) policies and procedures 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 for this subdivision shall include suicide;

<sup>56</sup> 155.17(c)(1)(ii) policies and procedures for responding to acts of violence 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;

and school personnel may assist with an Evacuation, Lockout, Shelter in Place, Hold in Place or Early Dismissal and will follow the appropriate protocol (see appendices for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure coordination between the building-level teams, District leadership, and responding agencies.

- Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal are detailed in each Building-Level Emergency Response Plan. The use of the District's mass communication system is typically utilized.
4. Violent students, teachers, other school personnel, bus drivers and monitors, or visitors shall be managed as outlined by the procedures detailed in the district Code of Conduct.
  5. The building administrator will investigate a threat of violence and will make the determination of consequences and interventions consistent with the District's Code of Conduct.
  6. School administrators must keep records of serious threats and acts of violence and report them annually to the state.
  7. Prompt contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on Building-level Emergency Response Planning Teams. These individuals and appropriate means of contact are documented in each Building-Level Emergency Response Plan.<sup>57</sup>
  8. The district has a zero-tolerance policy for acts of school violence.

#### IDENTIFICATION OF DISTRICT RESOURCES WHICH MAY BE AVAILABLE FOR USE DURING AN EMERGENCY<sup>58</sup>

The following District resources may be available, referenced, or used during an emergency:

- District-Wide Safety Plan
- Building-Level Emergency Response Plan
- List of emergency telephone numbers
- Building floor plans
- Public Address System (PA)
- Telephones
- Radio communications
- Weather radio
- Security Cameras
- Parent Reunification Kit
- Flashlights
- Photocopier

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<sup>57</sup> 155.17(c)(1)(iv) policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;

<sup>58</sup> 155.17(c)(1)(vii) except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;

- Computer
- Student rosters
- List of individuals with special needs and specific evacuation plans
- Telephone numbers for parents/guardians
- Staff information

#### COORDINATION AND SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES<sup>59</sup>

The District will, as appropriate, utilize all available personnel during an emergency. Within each building, schools may use the Staff All Call response protocol, which quickly summons all available staff members to a staging area for assignments. Coordination of available employees is typically performed by the Principal or their designee. Specific job duties will be assigned based on the type of emergency and in compliance with the appropriate district and building emergency response procedure.

Additional district resources may be requested by any building administrator or designee as needed. The Superintendent or their designee will call in all available maintenance and custodial staff to provide support during an emergency as needed. Assistance from outside government agencies may also be requested. A specific list of available resources may be found in Appendix 4 of this plan.

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<sup>59</sup> 155.17(c)(1)(viii) except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;

## PROTOCOLS FOR A PUBLIC HEALTH EMERGENCY

*The following procedures provide a general overview of the District's response to a State Disaster Emergency and may require modification during an actual event based on a number of factors. The District will follow current guidance from the County Department of Health, State Department of Health and the State Education Department related to masking, distancing, quarantines, and other health-related requirements.*

### BACKGROUND

On September 7, 2020 Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The legislation will constitute New York State Labor Law Section 27-c, and serves as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-C, the following section was added to 2801-a of the Education Law that will require additions to the District-Wide Safety Plan.

*Education Law - 2801-a (m) - protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions of section twenty-seven-c of the labor law.*

### PROTOCOLS

1. In the event of a state-ordered reduction of the District's in-person workforce, the following is a list of essential employees.

Essential Position or Title	Description
Superintendent of Schools	The Superintendent of Schools is the district's Chief Executive Officer.
Assistant Superintendent for Curriculum, Instruction & Assessment	The Asst. Superintendent for Curriculum, Instruction & Assessment is responsible for all educational programs in the district.
Assistant Superintendent for Business	The Asst. Superintendent for Business is responsible for all financial management, maintenance of liability insurance, compliance with State reporting requirements, payroll, accounting tasks, and purchasing.
Assistant Superintendent for Pupil Personnel Services	The Asst. Superintendent for Pupil Personnel Services is responsible for health and safety, special education, all clinical staff and related service providers, student registration, homeless services and home tutoring.
Assistant Superintendent for Human Resources	The Office of Human Resources provides direction to District personnel functions including staff recruitment, employment and retention, Civil Service and State Education Department compliance, and identifying and developing initiatives related to the ongoing

	organizational development of the district.
Administrators	The administration is responsible for department and building operations.
Director of Facilities & Operations and Facilities & Operations Staff	The Director of Facilities is responsible for the maintenance of infrastructure of the District's buildings and grounds and supervises maintenance staff and oversees and coordinates with outside contractors. The Facilities and Operations staff maintain essential building systems and functions.
Executive Director of Technology and Technology Staff	The Director of Innovative Technology is responsible for instructional technology, network security, hardware procurement and distribution. The department maintains a helpdesk to troubleshoot and maintain the district technology infrastructure.
Director of Transportation and Transportation Staff	The Director of Transportation is responsible for the transportation of students coordinated and done by the department.
Facilities and Operations Staff	Maintains building essential systems and functions.
Director of Food Services and Food Services Staff	The Director of Food Services and all staff are responsible for food distribution, as required.
School Nurses	Provide medical care and response to student health needs.
Safety Staff	Provide direction and facilitate operational safety measures.
Payroll Staff	Provide payroll services.
Clerical Staff	Overall operations of the organization, as required.

2. In the event of a state ordered reduction of the District's in-person workforce non-essential employees and contractors will be able to work remotely. Teachers and teaching assistants have been provided technology in order to work remotely. Staff has been trained on how to use various software applicable to their role when unable to work at their work site.
3. In an effort to reduce crowding at work sites:
  - School start times and employee work times or days may be staggered.
  - Students may be separated into cohorts.
  - Staff that support students from multiple cohorts may work remotely.
  - Staff and students may walk or drive a personal vehicle to campus.
  - Employees and students may be required to work remotely, as per guidance of the Department of Health and / or the New York State Department of Education.

- Contractors may be permitted in District buildings after they have been preapproved for essential work, only after health screenings as per the District re-entry plan.
- Visitors may be permitted on campus during school hours after they have been preapproved and only after passing health screenings as per the District re-entry plan.

4. Personal protective equipment (PPE) protocols:

- The PPS and Facilities Departments will maintain an inventory of PPE in accordance with NYS Education Department guidelines, and continually restock and maintain a six month supply. The District maintains multiple PPE vendors to ensure a steady path of supplies.
- The District maintains secure bulk storage locations that comply with the manufacturer's storage recommendations for each item.

5. The Arlington Central School District is committed to creating a learning environment that protects student and staff health, safety and privacy. The District will operate under a standard procedure for addressing situations in the event an employee, student or contractor is exposed to a known communicable disease that is subject to a public health emergency, exhibits symptoms of such disease or tests positive for such disease. The Arlington Central School District staff will respond immediately and thoroughly clean and disinfect the work space(s) impacted, including any common areas and/or shared equipment.

The Arlington Central School District will follow all federal, state and local law in addition to our employee contracts and work agreements to allow employees leave time to receive testing or treatment and/or follow isolation or quarantine requirements.

6. All essential employees and contractors will have their hours and work locations documented, including off-site visits, by:

- All sites will follow a single point of entry that will be staffed to ensure all protocols are followed.
- All employees will use their employee identification badges and sign in/ out for entrance/egress which documents their arrival/departure.
- All employees must complete a daily health screening.
- Contractors may be permitted in District buildings after they have been preapproved for essential work, and successfully completed a daily health screening. Contractors will sign in/out with a staff person and their arrival/departure will be recorded.
- Visitors may be permitted in District buildings after they have been preapproved for essential work, and successfully completed a daily health screening. Visitors will sign in/out with a staff person and their arrival/departure will be recorded.

Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.



7. If emergency housing is needed the District will lodge an essential employee on a district property or procure other arrangements.

If there is a declared public health emergency that involves the Arlington Central School District, all staff, essential and non-essential, will be contacted, and they will be guided by the aforementioned protocols.

## PARTICIPATING IN UNIFIED COMMAND UNDER ICS PRINCIPLES

### ASSIGNMENTS OF RESPONSIBILITIES

A chain of command consistent with the National Interagency Incident Management System (NIMS)/Incident Command System (ICS) will be used in response to an emergency. Members of the School Emergency Response Team will be part of this system. In the event of an emergency, the response team will adopt NIMS/ICS principles based on the size, scope, and character of the emergency.

### ICS POSITIONS

The number of ICS positions filled will be dependent upon the scope of the incident.

- **Incident Commander** – Responsible for the direction of the building response in a building-level emergency (Building Administrator/designee).
- **Public Information Officer** – Compiles and releases information, as per the internal and external communications protocols.
- **Safety Officer** – Monitors the response to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- **Liaison** – Represents the District by working with responding agencies (law enforcement, fire department, EMS, utilities, etc.) and other school districts that may be involved in the incident.
- **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- **Operations** – responsible for directing the implementation of action plans and strategies for incident resolution.
- **Logistics** – Responsible for providing all resources (personnel, equipment, facilities and services) required for incident resolution.
- **Planning/Intelligence** – Responsible for collecting, evaluating, and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- **Administration/Finance** – Responsible for all cost and financial matters related to the incident.

## EMERGENCY REMOTE INSTRUCTION

### OVERVIEW

The District may offer remote instruction days to students in the event-of-an-emergency condition, including, but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak.

When making decisions about remote instruction, the District will consult with students, parents, teachers, administrators, community members, and other stakeholders as appropriate. When implementing remote instruction, the District will ensure that it is complying with applicable teaching and learning requirements.

### DEFINITIONS

- A. "Asynchronous instruction" means instruction where students engage in learning without the direct presence (remote or in-person) of a teacher.
- B. "Non-digital and/or audio-based instruction" means instruction accessed synchronously and/or asynchronously through paper-based materials where the student to teacher interaction occurs via telephone or other audio platforms.
- C. "Remote instruction" means instruction provided by an appropriately certified teacher who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher.
  - 1. Remote instruction will encompass synchronous instruction provided through digital video-based technology and may also include asynchronous instruction intended to complement synchronous instruction. Digital video-based technology includes online technology and videoconferencing technology.
  - 2. Remote instruction may encompass non-digital and audio-based asynchronous and/or synchronous instruction where this instruction is more appropriate for a student's educational needs.
- D. "Synchronous instruction" means instruction where students engage in learning in the direct presence (remote or in-person) of a teacher in real time.

### FORMATS AND METHODS OF REMOTE INSTRUCTION

Remote instruction may be delivered through a variety of formats and methods. Determinations about how to best deliver remote instruction will take into account a variety of factors including, but not limited to, the number of students involved, the subject matter, the students' grade levels, and technological resources of both the District and students. Consideration will also be given to whether accommodations need to be made for students with disabilities or English language learners. Each school's Building-level Emergency Response Plan will contain this confidential information in the Continuity of Instruction Plan (COIP) section.

## INSTRUCTIONAL OPTIONS

The District may engage students in synchronous and asynchronous learning on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction. When remote instruction by digital technology is unavailable, the District will provide Chromebooks and Mobile WiFi Hotspots for students to aid their learning.

## COMPUTER AND CONNECTIVITY ACCESS FOR STUDENTS

The District will ensure that students have the necessary equipment at home to participate in remote instruction.<sup>60</sup> No later than June 30th of each school year, the Superintendent will report to the Commissioner of Education the results of the survey on student access to computing devices and access to Internet connectivity on a form and format prescribed by the Commissioner.<sup>61</sup> The information received from the survey will aid in the development/updates to the detailed Continuity of Instruction Plan in each school's Building-level Emergency Response Plan.

## MINIMUM INSTRUCTIONAL HOURS

Remote instruction provided on days when the District would have otherwise closed due to an emergency condition may be counted toward the annual hourly requirement for the purpose of state aid. The Superintendent will certify to the New York State Education Department, on a form prescribed by the Commissioner, that an emergency condition existed on a previously scheduled school day and that the District was in session and provided remote instruction on that day and indicate how many instructional hours were provided on that day and certify that remote instruction was provided in accordance with the District's emergency remote instruction plan.

## REMOTE INSTRUCTION SUPPORT

As necessary, the District will provide instruction on using remote instruction technology and IT support for students, teachers, and families. The District will also work to ensure that teachers and administrators are provided with professional development opportunities related to designing an effective remote instruction experience.

## COMPLIANCE WITH DISTRICT POLICIES, PROCEDURES, AND THE CODE OF CONDUCT

Teachers and students are required to comply with any and all applicable District policies, procedures, and other related documents as they normally would for in-person instruction. Examples include, but are not limited to, the District's policies and procedures on non-discrimination and anti-harassment, acceptable use, and copyright. Students will also be required to abide by the rules contained within the Code of Conduct at all times while engaged in remote instruction. Violations of the Code of Conduct and/or engaging in prohibited conduct may result in disciplinary action as warranted.

## PRIVACY AND SECURITY OF STUDENT AND TEACHER DATA

The District will take measures to protect the personally identifiable information of students and teachers from unauthorized disclosure or access when using remote instruction technologies in compliance with law, regulation, and District policy. Examples of these measures include, but are not limited to, minimizing the

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<sup>60</sup> 155.17(xxi)(a) ensure computing devices will be made available to students

<sup>61</sup> 155.17(f)(2) Beginning in the 2022-2023 school year, each chief executive officer shall report to the Commissioner, no later than June 30 of each school year, on a form and format prescribed by the Commissioner, the results of the survey on student access to computing devices and access to internet connectivity

amount of data shared to only that which is necessary, de-identifying data, and using encryption or an equivalent technical control that renders personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons when transmitted electronically.

## SECTION IV COMMUNICATION WITH OTHERS

### OBTAINING ASSISTANCE DURING EMERGENCIES FROM EMERGENCY SERVICE ORGANIZATIONS AND LOCAL GOVERNMENT AGENCIES<sup>62</sup>

1. The district works closely with local law enforcement, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives helped in the development of this plan, have assisted in emergency drills, and provided technical assistance. Providers have given approval to the district to rely on local personnel, resources, and facilities in emergency situations.
2. The district maintains an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The superintendent or their designee will initiate the contact when needed.

### OBTAINING ADVICE AND ASSISTANCE FROM LOCAL GOVERNMENT OFFICIALS, INCLUDING THE COUNTY OR CITY OFFICIALS RESPONSIBLE FOR IMPLEMENTATION OF ARTICLE 2-B OF THE EXECUTIVE LAW<sup>63</sup>

1. The district maintains an updated list of local and county emergency organizations, agencies, and government officials responsible for implementation of Article 2-B of the Executive Law. The superintendent and his/her designee will initiate the contact when needed.
2. Agencies that can help to develop plans and assist in emergency situations are listed in Appendix 4. Key agencies include:

1. Red Cross
2. Dutchess County Sheriff
3. New York State Police
4. Town of Poughkeepsie Police Department
5. Arlington Fire District
6. Beekman Fire District
7. LaGrange Fire District
8. Pleasant Valley Fire Department Co. #1
9. Union Vale Fire Department
10. Town of Lagrange Town Board
11. Town of Poughkeepsie Town Board
12. Town of Beekman Town Board
13. Town of Pleasant Valley Town Board
14. Dutchess County Office of Emergency Preparedness

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<sup>62</sup> 155.17(c)(1)(v) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

<sup>63</sup> 155.17(c)(1)(vi) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

## CONTACTING PARENTS, GUARDIANS OR PERSONS IN PARENTAL RELATION TO THE STUDENT OF THE DISTRICT IN THE EVENT OF A VIOLENT INCIDENT OR AN EARLY DISMISSAL<sup>64</sup>

In the event of violent incidents or crises, or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Superintendent or their designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a student involved in disciplinary situations shall be consistent with the Code of Conduct and New York State law, and shall be presented clearly and concisely to staff and students each year.

When a student is involved in any violent situation, or an implied or direct threat of violence by such student against themselves, including suicide, parent or guardian shall be contacted as soon as practicable.<sup>65</sup> Administration shall utilize school mental health resources when necessary.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

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<sup>64</sup> 155.17(c)(1)(ix) policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;

<sup>65</sup> 155.17(c)(1)(x) policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;

## SECTION V RECOVERY

### CONTINUITY OF OPERATIONS

This district maintains continuity of operations at both the district and building-level to ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of instruction.

### CONTINUITY OF INSTRUCTION

The District offers instructional tools that can be used to support remote instruction and communication. General instructional tools for communicating with students include online services including:

- Google Drive with shared folders
- Google Workspace (Docs, Sheets, Slides, Forms, Classroom, Sites)
- Email
- Blackboard

Additional online instructional resources may be available on the District website.

### DISTRICT SUPPORT FOR BUILDINGS

When the Chief Emergency Officer is notified that an emergency exists, they will respond accordingly.

Members of the District Safety Team will assist as needed either at their respective Building Command Posts or by responding where directed by the Incident Commander(s). The District Safety Team will assign such other personnel as deemed necessary to meet the needs of the situation.

The District Safety Team members will remain at their assigned posts until the Incident Commander(s) has determined that the emergency is over, or it is unsafe, or no longer necessary to remain, or need to relocate.

Should the incident involve a single building, at the discretion of the District Safety Team leader in consultation with that building's administrators and Building Emergency Response Team (BERPT), other school buildings may be called to support the Building Emergency Response Team in that building.

Should the incident involve multiple buildings, at the discretion of the District Safety Team leader, in consultation with building administrators, additional mental health support from the County Mobile Crisis Team and local area hospitals may be solicited to support the Emergency Response Teams in the affected building(s).

In any case, a “debriefing”, or post-incident analysis, will be facilitated by the District Safety Team. This process will include a review of the actual incident, the Team’s response to the incident, and post-traumatic incident debriefing.

District clinicians (or, mental health professionals from outside agencies if they have been involved) will provide ongoing as-needed support to the Team members, and will monitor post-traumatic stress symptoms in team members. As appropriate, team members may be provided with a referral to EAP and/or with information regarding private mental health providers in the area.

Principal(s) are expected to consult with the Superintendent of their designee and the District Public Information Officer in composing letters to parents following any emergency. The District’s Public Information Officer may assist in sending mass communication messages to affected groups. The District’s Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary services following any emergency.

#### DISASTER MENTAL HEALTH SERVICES

The District Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary mental health services following any emergency. District mental health providers may be temporarily reassigned to assist in the recovery process.



## APPENDIX 1 - LISTING OF SCHOOL BUILDINGS

BUILDING	BUILDING ADDRESS	PHONE	PRINCIPAL
Arthur S. May Elementary	601 Dutchess Turnpike Poughkeepsie, NY 12603	845-486-4960	Sheri Todd
Beekman Elementary	210 Lime Ridge Road Poughquag, NY 12570	845-227-1834	Chris Quaranto
Noxon Road Elementary	4 Old Noxon Road Poughkeepsie, NY 12603	845-486-4950	Dr. Kelly Murray
Overlook Primary	11 Mapleview Road East Poughkeepsie, NY 12603	845-486-4970	Jessica Wheeler
Titusville Intermediate	128 Meadow Lane Poughkeepsie, NY 12603	845-486-4470	Melissa Roselli
Traver Road Primary	801 Traver Road Pleasant Valley, NY 12569	845-635-4300	Cara Conrad
Vail Farm Elementary	1659 East Noxon Road LaGrangeville, NY 12540	845-227-8030	Claudine Khare
West Road Intermediate	181 West Road Pleasant Valley, NY 12569	845-635-4310	Stacey Thames
LaGrange Middle School	110 Stringham Road LaGrangeville, NY 12540	845-486-4880	Todd Richard
Union Vale Middle School	1657 East Noxon Road LaGrangeville, NY 12540	845-223-8600	Dr. Lisa Roloson
Arlington High School	1157 Route 55 LaGrangeville, NY 12540	845-486-4860	Dr. Don Solimene

## APPENDIX 2- BUILDING-LEVEL EMERGENCY RESPONSE PLANS

Due to the sensitive safety and security information contained in each Building-Level Emergency Response Plan, these plans are confidential and not available for public dissemination. Copies of plans are maintained at each school building and the District office.

### APPENDIX 3- MEMORANDA OF UNDERSTANDING

Any applicable Memoranda of Understanding relevant to implementation of the District-wide and Building-level Emergency Response Plans are on file in the district office.

Purpose of MOU: The purpose of this Agreement is to formalize and clarify the roles and responsibilities of the District and Security Consultant in Student Discipline.

Services Provided by Agency/Vendor: Security Guard Staffing

**Memorandum of Understanding  
Between  
Arlington Central School District  
and  
SSC, Inc.**

This agreement (the "Agreement") dated August 5, 2022 is made by and between the Arlington Central School District (the "District") and SSC, Inc. (the "Security Provider"). This Agreement shall be annexed to the previously executed Security Greeter Services Agreement for 2022-23. The Chief Executive Officer of SSC, Inc. and the Superintendent of the Arlington Central School District are signatories to this Agreement. The provisions of this Agreement are specifically required under New York State Education Law §2801-a.

**I. Purpose**


The purpose of this Agreement is to formalize and clarify the roles and responsibilities of the District and the Security Provider in Student Discipline.

The Parties agree that school officials and the Security Provider play important and distinct roles in responding to student misbehavior to ensure school safety and promote a positive and supportive learning environment for all students.

Under state law, the Security Provider shall not serve as a school disciplinarian as an enforcer of school regulations, or in place of school-based mental health providers. It shall be the responsibility of the District to make teachers and other school staff aware of the distinct roles of school administration and the Security Provider in addressing student misbehavior.

The principal or his or her designee shall be responsible for student code of conduct violations and routine disciplinary violations. The Security Provider shall read and understand the student code of conduct for the District.

This Agreement shall be effective as of the date of signing for the 2022-23 school year. This Agreement shall be reviewed annually prior to the start of the school year. This Agreement remains in full force and effect until amended or until such time as either of the Parties withdraws from this Agreement by delivering written notification to the other Party.

  
Dr. David Moyer  
Superintendent of Schools  
Arlington Central School District  
Date: 8-5-2022

  
Michael Burbage  
President  
SSC, Inc.  
Date: 8-23-2022

**Memorandum of Understanding  
Between  
Arlington Central School District  
and  
Altaris Consulting Group**

This agreement (the "Agreement") dated August 17<sup>th</sup>, 2021 is made by and between the Arlington Central School District (the "District") and Altaris Consulting Group (the "Security Provider"). The Chief Executive Officer of Altaris Consulting Group and the Superintendent of the Arlington Central School District are signatories to this Agreement. The provisions of this Agreement are specifically required under New York State Education Law §2801-a.

**I. Purpose**

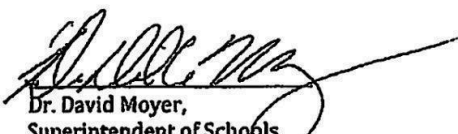
The purpose of this Agreement is to formalize and clarify the roles and responsibilities of the District and the Security Provider in Student Discipline.

The Parties agree that school officials and the Security Provider play important and distinct roles in responding to student misbehavior to ensure school safety and promote a positive and supportive learning environment for all students.

Under state law, the Security Provider shall not serve as a school disciplinarian as an enforcer of school regulations, or in place of school-based mental health providers. It shall be the responsibility of the District to make teachers and other school staff aware of the distinct roles of school administration and the Security Provider in addressing student misbehavior.

The principal or his or her designee shall be responsible for student code of conduct violations and routine disciplinary violations. The Security Provider shall read and understand the student code of conduct for the District.

This Agreement shall be effective as of the date of signing for the 2021-22 school year. This Agreement shall be reviewed annually prior to the start of the school year. This Agreement remains in full force and effect until amended or until such time as either of the Parties withdraws from this Agreement by delivering written notification to the other Party.

  
Dr. David Moyer,  
Superintendent of Schools  
Arlington Central School District  
Date: 8/17/2021

  
John LaPlaca  
Founder & CEO  
Altaris Consulting Group  
Date: 8/17/21

**Memorandum of Understanding  
Between  
Arlington Central School District  
and  
County of Dutchess and Sheriff of Dutchess County**

This agreement (the "Agreement") dated \_\_\_\_\_, 2021 is made by and between the Arlington Central School District (the "District") and the County of Dutchess and Sheriff of Dutchess County (the "Security Provider"). This Agreement shall be annexed to the executed Intermunicipal Agreement for 2021-22. The Chief Executive Officer of the County of Dutchess and Sheriff of Dutchess County and the Superintendent of the Arlington Central School District are signatories to this Agreement. The provisions of this Agreement are specifically required under New York State Education Law §2801-a.

**I. Purpose**

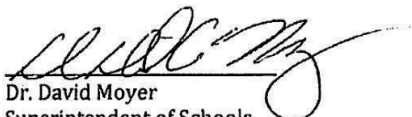
The purpose of this Agreement is to formalize and clarify the roles and responsibilities of the District and the Security Provider in Student Discipline.


The Parties agree that school officials and the Security Provider play important and distinct roles in responding to student misbehavior to ensure school safety and promote a positive and supportive learning environment for all students.


**Under state law, the Security Provider shall not serve as a school disciplinarian as an enforcer of school regulations, or in place of school-based mental health providers. It shall be the responsibility of the District to make teachers and other school staff aware of the distinct roles of school administration and the Security Provider in addressing student misbehavior.**

The principal or his or her designee shall be responsible for student code of conduct violations and routine disciplinary violations. The Security Provider shall read and understand the student code of conduct for the District.

This Agreement shall be effective as of the date of signing for the 2021-22 school year. This Agreement shall be reviewed annually prior to the start of the school year. This Agreement remains in full force and effect until amended or until such time as either of the Parties withdraws from this Agreement by delivering written notification to the other Party.

  
Dr. David Moyer  
Superintendent of Schools  
Arlington Central School District  
Date: 8/17/2021

  
Adrian H. Anderson, Sheriff  
Date: \_\_\_\_\_

  
Marcus J. Molinaro, County Executive  
County of Dutchess  
Date: \_\_\_\_\_

William F.X. O'Neil  
Deputy County Executive

# 13877

#### APPENDIX 4 – RESOURCES AND CONTACT INFORMATION

Superintendent of Schools, Dr. Phil Benante	845-486-4460
Assistant Superintendent / Curriculum,	845-486-4460
Assistant Superintendent / Pupil Personnel Services,	845-486-4460
Assistant Superintendent / Business, Kevin Sheldon	845-486-4460
Assistant Superintendent / Human Resources, Hilary Roberto	845-486-4460
Chief Communication and Community Engagement Officer, Melissa Erlebacher	845-486-4460
Director of Facilities, John Wilson	845-486-4977
Director of Transportation, Daniel McNamara	845-486-4955

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Dutchess County Sheriff's Department	845-486-3800
New York State Police	845-677-7300
Arlington Fire District	845-486-6300
LaGrange Fire District	845-471-1414
Beekman Fire Department	845-724-5280
Pleasant Valley Fire Department	845-635-2117
Union Vale Fire Department	845-677-9262
Mobile Life Support Ambulance Service	845-561-5698
EMStar Ambulance Service	845-621-9300
Northern Dutchess Paramedics	800-580-2909
American Red Cross	845-471-0200
Astor Crisis Services	845-485-4680
Centers for Disease Control (CDC)	800-232-4636
Chemical Hazards Emergency Medical Management	770-488-7100
Central Hudson	800-527-2714
Civil Defense	845-486-2080
Dutchess County Emergency Management	845-486-2080
Dutchess County Mental Hygiene Dept. (Mobile Crisis Unit)	845-485-9700
Medical Director (Health Quest)	845-297-2511
MidHudson Regional Hospital Emergency	845-483-5000
Vassar Brothers Medical Center Emergency	845-431-5680

## APPENDIX 5 – SECTION 155.17 REGULATION COMPLIANCE REFERENCE

- **155.17(b)(14)** District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, school bus drivers and monitors (2801-a), and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.
- **155.17(c)(1)(i)** policies and procedures 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 for this subdivision shall include suicide;
- **155.17(c)(1)(iii)** appropriate prevention and intervention strategies, such as: (a) 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; (b) nonviolent conflict resolution training programs; (c) peer mediation programs and youth courts; and (d) extended day and other school safety programs;
- **155.17(c)(1)(iv)** policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;
- **155.17(c)(1)(v)** except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- **155.17(c)(1)(vi)** except in a school district in a city having a population of more than one million inhabitants, the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;
- **155.17(c)(1)(vii)** except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;
- **155.17(c)(1)(viii)** except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- **155.17(c)(1)(ix)** policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;
- **155.17(c)(1)(x)** policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of

violence by such student against themselves, which for the purposes of this subdivision shall include suicide;

- 155.17(c)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;
- 155.17(c)(1)(xii) policies and 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, parents [and] or other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;
- 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;
- 155.17(c)(1)(xiv) procedures for review and the conduct of drills, [and other exercises to test components of the emergency response plan, including the use of] tabletop exercises, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At their discretion, schools and districts may participate in full-scale exercises in coordination with local and county emergency responders and preparedness officials;
- 155.17(c)(1)(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- 155.17(c)(1)(xvi) 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;
- 155.17(c)(1)(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- 155.17(1)(c)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to: a) coordination of the communication between school staff, law enforcement, and other first responders; (b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans; (c) ensure staff understanding of the district-wide school safety plan; (d) ensure the completion and yearly update of building-level emergency response plans for each school building; (e) assist in the selection of security related technology and development of procedures for the use of such technology; (f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan; (g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and (h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.



- **155.17(c)(2)(h)** Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.
- **155.17(h)(i)**: Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.