

Hancock Central School



District-Wide School Safety Plan 2018-2019

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HANCOCK CENTRAL SCHOOL
DISTRICT-WIDE SCHOOL SAFETY PLAN
PROJECT SAVE
(Safe Schools Against Violence in Education)

Commissioner’s Regulation 155.17

INTRODUCTION

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

The Hancock Central School herein referred to as “district” supports the SAVE Legislation. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

This Hancock Central School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. Upon the recommendation of the Superintendent of Schools, the Board of Education appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of School Teams

The Hancock Central School district has created a District-wide School Safety Team including the following positions:

School Board Member	Todd Jacobs
Student Member	N/A
Teacher	Gloria White, Ann Messenger, Douglas Turner
Administrator	Terry Dougherty, Julie Bergman, Lori Asquith
Parent	Danielle Gross
School Safety Personnel	Paul Bartholomew
Other School Personnel	Nurse Jennifer Hunt, Head Bus Driver Jodi Newman, Joan Rice, and Café. Mgr. Joanne Smith

C. Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions including Post-incident Response may be supplemented by County and State resources through existing protocols.

D. Plan Review and Public Comment

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner’s Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans must be formally adopted by the Board of Education after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties.
- While linked to the District-wide School Safety Plan, Building level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

The District has established the identification of potential sites and the internal and/or external hazards that may be present in them. These are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies.

Appendix 5 lists the district's sites and the potential emergencies at each site.

B. Actions in response to an emergency

Multi-Hazard Response

The district has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosion/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Medical Emergencies	Fire
Structural Damage	Building System Failure
Others as determined by the Building-level School Safety Team	

As examples of the district's planning for response to these emergencies, specific response protocols for Hostage/Kidnapping, Intruder and Bomb Threats are included in this Plan in Appendix 7.

C. District resources and personnel available for use during an emergency

The district has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building-level Emergency Response Plans as deemed appropriate by the Incident Command Team.

Specific personnel and resources are identified in Appendix 5 of the Building-level Emergency Response Plans, and also included in Appendix 5 of this plan

D. Procedures to coordinate the use of school district resources during emergencies

The district uses the Incident Command System model for emergency actions. The district-wide Incident Command Structure and membership is identified in Appendix 4 of this plan. For district-wide and building-level emergencies the Incident Commander will be the Superintendent or his designee.

In building-level emergencies, the administrator in charge or his/her designee will act as the initial Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-level Emergency Response Plan. Building-level Incident Command staffs are identified in the Building-level Emergency Response Plans.

E. Annual multi-hazard school training for staff and students

The district will conduct annual training for both staff and students in school safety issues. District level training will be coordinated by the *Superintendent* and may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills or other appropriate actions to increase the awareness and preparedness of staff and students. Appendix 3 will include specific training modules at the various district sites.

Building level training will be coordinated by the Building level Emergency Response Teams.

Fire drills are conducted with the advice and assistance of the Hancock fire chief while other hazard drills are coordinated with the New York State Police, Delaware County Emergency Management Office and Delaware County Sheriff's department. Upon completion of the drills, evaluation sessions are held with all participating agencies and school officials participating in an evaluation of the process and conduct of the drill. Based upon this discussion, both this plan and the Building Level Plans may be revised to reflect observations collected.

F. Hall Monitors and other school safety personnel

The district does not currently employ or utilize school security officers, so there are no policies or procedures to describe here. Teaching staff members are asked to monitor hallways and other common areas (i.e. cafeterias, exterior recreation areas) during times of student occupancy. These staff members are given basic training in observation of students and basic security considerations including, but not limited to, visitor procedures, identification of basic threatening behavior and procedures to report potential problems during the opening day Superintendent's Day activities each year. Training in security topics is reinforced during subsequent Superintendent Conference Days during the school year.

G. Implementation of School Security

The following building security measures are taken at the district;

- Signs are posted indicating that parents and visitors must report to designated areas to sign in with the nurse or office personnel.
- Visitors are required to wear identification badges at all times.

- Staff are trained to challenge suspicious persons encountered in buildings
- Building entrance security is maintained throughout the day, with custodial staff responsible for checking doors to make sure they are not propped open.
- Custodial staff are responsible for checking the perimeter of the buildings at regular intervals for suspicious activity.
- Two way radios are used by key personnel as needed.
- The services of canines to randomly search for drugs and/or weapons is available as needed

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. Policies and procedures for responding to implied or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school

The district has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 2 of this document and further detailed in the district’s Code of Conduct. During development of the Code of Conduct, the committee considered adoption of a zero tolerance policy toward acts of school violence and decided that such a policy is not appropriate at this time.

The Hancock Central School District has been involved with the United States Secret Service Threat Assessment program, having participated in training in this subject through seminars given by the Secret Service, the New York State Police and the Delaware-Chenango-Madison-Otsego BOCES. Appendix 8 of this document outlines the basics of threat assessment that is utilized at the Hancock Central School District in its attempt to deal appropriately with threats of violent action received by the district.

The District Incident Command Team, as shown in Appendix 4 of this document, will be mobilized to the fullest extent necessary to deal with the command and control of incidents at the District.

B. Response Protocols

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail the appropriate response to such emergencies. These plans were developed with, but not restricted to the following protocols:

• Identification of decision makers	• Procedures to notify parents
• Plans to safeguard students and staff	• Procedures to notify media
• Procedures for transportation, if necessary	• Debriefing procedures

After taking these items into consideration, the district has developed specific protocols for response. These protocols are detailed in Appendix 6 of this document.

C. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident

The district recognizes the importance of law enforcement involvement as quickly as possible at the outset of violent incidents. Law enforcement officials will be contacted at the direction of the Incident Commander in line with the Building Level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as timely as possible. In Delaware County, the county in which all Hancock Central School buildings are located, fire, emergency services, emergency management and law enforcement agencies are contacted by dialing 911.

D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal

The district will contact appropriate districts, parents, guardians or persons in parental relation to the students via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are detailed in the Building-level Emergency Response Plans, but in general, persons in parental control will be contacted as soon as possible during the course of an emergency. Contact will be ordered by the Incident Commander and may utilize the district's staff in activating the telephone tree of the district.

E. Protective Action Options

The District recognizes that appropriate response to emergencies varies greatly. School cancellation, early dismissal, evacuation and sheltering are the protective action options that the Building-Level School Safety Teams, in cooperation with local emergency responders, have included in the Building-Level Emergency Response Plans. Appendix 6 describes the Protective Action Options.

SECTION IV: COMMUNICATION WITH OTHERS

A. Obtaining assistance during emergencies from emergency services organizations and local government agencies

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. As with all of Delaware County, emergency services are available by dialing 911. The 911 center coordinates response agencies using established protocols for emergency response for all agencies offering emergency services. The Incident Commander will authorize the procurement of these agencies.

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

The district recognizes the importance of involving local and state officials in the development of emergency response planning. To this end, the Hancock Central School District works with these agencies as outlined below. The Incident Commander will contact the Delaware County Emergency Services Department in accordance with Article 2-B of the Executive Law- Disaster Preparedness for advice and assistance as required during an emergency.

Agency	Type of Assistance	How to Contact
Hancock Fire Department	Evacuation planning; Fire hazard identification; Fire safety education	Fire Chief via 911 center
Hancock Police Department	Hostage situations, Intruders, Bomb Threats, Suspicious packages,	(607) 637-3432
Delaware County Sheriff	Hostage situations, Intruders, Bomb Threats, Suspicious packages	(607) 746-2336
NYS Police	Hostage situations, Intruders, Bomb Threats, Suspicious packages, Incident Command System	(607) 561-7410
Delaware County EMO	Hazardous Materials Management, Weather related emergencies	(607) 746-9600

C. A system for informing all educational agencies within a school district of a disaster

The district will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. Notification will be made via FAX, email or telephone.

D. The district will maintain certain information about each educational agency located in the school district

At a minimum, each Building-level Emergency Response Plan will include the following information:

- School population
- Number of staff,
- Transportation needs, and
- Telephone numbers of key officials of each such educational agency

Appendix 1 includes information as noted above.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures for the dissemination of informative materials

The district is committed to the use of the interpersonal violence prevention education package for grades kindergarten through twelve, when available and where applicable.

Pamphlets and violence prevention information is distributed to staff members through email and payroll stuffers at various times during the year. Violence prevention brochures are made available to parents during open houses. Students are offered materials in

interpersonal violence prevention as well as annual discussions during one period or more of class time in some subject areas.

B. Prevention and intervention strategies

The district continues to develop and investigate various strategies regarding violence prevention and intervention as addressed in the Professional Development Plan. Such strategies include annual training in violence prevention, intervention and identification techniques at Superintendent Conference Days, Project SAVE training for all staff members and other topics as may be defined during the year.

C. Strategies for improving communication among students, between students and staff and reporting of potentially violent incidents

The district recognizes that communication is a vital key in the prevention and intervention of violence in schools. As such, the district continues to develop and investigate various strategies regarding violence prevention and intervention. To that end, the district maintains or is exploring programs in the following areas:

Grade Level(s)	Program	Status
	Yellow Ribbon Program	Investigating
6-12	Non-violent conflict resolution training programs	In Place
	Peer mediation and youth courts	Investigating
	Creating a forum or designating a mentor for students concerned with bullying or violence	Investigating
	Youth run programs	Investigating
K-12	Establishing anonymous reporting mechanisms for school violence	In Place
	Bullying Court	In Place
K-4	Developmental Guidance	In Place
K-4	Stranger/Danger Program	In Place
K-4	Good Touch/Bad Touch Program	In Place
5-8	Bullying Court	In Place
5-8	Peer Pressure Program	In Place
	Others based on identified need	

Section VI- Recovery

A. District Support for Buildings

All the district's manpower and resources will be available to one of our sites that has endured an emergency. Mental health counseling, building security and restoration will be items of primary focus. Response and recovery will be a District goal.

Besides building security and restoration, the strategies will also include damage assessment, relocation and continuation of the educational process. A post-incident crisis response critique, the notes from the Incident Command Team and lessons learned will be assessed. Plans to mitigate the likelihood of occurrence or impact, if the incident does occur again, will be reviewed. If possible, efforts will be made to improve district facilities resulting in them being more resistant to suffering similar or worse damage.

B. Disaster Mental Health Services

The district understands how an emergency can have a major effect on the well being of students, staff and the community at large. The district will coordinate resources with Delaware County Mental Health Services and the Post-incident Crisis Response Team.

APPENDICES

Appendix 1:

School buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephone numbers for building staff

Building Name	Address	Contact Name	Telephone Number
Jr. Sr. High School	67 Education Lane, Hancock, NY 13783	Terrance Dougherty Lori Asquith	607 637-1301 607 637-1306
Elementary School	206 Wildcat Drive, Hancock, NY 13783	Julie Bergman	607 637-1217

Population Statistics

Building Name	Number of Staff	Number of Students
Jr.-Sr. High School	45	215
Elementary School	25	110

Transportation needs:

The district maintains a fleet of 16 vehicles approved for student transportation, providing capacity for 568 passengers. The fleet composition is broken down as follows:

- 6- 66 passenger bus
- 2 - 28 passenger bus
- 4- 20 passenger bus
- 1 - 24 passenger bus
- 1- 7 passenger
- 2- 5 passenger

The Hancock Central School has adequate capacity to effectively transport 150% of it's current student population. Staff, if needed to be transported, will be transported by a pooling of private transportation vehicles on campus, or will be transported on district vehicles as space permits.

Appendix 2:

Policies dealing with violence on school property

Policy	Description	Page Number
1520	Public Conduct on School Property	14
1520-R	Public Conduct on School Property Regulation	15
5230	Student Social Events	18
5312	Prohibited Conduct	19
5312.1	Drug & Alcohol Abuse	21
5312.1-R	Drug & Alcohol Abuse Regulation	23
5312.2	Dangerous Weapons in School	25
5313.1	Detention	27
5313.2	In School Suspension	28
5313.2-R	In School Suspension Regulation	29
5313.3	Student Suspension	30
5313.3-R	Student Suspension Regulation	31
5330	Searches and Interrogations	33
5330-R	Searches and Interrogations Regulations	34
5431	Suicide Prevention	36
5450.1	Notification of Sex Offenders	37
5450.1-E	Notification of Sex Offenders Exhibit	38
5460	Suspected Child Abuse and Maltreatment	39
5465	Child Abuse in an Educational Setting	41
5710	Violent or Disruptive Incident Reporting	44
8130	School Safety Plans and Teams	45
8133	Bomb Threats	47
8133-R	Bomb Threat Regulations	48
8414.2	School Bus Video System	49
9010.2	Sexual Harassment	50
9010.2-R	Sexual Harassment Regulations	53

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Board of Education recognizes that the primary purpose of the district is to provide a superior atmosphere for learning and education. Any action by an individual or group aimed at disrupting, interfering or delaying the education process or having such effect, is hereby declared to be in violation of Board policy. The Board shall approve rules and regulations to effect this policy as required by Education Law 2801.

The Board also recognizes its responsibility to protect school property and declares its intent to take any and all legal action to prevent its damage or destruction. The Board will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

It is not the intent of this policy to limit freedom of speech or peaceful assembly. The Board recognizes that free inquiry and free expression are indispensable to the objectives of a school district. The purpose of the rules and regulations is to prevent abuse of the rights of others and to maintain public order, not to prevent or restrain controversy or dissent.

Ref: Education Law 2801

Adopted: 4/19/93

PUBLIC CONDUCT ON SCHOOL PROPERTY REGULATION

These rules govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon district property, and also upon or with respect to any other premises or property under the control of the district and used in its teaching programs and activities, and in its administrative, cultural, recreational, athletic, and other programs and activities.

Definition of Terms

A "licensee" is a person who enters the property of the district for such person's own interests, without express or implied invitation (an invitee).

An "invitee" is a person who enters the property of the district with the express or implied permission of an individual who is authorized by the district to give such permission.

Prohibited Conduct

No person, either singly or in concert with others, shall:

1. Willfully cause physical injury to any other person nor threaten to do so, for the purpose of compelling or inducing such other person to refrain from any act which he/she has a lawful right to do, or to do any act which he/she has a lawful right not to do;
2. physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain, except that students may be restrained as permitted under Policy 5314, Corporal Punishment Complaints, or when the person is acting in lawful defense of him/herself or another person;
3. willfully damage or destroy property of the district or property under its jurisdiction, nor remove or use such property without authorization;
4. without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member;
5. enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;
6. without authorization, remain in any building or facility after it is normally closed;
7. refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member,
8. obstruct the free movement of persons and vehicles in any place to which these rules apply;
9. disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or interfere with the freedom of any person to express his/her views, including invited speakers;
10. have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the Superintendent of Schools or his/her designee, whether or not a license to possess the same has been issued to such person (peace officers are excluded from this prohibition);

11. use, possess, sell or distribute alcohol or controlled substances as defined in Board policy 5312.1 Drug and Alcohol Abuse;
12. willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so: and/or
13. distribute or post any written material, pamphlet or poster without the prior written approval of the Superintendent.

Penalties and Procedures

A person who shall violate any of the provisions of these rules shall be subject to the following penalties and procedures:

1. If a licensee or invitee, his/her authorization to remain upon the grounds or other premises, in the event of failure to do so, he/she shall be subject to ejection.
2. If a trespasser or visitor without specific license or invitation, he/she shall be subject to ejection.
3. If he/she is a student, he/she shall be subject to disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning as prescribed by section 3214 of the Education Law and he/she shall be subject to ejection.
4. If a tenured faculty member, he/she shall be subject to ejection, warning, in accordance with section 3020-a of the Education Law.
5. If a staff member in the classified service of the civil service, he/she shall be subject to the penalties and procedures prescribed in section 75 of the Civil Service Law and be subject to ejection.
6. If a staff member other than one described in subdivisions 4 and 5, he/she shall be subject to dismissal, suspension without pay or censure and be subject to ejection.

Enforcement Program

1. The Superintendent of Schools shall be responsible for the enforcement of these rules, and he/she shall designate the other personnel who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.
2. In the case of any apparent violation of these rules by such persons, which, in the judgment of the Superintendent or his/her designee, does not pose any immediate threat of injury to person or property, such school official to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented, In doing so such school official shall warn such person of the consequences of persistence in the prohibited conduct, including their ejection from any district properties where their continued presence and conduct is in violation of these rules.
3. In any case where violation of these rules does not cease after such warning and in other cases of willful violation of such rules, the Superintendent or his/her designee shall cause the ejection of the violator from any premises which he/she occupies in such violation and/or, if appropriate, make recourse to police authorities, The school official may also initiate disciplinary action as hereinbefore provided.

4. The Superintendent or his/her designee may apply to the public authorities for any aid which he/she deems necessary in causing the ejection of any violator of these rules and he/she may request the Board's Counsel to apply to any court of appropriate jurisdiction for any injunction to restrain the violation or threatened violation of such rules.

Amendment

These rules and regulations may be amended or modified by the Board of Education. All future amendments shall be filed with the Regents and Commissioner of Education not later than ten days after adoption.

Adopted: 4/19/93

STUDENT SOCIAL EVENTS**DANCES**

The Superintendent of Schools will determine the number of uniformed school police officers to be on duty at school dances.

All students will be registered when they enter the gym or dance area.

Only registered students of the district and one guest per student will be admitted to school dances. This requirement will be waived for the Annual Homecoming Dance. The Hancock Central School student will be responsible for the guest's behavior.

Three teacher chaperones and three parents will be required to be in attendance at all times. A teacher chaperone will be present near the entrance to the gymnasium at all times to help check people as they enter, and reserve the right to determine when coming in and going from the activity has been in excess.

Appropriate dress will be required of all people attending dances.

Any student or guest coming to a school dance who is in possession of, or under the influence of, alcohol or other substances (as set forth in policy 5313.1), or attempting to sell or use such alcohol or other substances, will be denied admission. The use, sale, possession or distribution of alcohol or other substances after admission will result in the student's immediate expulsion from the dance and simultaneous notification of his/her parents and authorities.

EMPLOYMENT OF BAND OR D.J.

When employing a dance band for social events, the written agreement will include the following responsibilities of the band:

1. No alcoholic beverages or illegal drugs may be brought to, or consumed on, school property.
2. Profanity will not be tolerated.

Any violation of this agreement will result in the forfeiture of the full fee by the band. The actual amount of playing time will be determined by mutual agreement.

ADOPTED: 10/12/93

PROHIBITED CONDUCT

The following discipline code applies to the behavior of all district students while attending school, and/or on school grounds, in school buildings, and/or participating in school-sponsored activities. Serious or flagrant violations of the district's code of conduct can result in an immediate hearing with the Superintendent or the Board of Education. A student may be suspended from school or be subjected to other forms of disciplinary action when such student:

1. engages in conduct which is:
 - a. disorderly, e.g.:
 - 1) fighting or engaging in violent behavior,
 - 2) threatening another with bodily harm,
 - 3) intimidating students or school personnel,
 - 4) making unreasonable noise,
 - 5) using abusive language or gestures, including racial or ethnic remarks which are improper,
 - 6) obstructing vehicular or pedestrian traffic,
 - 7) disorderly conduct on school buses going to and from school or to and from a school sponsored function,
 - 8) creating a hazardous or physically offensive condition by any act which serves no legitimate purpose; or is
 - b. insubordinate, e.g., failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student, or missing or leaving school without permission; or
2. engages in any form of academic misconduct, e.g.:
 - a. tardiness,
 - b. misuse of hall passes,
 - c. missing or leaving school without permission,
 - d. plagiarism, and/or
 - e. cheating; or
3. engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property, e.g.:
 - a. vandalism or any destruction of real and/or personal property
 - b. theft,
 - c. truancy,
 - d. possession/use/sale of drugs or alcohol,
 - e. possession of weapons or fireworks,
 - f. possession or use of tobacco or tobacco products,
 - g. lighting of matches or lighters in the school building,
 - h. gambling, or
 - i. hazing.

Chronic cases of truancy shall necessitate a Person in Need of Supervision (PINS) petition.

Trespassing

A student is not permitted in any school building, other than the one that he/she regularly attends, without permission from the administrator in charge of the building. Should a student be found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against the student.

Cross-ref: 1520, Public Conduct on School Property
5300, Student Conduct
5313, Penalties

ADOPTED: 12/13/93

DRUG AND ALCOHOL ABUSE

The Board of Education is committed to the prevention of alcohol and other substance use/abuse. The term “alcohol and/or other substance” shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as “designer drugs.” This policy describes the philosophy of the district and the program elements the district will use to promote healthy life styles for its students and to inhibit the use/abuse of alcohol and other substances.

No student may use, possess, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

In order to educate student son the dangers associated with substance abuse, the health education curriculum shall include instruction concerning drug abuse for grades K-12. The Board charges the Superintendent to collaborate with district staff, parents, students, community members, organizations and agencies, including alcohol and other substance abuse service providers, in developing the curriculum necessary to implement this policy.

Any staff member observing narcotics possession or usage by students on school grounds or during school-sponsored or supervised events shall report the incident immediately to the Superintendent of Schools, or his/her designee. The Superintendent or his/her designee shall then take immediate action. Any narcotics found shall be confiscated immediately, followed by notification of the parent(s) or guardian of the students(s) involved and the appropriate disciplinary action take, up to and including permanent suspension and referral for prosecution. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

The district will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

- Alcohol and/or substance use/abuse is preventable and treatable.
- Alcohol and/or other substance use/abuse inhibits the district from carrying out is central mission of educating students.
- The behavior of the Board, the administration, and all school staff should model the behavior asked of students.

- While the district can and must assume a leadership role in alcohol and other substance use/abuse prevention, this goal will be accomplished only through collaborative, coordinated efforts with parents, students, staff, and the community as a whole.

The Superintendent will be responsible for providing the Board with an annual review of this policy, the programs and strategies implementing it, and his/her recommendations for revisions to this policy.

Ref: Drug-Free Schools and Communities Act, 20 USC §§3171 et seq.
Drug-Free Schools and Campuses, 34 CFR Part 86
Public Law 101-226
Education Law §§804; 912-a; 3214
General Municipal Law §239-u
Mental Hygiene Law §19.07(c)
Penal Law §§220.00 et seq.
Public Health Law, Article 33
8 NYCRR §§100.2(c); 135.3
New Jersey v. T.L.O., 105 S.Ct. 733 (1985)
Odenheim v. Carlstadt-East Rutherford Region School District, 211 N.J.Super. 54, 510 AD2d 709 (1985)
People v. Scott D., 34 NY2d 483 (1974)
Matter of Wilson, 28 EDR 254 (1988)
Matter of Pollnow, 22 EDR 547 (1983)
Matter of Vetter, 20 EDR 547 (1981)
Matter of Rodriguez, 8 EDR 214 (1969)

ADOPTED: 12/13/93

DRUG AND ALCOHOL ABUSE REGULATION**• Primary Prevention**

The intent of primary prevention programming is to prevent or delay the onset of alcohol and other substance use by students. The components of this programming shall include:

1. A sequential K-12 prevention curriculum that provides for:
 - Accurate and age-appropriate information about alcohol and other substances, including the physical, psychological and social consequences for their use/abuse.
 - Information about the relationship of alcohol and other substance use/abuse to other health-compromising behaviors or illnesses such as HIV and AIDS, teenage pregnancy, eating disorders, child abuse, suicide, and dropping out of school.
 - Helping students develop appropriate life skills to resist the use of alcohol and other substances and to promote healthy life styles.
 - Helping students identify personal risk factors for alcohol and other substance use/abuse and the steps needed for risk reduction.
 - Helping student develop a positive self-concept.
 - Helping students identify when they are under stress and how to manage or reduce such stress through non-chemical means.
2. Training school staff, parents and guardians to use the information and skills necessary to reinforce the components of this policy and regulation in the home, school and community.
3. Community education about the issues of alcohol and other substance use/abuse as a basis for providing a consistent message to district youth.
4. Positive alternatives to alcohol and other substance use/abuse, such as peer leadership programs, service projects, and recreational and extracurricular activities. Such activities will be planned collaboratively with students, school staff, parent(s) or guardian(s), community members, and agencies.

Intervention

The intent of intervention programming is to eliminate any existing use/abuse of alcohol and other substances, and to identify and provide supportive services to kindergarten through 12th grade students at high risk for such use/abuse. The components of such programming shall include:

1. providing alcohol and other substance use/abuse assessment and counseling services for students;
2. developing a referral process between district school and community providers;
3. identifying and referring students to appropriate agencies when their use/abuse of alcohol and/or other substance requires counseling and/or treatment;

DANGEROUS WEAPONS IN SCHOOL

No student shall have in his or her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, knife, dangerous chemical, explosive, or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm.

Any student found guilty of bringing a firearm, as defined in section 921 of Title 18 of the United States Code* onto school property after a hearing has been provided pursuant to section 3214 of the Education Law will be subject to at least a one-year suspension from school. However, after this penalty and may modify such suspension on a case-by-case basis. If the Superintendent believes a one-year suspension penalty to be excessive, he/she may modify the penalty based on criteria including but not limited to:

1. the age of the student;
2. the student's grade in school;
3. the student's prior disciplinary record;
4. the Superintendent's belief that other forms of discipline may be more effective;
5. input from parents, teachers and/or others; and
6. other extenuating circumstances.

The Superintendent shall refer any student, under the age of sixteen (16), who has been determined to have brought a firearm to school to Family Court; students over the age of sixteen (16) will be referred to the appropriate law enforcement authorities.

Students with disabilities can only be suspended consistent with the provisions of Individuals with Disabilities Education Act and Article 89 of the Education Law.

Authorized law enforcement officers are the only people permitted on school property to have a weapon in their possession.

* According to section 921, a firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any such weapon; and any explosive, incendiary or poison gas including bombs, grenades, rockets or similar devices. Not included in this definition are antiques firearms, knives, Class-C fireworks and rifles which are used as part of school's hunting or rifle clubs or military education.

Cross-ref: 4321, Students with Disabilities
5313.3, Student Suspension
5313.3-R, Student Suspension Regulation
5330, Searches and Interrogations

Ref: Gun Free Schools Act of 1994, 20 USC §§3351; 8921; 8922
18 USC §921
20 USC §§1400 et seq. (IDEA)
Education Law §3214(3)
Education Law §§4402 et seq. (Article 89)
Hoing v. Doe, 108 S. Ct. 592 (1988)
Guidelines Concerning State and Local Responsibilities under the Gun-Free
Schools Act of 1994, National School Board Association, January 19, 1995

ADOPTED: 3/12/98

DETENTION

The board of Education believes that detention is an effective method of discipline for students. A student who violates the student disciplinary code may be assigned detention by the school office or any member of the faculty. A list of those on detention can be found on the daily absentee sheet. In order for a student to be placed on detention, the Building Principal and the parent(s) or guardian(s) must be notified, and the student must have transportation home.

Cross-ref: 5311, Student Rights and Responsibilities
5313.1, Penalties

ADOPTED: 12/13/93

IN-SCHOOL SUSPENSION

The Board of Education recognizes the importance of school attendance. Therefore, suspension or expulsion from school must be viewed as a last resort in dealing with student disciplinary infractions. The Board also recognizes the need to remove unruly or disruptive students from the regular class so that learning can take place in the classrooms.

Cross-ref: 5313.3, Student Suspension

Ref: Education Law 3214

Matter of Watts. 23 EDR 459 (1984)

ADOPTED: 12/13/93

IN-SCHOOL SUSPENSION REGULATION

Students may be assigned to in-school suspension for a specified period of time. Students may not attend classes during this time unless a special request is made by a teacher and that request is approved by an administrator.

1. At the discretion of the Superintendent of Schools or his designee, as student who would otherwise be subject to a suspension from attendance as the result of a disciplinary infraction may be placed on in-school suspension for a period not to exceed five (5) school days.
2. Prior to the imposition of an in-school suspension, the Superintendent shall provide the student with an opportunity to explain the facts and circumstances surrounding the alleged infraction leading to the imposition of an in-school suspension.
3. Upon imposition of an in-school suspension, the student's parent(s) or guardian shall immediately be notified in writing of the dates of the suspension and a description of the incident(s) which resulted in the suspension. The written notice shall be provided by personal delivery or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the suspension, at the last known address (es) of the parent(s) or guardian(s). If possible, notice will also be provided by telephone. Such notice shall inform the parent(s) or guardian(s) of their right to request an immediate informal conference with the Superintendent or building principal where they may ask questions of complaining witnesses. Both notice and informal conference shall be in the dominant language or mode of communication used by the parent(s) or guardian(s).
4. The student's teachers will be notified in writing that alternative instruction assignments for the period of suspension should be sent to the suspension room.
5. The suspended student shall report at the beginning of the next school day following the imposition of a suspension room. He/She must come prepared with books, materials and long-term assignments.
6. The student will remain in the suspension room during the full school day with appropriate breaks at mid-morning and mid-afternoon. He/She must be prepared to work the entire day.
7. The suspension room will retain an atmosphere of quiet, conducive to study, with strict rules of behavior.
8. The suspension teacher will enforce the rules of behavior in the suspension room and will render tutorial assistance where possible. If necessary, the subject teacher will be contacted for assistance. The teacher will also be alert to student behaviors or problems which may require referral to the school psychologist, guidance counselor, or other professional. The teacher will also, where appropriate, recommend steps to improve a student's behavior.
9. Completed assignments will be turned in to the suspension teacher. Students are encouraged to attend extra help after school.
10. The suspension teacher will be a certified teacher.
11. No more than 15 students will be assigned to one suspension teacher during in-school suspension.
12. Failure to conform with these regulations will result in mandated detention, extended in-school suspension or out-of-school suspension.

ADOPTED: 12/13/93

STUDENT SUSPENSION

The Superintendent of Schools will prepare and issue such regulations (consistent with the laws, statutes and regulations of the State of New York) as necessary to establish procedures for the suspension of students.

The Board of Education, the Superintendent and Building Principals will have the power to suspend students for serious infractions of rules of conduct for periods not to exceed five school days. The Board and/or Superintendent may also suspend a student for longer than five (5) days. In such cases, the Superintendent and/or Building Principal will immediately provide written notification of the suspension to the student's parent(s) or guardian(s) and will afford the opportunity for a hearing with respect to the basis of such suspension. The notice and hearing will comply with the Education Law and Commissioner's Regulations as outlined in the related regulation, 5313.3-R.

A student of compulsory attendance age will be offered alternative instruction in the event that he/she is suspended from regular instruction.

Ref: Education Law §3214

ADOPTED: 12/13/93

STUDENT SUSPENSION REGULATION

The following procedural elements are applicable to the initiation and processing of student suspensions:

1. The Board of Education retains its authority for the suspension of students. The Board places the prime responsibility for such suspension(s) with the Superintendent of Schools, and to the Building Principals in cases of suspension for up to five days. Any professional staff member may, however, initiate a recommendation for suspension to the Superintendent or Building Principal. Such a recommendation shall be in writing unless the conditions underlying the recommendation warrant immediate and expeditious attention. Even in such cases a written report is to follow.
2. The Superintendent or Building Principal, upon receipt of a recommendation for suspension, or in processing a case for suspension, shall gather the facts relevant to the matter and shall record them for subsequent presentation, if necessary.
3. If a suspension of five days or less is determined to be the appropriate form of disciplinary action, the Superintendent or Building Principals shall immediately notify the student orally or in writing, and shall immediately notify the student's parent(s) or guardians(s) in writing that the student has been suspended from school. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of the notice within 24 hours of the suspension at the last known address (es) of the parent(s) or guardian(s). If possible, such notice will also be provided by telephone. The notice shall provide a description of the charges against the student, and the incident(s) which resulted in the suspension, and shall inform the parent(s) or guardian(s) of their right to request an immediate informal conference with the Superintendent or Building Principals. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parent(s) or guardian(s). At this conference, the parent(s) or guardian(s) shall be permitted to ask questions of complaining witnesses under such procedures as may be established by the Superintendent or Building Principal. After the conference, the Superintendent or Building Principal shall promptly advise the parent(s) or guardian(s) of his/her decision and that they may appeal the decision to the Board.
4. When the Superintendent determines that suspension for more than five days is warranted, he/she shall give reasonable notice to such pupil and the parent(s) or guardian(s) of their right to a fair hearing. At this time the pupil shall have the right of representation by counsel, with the right to question witnesses against him/her and present witnessed and other evidence on his/her behalf. The Superintendent shall personally hear and determine the proceeding or may, in his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him/her. A record of the hearing shall be maintained, but no stenographic transcript shall be required and a tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof. An appeal of the decision of the Superintendent may be made to the Board which will make its decision solely upon the record before it. The Board may adopt in whole or in part the decision of the Superintendent.

5. The Superintendent may suspend a student from school attendance who, in the judgment of the Superintendent, is insubordinate or disorderly, or whose conduct otherwise endangers the health, safety, morals or welfare of others, or whose physical or mental condition endangers the health, safety or morals of himself/herself or others. In such case, the student will be provided with alternative instruction off campus or on approved by the Superintendent.

6. If a student under the age of 16 is suspended for over 5 days, alternative means for instruction will be provided for such student. As a general rule, an alternative program of instruction will also be sought for any pupil 16 years of age or older who presents a sincere desire to complete his/her high school education.

Suspension Procedures for Students with Disabilities

Students with disabilities should not be disciplined if their inability to conform to the school's code of conduct is due to their disability.

With the exception of the five day or less suspension, this regulation does not apply to a student identified as having a disability (ies). All matters of discipline in cases of suspensions of more than five days will be immediately referred to the CSE for review and modification, if appropriate, of such student's individualized education program. If there is any doubt as to whether the behavior is directly related to the students' disability, the case will be referred to the CSE immediately. The CSE will decide if counseling or disciplinary action will be taken and/or if a change or placement is appropriate.

Pending the outcome of appeal procedures related to such modification, if the behavior of a student endangers the health and safety of himself/herself or others, the immediate alternative placement of the student.

Ref: Education Law 3214
8 NYCRR 100.2(1)(iv)
Honig v. Doe, 108 S. Ct. 592 (1988)

ADOPTED: 12/13/93

SEARCHES AND INTERROGATIONS

In an effort to maintain an orderly and safe environment in district schools, the Board of Education authorizes the Superintendent of Schools or his/her designee to conduct searches of students and their possessions for illegal matter or matter which otherwise constitutes a threat to the health, safety, welfare or morals of students attending our schools.

In authorizing such searches, the Board acknowledges both state and federal constitutional rights which are applicable to personal searches of students and searches of their possessions (i.e., pocket contents, bookbags, handbags, etc.). Such searches shall not be conducted unless founded upon reasonable suspicion.

Students shall be informed by the administration that school lockers, desks or other storage places are not their private property but the property of the school district and that as such may be opened and subject to inspection from time to time by school officials.

Realizing the intrusive nature of any search which requires a student to remove any and/or all clothing, the Board authorizes such searches to be conducted only upon the existence of probable cause as determined following a review of the facts by the School Attorney or the Superintendent in the absence of the School Attorney. However, searches of outer coats or jackets is permitted when founded upon reasonable suspicion.

The Superintendent shall establish regulations regarding personal searches of students in accordance with this policy and the law. Interrogations of Students by Child Protective Services are also subject to administrative regulations.

When possible, police authorities shall deal directly with parents or guardians of students. When investigations involve the school, district staff are to cooperate with the police and make every effort to contact the parent(s) or guardian(s) prior to the investigation in order that they may be represented, if they so desire.

Ref: N.J. v. TLO, 105 S.Ct. 733
People v. Overton, 24 N.Y. 2d 522
People v. Scott D., 34 N.Y. 2d 483
People v. Ronald B., 61 A.D. 2d 204

ADOPTED: 12/13/93

STUDENT SEARCHES AND INTERROGATIONS REGULATION

1. Pursuant to Board of Education policy, students may be subject to personal searches and searches of their possessions where reasonable suspicion exists to conduct such search.
2. Searches may be conducted by the Superintendent of Schools or his/her designee.
3. A search based upon the reasonable belief that the health or safety of those in our schools is seriously and immediately threatened may be conducted with as much speed as is required to protect persons and property.
4. Reasonable suspicion to conduct a search shall be based upon the student's age, the student's history and record in school, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search and the probative value and reliability of information used as justification for the search.
5. The request for a search of a student or student's possessions shall be directed to the Superintendent, who shall attempt to obtain an admission from the student of possession of the illegal matter or a voluntary consent to the search. The search shall be limited to the extent necessary to locate the illegal matter.
6. Whenever practicable, the search should be conducted in the privacy of administrative offices and the student should be present when his/her possessions are being searched.
7. No search which requires a student to remove any and/or all clothing may be conducted unless probable cause exists and the same has been authorized in advance by the School Attorney or the Superintendent in the absence of the School Attorney. Such searches shall be conducted by an administrator or nurse of the same sex as the student in the presence of another school district professional employee who is also of the same sex. Students may be requested to remove outer coats and jackets without the above precautions.
8. The Superintendent or his/her designee shall be responsible for the prompt recording in writing of each student search. Such writing should include the reasons for the search, information received that established the need for the search and the name of the informant(s) from whom the information was received (informants other than the school district employees will be considered reliable if they have previously supplied information which was accurate and verified, if they make an admission against their own penal interest or if the same information is received independently from several informants). The written record of the student's search shall also contain the names of those persons who were present when the search was conducted, any substance or objects discovered, and the disposition of such matter.
9. The Superintendent or his/her designee shall be responsible for the custody, control and disposition of any illegal or dangerous matter taken from a student. He or she will remain in control of such substance or objects unless the same are delivered to police authorities whereupon it shall be the responsibility of the Superintendent to personally deliver such matter to police authorities.
10. Under law, students have no reasonable expectation of privacy rights in school lockers, desks or other storage places with respect to the school authorities. The Superintendent shall give notice to all students that lockers, desks and other school storage places may be subject to inspection at any time by school officials.
11. No police officer shall be allowed to perform a student search unless authorized by a search warrant or upon demonstrating probable cause to establish that the commission of an illegal act is occurring on school premises. In the event that the authorities attempt to remove any student will require that authorities produce a proper warrant for his/her arrest. The actual process of taking any student into custody will be performed in the

Principal's or the Superintendent's office. In the case of a police officer presenting a search warrant, the Superintendent shall first attempt to inform the parent or guardian of the police demand to search in order to afford the parent or guardian an opportunity to be present at the search. In the event that the parent or guardian cannot be contacted prior to a police search, the parent or guardian shall be informed of the search in writing by the Superintendent as soon thereafter as is practicable.

• **Regulation Pertaining to**
Child Protective Services' Investigations

From time to time, Child Protective Services may desire to conduct interviews of students on school property. Such interviews generally pertain to allegations of suspected child abuse and/or neglect. The following guidelines apply to all such interviews:

1. All requests by Child Protective Services to interview a student of the district on school property shall be made directly to the Superintendent of Schools.
2. The time and place of such interview shall be designated by the Superintendent in his/her absolute discretion.
3. Any such interview conducted by the Child Protective Services shall be made in the presence of the Superintendent, or in the event that the Superintendent cannot be present, in the presence of a staff person designated by the Superintendent for that purpose. In the event that the Superintendent is not present within the District, then such interview shall not take place unless it is in the presence of the school nurse. No such interview shall take place without the presence of three designated persons.
4. This regulation shall apply to all interviews requested by the Department of Social Services, Child Protective Services, as it pertains to that agency's investigations involving a student. Such investigation shall include, but shall not be limited to, suspected child abuse, suspected child neglect and custody investigations.
5. This regulation is for the protection and benefit of the students of the district and every reasonable effort shall be made to accommodate the request of the Department of Social Services, Child Protective Services, as it relates to the aforementioned investigations.

ADOPTED: 12/13/93

SUICIDE PREVENTION

Adolescent suicide is a major cause of death for teenagers. The Board of Education shall attempt to address the problem through intervention, prevention and education.

It is understood that district employees do not have expertise either in the general area of mental health care nor the specific area of adolescent suicide. However, all school personnel and most specifically guidance counselors and teachers who work with students shall receive training to assist them to recognize clues and give help once suicide appears as a possibility for a student known to them. The Superintendent of Schools is responsible for planning and implementing personnel in service programs which address the problem of adolescent suicide. The programs may be planned in cooperation with the state or community mental health agency.

ADOPTED: 12/13/93

NOTIFICATION OF SEX OFFENDERS

The Board of Education acknowledges the efforts of local law enforcement to inform the district when persons with a history of sex offenses against children are being paroled or have moved into the community. The purpose is to notify schools and other vulnerable entities of the possible danger within their community. As part of its duty to protect students under its care, the district shall cooperate with the police and other law enforcement agencies in this endeavor.

The Board directs the Superintendent of Schools to ensure the dissemination of any identifying information provided by the local law enforcement agency to pertinent staff including Building Principals, staff who issue visitors' passes, bus drivers, custodians, playground monitors, security personnel, and coaches. All other staff members are to be informed of the availability of the information. Staff members shall check with their supervisor if they observe any suspicious person(s) in an area where children congregate, and shall be directed to contact local law enforcement agencies, if a paroled sex offender is so observed.

[The Board shall notify parents of students and other members of the community about such releases and remind them of the security measures and personal safety instruction provided at school.]

All requests for information provided by the Division of Parole must be directed to the district's Freedom of Information Law Records Access Officer.

The Superintendent shall establish any necessary regulations for implementing this policy with the advice of the school attorney.

Cross-ref: 1120, School District Records
1240, Visitors to the Schools
5450, Student Safety

Ref: *Shante D. v. City of New York*, 83 NY2d 948 (1994)
Mirand v. City of New York, 84 NY2d 44 (1994)
Stoneking v. Bradford Area S.D., 882 F.2d 720 (2d Cir. 1989)
Guidelines for the Supervision of Sex Offenders (Revised), NYS Div. of Parole,
August 1994
Information relating to Notification by Parole of Release of Sex Offenders,
Memorandum to Superintendent of Schools from Executive Director, NYS
Council of School Superintendents, November 9, 1994

ADOPTED: 12/13/93

NOTIFICATION OF SEX OFFENDERS EXHIBIT

Dear Parents and Guardians,

In accordance with New York State's Sex Offender Registration Act, local law enforcement agencies will, at their discretion, be notifying school administrators of sex offenders living or working in this district. Such information may include the offender's address or zip code, photograph, crime of conviction, modus of operation, type of victim targeted and the description of any special conditions imposed on the offender. As of now we (have/have not) received such notification.

Any time we receive this information, it will be circulated to Building Principals, staff who issue visitors' passes, bus drivers, custodians, playground monitors, and coaches. All other staff members will be informed of the availability of the information. All staff have been directed to check with their supervisor if they observe any suspicious person(s) in an area where children congregate, and to contact law enforcement agencies if a paroled sex offender is so observed.

We are dedicated to the safety of our children while they're in school. All of our schools have strict sign-in/sign-out procedures for our students, and all visitors must first report to the school's main office for a visitor's pass. In addition, our school curriculum includes teaching personal safety and stranger awareness skills.

We encourage you to talk to your children about personal safety. Books and other resources are available from school counselors, if necessary.

Specific questions about this matter may be directed to (Name, address and telephone of Local Police).

Please be assured that the school district will continue to take responsible and appropriate measures to protect our students.

Very truly yours,

Superintendent of Schools

SUSPECTED CHILD ABUSE AND MALTREATMENT

The Board of Education recognizes that because of their sustained contact with school-aged children, employees are in an excellent position to identify abused or maltreated children and refer them for treatment and protection.

Pursuant to applicable law, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment will immediately report this to the Building Principal who will report the case to the New York State Child Abuse and Maltreatment register, as required by law.

The report shall be made by telephone or by telephone facsimile machine on a form supplied by the Commissioner of Social Services. A written report shall be made within forty-eight hours to the appropriate local child protective service, and to the statewide Central Register for Child Abuse and Maltreatment.

School employees and officials will not contact the child's family or any other person to determine the cause of the suspected abuse or maltreatment. It is not the responsibility of the school official or employee to prove that the child has been abused or maltreated.

Any school official or employee who has cause to suspect that the death of any child is a result of child abuse or maltreatment must report that fact to the appropriate medical examiner or coroner.

In accordance with the law, any employee who fails to report an instance of suspected child abuse or maltreatment may be guilty of a Class A misdemeanor and may be held liable for the damages caused by the failure to report. The law grants employees and other persons who report instances of child abuse immunity in good faith from any liability that might otherwise be incurred.

The district will cooperate to the extent possible with authorized child protective services workers in investigations of alleged child abuse.

The school district will cooperate to the extent possible with authorized child protective services workers in investigations of alleged child abuse.

The school district shall maintain an ongoing training program which will address the identification and reporting of child abuse and maltreatment. Attendance at sessions of this training program shall be required of all district employees who come in contact with students. Attendance records shall be kept, and notations will be made in personnel files as to the dates of attendance.

The Superintendent shall develop, with input from appropriate personnel, a plan for implementation of such a training program, to be approved by the Board. In addition, the policy and regulations will be included in all employee handbooks and distributed annually to all personnel who are not covered under existing handbooks. The Superintendent will prepare and implement all regulations as are necessary to accomplish the intent of this policy.

A copy of this policy, along with the administrative regulations explaining the reporting requirements, shall be distributed to all members of the professional staff.

Cross-ref: 5314, Corporal Punishment Complaints
5500, Student Records

Ref: Child Protective Services Act of 1973
Social Services Law §§411 et seq.
Family Court Act §1012
Family Educational Rights and Privacy Act,
20 USC §1232g, 45 CFR §99.36
Education Law §3209-a

ADOPTED: 12/13/93

CHILD ABUSE IN AN EDUCATIONAL SETTING

The Board of Education recognizes that children have the right to an educational setting that does not threaten their physical and emotional health and development. Child abuse by school personnel and school volunteers violates this right and therefore is strictly prohibited.

Allegations of child abuse by school personnel and school volunteers shall be reported in accordance with the requirements of Article 23-B of the Education Law.

Required Reporters

Any person holding any of the following positions shall be required to promptly report written and oral allegations of child abuse in an educational setting:

School board member

Teacher

School nurse

School guidance counselor

School psychologist

School social worker

School administrator

Other school personnel required to hold a teaching or administrative license or certificate

For purposes of this policy, persons holding these positions shall be referred to as “required reporters.” Other district employees may, of course, report allegations of child abuse allegedly committed by district staff and volunteers and are encouraged to do so.

Definitions

For purposes of this policy, “educational setting” means the building and grounds of the district, the vehicles provided by the district to transport students to and from school buildings, field trips, co-curricular and extra-curricular activities both on and off school district grounds, all between an employee or volunteer and a child has allegedly occurred.

“Child” means a person under the age of 21 enrolled in a New York State school district, other than New York City.

“Child abuse” generally refers to any intentional or reckless act by an employee or a volunteer against a child which injures or kills a child or creates a risk of injury or death, or constitutes child sexual abuse, or involves the actual or attempted dissemination of indecent materials to minors. If a required reporter or any other district employee has a question as to whether alleged conduct constitutes “child abuse”, he or she shall promptly raise the question to the principal of the building where the abuse is alleged to have occurred. The principal shall consult Article 23-B of the Education Law or the school attorney, if necessary to determine whether the allegations constitute child abuse.

Reporting Requirements

Required reporters and any other district employee deciding to report an allegation of child abuse by district staff or volunteers shall complete a written report as soon as practical after receiving the allegation, but in no event shall a required reporter wait more than one workday to file a report

The required reporter shall personally file the report with the principal of the school in which the child abuse allegedly occurred.

If the alleged abuse did not occur in a school building, the report shall be filed with the principal of the school attended by the alleged victim.

If the alleged abuser is an employee or volunteer of another district, the report shall be sent to the superintendent of the district where the alleged child victim attends school and to the superintendent of the district where the abuse allegedly occurred (if different). The report shall be prepared on a standard form supplied by the district. Each building principal shall keep a supply of the forms available in his or her office.

Upon receiving a written report, the principal shall determine whether there is reasonable suspicion to believe that an act of child abuse as occurred. If the person making the allegation of abuse is someone other than the child or the child's parent, the principal shall contact the person making the report to learn the source and basis for the allegation.

If the principal determines there is reasonable suspicion, he or she shall promptly notify the parent of the alleged child victim (assuming that the parent is not the person who originally reported the alleged abuse). The notice shall be given by telephone (if possible) and in writing, sent via overnight mail to the parent.

The notice shall inform the parent of his or her rights and responsibilities related to the allegations of abuse.

The principal shall also promptly provide a copy of the written report to the superintendent and send a copy to the appropriate law enforcement authorities. In no event shall the principal delay in sending the report to law enforcement because of an inability to contact the superintendent.

The superintendent shall send to the Commissioner of Education any written report forwarded to the local law enforcement authorities where the employee or volunteer alleged to have committed an act of child abuse holds a certificate or license issued by the department.

Rights of Employees and Volunteers

Employees. Pending resolution of the allegations, no employee against whom an allegation of child abuse has been made shall be permitted to have unsupervised contact with any district student. Any employee against whom an allegation of child abuse has been made and against whom the district intends to take adverse action shall be entitled to receive a copy of the report and to respond to the allegations.

Volunteers. Pending resolution of the allegations, no volunteer against whom an allegation of child abuse shall be permitted to render volunteer services to the district. Any volunteer against whom an allegation of child abuse has been made and against whom the district decided to take adverse action shall be entitled to receive a copy of the report and to respond to the allegations.

Confidentiality. All reports and other written material submitted pursuant to this policy and Article 23-B of the Education Law shall be confidential and may not be redisclosed except to law enforcement authorities involved in investigating the alleged abuse or except as expressly authorized law or pursuant to a court-ordered subpoena. The principal and superintendent shall exercise reasonable care to prevent unauthorized disclosure.

Required Reporters. Any required reporter who willfully fails to make a written report of alleged child abuse required by Article 23-B of the Education Law shall be subject to criminal penalties provided for in law, as well as disciplinary sanctions imposed in accordance with law and any applicable collective bargaining agreement.

Administrators. Any administrator who (1) willfully fails to submit a written report to alleged child abuse to an appropriate law enforcement authority as required by Article 23-B of the Education Law, or (2) makes any agreement to withhold from law enforcement authorities, the Superintendent or the Commissioner, the fact that an allegation of child abuse in an educational setting on the part of any employee or volunteer has been made in return for the employee's or volunteer's resignation or voluntary suspension from his or her position, or (3) willfully discloses a confidential record shall be subject to criminal penalties provided for in law, as well as disciplinary sanctions imposed in accordance with law and any applicable collective bargaining agreement. In addition, the Commissioner of Education may, following an administrative determination, impose a civil penalty of up to five thousand dollars on any administrator who fails to submit a report of child abuse to an appropriate law enforcement authority.

Record Retention

Any report of child abuse by an employee or volunteer that does not result in a criminal conviction shall be expunged from the records kept by the district with respect to the subject of the report after five years from the date the report was made.

Training

The Superintendent shall be responsible for establishing and implementing on an on-going basis a training program for all required reporters on the procedures required under Article 23-B. The program shall include at a minimum all the elements specified in Commissioner's regulations.

Ref: Education Law 1125-1133
8NYCRR 100.2 (hh) (Reporting of Child Abuse in an Educational Setting)

ADOPTED: October 9, 2001

VIOLENT OR DISRUPTIVE INCIDENT REPORTING

The Board of Education is committed to promoting and maintaining the safety of all students, staff and visitors to the schools. Consistent with this commitment and in accordance with state law and regulation, the district shall submit an annual report to the Commissioner of Education regarding violent or disruptive incidents in the form prescribed by the Commissioner.

Reporting Requirement

Each building principal shall be responsible for preparing on regular basis a report of all the violent or disruptive incidents that have occurred in the building and forwarding the report to the Superintendents of Schools. The superintendent shall be responsible for compiling the reports received from the building principals in the annual report and submitting the report to the Commissioner. The report shall contain all the information required by law and shall be filed with the Commissioner on or before September 30 of each year.

Each building principal shall be responsible for assuring that copies of each report at the building level are retained for the period prescribed in the records retention schedule issued by the State Education Department and published as Appendix I to the Commissioner's Regulations.

Confidentiality

Any violent or disruptive incident report prepared in accordance with law shall be available for inspection by the State Education Department upon request. All names and other personally identifiable information included in any report shall be confidential and shall not be disclosed to any person for use by any person for purposes other than the reporting purpose in Education Law 2802, except as otherwise authorized by law.

Ref: Education Law 2802 (Uniform Violent Incident Reporting System)
8 NYCRR 100.2 (gg) (Uniform Violent Incident Reporting System)
8 NYCRR 185.11 (Appendix I) (Records Retention and Disposition Schedule Ed-1)

ADOPTED: October 9, 2001

SCHOOL SAFETY PLANS AND TEAMS

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and amend a comprehensive district-wide school safety plan and building-level emergency response plan(s) regarding crisis intervention, emergency response and management.

Taken together, the district and the building plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of emergencies and violent incidents in district schools.

In accordance with state law and regulation, the district shall have the following school safety teams and plans to deal with crisis intervention and emergency response and management:

Comprehensive district-wide school safety team and plan

The Board will appoint a district-wide school safety team that includes, but is not limited to, a representative from the Board, student, teacher, administrator, and parent organization, school safety personnel and other school personnel. This team shall be responsible for the development and review of a comprehensive district-wide school safety plan. The plan shall cover all district school building and shall address crisis intervention, emergency response and management at the district level. It shall include all those elements required by law and regulation.

A copy of the plan shall be available in the district offices for inspection by the public.

Building-level emergency response teams and plans

Each building principal shall be responsible for appointing a school safety team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, local law enforcement officials, local ambulance and other emergency response agencies. The school safety team shall be responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) shall address communication, emergency response, and evacuation at the building level and shall include all procedures required by law and regulation.

Within each building, the school safety team shall designate:

An emergency response team that includes appropriate school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and A post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency

The building principal shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

Team Appointments

The members of all district and building-level teams shall be appointed on an annual basis. In appointing team members, the board and the building principal will make an effort to include other persons beyond those groups identified in law and policy who can contribute to ensuring continuity among the plans.

Annual Review and Report

Each plan shall be reviewed by the appropriate school safety team by July 1st every year and updated as needed. Each team shall submit a report to the board annually stating that it has reviewed the plans and setting forth its recommendations for revisions, if any, to the plan. In conducting the review, the building-level teams shall consider any changes in personnel, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans.

The Superintendent of Schools shall be responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. Each building principal shall be responsible for filing the building-level safety plan for his or her building and any amendments to the plan with the appropriate local law enforcement agency and state police within 30 days after their adoption.

Ref: Education Law 2801-a (school safety plans)
Executive Law 2B (state and local natural and manmade disaster preparedness)
8 NYCRR Part 155 (Educational Facilities)
Project SAVE Guidance Document for School Safety Plans, New York State
Education Department, April 2001

ADOPTED: October 9, 2001

BOMB THREATS

Any bomb threat to the district shall be taken seriously. The Superintendent of Schools shall develop procedures to be followed in the event of a bomb threat and all appropriate personnel shall receive a copy of these regulations.

ADOPTED: 5/23/94

BOMB THREAT REGULATIONS**Established Bomb Threat Incident Plan****• 1. Person receiving call**

- a. Upon receipt of bomb threat by telephone:
Question the caller as to:
Where, specifically, is bomb located?
What does the bomb look like?
When, exactly, is bomb set to go off?
Why is caller is doing this?
Who is the caller?
Write down answers to the above.
Listen for identifying speech characteristics; male/female; young/old.
- b. Notify the police (or fire department) immediately: Follow their instructions.
- c. Notify the building administrator.

• 2. Building Administrator

- a. Develop an Emergency Evacuation Plan: Include routes of travel within the building to designated outdoor assembly areas and roll-call procedures
- b. Notify the staff and students to evacuate part or all of the building, as appropriate.
DO NOT MENTION “BOMB SCARE.”
 1. Use the public address system, NOT the fire alarm.
 2. Notify the Superintendent of Schools.

• 3. Building Administrator; Buildings and & Grounds Person

- a. Upon the arrival of the police/fire department, advise them of the situation and follow their instructions.
- b. Advise the Superintendent.

4. Police/Fire Department: Terminate the emergency**• 5. Superintendent; Administrator**

- a. Use the public address system (if available) and the student transportation system.
- b. Resume, curtail or cease building operation, as appropriate: Notify the staff and students.

6. Superintendent: Prepare a written report of the incident and submit to the Board of Education.

SCHOOL BUS SAFETY VIDEO SYSTEM

The Board of Education has authorized the use of video system on the school vehicles to promote safety and improve student discipline. The Superintendent of Schools shall establish procedures and regulations for the used of this system in keeping with all statutory requirements and regulations. The Superintendent shall also designate school officials who will implement and maintain the system.

ADOPTED: 5/23/94

SEXUAL HARASSMENT

The Board of Education is committed to safeguarding the right of all employees within the school district to a work environment that is free from all forms of sexual harassment. Sexual harassment does not only depend upon the offender's intention but also upon how the target perceives the behavior or is affected by it. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as supervisors.

Therefore, the Board condemns all unwelcome behavior of a sexual nature which is either designed to extort sexual favors from an employee as a term or condition of employment, or which has the purpose or effect of creating an intimidating, hostile, or offensive working environment. The Board also strongly opposes any retaliatory behavior against complainants or any witnesses.

Any employee who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately so that appropriate corrective action, up to and including discharge of the offender, may be taken at once. In the absence of a victim's complaint, the Board, upon learning of, or an investigation is promptly commenced by appropriate individuals.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the district's collective bargaining agreements and the tenure laws.

A copy of this policy and its accompanying regulation are to be distributed to all supervisory and non-supervisory personnel and posted in appropriate places.

Ref: Civil Rights Act of 1964, Title VII, 42 U.S.C. §2000-e2 (a)
Equal Employment Opportunity Commission Policy Guidance
(N-915.035) on Current Issues of Sexual Harassment, effective 10/15/88
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

ADOPTED: 11/14/94

HANCOCK CENTRAL SCHOOL

SEXUAL HARASSMENT POLICY

It is policy of the district that all employees and students have a right to work or study in an environment free of discrimination, which encompasses freedom from sexual harassment. The district strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the district must avoid offensive or inappropriate sexual or sexually harassing behavior at school on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the district prohibits the following:

- Unwelcome sexual advances,
- Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship,
- Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development,
- Any verbal or physical conduct that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties,
- Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisory personnel or students is also prohibited. This behavior includes but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendos, and sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students, or visitors are urged to report such conduct to the compliance officer so that the district may investigate and resolve the problem. If the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the employee or student may go to the Superintendent or a person appointed by the Superintendent to handle the complaint.

The district will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm allegations, appropriate corrective action will be taken.

The district will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable the collective negotiations agreement.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the district in the investigation of a complaint. However, if after investigation any complaint of harassment or unlawful discrimination, the district learns that the complaint is not in good faith or that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

The procedure to investigate any complaint shall be consistent with the Anti-Discrimination Policy ___(make reference to the policy adopted by the Board recommended in Legalgram 202, as amended, a copy of which is attached).

Adopted by the Board of Education on 5/9/94

SEXUAL HARASSMENT REGULATION

Definitions

Employee shall mean all teaching, administrative and support personnel.

Immediate supervisor shall mean the person to whom the employee is directly responsible (e.g., Department Head, Building Principal).

Procedures

Employees who believe they have been subjected to sexual harassment are to report the incident to their immediate supervisor. Should the immediate supervisor be the alleged harasser, the report shall be made to the next level of management. Incidents of sexual harassment may be reported informally or through the filing of a formal complaint.

All reports of sexual harassment will be held in confidence subject to all applicable laws and any relevant provisions found in the district's collective bargaining agreements.

Consistent with federal and state law, and all applicable provisions contained in the district's collective bargaining agreements, the following procedures shall be employed in handling any report, investigation and remedial action concerning allegations of sexual harassment:

Informal Complaints

Employees who believe they have been subjected to sexual harassment may request that an informal meeting be held between themselves and the appropriate remedial steps available. The supervisor will then promptly discuss the complaint with the alleged harasser. Should the harasser admit the allegations, the supervisor is to obtain a written assurance that the unwelcome behavior will stop. Depending on the severity of the charges, the supervisor may recommend that further disciplinary action be taken. Thereafter, the supervisor is to prepare a written report of the incident and inform the complainant of the resolution. The complainant is to indicate on the supervisor's report whether or not he/she is satisfied with the resolution.

If the complainant is satisfied with the resolution, the incident will be deemed closed. However, the complaint may be reopened for investigation if a recurrence of sexual harassment is reported. The supervisor is to inform the complainant to report any recurrence of the harassment or any retaliatory action that might occur.

Should the complainant be dissatisfied with the resolution, he/she is to file a formal written complaint.

If during the supervisor's informal attempt to resolve the complaint, the alleged harasser admits the allegations but refuses to give assurance that he/she will refrain from the unwelcome behavior, the supervisor is to file a report with the next appropriate level of management. The report is to indicate the nature of the complaint, a description of what occurred when the supervisor informed the alleged harasser of the allegations against him/her, the harasser's response to the allegations, and a recommendation that stronger corrective measures be taken. This report should be accompanied by a formal complaint.

Should the alleged harasser deny the allegations, the supervisor is to inform the complainant of the denial and state that a formal written complaint will be required for further formal investigation. The supervisor will file a report with the next level of management on what has transpired to date. If the complainant submits a formal complaint, a copy of it should accompany the supervisor's report with a recommendation for further action.

Formal Complaints

Formal complaints may be submitted either to initially report any incidence of sexual harassment, or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. In the latter case, the formal written complaint is to be submitted to the supervisor originally consulted, who will then forward it to the next appropriate level of management, e.g., the Director of Personnel, the district's Business Official, or the Superintendent, for appropriate action.

The formal written complaint will consist of any appropriate forms and a copy of any applicable supervisor reports. The appropriate forms solicit the specifics of the complaint, e.g., date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action take to resolve the matter.

Investigating a Complaint

Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation of the allegations must follow. This investigation is to be conducted diligently. Complainants are to be notified of the outcome of the investigation.

Remedial Action

If the investigation reveals that sexual harassment has occurred, appropriate sanctions will be imposed in a manner consistent with any applicable law and collective bargaining agreements. Depending on the gravity of the misconduct, these may range from a reprimand up to and including dismissal from employment. When applicable, any lost employment benefits or opportunities will be restored to the victims.

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law and consistent with any applicable provisions in the district's collective bargaining agreements.

If the investigation reveals that no sexual harassment has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of sexual harassment, the complainant may appeal to the next appropriate level of management, e.g., the School Business Official, the Superintendent, or the Board of Education. The appeal must include a copy of the original complaint, all relevant reports, the specific action being appealed, and an explanation of why the complainant is appealing.

Post Remedial Action

Following a finding of sexual harassment, victims will be periodically interviewed by the appropriate supervisory personnel to ensure that the harassment has not resumed and that no retaliatory action has occurred. These follow-up interviews will continue for an appropriate period of time. A report will be made of any victim's response.

Complaint Records

Complainants should receive a copy of any resolution reports filed by the supervisor concerning his/her complaint. Copies should also be filed with the employment records of both the complainant and the alleged harasser.

Investigation in the Absence of a Complaint

The Board will, in the absence of a victim's complaint, ensure that an investigation is commenced by the appropriate individuals, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct.

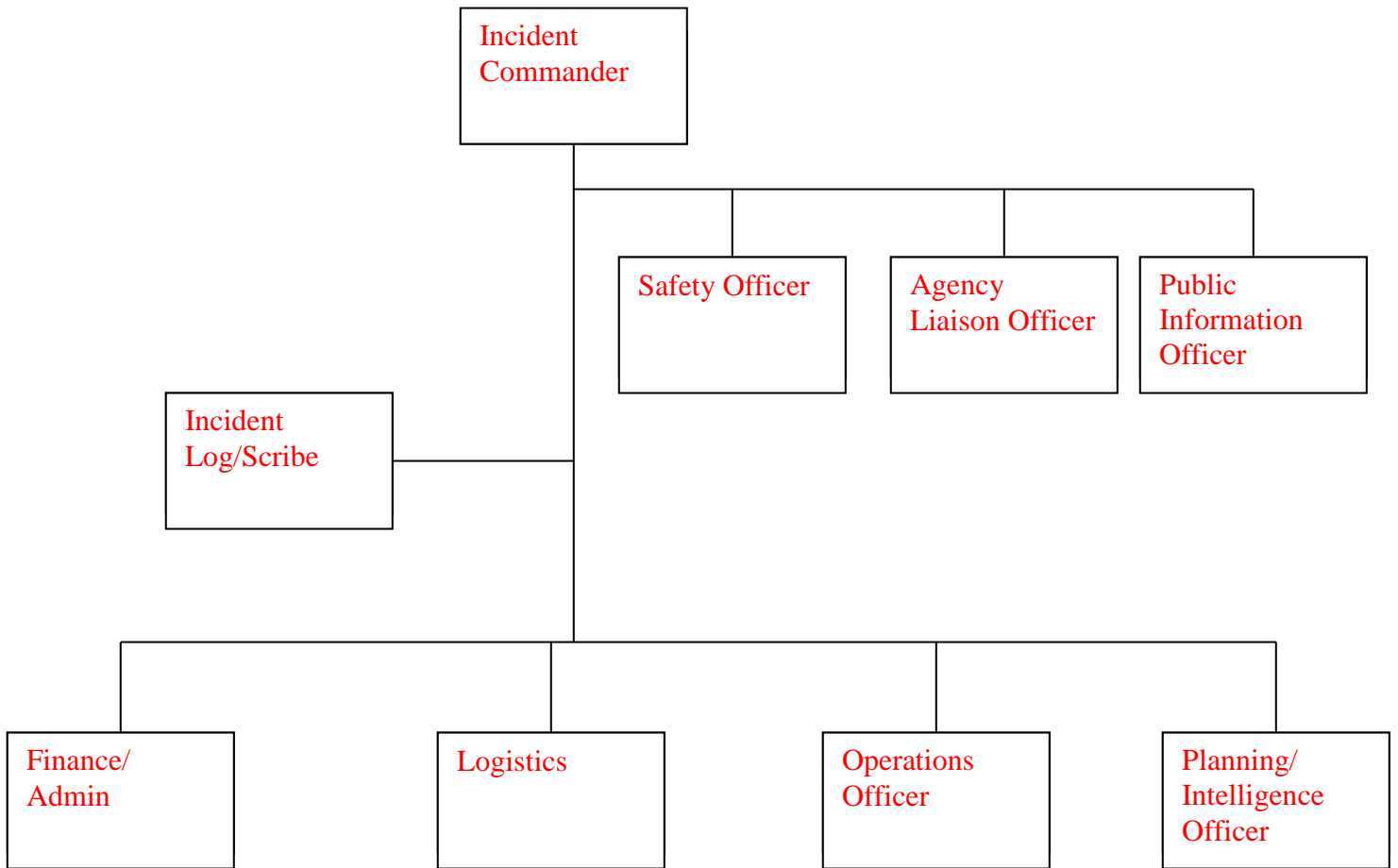
Appendix 3:

Training modules at Hancock Central School sites- 2004-2005

New Employee Orientation- September 1, 2004- Policy overview

Update in Violence Prevention and Intervention- September 2, 2004

Appendix 4:
Hancock Central School District
District Incident Command Structure



Incident Commander- Julie Bergman
 Safety Officer- Paul Bartholomew
 Agency Liaison Officer- Joan Rice
 Public Information Officer- Terrance Dougherty
 Incident Scribe- Meghan Smith
 Finance Officer- Terry Dougherty
 Logistics Officer- Jodi Newman
 Operations Officer- Building Principal
 Planning/Intelligence Officer- Building Principal

Appendix 5: Sites and potential emergencies

Site	Hazards
Jr.-Sr. High School 67 Education Lane, Hancock, NY 13783	Science Classrooms, Chemical Storeroom, O&M Storage, Wood Technology Shop, Kitchen, Boiler room, Route 17, Laramier Lumber Yard, Delaware River
Elementary Building 206 Wildcat Drive, Hancock, NY 13783	O&M Storage, Kitchen, Boiler room, Route 17, Laramier Lumber Yard, Delaware River

District Resources Available for use during an emergency

Buses- See Appendix 1

Portable Radios

AED's

Fire Extinguishers

Medical Equipment to include first aid kits, blankets, triage materials

Mats and Cots

Vehicles- In addition to transportation vehicles, the district maintains 4- 1-ton trucks, snowplowing equipment and tractors.

Secondary Red Cross Sheltering Center

Appendix 6:

PROTECTIVE ACTION OPTIONS

A. Definitions of Protective Action Options

Early Dismissal meets the need to return students to their home schools, home and family as rapidly as possible.

Evacuation to a safe place requires that a building's inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that staff and students be transported and housed temporarily in some other building (shelter).

Sheltering may be internal or external. During conditions when the roads are closed or outside travel is extremely hazardous, sheltering internal to our buildings may be necessary. For Weather related (tornado, hurricane, severe storm etc.) internal sheltering, areas within the buildings are used. These areas include rooms and halls without glass windows, doors, or skylights. Gymnasiums, cafeterias and other spaces with wide free span roofs are NOT used. When evacuation from one of our buildings is deemed appropriate, but early dismissal is not, sheltering in other buildings on campus is used.

B. Introduction

Upon notification of an emergency, the Incident Commander will:

- Immediately take charge
- Alert the District Superintendent and/or Director of Facilities
- Activate the Building-level Emergency Response Team

C. Procedures of Protective Action Options

School Cancellation

- Monitor the situation - by the District Superintendent/Incident Commander or Designee
- Make Determination –by the District Superintendent/Incident Commander or Designee
- Contact the local media

Early Dismissal

- Monitor the situation - by the District Superintendent/Incident Commander or Designee
- If conditions warrant, close school- by the District Superintendent/Incident Commander or Designee
- Contact Transportation Supervisor to arrange transportation
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries as to the situation
- Retain appropriate district personnel until all students have been returned home

Evacuations (before, during and after school hours)

- Determine the level of threat-by the District Superintendent/Incident Commander or Designee
- Contact the transportation Supervisor to arrange transportation
- Clear all evacuation routes and sites prior to evacuation
- Evacuate all staff and students to pre-arranged evacuation sites
- Where appropriate, facilities personnel will sweep the building to insure that staff, students and visitors have been safely evacuated
- Establish a command post
- All non-instructional staff shall report to the command post for direction and duties
- Account for all student and staff population. Report any missing staff or students to the Building/Program Administrator
- Make determination regarding early dismissal- by the District Superintendent/Incident Commander or Designee
- If determination was made to dismiss early, contact local media to inform parents of early dismissal
- Ensure adult supervision or continued school supervision/security
- Set up an information center so that parents may make inquiries as to the situation
- Student/visitor driver's identification will be taken as the vehicle exits the parking area
- If persons of parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

Sheltering sites (internal and external)

- Determine the level of threat- by the District Superintendent/Incident Commander or Designee
- Determine location of sheltering depending on nature of incident
- Contact the transportation Supervisor to arrange transportation to external site- if needed
- Transport by foot or vehicle to external sheltering site- if needed
- Where appropriate, facilities personnel will sweep the building to insure that staff, students, visitors have been safely evacuated
- Establish a command post
- Account for all students and staff. Report any missing staff to or students to the Building/Program Administrator
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties
- If persons in parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

Appendix 7:

Response Protocols to Specific Incidents

HOSTAGE

Response Action:

1. Identify hostage situation - first person on the scene.
2. Notify the building administrator.
3. Immediately notify police of the situation and follow their instructions - building administrator.
4. Inform superintendent of situation and actions taken -building administrator.
5. Upon arrival of police officials, implement the following response actions as necessary:
 - * isolate area of building involved
 - * notify parents or spouse
 - * public information statements
6. The police will determine the termination of the emergency.

BOMB THREAT

Response Action:

1. Upon receipt of a bomb threat by telephone:
 - a. Ask the following questions (refer to **Bomb Threat Information Sheet**):
 - * Where, specifically, is bomb located?
 - * When, exactly, is bomb set to go off?
 - * What materials are in the bomb?
 - * What does the bomb look like?
 - * Why is caller doing this?
 - * Who is caller?
 - b. Write down answers to the above.
 - c. Describe the caller's voice:
 - * Was it male or female?
 - * Was it young or old?
 - * Was the voice disguised or have an accent?
 - * Describe any background noises.
2. Notify building administrator.
3. Notify police and superintendent - building administrator.
4. Notify staff and students to evacuate the building - building administrator. **DO NOT MENTION "BOMB SCARE!"**.
 - a. Use public address system, **NOT** the fire alarm.
 - b. Set a guard at each entrance of the building to prevent people from re-entering the building.
5. Upon arrival, advise police or fire department of situation and follow their instructions. Advise superintendent of their presence. Turn control of building over to them - building administrator.
 - a. Arrange with police to have medical assistance stand by in the event that a device is found.

Recovery Action:

1. Administrator involved should have building reoccupied by staff and students after it has been cleared by fire and police officials.

INTRUDER

Response Action:

1. Identify the intruder - first person on the scene.
2. Notify the building administrator.
3. Advise police of situation and follow their instruction for handling intruder(s) and ensuring safety of students and staff - building administrator.
4. Based on advise of police, confront the intruder - building administrator.
5. Escort intruder out of the building - building administrator.
6. If intruder refuses to leave, maintain surveillance and summon police - building administrator.
7. Police or building administrator to determine the termination of the contingency.

KIDNAPPED PERSON

Response Action:

1. Identify kidnapping incident - first person on the scene.
2. Notify building administrator.
3. Immediately notify the police. Advise them of the situation and follow their instructions - building administrator.
4. Notify the superintendent - building administrator.
5. In coordination with police agency, notify parents or spouses of individuals who are or could be kidnapped. Also prepare official response in the event of media inquires.
6. Police to determine the termination of emergency.

Pre-plan Action:

Develop attendance procedures to account for pupils and for unscheduled releases during school.

Appendix 8

Threat Assessment

Threats of violence in school, while not commonplace, have the potential to become catastrophic if not responded to in an appropriate manner. These threats can originate from within the school community (students or staff) or from outside (disgruntled taxpayers, parents, persons from “competing” districts, terrorists). Regardless of the origin of the threat, the Hancock Central School District is committed to respond to all threats of violence using protocol as established by the United States Secret Service in its *Safe School Initiative: Implications for the Prevention of School Attacks in the United States (2002)*. Broadly speaking, this document urges schools to develop a multi-pronged approach to threats of violence and to coordinate a patterned response to each threat.

The patterned approach varies depending upon the individual threat, but each threat is subjected to a three-pronged process that; 1) Determines whether the threat is direct or implied; 2) Determines the potential for violence of the threat; and 3) Determines the plan of action to prevent the threat of violence from becoming an act of violence.

- 1) All received threats will be initially treated as direct, meaning that initially the district will treat every threat of violence as serious until it is proven otherwise. For this reason, differentiating between implied and direct threats of violence is somewhat a moot point because further investigation will be conducted on each and every threat received. The person receiving the threat will have the option of convening the threat assessment group for any threat received, or may use available information to determine the potential for violence immediately.
- 2) The threat assessment group, if activated, will utilize threat assessment forms to “quantify” the extent of the threat and categorize it into one of three categories: low, medium or high.
- 3) Based upon the category of threat, the district will implement strategies to deal with the specifics contained in the received threat. These strategies will include the assistance of law enforcement agencies and could result in a myriad of actions, from simple non-intrusive investigations to more complex emergency actions. All actions will be deployed via the Incident Command Structure and will be implemented with one objective in mind, namely to safeguard the school population from danger.

Appendix 9:

Adoption of Plan

Date that District-wide School Safety Plan was first read and tabled for public comment:

8/1/99

Date of public hearing by Board of Education:

8/1/99

Date of adoption by Board of Education of District-wide School Safety Plan:

8/23/99

Date District-wide School Safety Plan was mailed to the New York State Education Department:

9/10/99

Date District-wide School Safety Plan revised by the District Safety Committee:

May 25, 2005

Minutes of committee meetings, Board of Education meetings and appropriate resolutions are kept by the District Board of Education Clerk.