

**THOUSAND ISLANDS
CENTRAL SCHOOL DISTRICT**

**PROPOSED
2020-2021
SCHOOL BUDGET**



APRIL 21, 2020

THOUSAND ISLANDS CENTRAL SCHOOL DISTRICT

GENERAL SUPPORT

Board of Education

- 1010.4 Board of Ed Training, Conferences, Legal Books, Supplies, Service Pins, Retirement Recognition
- 1040.4 District Clerk Supplies Including Minute Books
- 1060.4 Required Legal Ads, Budget Newsletter/Notice Printing, Inspector of Elections

Central Administration

- 1240.1 Superintendent and Secretary to the Superintendent Salaries
- 1240.2 Administrative Equipment to Include Computers, Copiers, Furniture
- 1240.4 Professional/District Memberships (NYSCOSS, ASCD, MSLA, Black River Council), Conferences

Finance

- 1310.1 Business Office Salaries
- 1310.2 Business Office Equipment to Include Computers, Copiers, Furniture
- 1310.4 Postage, Bond Council, Standard and Poor Ratings, Memberships, Fixed Assets
- 1310.4 State Aid Planning, Health/Safety Coordinator, GASB 45 Services, Health Ins and Workers' Comp Admin Fees
- 1320.4 Required Annual External Audit Services and Reports, Consulting, Claims Auditing
- 1325.1 Treasurer Salary
- 1325.4 Treasurer Supplies Including Receipt Books and Banking Supplies
- 1330.2 Tax Collector Equipment Requirements
- 1330.4 Tax Collector Contract, Collecting Supplies Including Printed Bills and Tax Rolls, Postage, BAS Tax Software
- 1345.4 Cooperative Purchasing Services with BOCES
- 1380.4 Fiscal Advisors

Staff

- 1420.2 Attorney Fees
- 1430.4 Personnel Ads, Fingerprinting Fees
- 1430.4 Employee/Employer Relation Specialist Services with BOCES, Attorney Fees, Recruiting Services
- 1460.1 Records Retention Management Salaries
- 1460.4 Bankers Boxes, File Folders, Ledgers
- 1480.4 Printing Services, Postage, Paper

Central Services

- 1620.1 Buildings and Grounds Custodian and Cleaner Salaries
- 1620.2 Buildings and Grounds Custodial Equipment
- 1620.4 Fuel Oil, Electricity, Water/Sewer, Telephone, Paper Products, Lights, General Repair Supplies
- 1621.1 Trash Removal, HVAC Service Contract, Elevator/Fire/Vehicle Inspections, Clock/Camera Services, AEDs
- 1621.2 Equipment and Furniture to Include Cafeteria Tables, Desk/Chairs, Tractor, Floor Scrubbers, Vacuums
- 1621.4 Buildings and Grounds Salaries, Building Check Salaries, Pool Supervisor Salaries, Substitutes
- 1680.1 Data Coordinator Salaries
- 1680.4 BOCES Administrative Computer Services

Special Items

- 1910.4 Property Insurance, Student Accident Insurance
- 1920.4 Dues - Rural Schools Program, Jeff-Lewis School Boards Association, NYS School Boards Association
- 1964.4 Property Tax Refunds
- 1981.4 BOCES Administrative Costs
- 1983.4 Capital Project at BOCES - TICSD Share

THOUSAND ISLANDS CENTRAL SCHOOL DISTRICT

			BUDGET		BUDGET	
			2019-2020		2020-2021	
GENERAL SUPPORT						
Board of Education						
Board of Education	Purchased Services & Supplies	1010	4	\$ 12,570	\$	13,270
District Clerk	Purchased Services & Supplies	1040	4	400		1,600
District Meeting	Purchased Services & Supplies	1060	4	2,970		3,320
Total Board of Education				<u>\$ 15,940</u>		<u>\$ 18,190</u>
Central Administration						
Chief School Administrator	Salaries	1240	1	\$ 204,370	\$	206,650
Chief School Administrator	Equipment	1240	2	5,000		5,000
Chief School Administrator	Purchased Services & Supplies	1240	4	29,050		29,050
Total Central Administration				<u>\$ 238,420</u>		<u>\$ 240,700</u>
Finance						
Business Administration	Salaries	1310	1	\$ 222,806	\$	230,650
Business Administration	Equipment	1310	2	5,000		5,000
Business Administration	Purchased Services & Supplies	1310	4	62,482		62,375
Business Administration	Purchased Services & Supplies	1310	4	114,726		120,577
Auditing	Purchased Services & Supplies	1320	4	16,750		18,500
Treasurer	Salaries	1325	1	29,886		30,940
Treasurer	Purchased Services & Supplies	1325	4	2,200		2,200
Tax Collector	Equipment	1330	2	100		100
Tax Collector	Purchased Services & Supplies	1330	4	18,250		18,500
Purchasing	Purchased Services & Supplies	1345	4	5,000		4,100
Fiscal Agent Fees	Purchased Services & Supplies	1380	4	2,000		2,000
Total Finance				<u>\$ 479,200</u>		<u>\$ 494,942</u>
Staff						
Legal	Purchased Services & Supplies	1420	4	\$ 41,500	\$	41,500
Personnel	Purchased Services & Supplies	1430	4	3,000		4,500
Personnel	Purchased Services & Supplies	1430	4	29,250		26,263
Records Management Officer	Salaries	1460	1	500		500
Records Management Officer	Purchased Services & Supplies	1460	4	350		350
Public Information	Purchased Services & Supplies	1480	4	1,700		1,700
Total Staff				<u>\$ 76,300</u>		<u>\$ 74,813</u>
Central Services						
Operation of Plant	Salaries	1620	1	\$ 543,434	\$	580,334
Operation of Plant	Equipment	1620	2	60,250		60,250
Operation of Plant	Purchased Services & Supplies	1620	4	622,920		692,120
Maintenance of Plant	Salaries	1621	1	169,581		176,107
Maintenance of Plant	Equipment	1621	2	184,200		100,000
Maintenance of Plant	Purchased Services & Supplies	1621	4	161,950		162,950
Central Data Processing	Salaries	1680	1	5,000		5,000
Central Data Processing	Purchased Services & Supplies	1680	4	11,500		11,600
Total Central Services				<u>\$ 1,758,835</u>		<u>\$ 1,788,361</u>
Special Items						
Unallocated Insurance	Purchased Services & Supplies	1910	4	\$ 98,400	\$	102,000
School Association Dues	Purchased Services & Supplies	1920	4	8,110		8,210
Refund of Real Property Taxes	Purchased Services & Supplies	1964	4	3,000		10,000
BOCES Administrative Costs	Purchased Services & Supplies	1981	4	192,942		190,267
BOCES Capital Expenses	Purchased Services & Supplies	1983	4	941,127		-
Total Special Items				<u>\$ 1,243,579</u>		<u>\$ 310,477</u>
TOTAL GENERAL SUPPORT				<u><u>\$ 3,812,274</u></u>		<u><u>\$ 2,927,483</u></u>

THOUSAND ISLANDS CENTRAL SCHOOL DISTRICT

INSTRUCTION

Administration and Improvement

- 2010.1 Curriculum Development Teacher Expense
- 2010.4 BOCES Services - Teacher Certification
- 2020.1 Administrative Supervision and Secretarial Salaries
- 2020.2 Administrative Equipment Requirements
- 2020.4 District-Wide Copy Paper, Graduation and National Honor Society Supplies
- 2070.1 Professional Development Extra Pay
- 2070.4 Literacy Collaborative, Training, Reading Supplies
- 2070.4 BOCES Services - Professional Development, Coaching, Model Schools and Planning Services

Teaching

- 2110.1 K-12 Teaching Salaries, Teacher Aid and Assistant Salaries, Chaperone Extra Pay, AIS
- 2210.1 Substitute Teaching Salaries
- 2110.2 Teaching Equipment
- 2110.4 Textbooks and District-Wide General Teaching Supplies
- 2110.4 BOCES - Arts, Enrichment, Test Scoring, Whiz Quiz, Spelling Bee, Alternative High School, Grant Writing
- 2250.1 K-12 Teaching and Support Staff Salaries for Students with Disabilities, Home Tutoring Services
- 2250.2 OT and PT Equipment, Students with Disabilities Equipment Needs
- 2250.4 Tuition for Private Placement, OT Supplies, PT Supplies, Speech Supplies, Special Education Supplies
- 2250.4 Special Education Student Services for Students Placed at BOCES
- 2280.4 Career and Technical Education for Students Provided by BOCES
- 2330.1 Driver Education and Adult Education Salaries (Student Fees Charged to Cover Expenses)
- 2330.2 Driver Education and Adult Education Equipment (Student Fees Charged to Cover Expenses)
- 2330.4 Driver Education and Adult Education Supplies (Student Fees Charged to Cover Expenses)

Instructional Media

- 2610.1 Librarian and Library Support Staff Salaries
- 2610.1 Library Equipment Requirements
- 2610.4 Library Books, Contracted Services with BOCES, Graphics Department Expenses
- 2630.1 Network Administrator and Support Staff Salaries
- 2630.2 Computer Hardware for Students
- 2630.4 Computer Software and Supplies for Students
- 2630.4 BOCES Services - Multi-year Hardware and Software Contracts for Students

Pupil Services

- 2810.1 Guidance Counselor and Secretary Salaries
- 2810.4 Guidance Supplies
- 2815.1 School Nurse Salaries
- 2815.2 Nurse Equipment Requirements
- 2815.4 Clinic Supplies, School Physician Services, Health Services for Resident Parochial Students
- 2820.1 Psychologist Salaries
- 2820.4 Psychologist Testing Supplies
- 2850.1 Student Club and Class Advisors
- 2850.2 Equipment for Musical
- 2850.4 Musical Expenses
- 2855.1 Coaching Salaries
- 2855.2 Athletic Equipment
- 2855.4 Athletic Supplies, Contest Fees, Section Dues, Official Fees, First Aid/CPR

THOUSAND ISLANDS CENTRAL SCHOOL DISTRICT

				BUDGET		BUDGET	
				2019-2020		2020-2021	
INSTRUCTION							
Administration and Improvement							
Curriculum Develop/Supervision	Salaries	2010	1	\$ 99,822	\$	100,000	
Curriculum Develop/Supervision	Purchased Services & Supplies	2010	4	5,322		2,565	
Supervision - Regular School	Salaries	2020	1	608,193		626,389	
Supervision - Regular School	Equipment	2020	2	500		7,500	
Supervision - Regular School	Purchased Services & Supplies	2020	4	78,425		78,925	
In-Service Training - Instruction	Salaries	2070	1	10,000		10,000	
In-Service Training - Instruction	Purchased Services & Supplies	2070	4	90,500		90,500	
In-Service Training - Instruction	Purchased Services & Supplies	2070	4	67,664		74,897	
Total Administration and Improvement				\$	960,426	\$	990,776
Teaching							
Teaching - Regular School	Salaries	2110	1	\$ 4,642,815	\$	4,809,758	
Teaching - Regular School	Salaries	2110	1	140,000		160,000	
Teaching - Regular School	Equipment	2110	2	80,630		90,630	
Teaching - Regular School	Purchased Services & Supplies	2110	4	262,500		267,600	
Teaching - Regular School	Purchased Services & Supplies	2110	4	86,186		89,195	
Program for SWD	Salaries	2250	1	776,963		767,841	
Program for SWD	Equipment	2250	2	15,000		15,000	
Program for SWD	Purchased Services & Supplies	2250	4	15,000		15,000	
Program for SWD	Purchased Services & Supplies	2250	4	1,042,546		1,092,221	
Occupational Education (9-12)	Purchased Services & Supplies	2280	4	510,015		466,757	
Teaching - Special Schools	Salaries	2330	1	18,100		18,100	
Teaching - Special Schools	Salaries	2330	2	500		500	
Teaching - Special Schools	Purchased Services & Supplies	2330	4	1,200		1,200	
Total Teaching				\$	7,591,455	\$	7,793,802
Instructional Media							
School Library and Audiovisual	Salaries	2610	1	\$ 75,035	\$	76,806	
School Library and Audiovisual	Equipment	2610	2	500		500	
School Library and Audiovisual	Purchased Services & Supplies	2610	4	67,937		67,320	
Computer Assisted Instruction	Salaries	2630	1	79,182		81,780	
Computer Assisted Instruction	Equipment	2630	2	56,000		146,000	
Computer Assisted Instruction	Purchased Services & Supplies	2630	4	77,000		80,000	
Computer Assisted Instruction	Purchased Services & Supplies	2630	4	674,913		718,215	
Total Instructional Media				\$	1,030,567	\$	1,170,621
Pupil Services							
Guidance - Regular School	Salaries	2810	1	\$ 355,223	\$	365,406	
Guidance - Regular School	Purchased Services & Supplies	2810	4	31,144		31,144	
Health Services - Regular School	Salaries	2815	1	142,664		150,668	
Health Services - Regular School	Equipment	2815	2	4,000		4,000	
Health Services - Regular School	Purchased Services & Supplies	2815	4	13,492		13,692	
Psychological - Regular School	Salaries	2820	1	115,105		119,332	
Psychological - Regular School	Purchased Services & Supplies	2820	4	7,250		7,250	
Co-Curricular - Regular School	Salaries	2850	1	64,200		74,500	
Co-Curricular - Regular School	Equipment	2850	2	2,500		2,500	
Co-Curricular - Regular School	Purchased Services & Supplies	2850	4	16,245		16,245	
Interscholastic - Regular School	Salaries	2855	1	164,000		167,000	
Interscholastic - Regular School	Equipment	2855	2	15,000		15,000	
Interscholastic - Regular School	Purchased Services & Supplies	2855	4	124,858		125,443	
Total Pupil Services				\$	1,055,681	\$	1,092,180
TOTAL INSTRUCTION				\$	10,638,129	\$	11,047,379

THOUSAND ISLANDS CENTRAL SCHOOL DISTRICT

PUPIL TRANSPORTATION

- 5510.1 Bus Driver, Bus Mechanic, Transportation Supervisor Salaries
- 5510.2 Transportation Equipment Requirements
- 5510.4 Bus Vehicle Insurance, Laundry, Snow Removal, Physicals, Legal Ads, Bus Routing System, Bus Undercoating
- 5510.4 Bus Diesel Fuel, Bus Parts, Tires, Oil, Grease, Cleaning Supplies, Training & Required Drug Testing
- 5530.2 Garage Equipment Requirements
- 5530.4 Natural Gas, Electricity, Water/Sewer, Phone
- 5540.4 Contracted Transportation Services - Islands

COMMUNITY SERVICE

- 7140.1 Wellness Center Monitors, Pool Lifeguards

UNDISTRIBUTED EXPENDITURES

Employee Benefits

- 9010.8 Employees' Retirement System - Employer Contribution
- 9020.8 Teachers' Retirement System - Employer Contribution
- 9030.8 Social Security Taxes - Employer Contribution
- 9040.8 Workers' Compensation Premiums
- 9050.8 Unemployment Insurance - Self-Funded
- 9060.8 Health and Dental Insurance Premiums - Employer Contribution - Self-Funded Active Employees
- 9060.8 Health and Dental Insurance Premiums - Employer Contribution - Self-Funded Retired
- 9089.8 Sick Day Accrual Payout at Retirement, 403(b) Services

Debt Service

- 9711.6 Principal Payment on Bonds for School Construction (District Receives Building State Aid)
- 9711.7 Interest Payment on Bonds for School Construction (District Receives Building State Aid)
- 9732.6 Principal Bus Bond Payment For Past Bus Purchases
- 9722.7 Interest Bus Bond Payment for Past Bus Purchases
- 9731.6 Principal Payment on BAN for School Construction
- 9731.7 Interest Payment on BAN for School Construction
- 9789.6 Lease Principal Payment for Energy Performance Contract
- 9789.7 Lease Interest Payment for Energy Performance Contract

Interfund Transfers

- 9901.9 Transfer to School Food Service Fund
- 9901.9 Transfer to Special Aid Fund - Transportation Costs for Summer School
- 9901.9 Voter Authorization to Complete \$100,000 Capital Outlay Project (2020-2021)

THOUSAND ISLANDS CENTRAL SCHOOL DISTRICT

				<u>BUDGET</u>		<u>BUDGET</u>	
				<u>2019-2020</u>		<u>2020-2021</u>	
PUPIL TRANSPORTATION							
District Transportation Services	Salaries	5510	1	\$ 721,681	\$	808,142	
District Transportation Services	Equipment	5510	2	11,200		11,200	
District Transportation Services	Purchased Services & Supplies	5510	4	78,400		119,224	
District Transportation Services	Purchased Services & Supplies	5510	4	201,915		201,940	
Garage Building	Equipment	5530	2	2,500		2,500	
Garage Building	Purchased Services & Supplies	5530	4	55,500		63,500	
Transpiration Contract	Purchased Services & Supplies	5540	4	5,000		5,000	
TOTAL PUPIL TRANSPORTATION				<u>\$ 1,076,196</u>		<u>\$ 1,211,506</u>	
COMMUNITY SERVICE							
Recreation	Salaries	7140	1	\$ 43,500	\$	52,000	
TOTAL COMMUNITY SERVICE				<u>\$ 43,500</u>		<u>\$ 52,000</u>	
UNDISTRIBUTED EXPENDITURES							
Employee Benefits							
State Retirement	Employee Benefits	9010	8	\$ 482,552	\$	525,507	
Teachers' Retirement	Employee Benefits	9020	8	702,408		767,812	
Social Security	Employee Benefits	9030	8	683,295		716,703	
Workers' Compensation	Employee Benefits	9040	8	145,880		132,570	
Unemployment Insurance	Employee Benefits	9050	8	15,200		15,200	
Medical, Dental Ins - Active	Employee Benefits	9060	8	2,159,404		2,242,523	
Medical, Dental Ins - Retiree	Employee Benefits	9060	8	1,399,119		1,422,888	
Other - Compensated Absences	Employee Benefits	9089	8	30,800		30,800	
Total Employee Benefits				<u>\$ 5,618,658</u>		<u>\$ 5,854,003</u>	
Debt Service							
Serial Bonds - School Construction	Principal on Indebtedness	9711	6	\$ 1,115,000	\$	1,110,000	
Serial Bonds - School Construction	Interest on Indebtedness	9711	7	404,313		411,325	
Statutory Bonds - Bus Purchases	Principal on Indebtedness	9722	6	419,450		402,000	
Statutory Bonds - Bus Purchases	Interest on Indebtedness	9722	7	28,239		25,066	
BAN - School Construction	Principal on Indebtedness	9731	6	-		-	
BAN - School Construction	Interest on Indebtedness	9731	7	-		-	
Installment Purchase Debt - EPC	Principal on Indebtedness	9789	6	125,218		129,681	
Installment Purchase Debt - EPC	Interest on Indebtedness	9789	7	22,665		18,200	
Total Debt Service				<u>\$ 2,114,885</u>		<u>\$ 2,096,271</u>	
Interfund Transfers							
Transfer to School Food Serv. Fund	Interfund Transfers	9901	9	\$ 25,000	\$	40,000	
Transfer to Special Aid Fund	Interfund Transfers	9901	9	29,000		29,000	
Transfer to Debt Service Fund	\$100,000 Capital Outlay Project	9901	9	-		100,000	
Total Interfund Transfers				<u>\$ 54,000</u>		<u>\$ 169,000</u>	
TOTAL UNDISTRIBUTED EXPENDITURES				<u>\$ 7,787,543</u>		<u>\$ 8,119,274</u>	
TOTAL GENERAL FUND EXPENDITURES and INTERFUND TRANSFERS				<u>\$ 23,357,642</u>		<u>\$ 23,357,642</u>	
Increase						0	
% Increase						0.00%	

2020-21 Property Tax Report Card

000000 - DISTRICT NAME
 Contact Person: Angeles Picunas
 Telephone Number: 315-686-5621

	Budgeted 2019-20 (A)	Proposed Budget 2020-21 (B)
Total Budgeted Amount, not including Separate Propositions	23,357,642	23,357,642
A. Proposed Tax Levy to Support the Total Budgeted Amount ¹	11,822,489	11,822,489
B. Tax Levy to Support Library Debt, if Applicable		
C. Tax Levy for Non-Excludable Propositions, if Applicable ²		
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable		
E. Total Proposed School Year Tax Levy (A + B + C + D)	11,822,489	11,822,489
F. Permissible Exclusions to the School Tax Levy Limit	414,690	562,303
G. School Tax Levy Limit, Excluding Levy for Permissible Exclusions ³	11,604,526	11,662,174
H. Total Proposed School Year Tax Levy, Excluding Levy to Support Library Debt and/or Permissible Exclusions (E - B - F + D)	11,407,809	11,260,196
I. Difference: (G - H); (negative value requires 60.0% voter approval) ²	196,717	421,978
Public School Enrollment	905	860
Consumer Price Index		1.81%

¹ Include any prior year reserve for excess tax levy, including interest.
² Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.
³ For 2020-21, includes any carryover from 2019-20 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	Actual 2019-20 (D)	Estimated 2020-21 (E)
Adjusted Restricted Fund Balance	3,460,520	3,157,953
Assigned Appropriated Fund Balance	1,324,926	1,669,639
Adjusted Unrestricted Fund Balance	2,382,768	2,275,345
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	10.20%	9.74%

Schedule of Reserve Funds

Reserve Type	Reserve Name	Reserve Description *	3/31/20 Actual Balance	6/30/19 Estimated Ending Balance
Capital	Capital	To pay the cost of any object or purpose for which bonds may be issued.	642,113	643,613
Unemployment Insurance	Unemployment Insurance	To pay the cost of reimbursement to the State Unemployment Insurance Fund.	68,844	68,984
Mandatory Reserve for Debt Service	Mandatory Reserve for Debt Service	To cover debt service payments on outstanding obligations (bonds, BANS) after the sale of district capital assets or improvements.	832,347	834,597
Insurance	Insurance	To pay liability, casualty, and other types of uninsured losses.	35,663	35,758
Tax Certiorari	Tax Certiorari	To establish a reserve fund for tax certiorari settlements	204,237	204,737
EBALR - Employee Benefit Accrued Liability	EBALR - Employee Benefit Accrued Liability	For the payment of accrued 'employee benefits' due to employees upon termination of service.	412,276	412,726
Retirement Contribution	Retirement Contribution	To fund employer retirement contributions to the State and Local Employees' Retirement System	951,038	953,288

**THOUSAND ISLANDS CENTRAL
SCHOOL'S
DISTRICT-WIDE
SCHOOL SAFETY PLAN**

Commissioner's Regulation 155.17

PROJECT SAVE
(Safe Schools Against Violence in Education)
(Public Hearing) July 2, 2019

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APPENDICES

- Appendix 1:** Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephones numbers for building staff.
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**THOUSAND ISLANDS CENTRAL SCHOOL'S
DISTRICT-WIDE
SCHOOL SAFETY PLAN**
Commissioner's Regulation 155.17

**PROJECT SAVE
(Safe Schools Against Violence in Education)**

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 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 Thousand Islands 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: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Thousand Islands Central School's District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the 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 consisting of, but not limited to, representatives of the school board, students, teachers, administrators, parent organizations, school safety personnel, and other school personnel:

POSITION	NAME
Administrative Representative	Superintendent
Administrative Representative	Secondary Principal
Administrative Representative	Elementary Principal
Buildings and Grounds Department	Director of Facilities
School Safety Personnel	Registered Nurse
Parent Organization Representative	Parent

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 plan.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.

Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.

County and State resources through existing protocols may supplement emergency response actions, including Crisis Response.

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 School Board may adopt the district-wide and building-level plans 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.

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 local Fire Departments and local and State Police within 30 days of adoption.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

(The District-wide School Safety Plan should provide the framework for the Building-level Emergency Response Plan)

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 in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 2 of this Plan shows the results of this procedure.

B. Actions in response to an emergency.

The District has incident specific procedures for multi-hazard plans. These include Incident Command System, contacting local, state, and federal agencies for assistance by calling 911. The District has identified the following general response actions to emergency situations. These actions include:

- 1) school cancellation,
- 2) early dismissal,
- 3) evacuation, and
- 4) 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	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Others as determined by the Building-level School Safety Team	

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 and those are identified in the Red Cross Sheltering Agreement as listed in the Building Level Plan. The Incident Command Team will utilize these resources in line with the Building Level Emergency Response Plans as deemed appropriate and will contact 911 for advice and assistance when needed. Specific personnel and resources are identified in the Building Level Emergency Response Plans.

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

The District uses the Incident Command System model for emergency actions. For district-wide emergencies the Incident Commander will be the Superintendent. In building-level emergencies, the administrator in charge or his/her designee will act as the 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.

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in accordance with the Incident Command System as deemed appropriate by the Incident Commander. See Incident Command System Position and Description Chart. The Incident Commander will contact 9-1-1.

The District will notify parents, staff, students of any cancellations, early dismissal, evacuation, and sheltering through specific procedures outlined in the Building Level Plan.

The **EMERGENCY RESPONSE TEAM** consistent with the National Interagency Incident Management System (NIIMS) Incident Command System (ICS) shall be comprised of:

Incident Commander (IC) Responsible for emergency/disaster operations and shall remain at the command post to observe and direct all operations.

Deputy Incident Commanders Principals/ Teacher In-Charge. Assists the IC with the management of the emergency/disaster. Assumes the role of the IC if required and fulfills the responsibility until relieved.

<u>Operations</u>	Manages/directs the response to the incident.
<u>Logistics</u>	Provides facilities, services, personnel, equipment and materials to support the incident.
<u>Planning & Intelligence</u>	Collects, evaluates and documents information about the development of the incident.
<u>Administration/Finance</u>	Provides financial tracking, procurement, and cost analysis related to the incident.
<u>Public Information Officer (PIO)</u>	Acts as the official spokesperson for the district.
<u>Safety Officer</u>	Ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist. The safety officer can enact emergency authority and override the decision of the IC.
<u>Agency Liaisons</u>	Contact person for responding agencies.
<u>Log/Scribe</u>	Documents all activities of the Command Post. Maintains all information/documents of the ICT.

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 Health and Safety Office in conjunction with Building Principals and Supervisors, 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. Training procedures and frameworks are included in Appendix 3.

F. Staff development

Each year during a Superintendent's Day, training in Violence Prevention and Intervention will be offered. Refresher training in searching for suspicious packages will be provided as needed.

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

(The District-wide School Safety Plan should provide the framework for the Building-level Emergency Response Plan)

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 make the threat or committing the act of violence and are included herein as Appendix 4 of this document. (See also Code of Conduct Policy)

Based on the situation, the Incident Commander will determine the appropriate steps to be taken. These may include, but are not limited to: lock-down, search, evacuation, or contacting 9-1-1. Specific steps are outlined in the Building Level Plan. The Incident Commander will monitor the incident; adjust his/her response to the incident, and work to protect student and staff. Specific policies are listed in Appendix 4, the Code of Conduct, and the student planner.

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

Law enforcement officials will be contacted by 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 rapid as possible. The District will call 9-1-1 for assistance.

C. Appropriate responses to emergencies.

The District recognizes that appropriate responses 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 details the appropriate response to such emergencies.

The District has developed specific procedures for responding to the bomb threats, hostage taking, intrusions, and kidnappings. Lockdowns, evacuations, and contacting local law enforcement through the Incident Command Structure will be used. Specific steps are found in the Building Level Plan.

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 messenger, media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building Level Plan.

The Incident Commander, based on the situation, will make the determination as to which form of communication will be used; i.e. messenger, television.

SECTION IV: COMMUNICATION WITH OTHERS

(The District-wide School Safety Plan should provide the framework for the Building-level Emergency Response Plan)

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. The Incident Commander will authorize the procurement of these agencies.

The District will use the Incident Command System and follow the related protocols. The District has developed relationships with local police, fire, and emergency management personnel including those at Ft. Drum. The Incident Commander will contact 9-1-1.

B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law

The District will work with county and other local officials when an Article 2-B emergency is declared.

The Incident Commander, based upon the actual Article 2-B situation, will contact the Emergency Management Office for guidance by calling 9-1-1.

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.

D. Maintaining certain information about each educational agency located in the school district, including information on:

Each Building Level Emergency Response Plan will include the following information:

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

The Building Level School Safety Team will insure that this information is current and accurate.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

(The District-wide School Safety Plan should provide the framework for the Building-level Emergency Response Plan)

A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and or/security devices or procedures. The district currently keeps all doors locked during the school day and visitors are required to sign in at the main office at each campus. The District does have procedures for lockdowns, evacuation, and sheltering. Specific policies related to building security are found in Appendix 6.

B. Policies and procedures for the dissemination of informative materials.

The District is committed to the use of age-appropriate interpersonal violence prevention educational packages for grades kindergarten through twelve, when available.

C. Prevention and intervention strategies.

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- Collaborative agreements with state and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations,
- Non-violent conflict resolution training programs,
- Peer mediation programs and youth courts, and
- Extended day and other school safety programs.

D. Strategies for improving communication among students and 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. The District is exploring programs in the following areas:

- Elementary Guidance Program
- Youth-run programs
- Sources of Strength
- Peer mediation
- Conflict resolution
- Drug Free school programs and lessons i.e. SADD, Drug Free School grant funds,
- Creating a forum or designating a mentor for students concerned with bullying or violence
- Establishing anonymous reporting mechanisms for school violence, DASA, and
- Others based on district need.

E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.

Thousand Islands School District currently does not employ hall monitors or other security personnel. Job descriptions, hiring procedures, and appropriate training will be developed as needed.

No entries in Appendix 7.

APPENDICES

Appendix 1:

Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephones numbers for building staff.

<u>Building Name</u>	<u>Address</u>	<u>Contact Person</u>	<u>Telephone Number</u>
Guardino Elementary	600 High St Clayton, NY 13624	Principal	315-686-5594 Ext 3555
Cape Vincent Elementary	410 S. Esselstyne St Cape Vincent, NY 13618	Principal	315-654-2142 Ext 2555
Middle School	8481 Co. Rte 9 Clayton, NY 13624	Principal	315-686-5594 Ext 4555
High School	8481 Co. Rte 9 Clayton, NY 13624	Principal	315-686-5594 Ext 5555
District Office	8481 Co. Rte 9 Clayton, NY 13624	Superintendent	315-686-5594 Ext 1555
Jefferson Lewis BOCES	20104 NYS Route 3 Watertown, NY 13601	District Superintendent	315-779-7000

**Appendix 2:
Building Risk Determination**

Building	Address	Internal Hazards	External Hazards
Cape Vincent Elementary	410 S. Esselstyne, Cape Vincent, NY		
Guardino Elementary	600 High St., Clayton, NY		
TI High/Middle	8481 Co. Rte 9 Cape Vincent NY		

Internal Hazard

Civil Disturbance

- Bomb threat
- Hostage
- Intruder
- Kidnapped person
- Civil unrest
- Anthrax (bio-terrorism)

Fire and Explosion

- Explosion
- Fire

Systems Failure

- Electrical system failure
- Fuel shortage
- Gas leak
- Heating system failure (loss of heat)
- Roofing failure (leak)
- Sewage system failure
- Structural failure
- Water system failure

Medical Emergency

- Allergic reaction/bleeding/blow to the head
- Broken bones/burns/choking/diabetic shock
- Epileptic convulsions/shock
- Bites
- Blood/body fluid exposure (infection control)
- Electric shock
- Epidemic
- Food poisoning
- Heart attack
- Toxic exposure
- Death/suicide

External Hazards

Weather Related

- Flood/mudslide
- Storm/snow/ice/wind/hurricane
- Thunderstorm
- Tornado
- St. Lawrence River
- Environmental Problems
- Air pollution
- Flood/mudslide
- Hazardous material spills/releases
- Radiological incident
- Storm/snow/ice/wind/hurricane
- Extreme cold/heat
- Thunderstorm/lightning storm
- Tornado
- Toxic material spill/releases
- Water contamination

Other External Hazards

- Airplane crash
- School bus accident
- Earthquake
- Highways
- Cape Vincent Correctional Facility
- NYS Route 12, 12E and 12F
- St. Lawrence River
- School Bus
- Field Trips

Appendix 3:
Listing of Training

Training will be provided by the Jefferson –Lewis BOCES Health & Safety Office and Utica National Safe Schools as required.

Topics that will be offered include

- Right to Know
- Chemical Safety
- Two-Hour Violence Prevention and Intervention
- Incident Command System
- Red Cross Shelter Management
- Suspicious Package Training and Drill
- Sexual Harassment Prevention and Awareness
- Bullying Prevention and Awareness
- Drills, Lockdowns, Sheltering, and Evacuation

Appendix 4:
Violence on School Property and Code of Conduct

Board Duties and Responsibilities:	1410	Policy and Procedures
	6110	Code of Ethics
Employee Rights:	3411	Unlawful Possession of a Weapon on School Grounds
	3412	Threats of Violence in School
	6121	Sexual Harassment of District Personnel
	6122	Complaints and Grievances by Employees
	6150	Alcohol, Drugs, and Other Substances
	6151	Drug Free Workplace
	6170	Fingerprinting of Prospective School Employees
	6551	Family and Medical Leave Act
Student Rights:	7250	Student Privacy, Parental Access to Information and Administration of Certain Physical Exams to Minors
	7551	Sexual Harassment of Students
Student Safety:	7320	Alcohol, Tobacco, Drugs, and Other Substances
	7360	Dangerous Weapons
	7530	Child Abuse and Neglect/Maltreatment
Student Responsibilities:	7311-7360	Code of Conduct

Appendix 5:
155.17 SAVE Regulation and Executive Law 2B

Section 155.17 School safety plans

(a) Development of school safety plans.

Every board of education of a school district, every board of cooperative educational services and county vocational education and extension board and the chancellor of the City School District of the City of New York shall adopt by July 1, 2001, and shall update by July 1st for the 2002-2003 through the 2015-2016 school years and by September 1st for the 2016-2017 school year and each subsequent September 1st thereafter, a comprehensive district-wide school safety plan and building-level emergency response plans regarding crisis intervention and emergency response and management, provided that in the City School District of the City of New York, such plans shall be adopted by the chancellor of the city school district. Such plans shall be developed by a district-wide school safety team and a building-level emergency response team, as such terms are defined in subdivision (b) of this section, and shall be in a form developed by the commissioner in consultation with the Division of Criminal Justice Services, the superintendent of the State Police and any other appropriate State agencies. Each district-wide school safety plan and building-level emergency response plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.

(b) Definitions.

As used in this section:

- (1) Educational agencies means public and nonpublic elementary and secondary schools, public and private nursery schools, approved private schools for the education of students with disabilities as defined in section 200.1(d) of this Title, and public and private schools for the education of preschool children with disabilities.
- (2) Superintendent means a superintendent of schools or a district superintendent of schools, as appropriate.
- (3) Disaster means occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.
- (4) Emergency means a situation, including but not limited to a disaster that requires immediate action, occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.
- (5) Emergency services organization means a public or private agency, organization or group other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.
- (6) School cancellation means a determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.
- (7) Early dismissal means returning students to their homes or other appropriate locations before the end of the school day.
- (8) Evacuation means moving students for their protection from a school building to a predetermined location in response to an emergency.
- (9) Sheltering means keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated.
- (10) Lock-down means to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. Lock-down will only end upon physical release from the room or secured area by law enforcement.
- (11) Building-level emergency response plan means a building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and has the contents prescribed in paragraph (c)(2) of this section.
- (12) Building-level emergency response team means a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the board of education, the chancellor in the case of New York City, or other governing body. The building-level emergency response team is responsible for the designation of the emergency response team and the development of the building-level emergency response plan and its required components. The building-level emergency response team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives the school board, chancellor or other governing body deems appropriate.
- (13) District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the school district, BOCES or county vocational education and extension board, that addresses crisis intervention, emergency response and management at the district level and has the contents prescribed in paragraph (c)(1) of this section.

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

(15) Emergency response team means a building-specific team designated by the building-level emergency response team that is comprised of school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or State emergency response agencies and assists the school community in responding to a violent incident or emergency. In a school district in a city having a population of more than one million inhabitants, such emergency response team may be created on the district-level with building-level participation, and such district shall not be required to establish a unique team for each of its schools.

(16) Post-incident response team means a building-specific team designated by the building-level emergency response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident or emergency. In a school district in a city having a population of more than one million inhabitants, such post-incident response team may be created on the district-level with building-level participation, and such district shall not be required to establish a unique team for each of its schools.

(17) School safety plan means a district-wide school safety plan or a building-level school safety plan.

(18) Serious violent incident means an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and/or staff because of an imminent threat to their safety or health, including, but not limited to: riot, hostage-taking kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.

(c) District-wide school safety plans and building-level emergency response plans.

District-wide school safety plans and building-level emergency response plans shall be designed to prevent or minimize the effects of violent incidents and emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such incidents or emergencies.

(1) District-wide school safety plans. A district-wide school safety plan shall be developed by the district-wide school safety team and shall include, but not be limited to:

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

(ii) policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence;

(iii) appropriate prevention and intervention strategies, such as:

(a) collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;

(b) nonviolent conflict resolution training programs;

(c) peer mediation programs and youth courts; and

(d) extended day and other school safety programs;

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

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

(vi) except in a school district in a city having a population of more than one million inhabitants, the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;

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

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

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

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

- (xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;
 - (xii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;
 - (xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;
 - (xiv) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
 - (xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
 - (xvi) strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;
 - (xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
 - (xviii) in the case of a school district, except in a school district in a city having more than one million inhabitants, a system for informing all educational agencies within such school district of a disaster; and
 - (xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:
 - (a) coordination of the communication between school staff, law enforcement, and other first responders;
 - (b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
 - (c) ensure staff understanding of the district-wide school safety plan;
 - (d) ensure the completion and yearly update of building-level emergency response plans for each school building;
 - (e) assist in the selection of security related technology and development of procedures for the use of such technology;
 - (f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
 - (g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
 - (h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.
- (2) Building-level emergency response plan. A building-level emergency response plan shall be developed by the building-level emergency response team, shall be kept confidential, including but not limited to the floor plans, blueprints, schematics or other maps of the immediate surrounding area, and shall not be disclosed except to authorized department or school staff, and law enforcement officers, and shall include the following elements:
- (i) policies and procedures for the response to emergency situations, such as those requiring evacuation, sheltering, and lock-down, which shall include, at a minimum, the description of plans of action for evacuation, sheltering, lock-down, evacuation routes and shelter sites, and procedures for addressing medical needs, transportation and emergency notification to persons in parental relation to a student;
 - (ii) designation of an emergency response team, other appropriate incident response teams, and a post-incident response team;
 - (iii) floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area;
 - (iv) establishment of internal and external communication systems in emergencies;
 - (v) definition of the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS);
 - (vi) coordination of the building-level emergency response plan with the statewide plan for disaster mental health services to assure that the school has access to Federal, State and local mental health resources in the event of a violent incident;
 - (vii) procedures for an annual review of the building-level emergency response plan and the conduct of drills and other exercises to test components of the building-level emergency response plan, including the use of

tabletop exercises, in coordination with local, county, and State emergency responders and preparedness officials;

(viii) policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property;

(ix) in the case of a school district, except in a school district in a city having more than one million inhabitants, certain information about each educational agency located in the school district, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency.

(3) Each board of education, chancellor or other governing body shall make each district-wide safety plan available for public comment at least 30 days prior to its adoption. Such district-wide plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Each district shall file a copy of its district-wide safety plan with the commissioner and all amendments to such plan shall be filed with the commissioner no later than 30 days after their adoption. Each board of education, chancellor or other governing body or officer shall ensure that a copy of each building-level emergency response plan and any amendments thereto, is filed with the appropriate local law enforcement agency and with the State Police within 30 days of its adoption, but no later than October 15, 2016 and each subsequent October 15th thereafter. Building-level emergency response plans shall be confidential and shall not be subject to disclosure under article six of the Public Officers Law or any other provision of law.

(d) Use of school property.

Each board of education and board of cooperative educational services shall cooperate with appropriate State, county and city agencies in developing agreements for the use of school-owned facilities and vehicles during a disaster. School districts and boards of cooperative educational services are required to relinquish to the appropriate State or county agencies the control and use of school transportation vehicles and facilities in accordance with county emergency preparedness plans or directives.

(e) Communication liaisons.

(1) Except in a school district in a city having a population of more than one million inhabitants, each district superintendent, during a local or State emergency, shall act as the chief communication liaison for all educational agencies within the supervisory district territorial limits.

(2) The superintendent of schools in the Cities of Buffalo, Rochester, Syracuse and Yonkers, during a local or State emergency, shall act as the chief communication liaison for all educational agencies located within the city district.

(f) Reporting.

Each superintendent shall notify the commissioner as soon as possible whenever the emergency plan or building-level school safety plan is activated and results in the closing of a school building in the district, and shall provide such information as the commissioner may require. School districts within a supervisory district shall provide such notification through the district superintendent, who shall be responsible for notifying the commissioner. Such information need not be provided for routine snow emergency days.

(g) Instruction.

Each public school superintendent and each chief school administrator of an educational agency other than a public school shall take action to provide written information, by October 1st of each school year, to all students and staff about emergency procedures.

(h) Fire and emergency drills.

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

(1) Parents or persons in parental relation shall be notified at least one week prior to the drill.

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

(3) The provisions of section 175.5(a) of this Title regarding the length of school day for State aid purposes shall not apply to school days in which less than the minimum number of hours is conducted because of an early dismissal pursuant to this subdivision.

(i) Reports by educational agencies.

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

(j) Nothing contained in subdivision (a) or (c) of this section shall prevent an educational agency from using, in part or in total, an emergency management plan previously developed in cooperation with a county or other municipality as the emergency management plan required in this section until the adoption of school safety plans as required by subdivision (b) of this section; provided, however, that all applicable requirements of this section shall be met.

(k) Commissioner of Education.

The Commissioner of Education or his or her designee may order emergency response actions by individual school districts in the event that the local officials are unable or unwilling to take action deemed to be appropriate by State and/or county emergency personnel in accordance with county or State emergency preparedness plans or directives.

Appendix 6:
Building Security - School Community Relations

Participation by the Public	3210 – 3290
Use of School Facilities, Materials And Equipment	3280
Public Access to Records	3310
Public Order on School Property	3410 - 3430

Appendix 7:
Safety Personnel

The Thousand Islands Central School District does not currently employ personnel in these categories: hall monitors or other security personnel. Job descriptions, hiring procedures, and appropriate training will be developed as needed.

Appendix 8:
Building Level Emergency Response Plans

A copy of the Building Level Emergency Response Plan is filed with the following agencies:

Jefferson County Sheriff Department
Jefferson County Emergency Management Office
NYS Police
US Customs and Border Protection
Cape Vincent Fire Department
Clayton Fire Department
Depauville Fire Department

Appendix 9:
Memoranda of Understanding

The Thousand Islands Central School District has an agreement in place with the American Red Cross for sheltering, transportation, and shelter management.