

Kingston City Schools District-wide School Safety Plan 2023-2024

Commissioner's Regulation 155.17 Project (Adopted 8/23/23)

Introduction

The Kingston City School District has eleven (11) schools. There are seven (7) Elementary schools, two (2) Middle Schools, one (1) High School and one (1) Pre-K School. The Kingston City School District presently has about 6,200 students. In addition, there are approximately 250 students in private and parochial schools within the district. Ulster County BOCES operates the vocational school located within the district.

The community is made up of long-term residents in the Kingston area who have supported parent organizations and the school district in many activities and programs. Many of the district's students participate in after-school programs with the support of community and parent organizations.

While the district is a Small City School District, several of the schools are in rural areas. More than half of our school buildings are over fifty years old. The steering committee is continuing to coordinate building upgrades.

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

The Kingston City School District supports the SAVE Legislation and continues to engage in the updating of the process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

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

B. Identification of Chief Emergency Officer

The Kingston City School District designates the Coordinator of Prevention and Safety as the district's chief emergency officer whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders.
2. Lead the efforts of the district-wide School Safety Team in the completion and yearly update by September 1st, of the District-wide School Safety Plan and the coordination of the District-wide Plan with the Building-level Emergency Response Plans.
3. Ensure staff understand the district-wide School Safety Plan.
4. Ensure the completion and yearly update by September 1st, of Building-level Emergency Response Plans for each school building.
5. Assist in the selection of security-related technology and development of policies for the use of such technology.
6. Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the Emergency Response Plan yearly by September 15th; and
7. Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807.

C. Identification of School Teams

The Kingston City School District has appointed a **District-wide School Safety Team** consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and other school personnel. The members of the team and their positions or affiliations are listed on the chart in **Appendix 1**. The team meets regularly to discuss issues of concern and implement changes to improve school safety. The yearly meeting schedule is also in **Appendix 1**.

Each school has its own Building-level emergency response team appointed by the building principal and is responsible for the designation of the emergency response team, the post incident response team, and the development of the building-level emergency response plan. The team meets regularly to discuss building issues of concern and implement improvements to the safety of that school. The building-level emergency response team includes, but not limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance, fire

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officials or other emergency response agencies, and any other representatives of the school board, chancellor or other governing body deems appropriate.

The Emergency response team assists the school community in responding to a violent incident or emergency and is comprised of school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or State emergency response agencies and

The Post-incident response team assists the school community in coping with the aftermath of a violent incident or emergency and includes appropriate school personnel, medical personnel, mental health counselors and others.

D. Concept of Operations

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

- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. Each school building has an Emergency Response Plan and an Emergency Response Team in place.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- County and state resources will supplement the district's efforts through existing protocols and memoranda of understanding established between Kingston City School District and the Kingston City Police Department and/or other law enforcement agencies.

E. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan was made available for public comment. It was formally adopted on 8/23/23.

Full copies of the District-wide School Safety Plan and any amendments are available to the New York State Education Department.

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Committee. The required annual review will be completed on or before September 1 of each year after its adoption by the Board of Education. A copy of the plan is available at each school building in the Kingston City School District, Safety Coordinator's Office, and Administrative Offices located at the Meagher Administration Building, 21 Wynkoop Place, Kingston, New York.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

The Kingston City School District has evaluated the needs of the district and has worked with community partners to determine many strategies and programs. These programs and strategies strive to create a positive, safe learning environment for students. They include community involvement in the schools, mentoring programs, adjusting scheduling to minimize potential for conflicts or altercations, among many others. The goal of each program is to prevent violence and to intervene with students before problems occur.

A list of 22 prevention projects for 2023-2024 are in [Appendix 2](#).

The Kingston City School District implements a 24-hour anonymous tip reporting system for students and parents to report potential safety or security problems that may affect students, staff, community members or property. The iWitnessNY anonymous tip line proactively addresses harmful situations and helps students who need it. Access to the hotline via our district website helps to create a culture of preparedness, prevention, and school safety for our students.

KCSD seeks to always strengthen safety and security, emergency preparedness and safety management of its schools. To ensure this, the district has partnered with **Altaris**, a consulting group which focuses on school safety and best practices.

Training, Drills, and Exercises

The Kingston City School District (KCSD) provides annual training to staff and students on school safety topics.

The KCSD staff training includes online training which is available on the KCSD web site as well as other training. Some examples of continued district trainings for staff include the following topics:

- Right to Know
- Mandated Reporters for Child Abuse
- Child Abuse in Educational Setting
- Computers and Technology
- School Safety Issues
- Sexual Harassment
- Bloodborne Pathogens
- Alcohol and Substance Abuse
- Stress Management
- De-escalation and Crisis Intervention (Teachers, Teaching Assistants, Security officers and School monitors)
- Coronavirus Awareness

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- AED/CPR
- Threat Assessment

2022-2023 year's free trainings and community workshops included:

- Drug Prevention - Ulster Prevention Council
- The Opioid Epidemic and Narcan Training – O.R.A.C.L.E
- Social Media Awareness – NYS Trooper Anca Watt

KCSD training and workshops like these are planned as needed.

Drills and exercises

Kingston City School District building administrators provide instruction and training of staff and students through twelve emergency response drills conducted each school year, four (4) of which are lock-down drills, the remaining eight are required to be evacuation drills. There is a requirement that eight of the required twelve drills be completed in the first half of the school year (December 31st). Conducted are bus drills (3 per year), Automated External Defibrillator (AED) (2 per year), 9-1-1 testing drills (4 per year), lockdown (4 per year), lockout (2 per year) and shelter-in-place drills (2 per year) and tabletop exercise (1 per year). Training at private and parochial schools in our district is available upon request. Written Drill Reports may be sent to the Safety Office at KHS where the records are collated for all drills.

See **Appendix 3.**

The evacuation drills are held at least eight (8) times in each school year; (5) of these are held between September 1 and December 1. At least one of the twelve drills are held during each of the regular lunch periods and includes special instruction on the procedures to be followed if an emergency occurs during a student's lunch period.

In addition to the evacuation drills listed above, Lockdown Drills are practiced at least four (4) times a year. Other emergency response drills practiced include lockouts, and sheltering in place by using tabletop, functional and full-scale exercises. AED drills are held in the Spring and Fall.

The Bus Emergency Drills are held three (3) times a year. Each drill includes instruction in all topics mandated by the Education Law and the Commissioner's Regulations and includes the following:

- Safe boarding and exiting procedures.
- The location, use and operation of the emergency door, fire extinguishers, first-aid equipment, and windows as a means of escape in case of fire or accident.
- Appropriate and orderly conduct which must be followed on the bus.

Each year all Building Level Safety Teams meet and review their Building Emergency Response Plans and conduct a "TableTop" exercise of their choice scenario. The purpose of these drills is to evaluate the building level safety plans effectiveness and

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emergency response time. This allows school staff to familiarize themselves with procedures and roles in building evacuations and emergencies.

The building level teams meet on a regular basis throughout the school year. Each year, the building principal and the building safety team review and update their safety plan. The building principal ensures that all staff members are provided with an emergency guide chart and that the document has been reviewed by each staff member. Part-time and temporary staff receive an orientation to the safety protocols in the building.

Newly hired staff receive training from the Coordinator of Prevention and Safety regarding lockdown, lockout, and shelter in place procedures as part of the employee's orientation.

Implementation of School Security and Monitors

Kingston City School District uses several strategies to address its security needs. KCSD employs a diverse security staff comprised of former youth workers, former and current fire-fighters, and off-duty and retired Kingston City Police Officers. Many are community members and have a connection with students and staff. Officers are trained in various safety and response protocols annually. They are trained to use therapeutic techniques and are part of school and community initiatives. KCSD is currently increasing the amount of security.

Monitors

School monitors play an important role in everyday safety and supervision. They are trained to build personal relationships with students and monitor them outside the classroom. Monitors patrol hallways, help supervise cafeterias and playgrounds and assist faculty. Many of our monitors have been trained in Therapeutic Crisis Intervention, trauma informed care, ethics and self-care, AED/CPR, Playground safety and more. Some buildings have greeters to sign-in and sign-out visitors to the buildings. KCSD has added full time monitors to the middle schools and is currently increasing the amount of monitors district wide.

Job descriptions for Monitors and School Security Staff are in **Appendix 4.**

SRO's

In addition, the district has four School Resource Officers (SROs). There are two City of Kingston police officers assigned as SROs at Kingston High School; there is one City of Kingston police officer assigned as an SRO at Bailey Middle School and there is one Ulster County sheriff's deputy who is assigned as SRO at Miller Middle School. SROs contribute to the safety of the KCSD community personally and through the use of the resources available to them as agents of law enforcement. SRO's receive specialized training in child and adolescent cognitive development, de-escalation techniques, and alternatives to arrest and diversion strategies. They must demonstrate the requisite personality and character to work in a diverse school environment with children and educators. SRO's are chosen by the chief of police

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and the superintendent with input from principals, representative groups of teachers, parents, and students.

The KCSD also utilizes a networked digital surveillance camera system of approximately **348** cameras and continues to expand the system. One hundred (100) school buses used by the KCSD have also been outfitted with digital surveillance cameras.

Further, the Kingston City School District utilizes other school staff, such as teachers and teacher assistants, who are scheduled to supervise halls and stairwells in the various district schools.

The following are other procedures and practices used in The Kingston City School District:

- **Locked Doors** – Single point at all schools except the high school which uses 2 points. All visitors must use a school's main entrance to enter.
- **Greeters:** The district uses greeters in some of the school buildings. They perform the duties of identifying visitors, signing in and monitoring visitors. Visitors are issued temporary identification badges for the duration of their visit.
- **Identification Badges:** The district requires all employees to wear identification badges. All students at Kingston High School must continuously display their KCSD student ID badge or a temporary one-day student ID sticker.
- **Communication devices:** Handheld portable radios, cell phones, and public address systems and the Cisco phone system are used for communication as needed.
- **Proximity Card Access System:** A card access system grants access only to employees or members holding a proximity card or badge.
- **Door Alarms:** **Exit door alarms deter unauthorized use of doors and make an audible warning when the exit door is open.**

Vital Educational Agency Information

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 Violent Behaviors

The Kingston City School District provides materials regarding the early detection of potentially violent behaviors, including, but not limited to the identification of family, community and environmental factors to teachers, administrators, parents, and other persons in parental relation to students at the school district or board, students, and other persons.

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All school buildings publish newsletters and issue pamphlets/post online periodically to parents providing information on relevant topics such as “early warning signs” and other pertinent issues. The PTA/PTO is very active in communication of concerns to the Safety Team.

The district also maintains a website with important information for parents and the community on current events, school safety and other issues relating to the school district. The district’s anonymous tip/reporting system (as described on P.4 of Section II above) is posted on the website.

Threat assessment – Each school in the district has a Threat Assessment Team. Threat assessment is an essential tool used by building safety teams to prevent acts of violence. Threat assessments seek to determine if someone poses a threat and allows us to intervene before the act can occur. Partnership with PNW BOCES provides training.

B. Hazard Identification

Each Building Level Safety Team has evaluated the potential for problems and established proper response protocols for these hazards.

The list of potential hazards within the district can be found in [Appendix 5](#)

Section III: Response

The Kingston City School District implements the National Incident Management System (NIMS) Incident Command System for emergency response. The Kingston City School District has the following procedures and practices in place for responding to acts of violence and other school emergencies:

A. Notification and Activation (Internal and External Communications)

In the event of a violent incident at any of the schools within the Kingston City School District, procedures have been established as follows:

- The building administrator or designee calls 9-1-1 (Golden Hill, which serves Ulster County)
- If the originating call for assistance was made from a land line inside the school building, it is relayed to dedicated Cisco extensions at the security desk, the Coordinator of Safety desk, the principal’s office, the vice principal’s office, and the nurse’s office. If no one answers at those locations then the 9-1-1 call is relayed directly to the City of Kingston Police Department, Town of Ulster Police, New York State Police or Ulster County Sheriff’s Office

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depending upon which agency is designated the primary law enforcement agency.

- If the call was made via cellular phone, the caller should clearly state the location and the nature of the problem. This request for assistance would be relayed by a 9-1-1 dispatcher to City of Kingston Police Department, Town of Ulster Police Department, New York State Police and Ulster County Sheriff's Office as mentioned above.
- The 9-1-1 Center dispatcher triages, prioritizes, and directs a response by the appropriate police agency or agencies in the area.
- City of Kingston Police Department, Town of Ulster Police, New York State Police, and the Ulster County Sheriff's Office respond by sending officers to the scene to assess the situation.
- City of Kingston Police Department, Town of Ulster Police, and New York State Police have arrangements and a working relationship with the Ulster County Sheriff's Office and the Ulster County Emergency Services Unit which responds if more resources are needed.

In general, the first response to emergency situations in the Kingston City School District is provided by the City of Kingston Police/Fire Departments. These agencies are the primary responders for the following KCSD buildings:

Kingston High School
J. Watson Bailey Middle School
Edson Elementary
John F. Kennedy Elementary
George Washington Elementary
Meagher Building

The other schools are served by the following agencies:

Town of Ulster Police Department

M. Clifford Miller Middle School
Edward R. Crosby Elementary School
Chambers Elementary School

Ulster County Sheriff's Office

Robert R. Graves Elementary School

New York State Police (Hurley Barracks)

Ernest C. Myer Elementary School

A list of the District's Emergency Responders is in **Appendix 6**.

The Procedures for School Closing and The Emergency Call List for Early Dismissal is in **Appendix 7**

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Transportation Carriers for the Kingston City School District are in **Appendix 8**.

The Kingston City School District has established a system for informing all educational agencies within a school district of a disaster or an act of violence. In the event of an emergency, the first person at the scene will evaluate the situation and activate the Emergency Response Team as appropriate according to the Building Level Emergency Response Plan. Several means of communication are available as needed. This includes base stations, walkie-talkies, cellular phones, intercoms, e-mail, and runners. In the event of a power failure, “red phones” are available at the office fax machines for use.

In the event of an emergency, or impending emergency, the district will notify all principals and/or designees of facilities within the district to take the appropriate action. is the Emergency School Contact Information for emergency notification to the school building Principals and Secretaries and the Vital Educational Information regarding each of our schools.

Each building, utilizing the student management information system and/or a manual emergency contact information card form, can contact parents, guardians, or persons in parental relation to each student.

B. Situational Responses

1. Multi Hazard Response

The Kingston City School District will use specific language (not color codes) to announce lockdowns, lockouts, sheltering in place and other emergency response interventions via intercoms, public address systems, or otherwise.

See **Appendix 9** For Lockdown, Lockout and Shelter-in-Place definitions.

2. Responses to Acts of Violence: Implied or Direct Threats

The district’s policies and procedures for responding to implied or direct threats of violence are outlined in the Kingston City School District’s Code of Conduct. The code specifically addresses incidents involving students, teachers, other school personnel and visitors to the school. Furthermore, a part of the Code of Conduct, the Jefferson Code, was implemented at Kingston High School for the purpose of setting behavioral standards and consequences. This aspect of the Code of Conduct is regularly monitored by the Jefferson Committee. This committee is composed of key stakeholders including students, administrators, parents, and community members.

All threats of violence must be taken seriously and investigated. KCSD has implemented a Threat assessment protocol. Threat assessment is a violence prevention strategy that identifies student threats and determines the seriousness of the threat. It is one option to Zero tolerance and helps schools to protect students at risk while developing intervention and conflict resolution.

3. Response Protocols

For purposes of this protocol, a violent incident is defined as:

- An act of violence (e.g., assault, battery, sexual offenses, kidnapping, reckless endangerment, arson, or threat of violence) upon a teacher, administrator or other school employees, a student or other person lawfully on school district property, at school functions or on a school vehicle.
- Possession of a weapon (including but not limited to gun or firearm, knife, explosive or incendiary device, bomb, fireworks, a deadly or dangerous chemical, loaded or blank cartridges or other ammunition, a martial arts instrument, a sling shot, a sandbag or sandclub, a billy club, blackjack, bludgeon, chukka stick, metal knuckles, or other dangerous instruments capable of causing physical injury or death) on school property, at school functions or on a school vehicle.
- Display of a weapon or what appears to be a weapon (including but not limited to gun or firearm, knife, explosive or incendiary device, bomb, fireworks, a deadly or dangerous chemical, loaded or blank cartridges or other ammunition, a martial arts instrument, a sling shot, a sandbag or sandclub, a billy club, blackjack, bludgeon, chukka stick, metal knuckles, or other dangerous instruments capable of causing physical injury or death) on school property, at school functions or on a school vehicle.
- The threat to use any instrument that appears to be capable of causing physical injury or death while on school property, at school functions or on a school vehicle.
- Knowingly and intentionally damaging or destroying the personal property of a teacher, administrator, other school district employees, a student, or any person lawfully on school property.

Responses to Acts of Violence

- The principal or their designee will determine whether to contact law enforcement personnel. 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 District Superintendent (if safe to do so). Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.
- The principal, and/or their designee then determine the appropriateness of directing the building-level Emergency Response Team to be activated.
- The building-level Emergency Response Team (BERT) consisting of trained staff 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 good coordination between the building-level teams, District leadership, and responding agencies.

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- If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all BERT members) are required to Lockdown in the nearest lockable space and await further instruction, or in some situations, evacuate the campus.
- 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 plan. The use of the District's mass communication system is typically utilized.
- Aggressively dangerous and violent students, staff or visitors shall be managed as outlined by the procedures detailed in the district Code of Conduct.
- 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.
- School administrators must keep records of serious threats and acts of violence and report them annually to the state.
- 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 Teams. These individuals and appropriate means of contact are documented in each Building-Level Emergency Response Plan.
- The district has a zero-tolerance policy for acts of school violence.

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
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Disease
- Severe Weather
- Student-Made Threats
- Suicidal Students

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- Suspicious Package Protocol
- Suspicious Persons

4. Arrangements for Obtaining Emergency Assistance from Local Government

The following outline is followed to arrange for assistance in an emergency:

- Superintendent/Designee in an emergency contacts dispatch point or 9-1-1 center for additional Police, Fire or EMS response.
- Superintendent/Designee contacts highest-ranking local government official for notification and/or additional assistance.

See [Appendix 10](#) for the Local Agencies

5. Procedures for Obtaining Advice and Assistance from Local Government Officials

In an emergency: The Superintendent/Designee will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.

The district has agreements and identifies resources for use in an emergency from the following agencies: Red Cross, fire department, police, private industry, private individuals, and religious organizations.

6. District Resources Available for Use in an Emergency

District resources available during an emergency include facilities, buses, and trucks. and equipment available for emergency use.

The district has staff trained in AED/CPR for adults and children and some staff trained in First Aid. There are also Nurses located in each school in the district.

7. Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

In the event of an emergency the Incident Commander will notify the Building and Grounds Supervisor, Dylan Bogart, who will plan for the equipment needed. Deputy Superintendent of Human Resources and Business will plan for human resources.

8. Protective Action Options

Kingston City School District has plans for taking the following actions in response to an emergency where and when appropriate:

See [Appendix 11](#) for protocols.

- **School cancellation**

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- Superintendent will monitor any situation that may warrant a school cancellation. Consultation with Transportation and recommendations from weather services will provide information.
- If the decision is made to close school, staff will be notified.
- Local Media is contacted, and information is posted on the District website.

9. Early dismissal

- Superintendent will monitor the situation.
- If conditions warrant, close school.
- Contact Transportation Supervisor to arrange transportation.
- Contact local media to inform parents of early dismissal.
- Set up an information center for parents so changes in the situation are accurately reported in a timely manner.
- Retain appropriate district personnel until all students have been returned home.

10. Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)

- Superintendent/Designee will determine the level of threat.
- Contact Transportation Supervisor to arrange transportation.
- Clear all evacuation routes and sites prior to evacuation.
- Evacuate all staff and students to pre-arranged evacuation sites.
- Account for all student and staff population. Report any missing staff or students to the Building Principal.

11. Sheltering sites (internal and external)

- Superintendent/Incident Commander/Designee will determine the level of threat.
- The Building Level Incident Commander will notify contact person at sheltering site if site is out of the building. Incident Commander will determine the location of sheltering depending on nature of incident.
- Account for all students and staff. Report any missing staff or students to designee.
- Make appropriate arrangements for human needs.
- Take appropriate safety precautions.
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
- Retain appropriate district personnel until all students have been returned home.

Section IV: Recovery

The District-Wide Safety Plan and Building-Level Emergency Response Plans are coordinated with the statewide plan for disaster mental health services to assure that schools have access to federal, state, and local mental health resources in the event of a violent incident.

* District resources will support the Emergency Response Teams and the KCSD Critical Incident Stress Management (CISM) team.

A. POST-INCIDENT RESPONSE TEAM PROCEDURES

- Critical incidents are events which cause personnel- students and staff- to experience unusually strong reactions that have the potential to interfere with their ability to function effectively at the time of the incident or later. Examples:

Suicide or sudden death, a multi casualty of traumatic events includes accident, serious injury or any event involving children.

- Following a serious incident, the Kingston City Schools CISM team is available to provide immediate post incident support to district personnel who have been first responders, or who have experienced immediate impact following an incident.
- A district or building level administrator can activate the CISM team by contacting the Prevention and Safety Coordinator LeShawn Parker, who serves as the CISM team coordinator.
- The CISM coordinator will liaison with the building administrator and appropriate CISM team members to provide a rapid post incident crisis response.
- All CISM team members have received training available through the International Critical Incident Foundation (ICISF). CISM team members receive additional training each year in conjunction with members of other CISM teams in Ulster County. These other Ulster County CISM teams are available to augment the resources provided by the KCSD CISM team.

The Roster for current Critical Incident Stress Management Team membership and contact information can be found in **Appendix 12**

B. Disaster Mental Health Services

The district office will assist in the coordination of Disaster Mental Health Resources, in support of the Post incident response teams, in the affected school(s). A list of Ulster County Services is in **Appendix 13**.

C. *The procedures in **Appendix 14** 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:

In September 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 state disaster emergency involving a communicable disease. The new legislation will

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constitute New York State Labor Law [Section 27-c](#), and serve 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 required additions to the District Plan.

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

Preparation of public employers for state disaster emergencies involving public health

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Appendix 1- 2023-2024 District Wide Safety Committee Members

Amelia Hunt, *Kingston High School Nurse*
Andrew Sheber, *M. Clifford Miller MS Principal*
Noah Kight, *M. Clifford Miller MS SRO*
Darla Roman-Green, *Harry L. Edson ES Teacher*
Darren Dawson, *Kingston High School SRO*
Debra Fitzgerald, *J. Watson Bailey MS Principal*
Diane Lammers, *J.F. Kennedy ES Teacher*
Dylan Bogart, *Acting Director of Facilities*
Erin Nelson, *Ernest C. Myer ES Principal*
Errin Parese, *Robert Graves ES Principal*
Harry Woltman, *Kingston High School Security Officer*
Jana Conti, *Meagher Pre-K Principal*
Jessica Decker, *Harry L. Edson ES Nurse*
John Kurz, *J. Watson Bailey MS SRO*
John Lauffer, *Utica National Representative*
Karen Waligurski, *J.W. Bailey MS Nurse*
Kari Studt, *Kingston High School Nurse*
Kate Berardi, *Chambers ES Principal*
Kathleen Lowell, *Harry L. Edson ES Principal*
Kathleen Sickles, *E.R. Crosby ES Principal*
Kim Terwilliger, *Meagher Admin. Bldg., Assistant Director of Special Ed*
Rachael Scorca, *Kingston High School Principal*
LeShawn Parker, *Coordinator of Prevention and Safety*
Lori DeMercurio, *M. Clifford Miller MS Teacher*
Megan Fuoco, *Chambers ES Teacher*
Melissa Jamieson, *J.F. Kennedy ES Principal*
Mildred Kelder, *Chambers ES Nurse*
Mike Pedersen, *Kingston High School SRO*
Paul Casciaro, *Reis Insurance Group Representative*
Dr. Paul Padalino, *Superintendent*
Priscilla Lowe, *BOE Member*
Sal Rosa, *M. Clifford Miller MS Assistant Principal*
Shannon Dippel, *Robert Graves Teacher*
Sharifa Carbon, *Meagher Admin. Bldg.- Assistant Superintendent of Business*
Dr. Stacia Felicello, *Meagher Admin. Bldg. Assistant Superintendent for Elem. Ed.*
Terri Lemister, *Robert Graves TA*
Wanda LoBianco, *George Washington ES Principal*

Kingston City Schools District-wide Safety Plan

2023-2024 District Wide Safety Committee Meeting Schedule

8/16/23
9/27/23
10/18/23
11/15/23
12/20/23
1/17/24
2/14/24
3/20/24
4/24/24
5/15/24
6/12/24

Kingston City Schools District-wide Safety Plan
Appendix 2- Prevention Projects for 2023-2024

Organization	Student Population	Service Provided
ACCES VR	Special Education Students in 11 & 12th grade	Work based learning training, internships, job placement, financial assistance and drivers education for those who are participating in other services
Astor Services	Students with MH issues who are referred by COHORT teams for MH treatment or student self-identifying walk-in that want MH treatment	MH Treatment, most insurances taken
Brighter Futures Initiative	Vulnerable youth who have generational poverty concerns	Said to be: Case management, mentoring, internships, college tuition, stipends, meeting family
Brothers at Bard	Young Men of Color	Tutoring and Mentoring
Cornell Cooperative Extension	Students who would benefit from leadership development and extracurricular activities, Si, Hablas Español (Melanie speaks Spanish)	Leadership development, field trips and after school activities and community clubs
Family of Woodstock	students at Miller and KHS	Positive Action, Social perspectives, Teen Intervene
Go Beyond Greatness	Summer 9 Students	educational workshops in leadership, college and career preparation
POOK and Peaceful Guardians	Students at High school, To bring students and staff together.	Community engagement with vulnerable youth, community members and law enforcement
Presidential Challenge Scholarship	Work with students who have received a scholarship and track them from 8th grade until graduation. Offering College and Career Guidance	affording the opportunity to go to college for those who may otherwise not go. Giving guidance and providing extra college assistance and funding.
Sister 2 Sister	Young Women of Color	Tutoring and Mentoring & Drop in groups. Hands on workshops around self-empowerment. Snacks provided usually!
Smart Staffing Pre-ETS Program	9th & 10th Grade student with an IEP or a 504 Plan that may be eligible for ACCES VR	Pre-Employment skills for 9th and 10th grade students. Students must have an IEP, 504 plan or a disability documented by a medical provider
The Boys & Girls Club	Credit Recovery Assistance	Students who need a community place to get homework and credit recovery done. Walk in welcome (\$10 annual membership fee. Students can have that waved if needed)
Today's Students Tomorrow's Teachers	Students in high school through college representing culturally diverse and economically challenged backgrounds seeking to excel in the field of education.	College and career counseling, free Kaplan SAT prep, Classroom training and experience, summer internship placement, 50% College tuition assistance at partner colleges.
Wild Earth	KHS Students @JFK Thursday WE program	To enhance the educational experience by providing nature activities and support social and emotional wellbeing. Provide leadership training
C3Quest	Students open to and have signed a release ACCES VR and Work Readiness Programming.	Work Based learning exploration, college/career readiness training, Internships and more
Career InTouch		
NOT IN KHS BUT IN COMMUNITY		
Place Corp	Graduating Seniors	Gap Year Personal Development, leadership and becoming who you want to show up as in this world
YMCA Farm Project	9-12th grade students	Youth Driven farming, advocacy and education
D.R.A.W		
Good Work Institute		
YMCA		
Mentor Me	Mentor Me of Ulster County's mission is to match at-promise youth to inspiring mentors focused on whole person wellness and supportive relationships. Mostly Middle School and younger	County wide mentoring for youth.

Kingston City Schools District-wide Safety Plan
Appendix 3- Safety Drill Report Form

Kingston City School District Safety Office

EMERGENCY SAFETY DRILL REPORT

SCHOOL: Choose an item.

PRINCIPAL: Click or tap here to enter text.

Today's Date: Click or tap to enter a date.

EVACUATION DRILLS:

Fire Drill (Check # 1 2 3 4 5 6) Extra Fire Drills (Check # 7 8 9 10 11 12)

Campus-Wide Drills Campus Only Evacuation Drill County Wide Evacuation Drill

8 Fire/Evacuation drills each school year (8 NYCRR S 155.5(4) Required: 5 drills completed between Sept. 1st and Dec 31st)

Date of Drill: Click or tap to enter a date.

Length of time for drill: Minutes: Click or tap here to enter text. Seconds: Click or tap here to enter text.

Area/Remarks: Click or tap here to enter text.

LOCKDOWN DRILLS: (Check # 1 2 3 4)

4 times each school year (Amendment to Education Law S 807(1-a), (b): Fire and Emergency Drills) suggested: 2 drills between Sept. 1st and Dec. 31st

Date of Drill: Click or tap to enter a date.

Length of Time for Drill: Minutes: Click or tap here to enter text. Seconds: Click or tap here to enter text.

Remarks: Click or tap here to enter text.

LOCKOUT DRILLS: (Check # 1 2)

2 times each school year

Date of Drill: Click or tap to enter a date.

Length of time for drill: Minutes: Click or tap here to enter text. Seconds: Click or tap here to enter text.

Remarks: Click or tap here to enter text.

SHELTER IN PLACE: (Check # 1 2)

2 times each school year

Date of Drill: Click or tap to enter a date.

Length of time for drill: Minutes: Click or tap here to enter text. Seconds: Click or tap here to enter text.

Remarks: Click or tap here to enter text.

BUS DRILLS: (Check # 1 2 3)

3 times each school year: 1st bus drill to be conducted during the 1st week of the fall term; the 2nd between Nov. 1st and Dec. 31st; the 3rd between March 1st and April 30th. (8 NYCRR S 156.3(h)) (Section 3623 Ed Law)

Date of Drill: Click or tap to enter a date.

Length of time for drill: Minutes: Click or tap here to enter text. Seconds: Click or tap here to enter text.

Remarks: Click or tap here to enter text.

TABLE-TOP DRILL:

Facilitated group analysis of an emergency situation, where participants from one or multiple agencies discuss how they would respond. (8 NYCRR S 155.17 (e) (1) (xv))

Date of Drill: Click or tap to enter a date.

Remarks: Click or tap here to enter text.

Kingston City Schools District-wide Safety Plan

AED DRILLS: (Check # 1 2)

2 times a year- fall and spring. (Suggested. This expands 917(1); 8 NYCRR 136.4 (b) where school districts are required to have automated external defibrillator equipment in their schools and (917(2): 8 NYCRR 136.4 (c), (d) which addresses training requirements.)

Date of Drill: [Click or tap to enter a date.](#)

Length of time for drill: Minutes: [Click or tap here to enter text.](#) Seconds: [Click or tap here to enter text.](#)

Remarks: [Click or tap here to enter text.](#)

911 TESTING (Check # 1 2 3 4)

Drill should be conducted quarterly. Alternate drills should allow for external 911 call.

Date of Drill: [Click or tap to enter a date.](#)

Originating extension: [Click or tap here to enter text.](#)

Time of original call: [Click or tap here to enter text.](#)

Time of call receipt: [Click or tap here to enter text.](#)

Call received by: [Click or tap here to enter text.](#)

Responding address correct? Y N (for external calls only)

Remarks: [Click or tap here to enter text.](#)

Kingston City Schools District-wide Safety Plan
Appendix 4- Monitors and School Security Staff Job Descriptions

Title:	School Monitor
Brief Description:	Helps the school staff by assisting in routine, non-teaching duties including student supervision and related work as required.
Qualifications:	High school diploma or equivalent.
Desirable Traits:	Possess good general intelligence. Ability to get along well with children and command their respect. Possess some knowledge of first aid methods. Possess clerical aptitude. Maintain a neat personal appearance. Be familiar with classroom routine. Possess good powers of observation, tact, courtesy, good judgment. Be in good physical condition.
Reports To:	Assigned administrator/building principal.
Major Goals:	Provide supervisory assistance to create and enable a safe and Orderly environment for students, as well as accommodate the educational needs of children.
Assignments/Tasks:	<ol style="list-style-type: none">1. Checking student IDs upon entry, and throughout the day.2. Assists teachers in supervision of recreation, lunch periods, and study halls.3. Maintains order in gymnasium locker rooms, and swimming pools.4. Oversees students passing between classes, in locker rooms, and on premises before and after school.5. Direct students to classes.6. Issues athletic supplies and equipment.7. Helps students in lower grades with wearing apparel.8. May perform simple clerical duties under close supervision.9. May render elementary first aid treatment.10. Assist with drills and evacuations.11. Report any unsafe conditions to the Safety Office or building administrator.12. Continually upgrades skills through training, staff development, and, as appropriate, attendance at conferences and workshops.13. Improves/maintains the appearance of the work area where assigned consistent with high professional standard, i.e., uncluttered, clean, bulletin boards orderly and up to date, etc.14. Contributes to a positive team spirit and high morale within the staff assigned to the same location(s).15. Creates a friendly customer-oriented attitude in all dealings with the public, i.e., saying "hello", recognizing people, smiling, asking "how may I be of

Kingston City Schools District-wide Safety Plan

assistance?”, getting answers back to people, walking lost visitors to their desired location within a building, etc.

16. Promotes the Kingston School District and its schools, personnel, and students by spreading good news.
17. Contributes to record keeping and data requests, as requested.
18. Actively supports the team concept among those associated with the school district and work to achieve the district’s mission, purpose, and goals.
19. Promotes the overall effectiveness of the organization by performing tasks and sharing responsibilities of other members of the department or overall staff during peak periods or when there is an overload of duties of filling in when an individual is away from the workstation.
20. Exhibits high level of professionalism and ethical behavior in action and appearance.
21. Attends and participates in extracurricular, curricular, and patron/ community sponsored activities scheduled outside the school day.
22. Maintains memberships in and participates in activities sponsored through state and national professional organizations, as appropriate.
23. Performs menial or other tasks or activities outside the traditional parameters of this position as needed or requested.
24. Actively engages in improving safety factors, energy usage, environmental quality, and health & fitness issues.
25. Encourages the improvement of student achievement.
26. Performs other duties, tasks, and responsibilities assigned by one’s supervisor or the superintendent.

Safety Officer Responsibility

The general duties are:

1. To patrol the buildings and grounds to ensure a safe learning environment for students, staff, and faculty.
2. To provide any reasonable support to students, staff, and faculty.
3. To respond to emergency situations and to be the liaison with first responders, medical, fire, police, and administrators.
4. To direct students who are lingering in the hallways or other places on or off campus to their classroom or to the appropriate administrator.
5. To report and prevent, if possible, illegal activities on school campuses (smoking, gambling, drug, and alcohol consumption).
6. To help facilitate an orderly flow of authorized traffic on campus.
7. To help ensure compliance with state parking regulations (fire lanes and handicapped parking areas).
8. To help ensure that only authorized persons enter and remain on campus.
9. To intervene in student conflicts and direct them to the appropriate school administrator.

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Appendix 5- List of Potential Hazards and Hazard Sites

1. **Bridge Collapse-** Major crossings such as Kingston-Rhinecliff and Mid-Hudson Bridges, together with other lesser crossings on arterial links could be damaged by accidents or high winds.
2. **Civil Disturbances-** The possibility exists that disturbances could occur at any of the facilities within the County.
3. **Combustible Materials-** A large volume of gasoline, propane, and fuel oil is stored adjacent to the Hudson and Rondout Rivers in tank farms and the danger of fire and explosion is always present. Also, transportation of said materials over our highways presents a similar problem.
4. **Earthquake-** Minor tremors have been recorded within the County in the past and a significant tremor is always a possibility in the vicinity of one of the dams and/or bridges in the County.
5. **Fires-** Fires do happen at an alarming rate in the County and one of major proportions happens periodically that disposed persons and/or interrupts the economy.
6. **Flooding-** Flooding along the three major water courses is almost an annual event and together with the rupture of dams is a constant threat.
7. **Hazardous Materials-** The ever-increasing traffic of hazardous materials presents a concern for the safety of all and cannot be overlooked.
8. **Highways-** Major routes 9W, 28, 32, 44, 52, 53, 55, 199, 207, 209, 212, 213, 214, 299, 375 and Interstates 87 and 587 pass through portions of the County.
9. **Nuclear Incidents-** Transport of nuclear materials by air, rail, or truck through the County, due to the increased use of nuclear energy; make an accident or incident a distinct possibility. A major portion of the County is situated within the 50-mile radius of Indian Point Nuclear Power Plant, and as such, is considered to be in the ingestion zone.
10. **Railroads-** Conrail operates through the County and derailments involving fire and spillage of chemical substances such as chlorine gas or L.P.G. could lead to catastrophic occurrences.
11. **River Traffic-** Large barges and tankers pass by the County on the Hudson River. An accident is always possible i.e., the gasoline barge spill on September 26, 1983, opposite Marlboro. Such accidents pose a threat to residents along the banks of the Hudson.
12. **Storms-** Severe winter snow and summer rainstorms disrupt transportation, power, and communication systems, as well as stranding motorists, isolating homes and even communities, and causing many accidents.
13. **Tornados-** Tornado watches and warnings occur with alarming frequency. Although confirmed tornados are a rarity, they can and do occur.
14. **Utility Failures-** Utility failures, for whatever reason, do exist and can affect the safety and wellbeing of the populace.
15. **Water Emergencies-** Water emergencies can be caused by drought, pollution, equipment failure, or breaks in the reservoir or distribution systems. Many of the systems within the County are antiquated. Any of the above stated emergencies could adversely affect a large portion of our population.
16. **Miscellaneous-** To include, but not limited to, ice jams, blight, drought, epidemic, dam breaks.

Kingston City Schools District-wide Safety Plan
Appendix 6- District's Emergency Responders

Central Administration **Kingston HS**
J. Watson Bailey **Edson ES**
J.F. Kennedy ES **G. Washington ES**
Kingston Police Dept: Chief Egidio Tinti- 1
Garraghan Dr, Kingston, NY 12401
Emergency Dispatcher: 911 or
Kingston Fire Dept:
East O'Reilly St, Kingston, NY 12401
Emergency Dispatcher: 911 or

Robert Graves ES
Ulster County Sheriff: Juan Figueroa-Boulevard,
Kingston, NY 12401
Emergency Dispatcher: 911
NYS Police: Rt. 209, Kingston, NY 12401
Emergency Dispatcher: 911
Port Ewen Fire Dept
Broadway, Port Ewen, NY 12466
Emergency Dispatcher: 911

District's Emergency Responders
All District Schools:
Ulster County 911 Emergency Management
238 Golden Hill Lane, Kingston, NY 12401
Central Dispatcher 911
Business Office Calls 338-1440
Director: Steven Peterson 331-7000
Ulster County Critical Incident Stress Management Team
Team Coordinator: Cindy King 340-3480

M. Clifford MS **Chambers ES** **Crosby ES**
Ulster Police Dept: Chief Kyle Berardi Town Hall Dr,
Lake Katrine, NY 12449
Emergency Dispatcher: 911 or
Ulster County Sheriff: Juan Figueroa-
380 Boulevard, Kingston, NY 12401
Emergency Dispatcher: 911
NYS Police: Captain Keith Corlett-
1791 State Rt. 209, Kingston, NY 12401
Emergency Dispatcher: 911
Ulster Hose Fire Dept: Chief Shawn Heppner-
830 Ulster Ave, Kingston, NY 12401
Emergency Dispatcher: 911

Myer ES
NYS Police: Captain Keith Corlett
1791 State Rt. 209, Kingston, NY 12401
Emergency Dispatcher: 911
Ulster County Sheriff: Juan Figueroa-
380 Boulevard, Kingston, NY 12401
Emergency Dispatcher: 911
Hurley Fire Dept: Chief Steven Helsley
1 Fire House Dr, Hurley, NY 12443
Emergency Dispatcher: 911

Kingston City Schools District-wide Safety Plan
**Appendix 7- Inclement Weather/ Early Dismissal Procedures- Staff Guidelines
and Parent/ Guardian Guidelines**

KINGSTON CITY SCHOOL DISTRICT
DELAYED OPENING / EARLY DISMISSAL / CLOSING
PROCEDURES

Information for All Staff

BEFORE SCHOOL HOURS:

- Delayed Opening
 - Two-Hour Delay: staff, except buildings and grounds and school custodians/cleaners, are expected to arrive at their building two hours later than they would on a regular day
- Pre-K/12 – Two-Hour Delay Schedule for Staff

Staff Schedule	Regular	Two-Hour Delay
Elementary	8:25 AM	10:25 AM
Middle School	7:40 AM	9:40 AM
High School	7:35 AM	9:35 AM
Meagher/ Central	8:00 AM	10:00 AM

- **No** Breakfast will be served at elementary schools.
- There will be **no** before school activities/programs.
- Substitute Teachers/Student Interns: In the event of a delayed opening, student teachers, interns and substitute teachers should check the Kingston City School District website or listen to the designated radio/television stations for all closing announcements. They can also call 943-3000 to confirm a delay.
- Field Trips: Field trips that are scheduled to depart on the morning of the delay will be cancelled. At the discretion of the principal, trips whose departure time falls safely within the shortened school day may go on as scheduled. However, field trips may be cancelled if the road or weather conditions continue to remain hazardous after the delayed opening.
- Closing School: A delayed opening is subject to change if the weather or road conditions remain hazardous. The Superintendent retains the option to close schools if the potential for hazardous conditions continues.
 - **ESP** (10- & 12-month clerical), **ASPA** and **Non-Aligned** employees: If the announcement is that “*KINGSTON CITY SCHOOLS ARE CLOSED,*” then *ALL SCHOOLS AND OFFICES ARE CLOSED.*
 - If the offices are going to open on a snow day, the announcement will state: “OFFICES WILL OPEN AT 10 AM.”

DURING SCHOOL HOURS:

In certain situations, such as snow, power outages, etc., it might be necessary to close school on short notice. In such cases, the Central Office will notify all buildings of an early closing.

The Superintendent will declare the need for an early dismissal. Once the Superintendent determines the dismissal time, the Secretary to the Superintendent will

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notify all buildings of the early dismissal. The Director of Transportation or designee will notify all bus contractors and private schools. The Communications Department will notify parents through the Blackboard mass messaging system and alert the radio/TV stations of the early closing.

For an early dismissal, students will be dismissed either following a morning or afternoon time schedule as determined by the Superintendent as follows:

	Morning	Afternoon
Elementary	11:15 AM	1:30 PM
Secondary	10:15 AM	12:30 PM

- Secondary schools will always be dismissed first due to daycare coverage by older siblings at home.
- Lunch will not be provided for students if there is an AM closing of 11:15 AM for Elementary and a 10:15 AM closing for secondary schools.

If schools are closed for the day or close early at any time during any normally scheduled school day due to weather conditions, **ALL** scheduled after school and evening programs sponsored by the school district or non-school district groups are cancelled. **No activity or event should be going on in any of our buildings when we are closed.**

If school is in session, but only after school activities are cancelled, all staff activities/meetings held after the contractual workday are cancelled.

STAFF DISMISSAL FOR EARLY CLOSINGS:

All **KTF** and **ESP (non-clerical)** staff will be allowed to leave as follows:

	Morning Dismissal		Afternoon Dismissal	
	Students	Staff	Students	Staff
Elementary	11:15 AM	12:00 PM	1:30 PM	2:15 PM
Secondary	10:15 AM	11:00 PM	12:30 PM	1:15 PM

The following employees are expected to work their contractual workday until otherwise directed by the Superintendent of Schools:

ESP (10- & 12-month clerical)

CSEA

ASPA

Non-Aligned

At the direction of the Superintendent of Schools, the following provides staff dismissal information for early closings:

	Morning Dismissal (no lunch)	Afternoon Dismissal
ESP (10 & 12-month clerical)		
• Elementary & Central	12:30 PM	2:30 PM

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• Secondary	12:00 PM	2:00 PM
ASPA	1:00 PM	3:00 PM
Non-Aligned	1:00 PM	3:00 PM

If the Kingston City School District is closed on payday, Central Office (Meagher) will be open from 10:00 AM to 12:00 PM to allow employees to pick up their paychecks.

(Last updated: 12-10-20)

INCLEMENT WEATHER PROCEDURES INFORMATION FOR PARENTS

While any emergency closing or delay creates disruption in the routine of the school day, the Superintendent must think first and foremost of the safety of transporting students to and from school. The decision is not made lightly or without considering the impact on students, employees, and parents. It is important to remember that weather problems can cause delays and parents should have backup emergency plans for their child if the need arises.

Thank you in advance for your patience and understanding. Your child's safety is our #1 priority. The following information should be helpful to you:

SCHOOL CLOSINGS – DELAYED OPENINGS

When is the decision made?

The decision to close schools or delay opening is usually made by 5:30 AM so we can send text/email/App alerts, post the alert on our website and KCSD Facebook page, and notify the radio and TV stations before the bus drivers start their routes.

How do we make the decision?

We make the decision to open or close schools in inclement weather based on whether school facilities are in working order. Several factors are considered:

- Information regarding road conditions from our transportation staff
- The amount of snow or ice that has accumulated
- Weather predictions. This is especially true if school is in session and inclement weather begins
- Building conditions, such as interrupted electricity or heat
- Temperature and wind chills
- We check what other school districts in the area are doing. Are they opening or closing?

Who makes the decision?

The Superintendent is responsible for making the decision to open or close school based on the above-mentioned factors and a recommendation from the Director of Transportation.

DELAYS

If we are on a two (2) hour delay, will we close school for the day?

Generally speaking, if conditions deteriorate during the delay, the Superintendent will announce an official closing of school by 7:30 AM.

TWO-HOUR DELAY SCHEDULE

Student Schedule	Regular	Two+Hour
Elementary	8:55 AM	10:55 AM*

Kingston City Schools District-wide Safety Plan

Middle School	7:45 AM	9:45 AM
High School	7:45 AM	9:45 AM

***Please note: Breakfast is not served in elementary schools on late start days**

EARLY DISMISSAL

If conditions deteriorate while students are in school, the Superintendent will make a decision to close school early. For an early dismissal, students will be dismissed either following a morning or afternoon time schedule as determined by the Superintendent as follows:

	Morning	Afternoon
Elementary	11:15 AM*	1:30 PM
Secondary	10:15 AM*	12:30 PM

- ***If dismissal occurs at 10:15 AM for secondary and 11:15 AM for elementary, lunch will not be served**
- All after-school programs will be cancelled
- All athletic competitions will be cancelled
- Night school programs will be cancelled

What should parents do?

- Make sure all emergency contact information is up to date, such as address, phone, and name of emergency contacts.
- Monitor listed information sites (website, App, radio, etc.) and avoid calling schools to help keep phone lines open. Parents/guardians can also call 943-3000 to confirm a school closing or delay.
- Have a backup daycare plan.

SECONDARY BELL SCHEDULES

Please refer to the school webpages linked below for bell schedules as times could change at the start of a school year. Bell schedules include regular and delayed start times.

J. W. Bailey Middle School: <https://www.kingstoncityschools.org/jwbbells>

M.C. Miller Middle School: <https://www.kingstoncityschools.org/mcmbells>

Kingston High School: <https://www.kingstoncityschools.org/khsbells>

Last updated 12-10-20

Kingston City Schools District-wide Safety Plan
Appendix 8- Transportation Carriers
Kingston School District Contact List for Bus Contractors 2023-2024

KCSD Transportation Director

Ashonda Boyd

Birnie Bus Service, Inc.
Coxsackie Transport
Ethan Allen Transportation
First Student
Lezette Express, Inc.

Kingston City Schools District-wide Safety Plan

Appendix 9 - Lockdown, Lockout, and Shelter-In-Place Procedures

LOCKDOWN: Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

LOCKOUT: Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

SHELTER-IN-PLACE: Used to shelter students and staff inside the building.

HOLD-IN-PLACE: Used to limit movement of students and staff while dealing with short term emergencies.

EVACUATE: Used to evacuate students and staff from the building.

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Appendix 10- Local Agencies Emergency Contact Info

Ulster PD

Ulster Hose

Kingston PD

Kingston Fire Dept

Ulster County Sherriff

NYS Troopers

Hurley Fire Dept

Port Ewen Fire Dept

Esopus Fire Dept

Spring Lake Fire Dept

Kingston City Schools District-wide Safety Plan
Appendix 11- AED School Emergency Plan

SCHOOL EMERGENCY MANAGEMENT PLAN

**AUTOMATED EXTERNAL DEFIBRILLATION (AED) IN ACCORDANCE
WITH SED'S PUBLIC ACCESS DEFIBRILLATION IN SCHOOLS**

Philosophy

The Kingston City School District recognizes the necessity for amending the established school emergency management plan to provide for early access defibrillation to students, staff, and visitors to the Kingston City Schools in the event of a sudden cardiac arrest.

Policy

Therefore, it is the policy of the Board of Education that the use of AEDs is authorized in the buildings of the Kingston School District in accordance with the Public Access Defibrillation Law (Chapter 552 of the Laws of 1998). Individuals authorized to use the AED devices shall have current training and certification in CPR and the use of AED from a recognized agency. A Physician and/or a DOH Article 28 licensed Hospital shall be appointed to provide medical oversight for the use of AEDs within the school district.

Pursuant to the concern and the recommendation of the State Education department, the use of the automated-defibrillator (AED) will enable trained responders in the school setting to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. The Responder Core Team will provide a lifesaving bridge during the first critical minutes it takes for EMS ambulance personnel to arrive.

An initial Responder Core Team shall be trained and certified in CPR and AED, as per the American Red Cross CPR/AED course or the American Heart Association Heart Saver AED course or equivalent. The group leader of the On-Call responder team will be the school nurse. This team shall consist of school personnel to ensure maximum availability of AED trained responders when school buildings are occupied.

Location of AED's:

The AED will be located outside the main office of each of the individual schools in the district. The specific location of the AED in a building will be communicated to all staff members.

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PERSONNEL AUTHORIZED TO USE AEDs

The School District is to maintain a list of personnel authorized to use the AED. These staff members will have current certification in CPR and the use of the AED from a recognized training agency. The staff members shall provide the Kingston School District with a copy of their current certification. Training in the use of the AED by the staff shall be voluntary except for the School Nurse Teacher or School Nurse. The use of CPR and the AED in accordance with the training received and approved protocols shall be considered within the scope of the employment of the staff member. The trained and certified personnel present in the building shall constitute the on-call Responder Team. If a greater number of staff respond to an emergency than are needed, the administrator, or in her/her absence, the nurse shall determine the on-call Responder Team members to remain with the patient.

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Appendix 12- KCSD CISM Team

LeShawn Parker- *Coordinator- District Coordinator of Prevention and Safety*
Kate Berardi- *Chambers Principal*
Sharifa Carbon- *Assistant Superintendent of Business*
Catherine Coleman- *Co-Coordinator- KHS Psychologist*
Amanda Campbell- *Edson Social Worker*
Mike Coffey- *KHS Dean of Students*
Tina Dierna-*KHS Transitional Coordinator*
Deb Fitzgerald- *JWB Principal*
Jim Hart- *KHS Psychologist*
Nancy Herbert- *JFK Social Worker*
Melissa Jamieson- *JFK Principal*
Amy Kapes- *KHS Social Worker*
Terri Lemister-Snyder- *Graves TA*
Wanda LoBianco- *GW Principal*
Cristina Madrid- *GW Bi-lingual Family Worker*
Heidi Malenski- *Chambers Social Worker*
Mason McElrath- *MCM Teacher*
Leanne Namias- *Crosby Social Worker*
Errin Parese- *Graves Principal*
Melissa Potter- *Chambers*
Robin Quick- *KHS Nurse*
Tatiana Rojas- *KHS Bi-lingual Family Worker*
Edith Schwimmer- *KHS Social Worker*
Craig Storch- *KHS Speech Therapist*
Cathryn Timbrouck- *KHS Social Worker*
Dianne Tomczyk- *Edson Teacher*

Kingston City Schools District-wide Safety Plan
Appendix 13- Ulster County Services
Post Incident Response and Mental Health Service Agencies
Ulster County Resources

Psychiatric Emergency Department HealthAlliance Hospital-
Broadway Campus

Mobile Mental Health

Family of Woodstock Crisis Hotline

JustConnect Teen Hotline

Ulster County Mental Health

Mental Health Association in Ulster County-

City of Kingston Police

New York State Police

Ulster County Probation Department

Kingston City Schools District-wide Safety Plan
**Appendix 14- Preparation of Public Employers for State Disaster Emergencies
Involving Public Health**

This plan has been developed in accordance with NYS legislation S8617B/A10832

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

This plan has been developed with the input of the Kingston Teachers Federation, as required by the amended New York State Labor Law.

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

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of Kingston City School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day:

By: Dr. Paul Padalino

Title: Superintendent

- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

CONCEPT OF OPERATIONS

The Superintendent of Schools of the Kingston City School District ("Superintendent"), their designee or their successor, holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent.

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KCSD Continuation of operation plan

The below KCSD **continuation of operations plan** is **if the Governor declares a public health emergency involving communicable disease**. The legislation (S.8617-B/ A.10832) amends subdivision 2 of section 2801-a of New York Education Law to require that District-wide Safety Plans include protocols for responding to a declared public health emergency involving a communicable disease that are “substantially consistent” with the provisions of section 27-c of the Labor Law.

Department	Postion/Group	Justification
Safety & Security	Security guards	As needed throughout the day when staff are present
Buildings & Grounds	Mechanics	Needed to maintain the physical facilities (grounds, heat, HVAC, sewer, plumbing, etc)
Buildings & Grounds	Cleaners	Needed to maintain the cleanliness and sanitization after an outbreak
Buildings & Grounds	Shipping and receiving	Critical to the day to the delivery of mail and packages resulting in the dissemination of information to the staff and community; also food distribution
Food Service	Food service helpers	Food preparation for distribution to various points within the District, as well as to homes
Food Service	Cafeteria Monitors	Needed for the delivery of food. All students were eligible for food via Summer Feeding Program
Clerk Typist / Senior Clerk Typist	Clerical support staff	Needed for the support of teaching and administrative, answering parent phone calls an inquiries
Transportation	Office & Bus monitors	As needed if District or OOD routes are running
Human Resources	Office staff	Human resource/hiring needs are constant in nature
Registration	Registrar	Registration of students is year-round process
Business Office	Account Clerks & Treasurer	As needed for the processing of Accounts Payable, Accounts Receivable, Payroll and Tax Collection
Communications	Staff	Dissemination of information to the staff and community
Administrators	Building and Central Office Administrators	Critical to the day to day operations of the District
Information Technology	IT Staff, Radio and TV operations	Support technology needs for the daily instruction of students, dissemination of information to the staff and community
Crisis Team	Nurses, Counselors, Administrators	Support the social-emotional needs of staff and students in event of a major crisis (as needed)
Teacher	Teachers	Since the Governor wants schools to be open teachers are needed to provide instruction to students. Staff may be staggered as to the days they come to campus

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Nurses	Nurse	As needed throughout the day when staff are present
Counseling	Social worker Psychologists	Social-emotional support as required

Upon the determination of implementing this plan, all employees and contractors of the Kingston City School District shall be notified by email notification, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Administrators, Faculty, Staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups will be notified of pertinent operational changes by way of emails, phone calls, website updates and messenger accounts. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The district Communications Specialist will maintain communications with the public and constituents as needed throughout the implementation of this plan.

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

Upon resolution of the public health emergency, the Superintendent of The Kingston City School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

MISSION ESSENTIAL FUNCTIONS

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

Essential functions are those functions that enable an organization to:

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

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

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others

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- The recovery sequence of essential functions and their vital processes

The mission essential functions for Kingston City School District have been identified as:

Student Education/Continuity of Learning – Provide curriculum and instruction to meet NYSED expectations and standards.

Child Nutrition – Provide meals to the district’s students during in-person, remote and virtual learning models.

REDUCING RISK THROUGH REMOTE WORK AND STAGGERED SHIFTS

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

REMOTE WORK PROTOCOLS

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

1. Identification of staff who will work remotely
 - a. Teachers and Special Education Teachers & Service Providers
 - b. School Counselors, Psychologists, & Social Workers
 - c. School Administrators and Business Office Employees
2. Approval and assignment of remote work
School Administration: School Principal, Superintendent and Business Administrator
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications (Note that phone lines may need to be forwarded to off-site staff)

All faculty and staff will function remotely at the direction of the Superintendent and Business Administrator. All district mobile devices have been secured and compatible with non-district sanctioned wireless internet. Phone lines that have been identified as needing forwarded will be. Staff and students that have been identified to need connectivity assistance will be provided Chromebook and mobile “hot spots.”

STAGGERED SHIFTS

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

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

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Assignment of shift changes or staggering will come from the Business Administrator and Superintendent at the time of an emergency shut down.

PERSONAL PROTECTIVE EQUIPMENT

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

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

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

Protocols for providing PPE include the following:

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

The Business Administrator and Purchasing Coordinator are responsible for monitoring and maintaining the stock of PPE. The stockpile of PPE is kept indoors in a secure and locked room of the building to prevent damage or theft. All employees have access to the PPE at all times. If the stockpile needs to be accessed, employees can request access through the Business Administrator or Purchasing Clerk. At least eight weeks of stockpile of staff and student PPE will be kept on hand. Masks, face shields, nitrile gloves, eye protection and N95s (nurses only) will be kept in accordance with the NYSED Reopening Guidance quantities. In addition to the PPE, extra cleaning supplies and products are kept as well.

The Kingston City School District has accounts set up with numerous product vendors. Orders will be made as quickly as possible, however due to potential supply chain shortages, the district will keep the stockpile during non-Health emergencies.

STAFF EXPOSURES, CLEANING, AND DISINFECTION

STAFF EXPOSURES

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. When a staff member is exposed, the District will follow applicable Ulster County Department of Health, New York State Department of Health, and Centers for Disease Control (CDC) guidelines as is required and best practices.

The Kingston City School District recognizes there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive for a communicable disease. As stated above, the District will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

CLEANING AND DISINFECTING

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

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. Maintenance staff, under the direction of the district's Head Custodian, will be responsible for cleaning and disinfecting common areas, based on the requirements of each individual situation and influenced by factors such as frequency of use, the specifics of the communicable disease, and recommendations from local, state, and federal authorities.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

DOCUMENTATION OF WORK HOURS AND LOCATIONS

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

This information may be used by Kingston City School District to support contact tracing within the organization and may be shared with local public health officials.

Districts may assist with contact tracing by:

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

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No outside visitors or volunteers will be allowed on school campuses, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well being of their child. Essential visitors and contractors entering district facilities will be required to wear face coverings and will be restricted in their access to our school buildings. Visitors must follow all safety protocols and sign in and out of buildings providing the building with Name, Contact Information, Purpose of Visit/Locations, Date and Time.

District administration will keep the records at the building level and have them readily available for the Albany Department of Health via the school district's appointed liaison.

HOUSING FOR ESSENTIAL EMPLOYEES

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

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Kingston City School District will coordinate with the Ulster County Office of Emergency Management to help identify and arrange for these housing needs. The Business Administrator will be responsible for coordinating this.

ONLINE, DISTANCE, AND REMOTE LEARNING

The Board of Education recognizes that new technologies are changing the way instructional material can be delivered to students. These technologies may permit the district to more effectively reach all students and provide expanded and enriched curriculum opportunities. Therefore, the Board encourages teachers and administrators to utilize online instructional opportunities for students. The use of distance learning opportunities (e.g., through BOCES), where students attend class in the district with instruction provided remotely by a teacher at another location, may be utilized but is not covered by this policy.

In accordance with Commissioner's regulations, the Board authorizes the use of district-approved online courses which enable students to earn course credit toward a Regent's Diploma, in accordance with this policy. Such online course instruction may be used to supplement a class offered by the district ("blended course") or it may be the sole mechanism for delivering the subject matter ("online course"). Online courses may be provided either with district instructional staff, through a BOCES contract, or through a shared services contract with another school district.

The Superintendent is directed to develop the following:

1. a mechanism for reviewing and approving online educational programming that can be used to enable students to earn course credit as either part of a blended or online course in accordance with Commissioner's regulations and policy 4200, Curriculum Management.
2. criteria and procedures for admitting students to online courses; and

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3. methods for monitoring the efficacy of online courses

In developing the procedures above, the Superintendent, with the assistance of appropriate staff, will consider:

- the equitable access of students to blended and/or online courses.
- the adequacy of instructional support for students utilizing blended and/or online courses.
- the budgetary impact of use of blended and/or online courses; and
- the fit of online education resources to New York State learning standards.

Emergency Utilization During School Closures

During emergency situations such as extended school closures, the district may utilize online learning platforms and other electronic technology to deliver instruction to students at all grade levels in an age-appropriate manner, in order to maintain continuity of the instructional program. The district will consider the technological capacity of students and staff to access online learning with respect to devices and internet access. The district may take steps to increase technological capacity during the emergency school closures, such as providing computing devices and temporary internet access devices.

Attendance and Behavioral Expectations

As much as possible, the Board expects students learning remotely to observe similar behavioral and attendance expectations as though they are in the school building. Therefore, the Board establishes the following expectations:

1. Students must complete assignments and participate in class as set by teachers;
2. Students must demonstrate some form of daily attendance or participation, as provided in policy 5100, Student Attendance;
3. When participating in live virtual classes, students must observe similar behavioral rules as the in-school classroom;
4. Students must understand that taking photos/screenshots, audio or visual recordings of classes can be disruptive to the teacher and students, and create an atmosphere not conducive to open dialogue and sharing of information. Students must not make such recordings, unless specified in an IEP or permitted by the teacher, and must not use any recording to bully or harass any individual or for academic misconduct;
5. Student misbehavior while learning remotely will lead to consequences outlined in the district's policies, including but not limited to the Code of Conduct and bullying policy;
6. Teachers must pay particular attention to the engagement of students learning remotely, and initiate additional outreach activities when a student starts to fall behind in participation, schoolwork or educational progress;
7. Teachers must communicate specific class rules and expectations, while understanding that it is not always possible to perfectly recreate the school environment in the home; and
8. Parents/guardians and families must understand that while their assistance may be needed to resolve technological issues, their presence during learning time may be distracting to their students, as well as to the teacher and other students during live virtual classes. Privacy and personal safety for all students will be maintained.