LAURENS CENTRAL SCHOOL

District-Wide School Safety Plan
Section 1
2026-2027 School Year

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NOTE: The District-Wide School Safety Plan frequently references the School Crisis Plan, which outlines responses that are incident-specific for administration and staff and is included as Section III of the SAVE Document.

PROJECT SAVE
(Safe Schools Against Violence in Education)
Laurens Central School District
SAVE Plan

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 responses 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 Safety 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 Laurens Central School District ("District") supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

SECTION I: DISTRICT LEVEL RESPONSE PLAN
GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Laurens District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Laurens District Board of Education, the Superintendent 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 District has created a District-wide School Safety Team including the following persons:

Position	Name
Board of Education Representative	Cynthia Struckle
Administration Representative	William Dorritie/Katie Lossi
LTA Representative	Christine Cox
CSEA Representative	Beth West
Community Representative	Thomas Francisco
Parent Representative	James Cox
Student Representative	Two Members of Student Council
Director of Facilities	Steve West
Head Bus Driver	John Kessler
Bus Monitor	Carol Louden
School Health Officer	Crystal Wust
Other School Personnel	Andrea Hall/Pamela Weir
BOCES Safety Risk Officer	Josh Reiss
School Resource Officer	Kenneth Olsen

C. Concept of Operations

The Laurens Central School District is a centralized K-12 district. There is one building in the district, therefore, the District-wide School Safety Plan shall be a general guideline of school safety concerns. (See Appendix 1.)

As this is a K-12 centralized school district, with only one building, the District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan. All specific information for the plan will be found in the building level plan (Section 2 of this document), and the Crisis Plan (Section 3 of this document.)

In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the School Crisis/Safety Team.

Upon the activation of the School Crisis/Safety Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. The exact procedures to be followed, including flowcharts for effective communication are included in the Crisis Plan.

Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

D. Plan Review and Public Comment

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 and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

The 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. (A listing of dates of board approval will be kept with the district plan.)

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. The plan will also be available in the District Offices for public review at any time.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies. Appendix 2 of this Plan shows the results of this procedure.

B. Actions in response to an emergency

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 and the school Crisis Plan include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- Crisis Plan (Section 3)
- Natural/Weather Related
  - Earthquake
  - Flood
  - Storms (Snow, Ice, Wind, Hurricane)
  - Thunder/Lightening Storm
  - Tornado
  - Drought
- School Bus Accident/Fire
- Explosion
- Building System Failures
  - Electrical System Failure
  - Propane Leak
  - Roofing Failure
  - Structural Failure
  - Water/Sewage System Failure
  - Water Contamination

Toxic Material Spill
Nuclear Incident
Fire Drill/Fire Alarm or False Fire
Fire
Loss of Building
Energy Loss or Reduction Government Imposed/Fuel Shortage

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 and School Crisis Plans as deemed appropriate by the School Crisis/Safety Team.

Specific personnel and resources are identified in the Building Level Emergency Response Plans and the School Crisis Plan. However, some examples of resources would include: (1) Personnel: EMT's, CPR/AED certification, Registered Nurse; (2) Building Resources: sheltering, food, water, phone, fax, radio communications, transportation. Responsibilities associated with specific personnel and resources are clearly outlined in these plans as well.

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

The District uses the Incident Command System model for emergency actions. As this is a PK-12 centralized district with only one building, for all emergencies the Incident Commander will be the Superintendent, and/or her designee. 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. All Incident Command staff are identified in the Building Level Emergency Response Plans and the School Crisis Plan. (Section II, Appendix 3, pg.14)

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. Training will be coordinated by the School Safety/Crisis Team, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills of other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing Plans will be revised in response to post-incident critiques of these drills.

F. Definitions

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

G. Training procedures and frameworks

Training procedures for staff in trauma-informed violence prevention and all emergency drills as outlined in Section I, Appendix 3, pg. 16

SECTION III: COMMUNICATION WITH OTHERS

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

During emergencies, including state declared emergencies, local government agencies, including emergency services, can be accessed via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. (Section I, Appendix 3, pg. 17; Section II, Appendix 6, pg. 40)

B. System for informing all education agencies to whom our district sends students for educational programs

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.

As this is a K-12 district with all students housed in one facility, it will be the responsibility of the Superintendent, and/or designee, to notify all those involved. The bus garage will be notified by phone or radio. All teachers by intercom, phone or e-mail. Media by direct communication with Superintendent or designee only (phone, fax, or face to face contact.)

C. Communication between students and staff plays a vital role in the deterrence of potentially violent incidents.

Students are encouraged to report bullying, harassment, or the threat of violence to a teacher, administrator, or other staff member. They may use the District's "Bullying Reporting Form," which is anonymous and can be located on the District's web site. They may also use the Sandy Hook Promise "Say Anything" anonymous online reporting system; a link is available on the school website. Students are also encouraged to seek out either counselor or the counselor in the School-Based Health Zone. The District offers a peer mentoring and leadership course for students that focuses on peer mediation and conflict resolution.

D. Communication with Parents and Guardians

Parents/guardians will be notified about all drills in advance via the ParentSquare mass notification system. When possible notification will be made at least one week in advance. Because of the dependence on weather conditions for fire drills parents and guardians will be notified when a drill is planned, but may also be notified after a rescheduled fire drill has occurred if the District takes advantage of favorable weather to conduct a fire drill.

E. Outside agencies to be contacted during emergencies

All agencies available for support during emergencies are listed in the Building Level Plan (Section II, Appendix 6, pg. 40). All phone numbers are provided. Examples of agencies included would be: law enforcement agencies, fire departments, emergency squads. Additional agencies are listed in the crisis plan. It will be the responsibility of the Superintendent and/or designee to notify outside agencies.

F. Statistical Information: concerning the District

The Building Level Emergency Response Plan will include the following information: (Section 2, appendix 7, pg. 41)

*School Population (Students)
*Number of staff
*Transportation needs
*Business and home telephone numbers of key school officials.

The Building Level Response Plan is maintained in the district office and is available to all staff, parents, and students at all times.

G. Procedure for Obtaining Advice and Assistance from Local Government Agencies.

The school administration will be responsible for contacting local agencies and providing them with copies of the District and Building Level plans for their review and comment. We will work with local emergency agencies to schedule meetings as needed for the purpose of review of the entire SAVE plan and for conducting table top exercises.

SECTION IV: 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 listed in Section 1, Appendix 4, pg. 18 of this document.

The District has developed the following safety and security procedures to protect students, staff and visitors from indirect & direct threats of violence.

1. Reporting of threats of violence to school authorities:

   a. Students are encouraged to inform school staff about any indirect or direct threat of violence to themselves, others or property.
   b. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.
   c. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.

d. Students, staff, parents, and others will be educated about the importance of reporting threats and the procedures of reporting.

2. Investigation of threats of violence
   a. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
   b. Serious acts will require the involvement of police personnel (violent offenses in accordance with SAVE requirements).
   c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
   d. Threats placing students, staff and others in imminent danger require an immediate call to the police.

The District has developed the following safety and security procedures to protect students, staff and visitors from acts of violence.

1. Reporting acts of violence to school authorities
   a. Students are encouraged to inform school staff about acts of violence toward themselves, others and property.
   b. Staff are required to inform administration of any act of violence to students, themselves, others or property.
   c. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
   d. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.
2. Investigation acts of violence
   a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
   b. Serious acts will require the involvement of police personnel. (Violent offenses according to the SAVE requirements)
   c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
   d. Acts of violence placing students and staff in imminent danger require an immediate call to the police.

The District Code of Conduct is annually:

*reviewed by the Board of Education at a public meeting,
*reviewed by the staff at the first Superintendent's Conference Day,
*reviewed with all students on the first day of classes,
*placed on the District website,

The "Crisis Plan", included in Section III of this document, specifically outlines procedures to be followed for:

a. Responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school.
b. Protecting students, staff and visitors from acts of violence.

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

Law enforcement officials (NYS Police, Otsego County Sheriff's Dept.) will be contacted by the Incident Commander as outlined in the Building Level Emergency Response Plan, and the School Crisis Plan. The building administrators will be responsible for contacting law enforcement agencies during an emergency.

C. Appropriate responses to emergencies

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 Plan and the School Crisis Plan clearly detail the appropriate response to such emergencies.

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 parents, guardians or persons in parental relation to the students via media release, telephone contact, electronic mass notification system or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building Level Emergency Response Plans. An example of the letter sent home to parents for the Emergency Evacuation Drill is included. (Section 1, Appendix 5, pg. 16)

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures have been established.

B. Procedures for the dissemination of informative materials to the media, staff, parents and students have been established.

C. Prevention and intervention strategies have been established.

D. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel have been developed.

E. Bomb Threat

The paramount concern shall be for the safety of the pupils and personnel in the district. All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the School Crisis Plan so that appropriate decisions may be made depending on the exact nature of the situation.

F. Hostage Taking

The School Crisis Plan procedures will be followed in the event of a hostage situation.

G. Intrusions

The School Crisis Plan procedures will be followed in the event of an intrusion.

H. Kidnapping

In the event of a kidnapping, the School Crisis Plan response action will be taken:

I. In the Event of School Cancellation.

In the event of a school cancellation the Superintendent or designee will be responsible for: notifying the media (radio and TV stations) and initiating the district Mass Notification System for parents, guardians, and staff.

J. In the Event of Early Dismissal or Evacuation.

In the event of early dismissal or evacuation, the Superintendent or designee will be responsible for notifying the staff to put the needed procedures in place and for notifying parents.

VI: RECOVERY – SCHOOL DISTRICT SUPPORT FOR BUILDINGS

The School Building Emergency Response Team will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency. The District commits to monthly Safety Committee Meetings and will make every effort to commit resources to participation in the ONC BOCES Safety Risk Management service.
The School District Safety Team will be used as necessary in all Recovery Efforts.

VII: DISASTER MENTAL HEALTH SERVICES

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services. This list includes school psychologists, school counselors, the School-Based Health Zone, county mental health agencies, and area hospitals.

APPENDICES

Appendix 1:

Listing of all 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
Laurens Central School K-12 Building	55 Main Street Laurens, NY 13796	William F. Dorritie Superintendent	(607) 432-2050
Laurens Central School K-12 Building	55 Main Street Laurens, NY 13796	Katie Lossi Building Principal	(607)432-2050
Laurens Central School K-12 Building	55 Main Street Laurens, NY 13796	Lindsey Gifford Director of Instructional Support Services	(607)432-2050
Laurens Central School K-12 Building	55 Main Street Laurens, NY 13796	Steve West Director of Facilities	(607)432-2050
Bus Garage	Co Hwy 11 Laurens, NY 13796	John Kessler Head Bus Driver	(607) 432-9034

Appendix 2:

Building Risk Determination

Building	Address	Internal Hazards	External Hazards
Laurens Central School (K-12 Building)	55 Main Street Laurens, NY 13796	Stored Chemicals Cleaning Supplies Science Labs	Playground Athletic Fields

Community Risk Determination

The community of Laurens is not home to typical hazardous sites, such as railroad tracks, industrial sites, water/sewage treatment plants, etc. However, individuals should be aware of the safety hazards that exist when children play on the two small walking bridges in the village and/or Town of Laurens, as well as the fact that there are streets in the Town without sidewalks.

Appendix 3:

Training Procedures and Frameworks

I Training

A. Violence Prevention

1. The Laurens Central School District staff will receive training in the area of trauma-informed violence prevention and intervention annually. Training will occur during Superintendents Conference Days and/or faculty meetings.

    a. Training topics will be decided upon by the School Safety/Crisis Team.
    b. Training will be provided by any of the following: Local ONC BOCES, State Police, local law enforcement agencies, local or county emergency management teams.

2. Emergency Drills: The Laurens Central School District staff will receive training in the area of all emergency drills annually.

II Emergency Drills

A. The district will run multiple training drills throughout the school year. All drills will be organized/coordinated by the school Safety/Crisis Team. Drills to be held:

1. Fire Drills:

    a. A minimum of 8 drills per school year will be held.
    b. Students will be instructed as to safety awareness and proper behavior for drills.

2. Emergency Evacuation Drills:

    a. A minimum of 1 emergency evacuation drill will be held annually. This drill will not occur more than 15 minutes earlier than the normal dismissal time.

    b. A full evacuation involving use of shelters outside the building and transportation home for all students may occur.

3. Emergency Lockdown/Lockout Drills:

    a. A minimum of 4 Emergency Lockdown drills will occur annually.

B. The School Safety/Crisis Team will meet annually to review the procedures for all drills. The team will meet to review individual situations as necessary.

Appendix 3 (cont.):

C. A copy of the plan will be shared with Local Emergency Responders (LER). LER will be asked to meet with the district on an as needed basis to review the plan, conduct table top exercises and make revisions as necessary.

Local Emergency Responders:

*Laurens, Mt. Vision, and West Laurens Fire Departments

*Laurens Emergency Squad

*New York State Police

*Otsego County Sheriff's Department

*ONC BOCES, Safety Risk Management Office

Appendix 4:

Board Policy Number	Subject
7420	Loss or Destruction of District Property or Resources
7430	Weapons In School and the Gun-Free Schools Act
6180	Sexual Harassment

Handbooks	Subject
Student Handbook	Code of Conduct

Appendix 5:

LAURENS CENTRAL SCHOOL

TO: Parents, Students and Staff of Laurens Central School
FROM: William F. Dorritie, Superintendent
DATE:
RE: EMERGENCY MANAGEMENT PLAN

All school districts in the State of New York are required to comply with the Commissioner's Regulation 155.13 which requires written annual instructions to parents, students and staff regarding district emergency management plans. The completed plans are on file in each Superintendent's office and are available to parents, students and staff at any time school is open, between 8:30 A.M. and 3:30 P.M.

The object of emergency planning is to anticipate problems in dealing with natural and man-made disasters. Depending on the kind of intensity of the disaster, the school may be required to carry out any of the following procedures: school cancellation, evacuation, sheltering. It is important to take note that emergency procedures may be carried out without advance notice. Children may be coming home to either empty homes, or locked doors. Parents must make contingency plans with their children to go to the homes of a neighbor if the children require supervision. A form has been sent home to all elementary parents requesting this information.

Early dismissal or "go home" drills are held at least once a year. The date and time of the drill will be determined by the school administration and parents will be notified at least one week in advance via the ParentSquare mass notification system.

Early dismissal drills may alter your child's normal arrival time home from school. Parents should therefore discuss the purpose of this drill with their children, especially younger ones, in an effort to alleviate any fears or concerns children may have with leaving school at an unusual time.

Parents who pick their child up from school may do so only **after** the drill has been completed.

All children participating in any after school activity, will be escorted back to the school after the drill.

If you have any questions concerning this plan, or wish to make a contribution to increasing its effectiveness, please contact the Emergency District Coordinator at (607) 432-2050.

Appendix 6:

Policies regarding building security, school safety officers, and dissemination of informative materials.

Board Policy Number	Subject
3510	Emergency Closing
3410	Maintenance of Public Order on School Property
3270	Community Use of School Facilities
3610	Closing of School Grounds
5670	Safety and Security

*Copies of all Board of Education policies may be obtained from the Superintendent's Office.

Procedure:

Police Officer Interviewing Students on School Property, During School Hours Procedure

Appendix 7:

Description of duties, hiring and screening process and required training of school safety personnel.

Board Policy Number	Subject
6120	Anti-Discrimination

*Copies of all Board of Education policies may be obtained from the Superintendent's Office.

Appendix 8:

Listing of all current building-level emergency response plans. Identification of local and state law enforcement agencies where building-level plans are filed.

Building Level Emergency Response Plans - Section 2, SAVE Document

Crisis Plan - Section 3, SAVE Document

New York State Police - Oneonta, New York

Otsego County Sheriff's Department - Cooperstown, New York

Appendix 9:

Laurens Central School Learning Plan for Remote Learners

Purpose:

This plan establishes guidelines and procedures for Laurens Central School to deliver instruction in a remote setting. It outlines procedures and describes the roles and responsibilities of all parties involved with remote learning. For the purposes of this document, "remote learner" is defined as an individual unable to attend in-person instruction on the Laurens Central School campus.

Accessibility

Laurens Central School will assess student digital accessibility prior to and/or at the beginning of the school year to prepare for online instruction. Students with:

- *Reliable internet access, but insufficient device capabilities* will be provided by a school-issued laptop to complete online instruction.
- *Limited or no internet accessibility* will be provided instruction through paper/book assignments.

Laurens Central School will provide for parents to pick up learning materials and will arrange for delivery as needed. Where pickup or delivery is not possible, materials will be mailed directly to the student's primary residence and collection procedures will be established between the family and Laurens Central School.

Teachers will collect student work and/or provide additional materials for pickup/delivery/ mailing. If any staff member is unable to enter the building, they will contact administration to ensure work is delivered to students in a timely manner. As a safety precaution, student work (paper) via mail will be isolated for 24 hours before being provided to the teacher.

Accommodations

Laurens Central School will collaborate with parents/guardians, to ensure to the greatest extent practicable, each student with a disability will be provided educational and related services as identified in the student's individual education plan (IEP).

The Laurens Central School site administrators, teachers, and related service providers will collaborate with the Committee on Special Education (CSE) to ensure that students' programs and services are consistent with IEP recommendations in all instructional delivery environments (remote, hybrid, in-person). The Laurens Central School Communication and Work Log, as well as Related Service Provider session notes and IEP progress notes, will be maintained consistently and uniformly. Student progress will be shared with CSE and parents on a regular basis. Laurens Central School will ensure that their teachers, related service providers and BOCES administrators (when applicable) will participate in home district CSE processes. Teachers and Related Service Providers will utilize a variety of methods to monitor student progress as referenced in the district's reopening document.

Instruction

Laurens Central School teachers will utilize Microsoft Office 365 as a provision of their expanded learning classrooms. Instruction will be provided using the learning management platform which may

also include but is not limited to additional software and virtual conferencing programs such as ZOOM. Assigned coursework will include a combination of synchronous and asynchronous activities such as class discussion via Zoom meetings, YouTube videos for skill/activity demonstrations and student interaction, and online review modules for exams. Remote learners will be provided with alternative opportunities for obtaining hours towards work-based learning experiences and/or industry certification requirements. Remote learners will remain eligible to earn all the Laurens Central School awards and achievements, including honor roll designations, scholarships, etc. Remote learners will be held to the grading standards and policies of Laurens Central School outlined in the student handbook and will follow the Laurens Central School calendar for all holidays, breaks, marking periods, etc.

Administration will develop a school-wide remote schedule for students to interact and seek feedback and support from their teachers that follows individual students' daily schedule. One day of the week will be dedicated to remote student/staff office hours to provide instructional support and answer questions. This dedicated day may also be used for remote students to enter the building by appointment to minimize exposure to health risks and complete lab portions of their coursework and/or meet with service providers.

Student contact will be made by teachers, teacher aides, and/or other staff to maintain instructional connections and strengthen school/home relationships. Each teacher will maintain a student contact log as well as maintain daily student attendance as verified through student activity in the learning management system. For students without access to the internet, daily phone contact will be made to verify attendance. In instances where a remote learner is not engaging in the required coursework, the following steps will be taken:

1. Concerns will be raised to the school attendance officer
    - Attendance officer will connect with the parent through alternative methods (email, telephone, text, emergency contact)
2. Reach out to school counselor connected with the student program
    - The counselor will connect with the outside counselor and social worker as needed.
3. Building Principal will contact the Superintendent
    - Student engagement meeting will be held if student engagement does not improve
    - The meeting will include attendance officer, counselor, Building Principal and CSE chair if necessary to determine next steps

Counseling

Laurens Central School counselors will establish daily office hours for remote learners and schedule secure virtual conference meetings to provide mandated IEP counseling.

Roles and Responsibilities

Teachers	Counselors	Licensed Teaching Assistants & Teacher Aides	Consultant Teachers
● Create and maintain Office 365 classrooms ● Hold office hours and communicate such times to students - be available for questions via Office 365, Zoom, or email ● Develop instruction that is foundational for future learning in his/her program and for success in the next level of work or education ● Teachers with college credit bearing classes will continue teaching those classes per college guidelines ● Teachers will use email, phone, Office 365, or text to communicate with students to determine health and safety, and to identify potential supports ● Participate in PLCs, webinars, and other professional development opportunities as needed to gather and share resources for continued instruction.	• Evaluate student academic progress and social-emotional well-being on a weekly basis • Develop a plan to support each student's IEP or 504 ● Maintain regular communication with teachers to address student concerns ● Coordinate between teacher, parent, and any additional student needs such as through ONC BOCES ● Implementing teletherapy as deemed appropriate for students on a case by case basis ● Provide progress notes and attend CSE review meetings for students on their caseloads ● Participate in PLCs, webinars, and other professional development opportunities as needed to gather and share resources for continued instruction.	● Serve as a resource for students and teachers ● Provide feedback and support concerning instruction ● When appropriate, attend and participate in the eLearning environment ● Conduct daily check-ins with assigned students and act as a resource to share needs	● Consultant teachers will continue to support students on their assigned caseload ● Consultant teachers will continue to collaborate with their colleagues to increase opportunities for student success ● To the greatest extent possible, Consultant teachers will continue to support the IEP or 504 for each student **Related Service Providers (OT, PT, Speech, TVI, THI, APE, School Psychologists)** ● Establish daily routines for engaging in learning. ● Regularly monitor email to check for announcements and feedback from teachers and staff. ● Complete assignments with integrity and academic honesty. ● Do your best to meet timelines, commitments, and due dates.

Instructional Support Services - Resources for Educators, (Additional Web Resources) provides Zoom trainings for CTE teachers	Instructional Support Services - Resources for Educators (Additional Web Resources)		● Be proactive with your teachers when having difficulty. ● Comply with the Acceptable Use Policy including expectations for online etiquette**.**

Remote Learners	**Parents of Remote Learners**
● Establish daily routines for engaging in learning. ● Regularly monitor email to check for announcements and feedback from teachers and staff. ● Complete assignments with integrity and academic honesty. ● Do your best to meet timelines, commitments, and due dates. ● Be proactive with your teachers when having difficulty. ● Comply with the Acceptable Use Policy including expectations for online etiquette**.**	● Regularly communicate concerns and issues related to the education of your child to the appropriate district staff. ● Ensure your child complies with the Acceptable Use Policy including expectations for online etiquette**.** ● Read and understand the student handbook/code of conduct as well as the Learning Plan for Remote Learners (available on https://www.laurenscs.org)

Technical Support

Technical support will be provided through Laurens Central School technology support for all students and families. A link with technical support information will be provided on the district website.

Communication by the Agency for Remote Learners

Communication for an individual basis:

- Telephone call
- Email
- Postal Mail

Communication for group notifications:

- Postal Mail
- District webpage
- Robocall/text message/online post (Parent Square)

Appendix 10:

Workplace Violence Prevention Program

Laurens Central School

Date: 4/17/2024

Reviewed Site Risk Assessment:
6/16/2025

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Introduction

What is Workplace Violence?
Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee
- Any intentional display of force which would give an employee reason to fear or expect bodily harm
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury
- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment

What is the New York State Workplace Violence Prevention Law and Regulation?
On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations can be found at 12 NYCRR 800.6 and are enforced by NYSDOL. Effective January 4, 2024, all public schools & BOCES previously exempted under Section 2801 of the Education Law must comply with 12 NYCRR Part 800.6.

Purpose of this program:
The purpose of this Workplace Violence Prevention Program is to provide information to managers, supervisors, employees, and authorized employee representatives about preventing and responding to incidents of workplace violence or threats of violence in accordance with the Workplace Violence Prevention Law and Regulation. Authorized Employee Representatives must be included in the physical evaluation of the workplace, the development of the WPV written program, and the annual review of WPV incident reports.

The goal of this program is to reduce the probability of threats or acts of violence in the workplace and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is the District commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Policy Statement

A policy statement which indicates the Laurens Central School (District) workplace violence prevention policy, goals and objectives; incident alert and notification policies; and provides for full employee participation through an authorized employee representative has been developed, implemented and posted where notices to employees are normally posted. The policy statement is included in **Appendix 1**.

Workplace Risk Assessment

The District has conducted a workplace risk assessment consisting of:

- Examination of records that concern workplace violence incidents
- Assessment of policies, practices, and procedures that may impact the risk of workplace violence
- Evaluation of the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the authorized employee representatives. Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for the District employees include, but are not limited to, the following:
    - Working in public settings
    - Working late night or early morning hours
    - Exchanging money with the public
    - Working alone or in small numbers
    - Working in a setting with uncontrolled access to the workplace
    - Working in a setting where previous security problems have occurred:
        - Having a mobile workplace assignment
        - Working with a population which might expose one to potentially violent persons (e.g., in healthcare, social service, public service or criminal justice settings)
        - Having duties that include the delivery of passengers, goods, or services

Risk factors identified during the examination, assessment and evaluation are listed in **Appendix 2** or https://dol.ny.gov/system/files/documents/2021/03/appendix-2-b-sample-evaluation-of-physical-environment.pdf, along with the methods and means by which each risk is being addressed. The employer is responsible for addressing all risk factors that their employees are potentially exposed to.

Any incidents that may occur after the implementation of this program must be carefully documented and analyzed to make improvements to this program during the required annual review or as necessary.

Control methods that the District will use to prevent workplace violence incidents

Hierarchy of Controls

There are three main types of control measures that may be implemented as part of a safety program to protect employees from recognized hazards. The following types of controls are arranged in order of preference and effectiveness - this is referred to as the “hierarchy of control measures”.

1. **Engineering controls** eliminate or reduce the hazard through substitution or design (possible capital project).

    Examples include:

    - Increased lighting
    - Designing secure building access
    - Security hardware

- Eliminating isolated work areas
- Minimizing cash on hand

2. **Administrative controls** eliminate or reduce the hazard through organizational policies, procedures and work practices (staff promulgated action). (Refer to District-Wide School Safety Plan, Code of Conduct, Sexual Harassment Policy, Employee Handbook, other Safety and Health plans, etc.).

   Examples include:

   - Increased staffing
   - Employment of safety personnel/SRO, SPO, SSO
   - Developing building access control procedures
   - Cross-shift communication to share information regarding agitated visitors or students
   - Reduction of visitor wait times
   - Provision of personal alarms (examples include portable/fixed panic alarms)
   - Provision of cell phones/radios
   - Provision of life safety supplies (examples include: first aid kit, stop the bleed kit, etc.)
   - Training (examples include workplace violence, conflict resolution, de-escalation training, mental health first aid, restraint training (TCI, CPI))

3. **Personal Protective Equipment (PPE)** is generally considered the least desirable form of control but may be needed to enhance other controls and/or minimize potential injury severity when other controls fail. Reference to special education and student IEPs to determine and develop what types of materials are necessary to protect staff.

   Examples include:

   - Eye and face protection (examples include goggles, face shield)
   - Hand/Arm protection
   - Leg/Foot protection
   - Head protection

Prevention

Prevention of violence in the workplace is the responsibility of every employee. The following section focuses on early warning signs and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized employee representatives should be familiar with the issues below to become aware of and to reduce the likelihood of workplace violence.

Early warning signs of potential violence:

There is no single profile that can identify a potentially dangerous individual. However, certain patterns of behavior and events frequently precede episodes of violence. A list of indicators of increased risk of violent behavior include, but are not limited to the following:

- Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons

- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems
- Signs of drug/alcohol abuse on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against any staff

These behaviors should be reported to an employee's supervisor and/or the administrator of this program. Some behaviors may require immediate law enforcement intervention where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral or other employee assistance, if available.

Workplace issues that may trigger violence:

Listed below are two categories of common issues that may trigger workplace violence.

1. Employee issues (some examples include:
- Negative performance review
- School Climate/Student behavior
- Unwelcome change in role due to performance or reorganization issue
- Criticism of performance
- Conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure, e.g., deadlines, projects, etc.

2. Workplace issues (any of the following may be an employee's perception of issues)
- No clearly defined rules of conduct
- Lack of training
- Inadequate hiring practices/screening of potential employees
- Insufficient supervision
- Lack of discipline or inconsistent discipline in workplace
- Lack of or inadequate employee support systems
- Failure to address incidents as they occur
- Overly authoritarian management style

Taking this into account, there are three key elements that may help to prevent a violent situation from occurring:
- Recognizing the early warning signs (such as a change in a person's behavior preceding an episode of violence)
- Recognizing issues or events that may trigger violence
- Early intervention to prevent a violent incident from occurring

Please note:
It is important to be careful when drawing assumptions or relying solely on any of the above behaviors as indicators of violence.

Reporting an incident

At the core of this Workplace Violence Prevention Program is the District commitment to work with its employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Any District employee, upon becoming aware of an instance of physical assault, threatening behavior, or verbal abuse occurring in the work setting must immediately report the facts and circumstances of said incident to their supervisor and/or to the contact person identified in the Policy Statement (Appendix 1). If employees observe or experience an incident of violence involving an employee or visitor to a District in which there is an immediate threat to their safety or the safety of others or where an injury has occurred, the employee will immediately obtain law enforcement and medical assistance by calling 911 and in addition notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the Superintendent using the Incident Report in **Appendix 4**.

Where a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury exist, the District will attempt to develop a protocol with the appropriate local District Attorney or Police agency to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. An employee who, in bad faith makes a false report, is also subject to disciplinary action.

Post-Incident Response

Any reported workplace violence incident will be thoroughly investigated. (Also see Program Review section below). The LEA and Superintendent shall investigate each reported incident.

- Assure that injured employees receive prompt and appropriate medical care (This includes, but is not limited to, providing transportation of the injured to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations
- Inform management about the incident in writing
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process
- Prepare an incident report immediately after the incident, noting details that might be forgotten over time (Appendix 4 contains a sample incident report form)
- Address the need for appropriate treatment for victimized employees (In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.)

*If critical incident management or crisis counseling is needed following a workplace violence incident, arrangements will be made through management, employee unions, applicable supervisor, and/or the Superintendent**.**

*Note** - This is not a requirement of the law or regulation.

Employee Information and Training Outline

Training of every employee will be performed before initial assignment and annually thereafter. Retraining is required any time there is a significant change to the program, a risk factor, or work control. Required training topics are listed in the Training Outline in **Appendix 3**.

Recordkeeping Requirements

The record keeping requirements outlined in 12 NYCRR Part 801, Recording and reporting Public Employees' Occupational Injuries and Illnesses (DOSH 900 or OSHA 300), must be used to document recordable injuries sustained during workplace violence incidents.

In addition to Part 801, all incidents will be investigated and documented to ensure that all threats and workplace violence incidents are reported to management. These reports will provide written notification when a violence incident occurs so that management can develop an appropriate response. The Incident Report will also create a historical record that can be used in the annual review and program update.

Program Review

The Superintendent, with the Authorized Employee Representatives, shall evaluate the effectiveness of this Workplace Violence Prevention Program and reports submitted, at least annually or after any serious incident.

Review of Incident Reports
Each incident report must be investigated by the employer (or the employer's designated WPV team) when the incident occurs. An annual review of the incident reports collected shall be reviewed by the Local Education Agency (LEA), Designated Workplace Violence Administrator/Officer, and Authorized Employee Representative(s). A report that provides only a summary or statistics is not acceptable per the regulation.

Program Review
The program shall be reviewed at least annually. The review will focus on trends, addressing root cause, and the effectiveness of the control measures in place or the need to make changes. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. **Appendix 5** will be updated with titles of those who perform the review.

Following the submission of a written notice of concern regarding the employer's workplace violence program or that an imminent danger exists, the employer must be afforded a reasonable opportunity to address the reported concern. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the District workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the Consultation Fact Sheet available at https://dol.ny.gov/system/files/documents/2023/10/p206-pesh-consultation-fact-sheet.pdf

APPENDIX 1 Policy Statement

Workplace Violence Prevention Policy Statement

The district is committed to establishing and maintaining a safe and secure workplace for employees. Workplace violence is a safety hazard to the district, its employees, and everyone in the workplace, and will not be tolerated. All employees are expected to work together to create and maintain a safe and respectful work environment for everyone.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where employees perform any work-related duty in the course of their employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without their consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

All employees are responsible for notifying their supervisor or other designated contact person of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. All acts of workplace violence will be promptly and thoroughly investigated, and appropriate action will be taken, including contacting law enforcement where necessary.

Designated Workplace Violence Administrator/Officer Contact:

Primary Contact		Secondary Contact	
Name	Bill Dorritie	Name	Katie Lossi
Title	Superintendent	Title	Building Principal
Department	District Office	Department	District Office
Phone	607-432-2050 ext.1120	Phone	607-432-2050 ext. 1220
Location	District Office	Location	District Office

As required by Labor Law §27-b, the district will develop and implement a Workplace Violence Prevention Program to comply with the law and its implementing regulations. The Program will include elements required by law and regulation, including:

a. the risk factors present in the workplace
b. the methods the district will use to prevent incidents of violence in the workplace
c. the methods and means by which the district will address specific identified hazards
d. a system to report workplace violence incidents in writing
e. a written outline for employee training
f. a plan for annual program and review

In developing the Workplace Violence Prevention Program, the district will conduct an evaluation to identify likely potential risks of violence in the workplace. Authorized employee representative(s) will be involved in:

a. evaluating the physical environment
b. developing the Workplace Violence Prevention Program
c. reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken

Employee Notice and Training

As required by law, all employees will participate in Workplace Violence Prevention Training at the time of initial assignment and annually thereafter. Employees must be trained on:

a. the details of the workplace violence prevention program
b. the measures they can take to protect themselves from risks of violence
c. the specific procedures the district has implemented to protect employees (such as appropriate work practices, emergency procedures, and the use of security alarms)

Additionally, at the time of initial assignment and at least annually, employees will be informed of the requirements of Labor Law §27-b, the risk factors identified in the workplace, and the location of the district Workplace Violence Prevention Program.

This policy must be posted where notices to employees are normally posted.

Allegations of Violations and Non-Retaliation

The process for employees to allege violations of the workplace violence prevention program to the state Commissioner of Labor, and the employment protections for doing so, is set forth in Labor Law §27-b and 12 NYCRR §800.6 and includes the following:

A "serious violation" of the workplace violence prevention program is the failure to develop and implement a program or address situations which could result in serious physical harm. "Imminent danger" is any condition or practice in the workplace where a danger exists which could reasonably be expected to cause death or serious physical harm immediately, or before the imminence of the danger can be eliminated through these complaint procedures.

Employees or their representatives who believe that a serious violation of the workplace violence prevention program exists or that an imminent danger exists (as defined above), must bring the matter to their supervisor's attention in writing, and must give the district a reasonable opportunity to correct the activity, policy or practice, before notifying the Commissioner of Labor. However, such prior written notice and opportunity for correction is not required if there is an imminent danger or threat to the safety of a specific employee, and the employee reasonably believes in good faith that reporting to a supervisor would not result in corrective action.

If, after the matter has been brought to a supervisor's attention and a reasonable opportunity to correct the issue has passed, the issue has not been resolved and the employee still believes that a violation of the workplace violence prevention program remains or that an imminent danger exists, employees or their representatives may request an inspection from the Commissioner of Labor in writing. The Commissioner will provide a copy of the request to the district, but the employee may request that their name be withheld.

A district representative and authorized employee representative may accompany the Commissioner of Labor during the inspection to assist in the inspection. If there is no authorized employee representative, the Commissioner will consult with district employees concerning workplace safety.

The district will not take retaliatory action (terminate, suspend, demote, penalize, discriminate, or other adverse employment action in the terms and conditions of employment) against any employee

because they have alleged a serious violation of the workplace violence prevention program, or imminent danger exists, requested an inspection by the Commissioner of Labor, or accompanied the Commissioner on the inspection, as prescribed by state law and regulation.

Cross-ref:
5300, Code of Conduct
8130, School Safety Plans and Teams

Ref:
Labor Law §27-b
12 NYCRR §800.6

Adoption date: **8/21/2024**

APPENDIX 2 Risk Assessment

Site Risk Assessment

Date of Survey: 6/12/2026
Facility Name: Laurens Central School
Facility Address: 55 Main Street, Laurens, NY 13796

Names/Titles/Organization for those conducting assessment:

Employer Representatives: Bill Dorritie, John Mushtare, Lindsey Gifford, Amy Schlee, Pamela Weir, Kenneth Olsen

Outside Agency: Josh Reiss, ONC BOCES

Employee Representatives: Steve West, John Kessler, Beth West

Area Assessed	**Yes**	**No**	**Comment** (if not applicable indicate with an N/A)
General:			
Employees work in public setting	X		
Employees work late at night or early morning hours	X		
Employees work alone or in small numbers	X		
Employees exchange money as part of job	X		Mainly applicable to cafeteria staff
Employees work in area of previous security concerns		X	
Employees work in high crime area		X	
Does facility have posted evacuation plan/map	X		
Does facility conduct routine evacuation/fire drills	X		
Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits	X		
Employees work with volatile persons		X	Our numbers of incidents of dealing with volatile persons are extremely low.
Do employees receive De-escalation training	X		Some staff have received this training, but more staff need this.
Security:			
Is SRO, security or law enforcement present at this location?	X		2024-2025 - we now have a SRO
Is security/law enforcement posted at entrances If yes, list entrances	X		SRO as assigned/requested by administration
Do security/law enforcement personnel patrol facility	X		We have walk-throughs done by NYSP or Sheriff's Dept. deputies approximately once a week.

Are I.D. badges required to be worn by all personnel	X		Remind all staff of this
Is card reader or equivalent required for entry to facility	X		
Is facility equipped with metal detectors		X	
Is facility equipped with panic buttons	X		Superintendent's Office, Main Office, DOF Office
Are visitors permitted to enter facility	X		
Are visitors required to wear visitor I.D. badges	X		
Are emergency contact names and phone numbers posted in each occupied room	X		
Is each room equipped with a telephone or radio to call for help when needed	X		
Is there adequate cell phone coverage in the area	X		Dependent on cell phone carrier. There is an AT & T tower near the school.
Parking Lots:			
Are parking areas patrolled by security/law enforcement personnel	X		SRO as assigned/requested by administration
Are parking areas equipped with security cameras	X		
Are parking areas equipped with lights	X		
Offices:			
Do central office areas have controlled access	X		
Are office doors equipped with door locks to prevent unauthorized access	X		
Is office area separated from entrance with security glass		X	To be added in an upcoming capital project or capital outlay project
Is office area equipped with panic alarm	X		
Are offices equipped with telephones to call 911	X		
Are telephones or radios used to communicate with facility personnel	X		
Classrooms:			
Are classroom doors equipped with locks to restrict access	X		
Are classrooms equipped with telephones or radios	X		
Are classroom personnel exposed to violent behavior from students		X	Generally no, we have rare instances of students becoming physical with staff.
Is personal protective equipment relative to violence prevention provided to behavioral classroom personnel as needed	X		
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom	X		
Have classroom personnel been provided with training on working with students with behavioral issues	X		More staff need this training.
Are windows locked to prevent uncontrolled access	X		

Is availability to items that can be used as weapons by students minimized	X		
Cafeteria:			
Is cafeteria equipped with security cameras	X		
Is cafeteria locked when not in use	X		
Are cafeteria staff provided with telephones and/or radios	X		
Auditorium:			
Are all entrances kept locked when not in use	X		
Is auditorium, stage, backstage equipped with security cameras	X		Auditorium is, backstage is not.
Is auditorium, stage, backstage equipped with security lighting		X	
Is backstage entrance restricted to authorized personnel only during events	X		
Are catwalks, light towers, etc. restricted to authorized personnel only	X		
Is auditorium patrolled by security/law enforcement during events	X		SRO as assigned/requested by administration
Gymnasium:			
Does gymnasium have exterior lighting around all entrances and exits	X		
Are locker rooms locked or monitored to prevent unauthorized entry	X		
Is the area patrolled by security/law enforcement during events	X		SRO as assigned/requested by administration
Is gymnasium equipped with security cameras	X		
Athletic Fields			
Is security/law enforcement present for all sporting events home & away	X		SRO as assigned/requested by administration
Are athletic fields protected from unauthorized entry with fences		X	
Are athletic fields equipped with security/event lighting		X	
Are I.D.s required to be worn by school personnel at sporting events	X		
Bus Garage & Buses			
Are all buses equipped with radios	X		
Are all buses equipped with security cameras	X		
Is somebody available to respond to all radio calls from drivers that are on road	X		
Are I.D.s required by individuals getting on buses		X	
Are two employees on board for each bus run		X	
Are busses secured or locked when not in use	X		
Is bus garage equipped with security cameras		X	To be added in a future capital project

Is bus garage locked when vacant	X		
Field Trips:			
Do school personnel have a copy of emergency contact names and numbers for administration	X		
Does school personnel verify I.D. of each student at beginning and end of trip		X	
Do chaperones receive security briefings prior to trip	X		
Is more than one chaperone present	X		
Building & Grounds:			
Is facility equipped with security cameras	X		
Is facility equipped with security lighting	X		
Are buildings/rooms locked when not in use	X		
Are employees provided with radios	X		
Is equipment locked up when not in use	X		
Staff Meetings Board Meetings & Conferences:			
Do security/law enforcement personnel patrol facility during these events		X	SRO as assigned/requested by administration
Are metal detectors utilized for after hour activities such as conferences & meetings		X	
Are student disciplines/superintendent hearings dealt with in a safe manner?	X		
Is employee discipline/dismissal dealt with in a safe manner?	X		

Assessment completed by:

Name	Title	Signature
William F. Dorritie	Superintendent	
John Mushtare	Building Principal	
Lindsey Gifford	Director of Instructional Support	
Steve West	Director of Facilities	
John Kessler	Head Bus Driver	

Beth West	Cafeteria Manager/CSEA President	
Amy Schlee	District Treasurer	
Pamela Weir	District Clerk	

Identified Risks and Control Methods

Risks identified in the hazard assessment and corresponding control methods to reduce those risks, are shown in the tables below for each of our facilities:

District- Identified Risk	Selected Control(s)	Comments
Do employees receive De-escalation training	The district will provide this type of training for all staff	
Are I.D. badges required to be worn by all personnel	All staff will receive regular reminders to wear their ID during work	
Is office area separated from entrance with security glass	This will be added to the vestibule in a future project	
Is bus garage equipped with security cameras	Interior and exterior cameras will be added in a future project	

APPENDIX 3 Training Outline

Workplace Violence Prevention Training Outline

Information and training for all employees:

1. Overview of Requirements of the Workplace Violence Regulations
    a. Develop a written policy statement - employers must develop a written policy statement about the employer's workplace violence prevention program goals and objectives and provide for full employee participation through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.
    b. Conduct a risk evaluation - employers must examine their workplace to determine if existing or potential risk factors exist that might place employees at risk of occupational assaults or homicides.
    c. Develop a workplace violence prevention program- employers must develop a program, with input from employees or an authorized employee representative, that, among other things, includes the following: risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents may occur in the workplace; a written outline or lesson plan for employee program trainings; and a plan to review and update the program at least once a year.
    d. Provide training and information for employees- employers must provide each employee with information and training on the risks of workplace violence in their workplace(s) at least once a year and any time significant changes are made to the workplace violence prevention program.

2. Risk factors and measures that were identified in the risk evaluation
    a. Need for District-wide de-escalation training
    b. Need for installation of cameras at bus garage facility
    c. Need for all staff to wear school ID’s at all times, including at extracurricular events
    d. Need for installation of security glass in vestibule area
    e. Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as:
        i. Incident alert and notification procedures
        ii. Appropriate work practices
        iii. Emergency procedures
        iv. Use of security alarms and other devices
        v. Other existing policies, procedures and work practices relevant to WPV
        vi. Procedures to report incidents of workplace violence

3. Location of the written workplace violence prevention program and how to obtain a copy (only employers with 20 or more full-time permanent employees are required to maintain a program in writing).

4. Privacy Concerns
    a. How will sensitive information be handled?
    b. Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.

APPENDIX 4 Incident Report

Workplace Violence Incident Report

Date of Incident:

Workplace location where incident occurred:

Time of day/shift when incident occurred:

DESCRIPTION:

Names and job titles of involved employees:

Detailed description of the incident, including events leading up to the incident and how the incident ended:

Name or other identifier and job titles of involved individuals:

Nature and extent of injuries arising from the incident:

Names of witnesses:

Note: If the case is a "privacy concern case," remove the name of the employee who was the victim of the workplace violence and enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name. Privacy concern cases include cases involving:

- Injury or illness to an intimate body part or the reproductive system
- Injury or illness resulting from a sexual assault
- Mental illness
- HIV infection
- Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and
- Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.

APPENDIX 5 Program Review

Workplace Violence Program Maintenance and Review

Program review (annual) completed on: ___6/12/2026_____ (date)

Stakeholders and authorized employee representatives (where applicable)
William F. Dorritie, Superintendent
John Mushtare, Building Principal
Lindsey Gifford, Director of Instructional Support Services
Kenneth Olsen, School Resource Officer
Steven West, Director of Facilities
John Kessler, Head Bus Driver
Amy Schlee, District Treasurer
Beth West, Cafeteria Manager
Pamela Weir, District Clerk

Plan and Contact information:

The most current version of this plan will be made available to employees, their authorized representatives, and to representatives of the NYS Department of Labor by contacting or visiting the District website. See the district safety plan:

Designated Workplace Violence Administrator/Officer Contact:

Primary Contact		**Secondary Contact**	
Name	Bill Dorritie	Name	Katie Lossi
Title	Superintendent	Title	Building Principal
Department	District Office	Department	District Office
Phone	607-432-2050 ext.1120	Phone	607-432-2050 ext. 1220
Location	District Office	Location	District Office