



PEEKSKILL

CITY SCHOOL DISTRICT

DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN

2024-25

UPDATED MAY 2024

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STATE REQUIREMENTS

Requirement	Required Action	Date	Check when Completed
The District-Wide School Safety Team was appointed by the Board of Education . ¹	Appointed by the Board of Education on:	03-28-24	●
The District Chief Emergency Officer is: ² Dr. David Mauricio Superintendent of Schools, 914-737-3300 X1531 dmauricio@peekskillschools.org	District Chief Emergency Officer Appointed on:	03-28-24	●
The District-Wide School Safety Team conducted annual review and updates to the District-Wide School Safety Plan: ³	Annual Review and Updates completed on:	05-28-24	●
The District-Wide School Safety Plan was made available for public comment at least thirty days prior to its adoption by the Board of Education: ⁴ It is recommended that a DRAFT version of the plan be posted on the district website for the 30-day comment period (watermark is suggested)	Public Comment Period <u>Start Date</u>: Public Comment Period <u>End Date</u>:	05-29-24	●
At least one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties, was held prior to adoption of the plan. ⁵	Date of Public Hearing/Adoption (by September 1st):	08/06/24	●
District-wide plan must be submitted to the commissioner within 30 days after its adoption, and no later than October 1st . ⁶	District plan submitted in the NYSED business portal (no later than October 1st):	09/03/24	●

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

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

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

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

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

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

The date the Board Adopted District-Wide School Safety Plan was posted on District Website: ⁷ Within 30 days from adoption and no later than October 1st.	Date Posted (no later than October 1st): https://www.peakskillcsd.org/cms/lib/NY01913880/Centricity/Domain/40/Peekskill District Wide Safety Plan 2024-25 Draft w_155.7 updates.pdf] of District-wide School Safety Plan on District Website	08/27/24	•
Date training was provided to staff on Building-level Emergency Response Plans, school violence prevention and mental health by September 15th: ⁸	Date of Training:	09/15/24	•

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

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

SECTION I GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

PURPOSE

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

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

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

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

The Peekskill City School District supports the S.A.V.E. legislation. As such, the Superintendent of Schools, Board of Education, and the entire District staff encourages and advocates on-going district-wide cooperation in support of Project S.A.V.E.

SUPERINTENDENT'S DIRECTIVE

The Superintendent of Schools, Dr. David Mauricio (See [State Requirements](#)), will serve as the District's Chief Emergency Officer (CEO)⁹ whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;¹⁰
2. Leading the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;¹¹
3. Ensuring staff understanding of the district-wide school safety plan;¹²
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building¹³ The CEO will require each building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17(2). Each plan should be updated annually with the assistance of the Building Emergency Response Team (BERT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, fire and other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators. These plans shall be submitted to the District's Safety Team for annual approval and incorporation into the overall District-wide Safety and Emergency Management Plan.
5. Assisting in the selection of security related technology and development of procedures for the use of such technology;¹⁴
6. Coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the district-wide school safety plan and building-level emergency response plan;¹⁵
7. Ensuring the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807;¹⁶ and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.¹⁷
9. Ensures protocols for responding to a declared state disaster emergency involving a communicable disease are substantially consistent with the provisions of Section 27-C of the Labor Law.

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

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

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

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

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

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

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

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

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

IDENTIFICATION OF SCHOOL TEAMS

The District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner's Regulation 155.17(b)(13) and NYS Education Law 2801-a¹⁸. At the direction of the Board of Education and under the direction of the Superintendent, a District-wide Safety Team will be utilized for emergency management within the District¹⁹. The Safety Team shall include, but is not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors.

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

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

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

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

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

DISTRICT SAFETY TEAM²⁰

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

REQUIRED MEMBERS	NAME	TITLE	OFFICE PHONE	ALTERNATE NUMBER (optional)
School Board	Branwen MacDonald	Board Member	914-737-3300 x1532	
Teacher	Tim Murphy	P.E. Teacher	914-737-4591	
Administrator	Dr. David Mauricio	Superintendent of School	914-737-3300 x1529	
	Dr. Rebecca Aviles-Rodriguez	Asst. Superintendent for Elementary Education	914-737-3300 x1542	
	Eudes Budhai	Asst. Superintendent for Secondary Education	914-737-3300 x1541	
	Cynthia Hawthorne	Asst. Superintendent for Business	914-737-3300 x1543	
	Jamal Lewis	Asst. Superintendent for Administrative Services	914-737-3300 x1549	
Parent Organization	Marisa O’Leary	Parent Rep.	914-737-3300 x1532	
School Safety Personnel	David Santiago	Director of Security	914-737-4542 x2105	
Bus Driver	Jennifer Sampson Rep.	Assistant Supervisor of Transportation	914-737-7536	
Bus Monitor	Jennifer Sampson Rep.	Assistant Supervisor of Transportation	914-737-7536	

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

Other School Personnel (below)				
	Carmine Crisci	Director of Facility	914-737-3300 x3801	
	Janice E. Reid	Director of Technology	914-737-3300 x1553	
	Andrew Weisman	Director of Food Services	914-737-0201 x3725	
	Ellen Gerace	Director of Special Services	914-737-3300 x1523	
	Dr. Ahunna Akoma	Director of Innovative Initiatives	914-739-3300 X1588	
	Dr. Margie Daniels	Admin of Equity and Diversity	914 7373300 X1560	
	Austin Goldberg	Director of Physical Education, Health & Athletics	914-737-3300 x1501	
	SRO Mary Greenan	Peekskill Police	914-737-8000	
	SRO Matthew Lalindez	Peekskill Police	914-737-8000	
	Dr. Kern Mojica	Director of STEM	914-737-0201	
	Nicholas Recuppio	Secretary to Chief School Officer	914-737-3300 x1532	
	Laura Belfiore	Communication Director	914-737-3300X1527	

CONCEPTS OF OPERATION

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

PLAN REVIEW & PUBLIC COMMENT

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team. The District Safety Team shall review the plan annually before making it available for a 30-day comment period, a public hearing, and, finally, adoption by the Board of Education before September 1st of each year.²¹
2. On June 23, 2022, Governor Hochul signed Alyssa's Law, Chapter 227 of the Laws of 2022 (Chapter 227) which became effective immediately. Chapter 227 amends Education Law § 2801-a to require that district-wide school safety teams of public schools, boards of cooperative educational services, and county vocational education extension boards consider the usefulness of silent panic alarm systems when reviewing and amending district-wide safety plans. The District has installed these panic systems at each school building.²²

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

²² 2081-a(2)(f) District-wide school safety teams shall consider, as part of its reviews of the comprehensive district-wide safety plan, the installation of a panic alarm system. For purposes of this paragraph, "panic alarm system" shall mean a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from local law enforcement or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the superintendent of state police and may include one or more of the following: wired panic button or buttons, wireless panic

3. Building-level Emergency Response Plans shall be confidential and not subject to disclosure under Article 6 of the Public Officers Law or any other provision of law in accordance with Education Law Section 2801-a.
4. Full copies of the District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department on or before September 1st of each year or within 30 days of adoption.
5. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(c)(3).²³ This plan will be made available for public comment at least 30 days prior to its adoption.
6. Building-level Emergency Response Plans will be supplied to the New York State Police, County Police and all local police departments covering the District, by October 1st of each year or within 30 days of adoption.²⁴

button or buttons or a mobile or computer application; The New York State Register, December 2022, <https://dos.ny.gov/system/files/documents/2022/12/122822.pdf> (page 12)

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

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

SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

PREVENTION AND INTERVENTION STRATEGIES²⁵

The District utilizes a variety of intervention strategies to reduce risk and prevent critical incidents.

1. The District utilizes trained multidisciplinary Threat Assessment Teams at each building to evaluate threats and implement the appropriate mitigation strategies. The District provides support and record keeping for the activities of each team.
2. The District has established a district-level multidisciplinary threat Assessment Team which assesses whether certain exhibited behaviors or actions need intervention or other support. The threat Assessment Team convenes annually to conduct staff training sessions on the safety and emergency procedures of such team²⁶
3. The District's Threat Assessment Team refers students to St. Vincent, WJCS and Andrus to assess whether certain exhibited behaviors or actions need intervention or other support. The agencies are available to the district whenever a threat is identified and requires evaluation.
4. The District Safety Team engages in table top exercises to discuss their roles during an emergency and their responses to a sample emergency situation.²⁷
5. Any utilized school safety officers and other security personnel are trained annually with the assistance of one or more of the following collaborative relationships:
 - Emergency Responders
 - Regional BOCES
 - District Consultants
 - TCIS - Therapeutic Crisis Intervention Strategies
6. Training for school staff working in an incident control capacity may include:
 - a. Individual and group de-escalation techniques
 - b. Non-violent conflict resolution skills and
 - c. Peer mediation

²⁵ 155.17(c)(1)(iii) appropriate prevention and intervention strategies, such as:(a) collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;(b) nonviolent conflict resolution training programs;(c) peer mediation programs and youth courts; and(d) extended day and other school safety programs

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

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

d. TCIS- Therapeutic Crisis Intervention Strategies

3. Mentoring programs:

- My Brother's Keeper (MBK)
- Peekskill Girls Empowerment Movement & Sisterhood (GEMs)

4. The District may provide de-escalation techniques and nonviolent conflict resolution training to other staff annually. Each building has some staff trained in nonviolent conflict resolution.

5. Training may be available during staff development sessions, on conference days and via on-demand web-based training modules.

6. Procedures relating to building security including utilization of staff and security equipment are as follows:²⁸

1. All authorized staff members are expected to carry their classroom/office keys/swipe cards at all times.
2. All staff members are expected to wear District-issued photo identification badges.
3. After the designated start time of the school day, each school will be appropriately secured.
4. All visitors must report to each building's designated single point of entry and sign in before proceeding further into the building.
5. All contractors assigned to work in any building must first be authorized by the Facilities Department to receive an identification badge, which must be visible at all times when workers are on school property. All deliverables and delivery personnel must first be authorized by the Facilities Department, prior to delivery. An exception for regular food service deliveries may be made after the vendor has been authorized for the school year.
6. The District has executed Memorandums of Understanding (MOU) with Security Providers as required by NYS Regulation.²⁹

7. Extended day and other school safety programs - The district school buildings and facilities provide a valuable resource to our students and community after the conclusion of the school day. The following are strategies are utilized during after-school hours:

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

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

- a. To the degree possible, access to areas of the school building is limited to only those needed for activities.
- b. Some buildings may use a modified point of entry.

The District continually investigates other security measures and conducts staff development training to ensure schools are as safe as possible. Security measures include:

- a. Security personnel
- b. Surveillance cameras
- c. Door-lock (buzzer) entry systems
- d. Portable Radios
- e. Alarm Systems
- f. Keypad or swipe entry systems
- g. Single or limited points of entry
- h. ScholarChip

IMPROVING COMMUNICATION WITH STUDENTS

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

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

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

In addition, each school has a wide range of programs and supports that impact school safety. These may include offering a variety of clubs, classroom lessons, small group lessons and/or individual

³⁰ 155.17(4)(3)(xvi) strategies for improving communication among students, [and] between students and staff and between administration and parents or persons in parental relation regarding reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;

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

counseling sessions, school-wide meetings, morning meetings in classrooms, assemblies, mindfulness rooms, yoga and movement breaks, and a variety of wellness opportunities.

DASA

The Peekskill City School District follows the New York State requirements of the Dignity for All Student Act.

REPORTING THREATS OR ACTS OF VIOLENCE

Students, staff, parents and others are informed annually about the importance of reporting threats or acts of violence and the procedures of reporting.

The District has developed a system for reporting threats and actual acts of violence. The procedure for reporting is as follows:

- Students are instructed to report threats and acts of violence to staff members.
- Each school has designated a reporting process, which can be done anonymously.
- Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instruction on issues of school safety is provided to all employees each year.

TRAINING, DRILLS AND EXERCISES

DRILLS AND EXERCISES:³²

Drills conducted during the school day with students present shall be conducted in a trauma-informed³³, developmentally, and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency.³⁴

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

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

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

At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill.³⁵

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

EVACUATION AND LOCKDOWN DRILLS.³⁶ Evacuation and lockdown drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September – June). The first eight (8) drills are conducted prior to December 31st of each school year. Eight of all such drills shall be evacuation drills. Four of all such required drills shall be lockdown drills. Prior to the first annual drill, staff shall review emergency response procedures and drill requirements with students during class time. Students are also provided the opportunity to ask questions on any procedure that they are not clear on. The appropriate Fire Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding effective building evacuation in the event of a fire. Four of the required drills must be through use of the fire escapes on buildings *where fire escapes are present* or through the use of identified secondary means of egress.³⁷ The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the lockdowns drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted at different times of the school day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies. Instruction in drill procedures, including during lunch periods and assemblies, is conducted annually by staff.³⁸ At least two additional drills must be held during summer school in buildings where summer school is conducted, one must be held during the first week of summer school.³⁹ Unplanned evacuations or false alarms do not count as a required drill. Evacuations made necessary by the unplanned activation of the fire alarm system or by any other emergency shall not be substituted for a required evacuation drill.⁴⁰

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

³⁵ 155.17(4)(xvi)(1) ...At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill.

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

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

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

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

⁴⁰ 401.7 [New York State Fire code](#) (pg 59)

EARLY DISMISSAL DRILL⁴¹: The District will conduct an Early Dismissal drill annually wherein students are dismissed no more than 15 minutes before the normal dismissal time. Parents will be notified of these drills at least one week prior. Transportation Officials and District staff may also take place in conducting and evaluation of this drill. This drill also allows the District to test the usefulness of the communications and transportation system during emergencies.⁴²

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

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

Each Building-level Emergency Response Planning Team and representatives of the District administration engage in tabletop exercises facilitated by the district's emergency management consultant. Emergency response agencies are encouraged to participate in these exercises. The district may opt to conduct functional exercises with emergency response agencies to involve staff, students and parents in realistic drills. Such exercises may not include students without written consent from parents or persons in parental relation.⁴⁴ The school board will ensure that information about drills be provided in the teacher's manual or handbook.⁴⁵

Parents and persons in parental relation will receive timely notification regarding drills and any other emergency response training(s) that include students.⁴⁶

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

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

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

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

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

⁴⁵ EL §807.2 the school board will ensure that information about drills be provided in the teacher's manual or handbook.

⁴⁶ 155.17(4)(1)(xiv) procedures for review and the conduct of drills, [and other exercises to test components of the emergency response plan, including the use of] tabletop exercises, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At their discretion, schools and districts may participate in full-scale exercises in coordination with local and county emergency responders and preparedness officials

STAFF DEVELOPMENT TRAINING:

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to September 15th of each school year or within 30 days of joining the district. This training will be conducted at a staff development day in August, online or a combination of both.⁴⁷

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

Additional training may include but is not limited to:

- De-escalation training
- Warning signals for violence and mental health concerns
- Non-violent conflict resolution

PROACTIVE BUILDING SECURITY MEASURES

1. The District buildings use limited points of entry. All doors are locked. Signs are in place directing visitors to sign-in at the reception desk at each school. Main doors are controlled by remote “buzzer” entry during normal school hours.
2. All schools have greeters or office staff members just inside the entrance to each school in the District. These individuals ensure visitor sign-in procedures and help supervise building traffic flow. The building principals are responsible for supervision of the greeters and other staff.
3. Staff members are required to wear visible identification badges.
4. Visitors are required to sign in and wear visitor identification.
5. Visitor access is limited to specific areas of the school building.

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

VITAL EDUCATIONAL INFORMATION⁴⁸

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

EARLY DETECTION OF POTENTIALLY DANGEROUS BEHAVIOR⁴⁹

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

1. A "plain language" summary of the District's Code of Conduct is provided to all students in the District at the start of every school year to ensure that all students understand acceptable behavior in the school setting. The Code of Conduct delineates, among other behavior, lack of tolerance for harassment, discrimination, bullying and violence.
2. A "plain language" summary of the District's Code of Conduct is mailed or emailed to all parents/guardians of students in the District at the start of each school year, and is disseminated at the time of registration thereafter.
3. All new employees will be provided with a copy of the Code of Conduct at the time of hire. All teachers and other staff members will be provided with a copy of the Code of Conduct annually.
4. Efforts are made on the building level in each of the District's schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Teams meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, bus drivers and monitors, parents/guardians and students may be involved in this process.
5. District students at all grade levels participate in instruction guided by evidence-based violence prevention/intervention programs. Elements of these programs support students in identifying potentially violent or problematic situations with peers and in developing strategies to address these such as reporting to an adult.

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

⁴⁹ 155.17(c)(1)(xii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community, and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, parents [and] or other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;

6. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
7. Each of the District's school psychologists/social workers may facilitate counseling groups for identified students around issues related to poor social skills development, managing emotions, and good decision-making.
8. Certified and noncertified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.
9. The District may work in collaboration with building-level and District-wide PTAs to offer parents/guardians information regarding early-warning signs of potentially dangerous and/or violent behavior, as well as a forum to discuss specific parental concerns.

POLICE AGENCIES

The District buildings fall within the jurisdiction of the following police departments:

<u>Agency</u>	<u>Phone Number</u>
Peekskill Police Department	914-737-8000
Westchester County Police	914-741-4400
New York State Police	914-769-2600

HAZARD IDENTIFICATION

IDENTIFICATION OF POTENTIALLY DANGEROUS OR HAZARDOUS SITES:

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

1. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.
2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and District personnel.
3. Potentially dangerous sites indicated below that are contained within school property and under the jurisdiction of the school district, will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:
 - Electrical panels/shut-offs
 - Gas lines/shut-off

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

SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING⁵⁰

Private Security and School Resource Officers

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

Security Allocations

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

HIRING

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

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

DUTIES AND TRAINING

Greeters

- contracted personnel at each elementary and secondary schools
- all greeters are former military, law enforcement or experience security agents (10 plus years)
- buildings are staffed during regular school hours
- primarily responsible for enforcement of the visitor protocols
- detection of hazards
- deter and report unlawful activity

School Security Aides

- Civil Service qualified
- staffed at both middle schools and high school
- actively monitor the building and support the staff with student safety and traffic
- provide student supervision
- check that school procedures are being adhered to
- guide the arrival and dismissal processes
- escort students and visitors if needed
- staffed during regular school hours at the high school and middle school as well as for special events in the evening and on weekends
- enforce our visitor policy as well as actively monitor the building
- Conduct daily perimeter checks
- Protect district assets

Required training includes:

- School violence prevention and intervention training
- Site-specific training including review of all manuals (e.g., school district policies, Code of Conduct, District-wide School Safety Plan, School Handbook, etc).
- Right-to-know training
- Blood borne pathogen training
- Alcohol & Substance Abuse training
- NYS 8 hour Annual Guard Training
- Sexual Harassment training
- TCIS - Therapeutic Crisis Intervention Strategies

SECTION III RESPONSE

NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

INTERNAL

After receiving the information from the Incident Commander at the scene, an email will be sent from the Superintendent's office to all administrators and administrative offices alerting them to the nature and status of any incident in the district. The mass communication system may be used to provide information as deemed appropriate by the Incident Commander. Portable radios will also be used when possible.

EXTERNAL

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

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

When an emergency requires notification of staff, the Superintendent or his designee will provide updated information to parents and students through the emergency notification system. Additional information may also be found on the District's website: <https://www.peakskillcsd.org/>

Online News Outlets: LoHud

Additional information may also be found on the District's website and/or Social Media networks:

District website: <https://www.peakskillcsd.org>

PCSD Facebook: <https://www.facebook.com/peakskillcsd>

PCSD X: <https://x.com/Peakskillcsd>

During an emergency, all contact with the media will be handled either by the Superintendent or their designee. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or their designee. Students, staff and parents should refer all questions and requests for information to the Superintendent in order to assure the release of factual and current information. The Superintendent may refer such requests to the Public Information Officer for response.

By definition, emergency events are unforeseen and unpredictable. The safety of students and staff is the primary focus of all activities surrounding an emergency event. Every effort will be made to contact parents and the general public once the situation has stabilized.

SITUATIONAL RESPONSES

MULTI-HAZARD RESPONSE

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

In each emergency, the building's administrator will contact the District office for assistance. The District office will provide support as appropriate and deemed necessary by the Incident Commander on the scene (i.e. sending additional mental health resources). The Superintendent or their designee will be the sole contact person for releasing information to the media and for communicating the status of the emergency with other District schools, out-of-district schools, private schools, and outside agencies.

RESPONSE PROTOCOLS

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

SCHOOL CANCELLATION

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

EARLY DISMISSAL

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

EVACUATION

- The Superintendent or their designee will determine the level of the threat.

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

SHELTERING SITES (INTERNAL AND EXTERNAL)

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

PROTOCOLS FOR RESPONDING TO BOMB THREATS, HOSTAGE-TAKINGS, INTRUDERS, ABDUCTION, AND OTHER EMERGENCY SITUATIONS⁵¹

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

- Abduction
- Armed Intruders / Active Shooters
- Bomb Threats
- Cyber Security Annex
- Early or Alternate Emergency Dismissal
- Elopement
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Disease
- Severe Weather

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

- Student-Made Threats
- Swatting
- Suicidal Students
- Suspicious Package Protocol
- Suspicious Persons

RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE⁵²

1. Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others or school property.
2. Staff members are required to immediately inform the Principal or their designee of any direct or implied threat of violence or actual act of violence by students, teachers, or other school personnel including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which shall include suicide. The Principal or their designee decides whether to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
3. The district disseminates educational material, including but not limited to emails and formal brochures, encouraging parents and visitors to tell school staff about any direct or implied threat of violence or actual acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves.
4. After considering the specificity/generality of the threat or severity of the violent act, the Principal or their designee will determine whether to immediately contact the Superintendent of Schools or the Assistant Superintendent to advise them of the threat, obtain assistance to determine the severity of the threat or report the violent act. The Principal will have the discretion to report minor incidents to the Superintendent verbally and/or in memorandum form after the situation has been resolved.
5. Each building has the availability of a Threat Assessment Team. This is a multi-disciplinary team that uses a nationally recognized evidence-based model to evaluate threats and implement the necessary mitigation steps to help prevent a threat from escalation to an act of violence.
6. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement.

⁵² 155.17(c)(1)(i) policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which for this subdivision shall include suicide;

RESPONSES TO ACTS OF VIOLENCE⁵³

1. 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.
2. The Principal, and/or their designee then determine the appropriateness of directing the Building-level Emergency Response Team to be activated.
3. The Building-level Emergency Response Planning Team 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.
4. 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.
5. 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.
6. Aggressively dangerous and violent students, teachers, other school personnel, bus drivers and monitors, or visitors shall be managed as outlined by the procedures detailed in the district Code of Conduct.
7. 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.
8. School administrators must keep records of serious threats and acts of violence and report them annually to the state.
9. Prompt contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on Building-Level Emergency Response Planning Teams. These individuals and appropriate means of

⁵³ 155.17(c)(1)(ii) policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors as well as visitors to the school, including consideration of zero-tolerance policies for school violence;

contact are documented in each Building-Level Emergency Response Plan.⁵⁴

10. The district has a zero-tolerance policy for acts of school violence.

PROTOCOLS FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

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

<i>Essential Position</i>	<i>Description</i>
Superintendent of Schools	Handles daily operations & planning of a school district.
Assistant Superintendent for Elementary Superintendent	Handles general administrative functions including elementary level curriculum. Supervises all elementary level building administrators.
Assistant Superintendent for Secondary Superintendent	Handles general administrative functions including secondary level curriculum. Supervises all secondary level building administrators.
Assistant Superintendent for Business	Handles general administrative functions including all budgeting and financial planning and execution. Supervises all Business Office staff.
Assistant Superintendent for Administrative Services	Handles general administrative functions including residency and personnel services (HR). Supervises the personnel (HR) office staff, as well as district administrators of the following departments: Facilities, Security, Athletics, and Technology.

⁵⁴ 155.17(c)(1)(iv) policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;

Director of Special Education Services	Supervises programs for the mentally/physically handicapped or children with learning disabilities. Supervises all Special Education faculty and staff
Director of Technology	Directs and manages implementation and maintenance of instructional and administrative technology devices and networks, including software support. Supervises all data/technology faculty and staff.
Director of Food Services	Directs the fiscal and nutritional operations, serves as district designee for these functions in relation to NYSED. Supervises all cafeteria and food services staff.
Food Service workers	Performs basic food service functions under the direction of the Director of Food Services.
Director of Facilities /Transportation	Directs all operations of transportation, custodial work, maintenance, and grounds, keeping in accordance with federal and state law. Supervises all custodial/maintenance and transportation staff.
Custodial and Maintenance	Performs efficient and economical performance of building and facility cleaning in accordance with federal and state law.
Director of Security	Directs, plans and implements security and emergency preparedness. Supervises security staff.
Security	Performs general security for building occupants and property under direct supervision of the Director of Security.
Director of Physical Education, Health & Athletics	Directs all sports/athletics, health and physical education programs. Supervises all sports (coaches, athletic, health and physical education faculty and staff).
Teachers/Related Service Provider	Should it become necessary to meet a student's needs under IDEA and/or Section 504 regulation (FAPE), teachers/related service providers may be deemed essential on an as needed basis
Building Administrators	Required to ensure continuity of the response efforts.

Communications Director	Works with administration to communicate important information to internal and external audiences.
Clerical Support	Required to ensure continuity of the response efforts.
Nurses	To assist with testing requirements, reporting and contract tracing.
Accounting, Payroll, Accounts Payroll, Purchasing	Where necessary to ensure the continued operation of the District.

Devices

- All administrators are provided a district device upon employment with the district. These devices are used by the administrators both in district and out of district.
- All secondary teachers are also provided a district device upon employment with the district that is used for instruction and can also be taken home for lesson planning. In the case of a state disaster emergency involving a communicable disease the teachers can use the device to work and teach remotely.
- All elementary teachers are provided with a device to teach and work remotely, In the case of a public emergency that requires working remotely,
- Any office staff employees that do not have access to a device at home and are not able to enter the office, can request one from the director of technology via their supervisor. The technology department is in possession of loaner devices.
- There is a 4-year replacement cycle where devices are replaced to keep the inventory of equipment up to date.
- Almost all software applications used in the district are accessible online.
 - In the case of specific software applications used by HR and the business office, they are able to access the applications remotely.
- All employees sign an equipment use agreement when they are provided with a device.

Remote Access

- The district uses Google Workspace
 - Most staff members use Google Drive to store their documents which are available online in and out of the district. Documents can also be made available to be accessed when offline (will be synced when back online).
- All administrators and office staff have the Logmein Client on their desktop for remote access if they need to access documents that are on the district server and not the Google Workspace platform.

Transferring of Office Phone Lines

- All employees who have been assigned an extension are able to forward their phone lines to a personal home phone or personal cell phone. This can be done remotely or at their desk.

- All employees who have been assigned an extension are also able to access their voicemail messages remotely. All voicemail messages are also sent to the email of the respective employee.

To reduce overcrowding, the administrators will work directly with their staff to create schedules within their department to comply with the social distancing protocols. In addition:

- Class schedules may be staggered to a morning and afternoon cohort.
- In-person days may be staggered by cohorts' groups.
- Staff and students may walk or drive a personal vehicle to campus.
- Staff may be required to arrive on campus prior to students in a staggered work shift or staggered assigned day of work.
- Employees may be permitted to work remotely.
- Visitors may not be permitted in the buildings during school hours without the approval from the building administrators

We will reduce staff by 50% each day.

A quantity of personal protective equipment (PPE), sufficient to provide to all essential employees, will be procured, stored, and managed as follows:

- The Facilities Department will maintain an inventory of PPE in accordance with NYS Education Department guidelines, and continually restock the same as needed.
- Storage of personal protective equipment will be on campus and comply with the manufacturer's storage recommendations for each item.
- PPE equipment will be readily available, if needed.

The Peekskill City School District is committed to creating a learning environment that protects student and staff health, safety and privacy. Our district will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. These procedures include:

School Health Offices

When a student, faculty or staff develop COVID-19 symptoms during the school day, they will be moved to an isolation room and assessed by a registered nurse for any immediate medical needs. The health staff will be wearing proper PPE. If it is a student who is ill, the parent will immediately be called and asked to pick the student up as soon as possible. When the parent picks up the student, written instructions will be provided. If it is faculty or staff, and the person is medically stable they will be sent home with instructions. If the faculty or staff member is too ill a family member will be called to pick them up. Instructions given to faculty, staff and students will ask them to stay home, isolate and call

their medical practitioner as soon as possible. The instructions will also include a list of testing sites and the health offices phone number in case they have questions once they get home.

Isolation

If a faculty or staff member screens positive upon arrival and are well enough to leave they will be asked not to enter the building. A written set of instructions will be given to them at the door. If the faculty, staff are too ill or if a student has a positive screen, they will be brought into an isolation room to be evaluated by a registered nurse. The health staff will be wearing appropriate PPE including an N95 mask, gloves, and protective eyewear. The immediate medical needs will be taken care of by the nurse. Parents or family of staff members will be contacted to pick up the ill person. Instructions will be given to parent or ill staff members before they leave with a sick child or staff member.

Collection

Parents/guardians picking up a sick or symptomatic child will be asked to wait outside. The nurse or health aide will escort the sick child out to the parent with written instructions. The parent/guardian will be asked to contact their health care provider as soon as possible. The child will not be able to come back to school until at least 10 days from the first time they begin experiencing symptoms, and they are fever free for 72 hours without the use of fever-reducing medication, and all other symptoms have improved. If the child is tested for COVID-19, they will require two negative COVID-19 tests at least 24 hours apart. If they are not tested a doctor's note would be needed to return to school.

Infected Individuals

Individuals who have tested positive for COVID-19 will not be permitted to return to school unless they have undergone isolation and are fully recovered. A symptomatic COVID-19 positive person will also need two negative tests in a row, at least 24 hours apart. A person who tested positive for COVID-19 with no symptoms will need a doctor's release before returning to school, as per the DOH and CDC guidelines.

Exposed Individuals

Individuals who have been exposed to COVID-19 will not be permitted to return to school unless they have undergone isolation and are fully recovered. Individuals with exposure to COVID-19 will be required to quarantine for 14 days. They will be able to return to school after 14 days unless the person becomes ill and develops COVID-19 symptoms, then they will follow the instructions for infected individuals.

Hygiene, Cleaning and Disinfection

The district will adhere to and promote the hygiene, cleaning and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas. Areas in contact with ill persons will be closed and well staff and students moved to a clean area for the rest of the day.

Cleaning

The district will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health (DOH) in addition to the following:

- Classroom and office spaces will be provided with appropriate cleaning /disinfection supplies for self-cleaning of shared and frequently touched surfaces.
- The custodial staff of each building will perform frequent cleaning of high touch surfaces throughout the school day, including:
 - door handles
 - rails
 - counters
 - tabletops
 - bathroom fixtures
 - trash cans
 - phones
 - cash register counters
 - Daily cleaning log checklists will be completed for each area of the building
- Registered disinfectants identified by the [Environmental Protection Agency \(EPA\)](#) as [effective against COVID 19](#) will be utilized.
- Logs will contain the following at a minimum:
 - Date of cleaning
 - Time of cleaning
 - Scope of cleaning (checkboxes)
- The head custodian of each building will be responsible for maintaining all completed cleaning logs, making sure they are completed properly, which a copy will be forwarded to the Director of Facilities on a weekly basis.
- Staff will be required to use applicable personal protective equipment to perform cleaning and disinfecting.
- If buildings are closed for seven days or more, normal routine cleaning will be performed. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.
- Cleaning and Disinfecting training will be provided to all employees (see [Training](#) section) including:
 - Hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard
 - Cleaning and disinfection protocol for suspected and positive cases
 - Personal Protective Equipment (PPE):
 - When to use PPE
 - What PPE is necessary
 - How to properly don (put on), use, and doff (take off) PPE
 - How to properly dispose of PPE

The terms cleaning, sanitizing, and disinfecting are sometimes used interchangeably, which can lead to confusion and result in cleaning procedures that are not effective^[1].

For example, if there is visible soil on a surface, clean it with detergent and water before spraying the surface with a sanitizer or disinfectant. Using a sanitizer or disinfectant as this “first step” is not effective because the purpose of the solution is to either sanitize or disinfect. Each term has a specific purpose, and there are many methods that may be used to achieve such a purpose.

Task	Purpose
Clean	To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
Sanitize	To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations.
Disinfect	To destroy or inactivate most germs on any inanimate object, but not bacterial spores.

Note: The term “germs” refers to bacteria, viruses, fungi, and molds that may cause infectious disease. Bacterial spores are dormant bacteria that have formed a protective shell, enabling them to survive extreme conditions for years. The spores reactivate after entry into a host (such as a person), where conditions are favorable for them to live and reproduce.^[2]

Only the U.S. Environmental Protection Agency (EPA)-registered products that have an EPA registration number on the label can make public health claims that can be relied on for reducing or destroying germs. The EPA registration label will also describe the product as a cleaner, sanitizer, or disinfectant. In addition, some manufacturers of cleaning products have developed "green cleaning products". As new environmentally-friendly cleaning products appear in the market, check to see if they are 3rd party certified by Green Seal: <http://www.greenseal.org>, UL/EcoLogic: <http://www.ecologo.org>, and/or EPA's Safer Choice: <http://www.epa.gov/saferchoice>. Use fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution (6). If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered (7). All products must be used according to the manufacturer's instructions. The following resource may be useful: [Green Cleaning, Sanitizing, and Disinfecting: A Toolkit for Early Care and Education](#).

Employers should provide staff with hazard information, including access to and review of the Safety Data Sheets (SDS) as required by the Occupational Safety and Health Administration (OSHA), about the presence of toxic substances such as cleaning, sanitizing and disinfecting supplies in use in the facility. The SDS explains the risk of exposure to products so that appropriate precautions may be taken.

Contact Tracing

The district will support local health departments in contact tracing efforts using the protocols, training and tools provided through the New York State Contact Tracing Program, an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies. Peekskill City School District health staff will be trained in contact tracing and will assist in contact tracing when there is exposure within our schools. We will rely on local health department officials, as directed, to contact anyone who needs to be notified in the event of a possible exposure.

Communication

In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The district will not notify the wider community unless specifically directed to do so by local health officials.

Closures

The district is preparing for situations in which one or more school buildings need to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.

Each medical office will keep track of the amount of ill staff and children who go home. If there is an increase in illness and absenteeism within the school, the nurses will make the district health office aware and their building administrator. The nurse coordinator will notify the superintendent and DOH. Decisions for closures will be made with the guidance of the local health department. The district may choose to modify operations in one or more schools prior to closing to help mitigate a rise in cases. The district will consult its nurse coordinator— medical director in collaboration with the district superintendent and the local health department when making such decisions.

School building administrators will communicate with each other regularly and, if needed, will consult with the nurse coordinator, district superintendent and local health department to consider closing school if absentee rates impact the ability of the school to operate safely.

Identifying positive COVID-19 cases

Mr. Jamal Lewis, Carmine Crisci and Austin Goldberg will serve as the district's COVID-19 Coordinators. They will work closely with our local health department and will be responsible for the day to day communication. He, or his appropriate designee, will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines.

Screening, testing, tracing and tracking

The district will immediately notify the state and local health department of any and all confirmed student, staff or visitor cases of COVID-19. The district medical (nurse's) office will be notified when there is a positive case in any of our buildings within the district. Only nurses and Covid Coordinators

that have contact tracing training will be given information for the sole purpose of disseminating information to affected individuals as quickly and efficiently as possible. The ill person's information will be kept confidential.

- All entrances will be locked and monitored by the security aides/greeter.
 - All employees will complete the daily screening survey and use their access cards for entrance which documents their arrival on premises.
 - Payroll, attendance, and/or time cards will further document an employee's presence on campus.
 - Non-essential visitors will not be allowed on site without approval from building administrators
-

Emergency housing for essential workers is not normally needed for school employees as they will either go home or directly to the hospital. If needed, the district will arrange for emergency housing for essential workers with the RED CROSS who will use our local hotels if needed.

OTHER Any other requirements determined by the Department of Health such as contract tracing or testing, physical distancing, hygiene, and disinfectant, or mask-wearing.

IDENTIFICATION OF DISTRICT RESOURCES WHICH MAY BE AVAILABLE FOR USE DURING AN EMERGENCY⁵⁵

District resources are available in each building and stored in a central location. Each building will designate a Command Post. The list, which is not meant to be inclusive, requires the following items:

- Copy of District-Wide School Safety Plan
- Building-level Emergency Plan
- Quick reference Emergency Management Procedures
- List of emergency telephone numbers
- Building floor plans
- Telephones
- Radio communications
- Flashlights
- Photocopier
- Computer
- Student rosters
- List of individuals with special needs and specific evacuation plans
- Telephone numbers for parents/guardians Information about emergency needs (e.g. students/staff that require medications, vehicular transportation issues, etc.)
- School and staff census information

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

COORDINATION AND SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES⁵⁶

The District will, as appropriate, utilize all available manpower during an emergency. Within each building, schools may use the Staff All Call response protocol, which quickly summons all available staff members to a staging area for assignments. Coordination of available employees is typically performed by the Principal or their designee. Specific job duties will be assigned based on the type of emergency and in compliance with the appropriate district and building emergency response procedure. Additional district resources may be requested by any building administrator or designee as needed. The Superintendent or their designee will call in all available maintenance and custodial staff to provide support during an emergency as needed. Assistance from outside government agencies may also be requested. A specific list of available resources may be found in Appendix 4 of this plan.

PARTICIPATING IN UNIFIED COMMAND UNDER ICS PRINCIPLES

ASSIGNMENT OF RESPONSIBILITIES

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

1. All administrators and Building-level Emergency Response Planning Teams members shall complete the incident command training level one.
2. All District Emergency Response Team members shall complete incident command training level one and level two.

ICS POSITIONS

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

- **Incident Commander** – Responsible for the direction of the building response in a building-level emergency (Building Administrator/designee).
- **Public Information Officer** – Compiles and releases information to the news media.
- **Safety Officer** – Monitors the response to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.

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

- **Liaison** – Represents the District by working with responding agencies (law enforcement, fire department, EMS, utilities, etc.) and other school districts that may be involved in the incident.
- **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- **Operations** – responsible for directing the implementation of action plans and strategies for incident resolution.
- **Logistics** – Responsible for providing all resources (personnel, equipment, facilities and services) required for incident resolution.
- **Planning/Intelligence** – Responsible for collecting, evaluating, and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- **Administration/Finance** – Responsible for all cost and financial matters related to the incident.

EMERGENCY REMOTE INSTRUCTION

OVERVIEW

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

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

DEFINITIONS

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

FORMATS AND METHODS OF REMOTE INSTRUCTION

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

(COIP) section.

INSTRUCTIONAL OPTIONS

The District may engage students in synchronous and asynchronous learning on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction. When remote instruction by digital technology is unavailable, appropriate special accommodations for students will be made to aid their learning. For those students for whom digital technology is unavailable, the provision for alternative paper based materials for instruction will be given if an extended period of time ensues beyond the existing emergency condition.

COMPUTER AND CONNECTIVITY ACCESS FOR STUDENTS

The District will ensure that students have the necessary equipment at home to participate in remote instruction.⁵⁷ No later than June 30th of each school year, the Superintendent will report to the Commissioner of Education the results of the survey on student access to computing devices and access to Internet connectivity on a form and format prescribed by the Commissioner.⁵⁸ The information received from the survey will aid in the development/updates to the detailed Continuity of Instruction Plan in each school's Building-level Emergency Response Plan.

MINIMUM INSTRUCTIONAL HOURS

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

REMOTE INSTRUCTION SUPPORT

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

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

⁵⁷ 155.17(xxi)(a) ensure computing devices will be made available to students

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

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

PRIVACY AND SECURITY OF STUDENT AND TEACHER DATA

The District will take measures to protect the personally identifiable information of students and teachers from unauthorized disclosure or access when using remote instruction technologies in compliance with law, regulation, and District policy. Examples of these measures include, but are not limited to, minimizing the amount of data shared to only that which is necessary, de-identifying data, and using encryption or an equivalent technical control that renders personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons when transmitted electronically.

SECTION IV COMMUNICATION WITH OTHERS

OBTAINING ASSISTANCE DURING EMERGENCIES FROM EMERGENCY SERVICE ORGANIZATIONS AND LOCAL GOVERNMENT AGENCIES⁵⁹

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

OBTAINING ADVICE AND ASSISTANCE FROM LOCAL GOVERNMENT OFFICIALS, INCLUDING THE COUNTY OR CITY OFFICIALS RESPONSIBLE FOR IMPLEMENTATION OF ARTICLE 2-B OF THE EXECUTIVE LAW⁶⁰

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

1. Red Cross
2. Westchester County OEM
3. Peekskill OEM
4. Peekskill Police Department
5. New York State Police
6. Westchester County Police Department
7. Peekskill Fire Department
8. Peekskill Ambulance Corps

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

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

Contacting Parents, Guardians or Persons in Parental Relation to the Students of the District in the Event of a Violent Incident or an Early Dismissal⁶¹

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

When a student is involved in any violent situation, or an implied or direct threat of violence by such student against themselves, including suicide, parent or guardian shall be contacted as soon as practicable.⁶² Administration shall utilize school mental health resources when necessary.

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

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

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

SECTION V RECOVERY

CONTINUITY OF OPERATIONS

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

CONTINUITY OF INSTRUCTION

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

- Google Drive with shared folders
- GSuite (Docs, Sheets, Slides, Forms, Classroom, Sites)
- Gmail
- Blackboard Connect
- PCSD Mobile App
- Infinite Campus
- Facebook
- Twitter

Detailed grade-specific remote instructional procedures are contained within each building-level emergency plan.

Note: The local public Library online resources are available remotely and can be accessed by students who have a library card.

DISTRICT SUPPORT FOR BUILDINGS

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

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

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

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

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

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

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

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

DISASTER MENTAL HEALTH SERVICES

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

APPENDIX 1 - LISTING OF SCHOOL BUILDINGS

DISTRICT OFFICE

1031 Elm St.
Peekskill, NY 10566
Phone: 914-737-3300

PEEKSKILL HIGH SCHOOL

1072 Elm St.
Peekskill, NY 10566
Phone: 914-737-0201

PEEKSKILL MIDDLE SCHOOL

212 Ringgold St.
Peekskill, NY 10566
Phone: 914-737-4542

URIAH HILL ELEMENTARY SCHOOL

980 Pemart Ave
Peekskill, NY 10566
Phone: 914-739-0682

WOODSIDE ELEMENTARY SCHOOL

612 Depew St.
Peekskill, NY 10566
Phone: 914-739-0093

OAKSIDE ELEMENTARY SCHOOL

200 Decatur Ave.
Peekskill, NY 10566
Phone: 914-737-0591

HILLCREST ELEMENTARY SCHOOL

4 Horton Dr.
Peekskill, NY 10566

Phone: 914-739-2284

FAMILY RESOURCE CENTER
400 SOUTH DIVISION STREET
PEEKSKILL, NY 10566
PHONE: 914-739-0682

APPENDIX 2 – BUILDING-LEVEL EMERGENCY RESPONSE PLANS

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

APPENDIX 3 – MEMORANDA OF UNDERSTANDING

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



Mr. Jamal Lewis
Assistant Superintendent for
Administrative Services

Peekskill City School District

*Our mission is to educate and empower all students to strive for
excellence as life-long learners who embrace diversity and are
contributing members of a global society.*

Central Administration, 1031 Elm Street, Peekskill, NY 10566-3499
Phone: (914) 737-3300 Ext. 1550 & 1551, Confidential Fax: (914) 788-7580
Email: JLewis@PeekskillSchools.org

Memorandum of Understanding

1. Parties:

- a. This Memorandum of Understanding is entered into by and between the Peekskill City School District (School District); and the City of Peekskill Police Department (CPPD) for the placement of School Resource Officers (SROs) within the School District.

2. Authority:

- a. Education Law §2801-a, which requires schools to define the roles and responsibilities of school personnel, security personnel, and law enforcement officers that are deployed in schools.

3. Purpose:

- a. The CPPD and School District, in order to ensure a successful SRO program, will build a positive relationship between law enforcement, students, and school employees.
- b. The goal of the SRO program is to promote a safe school environment, reduce crime, and provide a law enforcement resource to school administrators, teachers and students.
- c. The purpose of this Agreement is to provide clarity and understanding regarding the roles and responsibilities of SROs.

4. Independent Entities:

- a. SROs shall be employees of the CPPD and shall be subject to the administration, supervision and control of the CPPD. SROs shall not be employees of the School District. School District and CPPD acknowledge that the SROs shall remain responsive to the chain of command of the CPPD.
- b. Neither the CPPD nor the School District shall be an agent of the other. Neither the CPPD nor the School District shall have the authority to bind the other absent express, written consent to do so.
- c. CPPD shall be responsible for the payment of SROs' salaries and benefits. SROs shall be subject to all other practices and policies of the CPPD, except as such practices or policies are modified to comply with the terms

and conditions of this Agreement.

- d. In their capacity as employees of CPPD, SROs shall abide by School District policies applicable to police, visitors and contractors.

5. Overall Roles and Responsibilities of the SRO:

- a. Perform duties, responsibilities of duly sworn CPPD Officer.
- b. Forge & maintain effective relationships with students, faculty, staff & administration.
- d. Assist school leaders in planning/execution of school safety drills including fire, lockdown, lockout and reunification. Understand School District's Code of Conduct and assist school personnel in observing/reporting infractions.
- e. Plan/assist with emergency response for various circumstances.
- f. Assist school officials when matters involving law enforcement officers are required.
- g. Observe/evaluate potential threats to the safety of the student body.
- h. Serve as a visible deterrent to illegal/dangerous activity.
- i. Handle requests for service in/around school, follow up on reports generated at School District, and engage parents/community as needed.
- j. Conduct safety and security assessments.
- k. Assist in the development of emergency management and incident response systems including mitigation/prevention, preparedness, response, and recovery.
- l. Integrate appropriate security equipment/technology.
- m. Respond to unauthorized persons on School District property.
- n. Serve as a member of the School District's Threat Assessment Team.
- o. Serve as a member of the School District's District-wide and/or Building Safety Committee(s).
- p. Communicate regularly with School District security.

6.SRO Selection:

- a. The SRO position will be filled according to the CPPD selection process. The CPPD will make the final selection of any SRO.
- b. The parties shall use a collaborative process in the assignment of the SROs. The Chief of Police shall assign SROs in collaboration with the Superintendent of Schools or designee in accordance with the following guidelines:
 - 1. The CPPD will provide the School District with relevant operational information, such as timely notification of SRO leaves and absences, SRO scheduling and availability, when feasible.
 - 2. The School District shall provide CPPD with relevant operational information such as hours of operation, facilities and personnel issues.
 - 3. SROs will be assigned to the School District with the intent of providing qualified CPPD officers who have the job knowledge, experience, training, education, appearance, attitude, communication skills and bearing necessary to perform the unique role of an SRO.

4. In the event the Superintendent or designee believes that an SRO is not effectively performing his/her duties and responsibilities, the Superintendent or his/her designee shall apprise the Chief of Police of the School District's concerns. The Superintendent or Chief of Police shall act in good faith to mutually resolve the School District's concerns. In the event the parties are unable to resolve the dispute, both parties may immediately terminate this agreement.
 5. In the event the Superintendent or designee or the CPPD receives information that an SRO has been arrested, charged with, or accused of a crime alleging the sexual abuse, child abuse, corporal punishment, sexual harassment, or a violation of project SAVE, the SRO shall be removed by CPPD pending an investigation. The Superintendent or designee and the Chief of Police shall act in good faith to mutually resolve the School District's concerns.
 6. In the event of the resignation, dismissal, reassignment or other long term and/or permanent absence of an SRO, the CPPD shall provide a replacement SRO within a reasonable time after receiving notice of such resignation, dismissal, reassignment or other long term and/or permanent absence.
- c. SROs shall complete the CPPD School Resource Officer Training Course prior to assignment in the School District. If no SROs are available who have completed the SRO Training Course, the School District and CPPD may mutually agree to the assignment of an SRO who is enrolled in the course and who has received mutually agreeable in-service training.
 - d. SROs shall receive in-service training when offered by the School District within the hours of SRO service on following topics: education of students identified as requiring special education or plans under Section 504 of the Rehabilitation Act (Section 504); Dignity for all Students Act, race, national origin, ethnic, and gender bias against students which may include a component that provides historical context; trauma management in youth; and de-escalation tactics for working with youth.
 - e. The SRO shall receive training from CPPD in sexual harassment that complies with State law.
 - f. The School District may require the SRO to participate in additional training at the sole expense of the School District, within the assigned hours of the SRO to the School District.

7. Operation of SRO Program:

7.1 SRO Supervision:

The police department will have sole responsibility and authority over the day to day operation and administrative control of the SRO assigned to the School District.

7.2 SRO Departure from SRO Assignment

On occasion, the CPPD may have emergency events that occur throughout the City of Peekskill that require an emergency response by all police department personnel. Should an emergency event occur, and a decision made by the Chief of Police, or his designee, that the SRO is necessary and required to respond to that emergency situation, the SRO shall depart from his/her assignment as SRO in order to respond to the situation as determined by the Chief of Police or his designee. Notice of such departure shall be provided to the School District if feasible.

7.3 SRO Unavailability

With the current situation resulting from the COVID-19 Pandemic, the CPPD may face a reduction in the number of staffing. Should a reduction in the number of staffing fall too low, the CPPD may have to reassign the SRO to a regular patrol shift for a period of time. Should this occur, the Chief of Police will notify the Superintendent of Schools in a timely manner

7.4 SRO Transportation of Students:

SROs shall not transport students in Police Department vehicles except as necessary to perform the duties and responsibilities of a CPPD Officer. SRO shall notify the Superintendent of Schools, or his/her designee, prior to transporting any student and comply with School District Policy/Regulations with respect to the transportation of students unless such notification will impair the performance of duties and responsibilities of a CPPD Officer or endanger the health, safety and welfare of the student or others.

7.5 SRO Questioning of Students:

- a. In accordance with District Policy/Regulation, SROs may question students about matters within the scope of their duties as an SRO provided that an SRO shall not question students with respect to:
 - i. Immigration status;
 - ii. Matters predicated upon a student's perceived race, nationality, color, or native language; and/or
 - iii. Matters unrelated to the School District such as crimes or suspected criminal activity occurring off school grounds and away from school activities;
- b. Prior to commencing service, SROs shall meet with the Superintendent or designee and review School District Policy/Regulation with respect to police involvement in searches or interrogations of students. SROs shall abide by such School District Policy/Regulations when questioning a student about criminal or suspected criminal activity.
- c. If an SRO is involved in the questioning of a student on school premises, whether or not at the request of school authorities, it will be in accordance with applicable law and due process rights afforded students.
- d. SROs shall consult with the Superintendent of Schools or designee should there be any question with respect to the role of the SRO and permissible questioning within the scope of School District Policy/Regulation.

7.6 SROs Role in Student Discipline:

- a. The School District shall be responsible for student Code of Conduct violations and routine disciplinary violations. The SRO shall read and understand the student code of conduct for the School District. The SRO shall have no responsibility for student discipline. All student disciplinary matters must be referred to the Building Principal or Superintendent of Schools or his/her designee.
- b. SROs may, upon witnessing a criminal offense, take the student into custody provided that, to the fullest extent practicable, in instances not requiring immediate arrest or other immediate action, SROs shall consult with the Superintendent of Schools or designee prior to making any arrest on school grounds or within the scope of his/her duties as an SRO. The School District bears the sole responsibility for enforcing the code of conduct and School District policies.
- c. SRO should use a physical restraint or a physical restraint device (e.g. handcuffs or flex cuffs) only in a case that requires the physical arrest of a student for referral to the criminal justice system, or where necessary to prevent a student from endangering the health, safety and welfare of him or herself or others.

7.7 SRO Uniforms:

SROs will be full-time and will wear their CPPD assigned uniform during their school schedule, which schedule will be mutually agreed upon in consultation with school officials.

7.8 SRO Weapons:

SROs shall wear their on-duty weapon issued by the CPPD while serving as an SRO.

8. Community Engagement:

All stakeholders/parties involved in the SRO program will continually work on building and expanding existing community partnerships that help support the mission of safe schools. These community partnerships will provide resources that can help students get necessary support.

9. Records and Information:

- a. It is the understanding of both the School District and CPPD that confidentiality and a student's right to privacy are of the utmost importance in the administration of these services. Therefore, student records shall be kept confidential in accordance with all applicable laws and professional standards. The mandate to keep student records confidential includes but is not limited to the requirement that the SRO may not disclose any information obtained from a student record to any other party without the prior consent of the parent or eligible student, unless otherwise permissible under applicable law. The SRO shall maintain a record of the disclosure of any information obtained from a student record to any other party, including but not limited to, the CPPD or other law enforcement agency or officer; and shall provide such record to the School District on a monthly basis.
- b. The School District and CPPD shall abide by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g with respect to the release of student identifiable information. The School District shall provide CPPD with a copy of its Student Records Policy and any other policy or regulation applicable to the release of student identifiable information. In accordance with FERPA, the School District shall determine whether SROs are deemed "school officials" under the School District Policy and the limits of SRO ability to receive, disclose and share student identifiable information. The School District shall determine what constitutes "directory information" under FERPA and ensure any disclosure of directory information complies with FERPA.
- c. The SRO shall maintain detailed and accurate records in his or her role at any school at which he or she is assigned and shall submit reports to the School District as required by the principal of the school or other District administration, including, at a minimum, monthly reports of interactions that occur between SROs and students including, (i) the name of the student (if known); (ii) the age and/or grade of the student (if known); (iii) what prompted the interaction; and (iv) the substance of the interaction. Records created and maintained by SROs for law enforcement purposes shall not constitute School District records and may be disclosed to CPPD and other law enforcement officials.

10. Expenses:

There is no cost to the School District for stationing a CPPD SRO in their District.

11. Indemnification:

- a. School District agrees to defend, indemnify, and hold harmless CPPD, including its officers, employees, and agents, against all claims, losses, damages, liabilities, costs or expenses (including without limitation, reasonable attorney fees and costs of litigation and/or settlement), whether incurred as a result of a claim by a third party or any other person or entity arising out of the services performed pursuant to this Agreement, which CPPD, or

its officials, employees or agents, may suffer by reason of any negligence, fault, act, or omission of the School District, its officials, employees, representatives, subcontractors, assignees, or agents.

- b. School District shall cause the School District's officers, employees, and agents to cooperate with the CPPD in connection with the investigation, defense or prosecution of any action, suit or proceeding, related to the subject matter of this Agreement.
- c. CPPD agrees to defend, indemnify, and hold harmless School District, including its officers, employees, and agents, against all claims, losses, damages, liabilities, costs or expenses (including without limitation, reasonable attorney fees and costs of litigation and/or settlement), whether incurred as a result of a claim by a third party or any other person or entity arising out of the services performed pursuant to this Agreement, which School District, or its officials, employees or agents, may suffer by reason of any negligence, fault, act, or omission of the CPPD, its officials, employees, representatives, subcontractors, assignees, or agents.
- d. The CPPD shall cause the CPPD's officers, employees, and agents to cooperate with the School District in connection with the investigation, defense or prosecution of any action, suit or proceeding, related to the subject matter of this Agreement.
- e. The provisions of this Section shall survive the termination and/or expiration of this Agreement.

12. Insurance:

- a. The CPPD is a department within the City of Peekskill. The City of Peekskill is self-insured, at its sole expense, for comprehensive general liability coverage, with coverage for sexual harassment, sexual misconduct, discrimination, wrongful discipline, wrongful termination, against any claim for liability, personal injury, or death arising directly or indirectly from this Agreement or the performance of its officers or employees in an amount equal to \$1,000,000 per occurrence and \$3,000,000 per aggregate.
- b. The CPPD is a department within the City of Peekskill. The City of Peekskill is self-insured, at its sole expense, for statutory Workers' Compensation coverage and employee vehicle use against any claim for liability, personal injury, or death arising directly or indirectly from this Agreement or the performance of its officers or employees.
- c. The District shall maintain insurance or be self-insured, at its sole expense, for comprehensive general liability coverage, with coverage for sexual harassment, sexual misconduct, discrimination, wrongful discipline, wrongful termination, against any claim for liability, personal injury, or death arising directly or indirectly from this Agreement or the performance of its officers or employees in an amount equal to \$1,000,000 per occurrence and \$3,000,000 per aggregate.
- d. The District shall maintain insurance or be self-insured, at its sole expense, for statutory Workers' Compensation coverage and employee vehicle use against any claim for liability, personal injury, or death arising directly or indirectly from this Agreement or the performance of its officers or employees.

13. Assignment; Amendment; Subcontracting:

This Agreement and the rights and obligations hereunder may not be in whole or part: (i) assigned, transferred or disposed of; (ii) amended; (iii) waived; or (iv) subcontracted, without the prior written consent of all parties, and any purported assignment, other disposal or modification without such prior written consent shall be null and void.

14. Waiver:

The failure of a party hereunder to assert any of its rights under this Agreement, including the right to demand strict performance, shall not constitute a waiver of such rights.

15. Termination:

The MOU may be terminated without cause by either party upon thirty (30) days prior written notice.

16. Consent to Jurisdiction and Venue; Governing Law:

Unless otherwise specified in this Agreement or required by Law, all claims or actions with respect to this Agreement shall be resolved exclusively by a court of competent jurisdiction located in Westchester County, New York, and the parties expressly waive any objections to the same on any grounds, including venue and *forum non conveniens*. This Agreement is intended as a contract under, and shall be governed and construed in accordance with, the Laws of New York State, without regard to the conflict of law provisions thereof.

17. Notices:

- a. Any notice, request, demand or other communication required to be given or made in connection with this Agreement shall be: (a) in writing; (b) delivered or sent (i) by hand delivery, evidenced by a signed, dated receipt, (ii) postage prepaid via certified mail, return receipt requested, or (iii) overnight delivery via a nationally recognized courier service.
- b. Any notice to the CPPD shall be sent to:
- c. Any notice to the School District shall be sent to the attention of the Superintendent of Schools at the address specified on the School District website for administrative offices.
- d. Notice deemed given or made on the date the delivery receipt was signed by an authorized representative of the party or date indicated in any tracking mechanism as delivered.

18. All Legal Provisions Deemed Included; Severability; Supremacy:

In the event that any provision of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Unless the application of this clause will cause a provision required by Law to be excluded from this Agreement, in the event of an actual conflict between the terms set forth above the signature page to this Agreement and those contained in any schedule, exhibit, appendix, or attachment to this Agreement, the terms and conditions set forth above the signature page shall control. To the extent possible, all the terms of this Agreement should be read together as not conflicting.

19. Section and Other Headings:

The section and other headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

20. Entire Agreement:

This Agreement represents the full and entire understanding and agreement between the parties hereto with regard to the subject matter hereof and supersedes all prior agreements (whether written or oral) of the parties relating to the subject matter of this Agreement.

21. Modifications:

This Agreement may not be changed orally, but only by an Agreement, in writing, signed by authorized representatives of both parties.

22. Executory Clause:

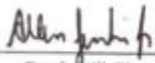
Notwithstanding any other provision of this Agreement, the CPPD and the School District shall have no obligations under this Agreement (including any extension or other modification of this Agreement) to any person unless: (i) all relevant and required CPPD and School District approvals have been obtained, including, if required, approval by the Board of Trustees, and Board of Education; and (ii) this Agreement has been executed by the Police Commissioner and President of the Board of Education.

23. Annual Review and Revision:

The term of this MOU shall be for two (2) year(s), commencing on the day of July 1st, 2023 and ending June 30th, 2025. The CPPD and the School District should review this agreement on an annual basis.

DATE: _____

FOR THE SCHOOL DISTRICT:



Peekskill City School District

FOR THE CITY:



Matthew Alexander
City Manager

**CITY OF PEEKSKILL COMMON COUNCIL
PEEKSKILL, NEW YORK**

AGENDA BILL

SUBJECT: MOU BETWEEN THE CITY OF PEEKSKILL AND THE PEEKSKILL CITY SCHOOL DISTRICT IN REGARDS TO THE ROLE OF SCHOOL RESOURCE OFFICERS

FOR AGENDA OF: JUNE 26, 2023		AGENDA #J-17
DEPT. OF ORIGIN:	POLICE DEPARTMENT	
DATE SUBMITTED:	JUNE 26, 2023	
DEPARTMENT HEAD:	CHIEF LEO J DYLEWSKI III	
EXHIBITS:		

APPROVED BY COMPTROLLER	
APPROVED AS TO FORM BY CORPORATION COUNSEL	TWK
APPROVED BY CITY MANAGER FOR SUBMISSION	TCB

EXPENDITURE REQUIRED \$		AMOUNT BUDGETED \$		APPROPRIATION REQUIRED \$	

SUMMARY STATEMENT

THIS RESOLUTION AUTHORIZES THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF PEEKSKILL AND THE PEEKSKILL CITY SCHOOL DISTRICT TO DEFINE THE ROLES OF THE SCHOOL RESOURCE OFFICERS ASSIGNED TO PEEKSKILL SCHOOLS BY THE PEEKSKILL POLICE DEPARTMENT

RECOMMENDED ACTION

ADOPT THE RESOLUTION

MOVED BY:	SECONDED BY:
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ROLL CALL VOTE			
MAYOR MCKENZIE		COUNCILMAN FERNANDEZ	
DEPUTY MAYOR RILEY		COUNCILMAN FASSETT	
COUNCILWOMAN TALBOT		COUNCILMAN DOUGLAS	
COUNCILMAN SCOTT			

**RESOLUTION FOR THE CITY OF PEEKSKILL AND THE PEEKSKILL CITY
SCHOOL DISTRICT TO ENTER INTO A MEMORANDUM OF UNDERSTANDING
THAT DEFINES THE ROLE OF PEEKSKILL POLICE SCHOOL RESOURCE
OFFICERS ASSIGNED TO PEEKSKILL CITY SCHOOLS**

WHEREAS, as part of a shared services agreement between the City of Peekskill and the Peekskill City School District, Peekskill Police Officers, also known as School Resource Officers, are assigned to the Peekskill High School and Middle School during the school year; and

WHEREAS, Education Law §2801-a, requires schools to define the roles of Law Enforcement Officers that are deployed in schools; and

WHEREAS, the City of Peekskill and the Peekskill City School District have collaborated to prepare a Memorandum of Understanding (MOU) that clearly defines the roles of School Resource Officer that are assigned to Peekskill City Schools; and

WHEREAS, This MOU encompasses the 2023-2024 school year and may be terminated without cause by either party upon thirty (30) days prior written notice; and

NOW, THEREFORE, BE IT

RESOLVED, that the City Manager is hereby authorized to enter into a Memorandum of Understanding with the Peekskill City School District, 1031 Elm St., Peekskill N.Y. 10566, in regards to defining the roles of the School Resource Officers assigned to their schools; and be it further

RESOLVED, that this Agreement shall be reviewed and approved by the Corporation Counsel and City Manager; and be it further

RESOLVED, that this resolution shall take effect immediately.

Extension of Security Greeter Services Agreement

WHEREAS a Security Greeter Services contract agreement was made on July 12, 2023 by and between the Peekskill City School District having offices at 1031 Elm Street, Peekskill, New York and Wisdom Protective Services, 120-34 Queens Blvd., Suite 225, Kew Gardens, New York 11415.

NOW, THEREFORE, pursuant to the *Security Greeters Bid SG15, Page 18, Article 5, Section 5.1.4*, the parties hereto mutually agree to extend the contract for the 2023-2024 school year ending 30 June 2024, at the hourly rate of \$30.03 and terms,

All of the items of said contract shall remain in full force and effect.

CONTRACTOR



Signature

Kay Simaren

Print Name

Executive Director

Title

07/18/2023

Date

PEEKSKILL CITY SCHOOL DISTRICT

Signature

Print Name

Title

Date

APPENDIX 4 – DISTRICT RESOURCES – CONTACT INFORMATION

TITLE	NAME	OFFICE PHONE
Superintendent of Schools	Dr. David Mauricio	914-737-3300 x1529
Asst. Superintendent, Administrative Services	Jamal Lewis	914-737-3300 x1549
Asst. Superintendent, Business	Cynthia Hawthorne	914-737-3300 x1543
Asst. Superintendent, Elementary Education	Dr. Rebecca Aviles-Rodriguez	914-737-3300 x1542
Asst. Superintendent, Secondary Education	Eudes Budhai	914-737-3300 x1541
Director of Security and Investigations	David Santiago	914-737-4542 x2105
Transportation Supervisor	Jennifer Sampson	914-739-0682 x7536
Bus Dispatch Office – Head Bus Driver	Maria Castro	914-278-6829
Director of Technology	Janice Reid	914-737-3300 x1553
District Clerk	Carmery Mendez-Battle	914-737-3300 x1532
Public Information	Laura Belfiore	914-737-3300 x1533
Director of Facilities	Carmine Crisci	914 737 3300 x3801
Director of Special Services	Ellen Gerace	914-737-3300 x1525
Director of Physical Education, Health and Athletics	Austin Goldberg	914-737-3300 x1501
Cafeteria Services	Andrew Weisman	914-737-0201 x3725
DPW Director	Brent VanZandt	914-734-4135
City Mayor	Vivian McKenzie	914-737-3400
Peekskill Police Chief	Leo Dylewski	914-737-8000
Peekskill Fire Department	James Seymour IV	914-737-2760
Ambulance - Peekskill Volunteer Ambulance Corps		914-737-5310
Westchester County		
County Executive	George Latimer	914-995-2900
Emergency Management	Richard Wishnie	914-231-1851
Public Safety Commissioner	Terrance Raynor	914-864-7900
Transportation Commissioner	Hugh J. Greechan	914-995-2546
County Health Dept.	Dr. Sherlita Amler	914-864-7292
Red Cross Emergency Services	Stuart Betheli	914-946-6500
Chief of Technical Services	Lawrence B. Czech	914-315-4578 x909

APPENDIX 5 – SECTION 155.17 REGULATION COMPLIANCE REFERENCE

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

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

- 155.17(c)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;
- 155.17(c)(1)(xii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community, and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, parents [and] or other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;
- 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;
- 155.17(c)(1)(xiv) procedures for review and the conduct of drills, [and other exercises to test components of the emergency response plan, including the use of] tabletop exercises, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At their discretion, schools and districts may participate in full-scale exercises in coordination with local and county emergency responders and preparedness officials;
- 155.17(c)(1)(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- 155.17(c)(1)(xvi) strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth- run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;
- 155.17(c)(1)(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- 155.17(1)(c)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:
- 155.17(c)(2)(h) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.
- 155.17(i) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school

population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.