



District Wide Emergency Response Safety Plan

Reviewed- May- June 2023

Posted for Public Review- July 18, 2023 to August 18, 2023

Public Hearing- August 22, 2023

Adoption by PRSD Board of Education- August 22, 2023

Pearl River School District

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**Pearl River
District Wide School Safety Plan**

Commissioner's Regulation 155.17 Project 14

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. The Pearl River UFSD is 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 schools 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. Schools are at risk of a wide variety of acts of violence and natural and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law.

This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the District and its schools.

Pearl River supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of the Pearl River Schools encourages and advocates on-going cooperation and support of Project SAVE.

GENERAL CONSIDERATIONS

A. Purpose

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

B. Identification of School Teams

Pearl River has appointed a District Wide School Safety Team consisting of, but not limited to, representatives of the school Board of Education, students, teachers, administrators, parent organizations, school safety personnel and other school personnel. The members of the team and their positions or affiliations are as follows:

- Dr. Marco Pochintesta, Superintendent of Schools (Chief Emergency Officer)
- John Piscitella, Assistant Superintendent for Human Resources & Community Services
- Susanne Pariot, Assistant Superintendent of Curriculum & Instruction
- Tawnya Muhlrud, Assistant Superintendent for Business
- Anthony Kcira, Coordinator of School Transportation
- Robert Nelan, Director of Facilities
- David Wright, Principal, Pearl River MS
- Artie McCormack, Director of Health, PE and Athletics
- Dr. Robert Zegarelli, Principal, Pearl River HS
- Nadine McDermott, Interim Principal, Evans Park Elementary School
- Kathleenann Cool, Principal, Lincoln Avenue Elementary School
- Dr. Kristin Talleyrand, Principal, Franklin Ave. Elementary School

- Jamie Haug, Director of Technology
- Diana Gillule, Teacher, Lincoln Avenue Elementary School
- Fiona Burke, RN, Franklin Avenue Elementary School
- Lisa Ross, Secretary, Lincoln Ave. Elementary School
- Rebecca Massa, School Psychologist, Lincoln Avenue Elementary School
- Roseanne Daly, RN, Evans Park Elementary School
- Cory Clarkson, Maintenance
- Members of Fire Districts
- Members of Law Enforcement
- Members of Emergency Medical Services

In order to comply with the new State Education Law 2801-a and Commissioner's Regulations at NYCRR section 155.17, a revised contract with the Town of Orangetown and Orangetown Police Department, and any security firm contracted by the district, that delegates school discipline to school administration was developed (Appendices 8 and 9). In addition, input was sought from stakeholders including probation officers, defense counsel, prosecutors, courts, parents, collective bargaining units, teachers, students, community members and school administrators.

C. Concept of Operations

- The School Safety Plan is directly linked to the individual Building Level Emergency Response Plans as a matter of protocol. The activation of a Building Level Emergency Response Plan triggers the notification of the chain of command and the assessment of the activation of the District Wide Emergency School Safety Plan and District Wide Response Team.
- The School Safety Plan was developed through extensive analysis of the local environment, emergency potential, and available resources. Through training and workshops that included school employees, administration and local emergency services, the plan has been developed to address the specific needs of Pearl River and the community.
- 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. The building principal is responsible for notifying the Superintendent or the highest ranking person in the chain of command of any necessary building level plan activation. This notification shall be accomplished through the use of telephone.
- Upon the activation of the School Emergency Response Team, the Superintendent or his/her designee, shall be notified and where appropriate, local emergency officials shall also be notified.
- County and state resources supplement the District emergency action planning in a number of ways:
 - State and local law enforcement provide building reviews and employee training.
 - Local law enforcement and emergency services participate in planning and training exercises and develop strategies for managing Building Level emergencies.
 - A protocol exists for the District to use certain facilities for sheltering during times of emergencies.
 - A protocol exists for the use of county mental health resources during post incident responses.

D. Plan Review and Public Comment

- Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The District Board of Education shall adopt the School Safety Plan only after one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan shall be formally adopted by the Board of Education.
- Full copies of the School Safety Plan and any amendments shall be submitted to the New York State Education Department within 30 days of adoption.
- This plan shall be reviewed periodically during the year and maintained by the District Wide School Safety Team. The required annual review shall be completed each year prior to its adoption by the Board of Education.

RISK REDUCTION/PREVENTION AND INTERVENTION

A. Prevention/Intervention Strategies Program Initiatives

The District has developed a number of programs and activities to aid in risk reduction. These initiatives are run at different age groups within the District. Examples of the building-specific topics covered:

- Character Education Programming
- Anti-bullying Programs
- Positive Behavior Intervention and Support Programs
- Peer Leadership Programs
- Drug Abuse Resistance Education Programs
- Codes of Conduct
- Crisis Response/Intervention Plans.

High School

- Opening Week Assemblies Per Grade Level
 - Discuss expectations
 - Code of conduct
 - Introduce guidance, psychologists, social worker & SRO, and other supports
- Guidance Counselors
 - Meet individually with every 8th grade students in September
 - Push in to classrooms to discuss goal setting in Naviance
- Clinical Staff
 - Push into UA, PE and health classes as per their topics to discuss stress, anxiety, depression, drug use, diversity, good choices and bullying.
 - Guest Speakers from CANDLE, Rockland County Mental Health Services, etc.
 - Dialectical Behavior Therapy (evidence based mindful mental health sessions)
- Weekly RTI Meeting
- Bi-Weekly Administration and Guidance Counselor meetings
- School Resource Officer & AP have weekly meetings
- AP attends monthly Orangetown Substance Abuse Meetings at local Police Dept.
- Mental Health Awareness presentations
- Assemblies on various topics throughout the year
 - Guest speakers push in to PE classes for vaping, drugs, bullying & harassment and gender identity awareness

- HS Athletics and Extracurricular
 - VAASA- Varsity Athletes Against Substance Abuse (push into classrooms)
 - SADD - Students Against Destructive Decisions
 - LGBTQ Club - Lesbian, Gay, Bisexual, Transgender, Questioning
 - Girls Learn International (Awareness and Support for women across the globe)
 - International Club (Cultural Awareness)

Middle School

- Weekly meetings with the Wellness team for student support services.
- Bi-Weekly Advisory lessons that support social-emotional learning, anti-bullying, DEI, and Character Education.
- Keeping It Real D.A.R.E. Program in Grade 7-drug prevention.
- Wellness Team and administrative presentations to grade 5 and grade 6 to cover drug dangers, peer pressure, and safety.
- Assemblies during the beginning of the year to address the Code of Conduct, PBIS, Pirate of the Month, School Safety, and School Rules.
- Team Building Days in grade 5 and grade 6.
- School-wide approach to Social Emotional Learning through using RULER, developed by the Yale Center for Emotional Intelligence. The RULER approach includes lessons, tools, and resources to support adults and children in recognizing, understanding, labeling, expressing, and regulating emotions.
- Quarterly assemblies to reinforce positive behavior.

Evans Park Elementary School

- Student School Climate Surveys
- Positive Behavior Interventions and Supports (PBIS)
- School-wide expectations for all students to be respectful, responsible, ready, and safe
- Throughout the first few weeks, faculty and staff teach these expectations by explaining what they mean and what they look like across all areas of the school, as well as on the school bus.
- Monthly topics selected by PBIS committee to highlight specific traits correlated with respectful, responsible, ready and safe behaviors
- Class and school acknowledgments when positive behaviors are demonstrated.
- Ongoing communication with parents about children's work toward goals
- Weekly Multi-Tiered Support Systems/Response to Intervention meetings
- Classroom and small group lessons focused on Social Emotional Learning (SEL) provided by school psychologist and school social worker
- Small group support focused on relationships, respect, friendship, and/or trauma provided by school psychologist and school social worker
- Whole class, small group, and individualized lessons and support focused on social problem solving, goal setting, and executive functioning skills provided by the school psychologist, school social worker, and school counselor.
- Celebration and participation in World Kindness Day, Unity Day, and Random Acts of Kindness Day.
- School-wide approach to Social Emotional Learning using RULER, developed by the Yale Center for Emotional Intelligence. The RULER approach includes lessons, tools, and resources to support adults and children in recognizing, understanding, labeling, expressing, and regulating emotions.

Lincoln Ave Elementary School

- Student School Climate Surveys
- Focus group meetings with 4th grade students in regards to school climate
- Opening Day Grade Level meetings in regards to expectations around being respectful, responsible, ready, and safe at all times
- Sept-Oct: Faculty and Staff instruct students as to what being respectful, responsible, ready, and safe “looks like” in the various places throughout the building.
- Morning Announcements re: Character Education
- Character Education/PBIS Assemblies
- Community Building activities (school-wide)
- Character In Motion Bus Program (promotes respectful, responsible, and safe behavior on the bus)
- School psychologist and school social worker conduct small group and classroom lessons aimed at social emotional learning
- School-wide approach to Social Emotional Learning using RULER, developed by the Yale Center for Emotional Intelligence. The RULER approach includes lessons, tools, and resources to support adults and children in recognizing, understanding, labeling, expressing, and regulating emotions.
- In coordination with our school psychologists and social workers, our school counselor supports whole class, small group, and individual students with lessons regarding social problem solving, goal setting, and executive functioning skills such as self-regulation.

Franklin Ave. Elementary School

- Student School Climate Surveys
- Positive Behavior Interventions and Supports (PBIS)
- School-wide expectations for all students to be respectful, responsible, ready, and safe
- Throughout the first few weeks, faculty and staff teach these expectations by explaining what they mean and what they look like across all areas of the school, as well as on the school bus.
- Class and school acknowledgments when positive behaviors are demonstrated
- Ongoing communication with parents about children’s work toward goals
- Weekly Multi-Tiered Support Systems/Response to Intervention meetings
- Classroom and small group lessons focused on Social Emotional Learning (SEL) provided by school psychologist and school social worker
- Small group support focused on relationships, respect, friendship, and/or trauma provided by school psychologist and school social worker
- Whole class, small group, and individualized lessons and support focused on social problem solving, goal setting, and executive functioning skills provided by the school psychologist, school social worker, and school counselor.
- Celebration and participation in World Kindness Day, Unity Day, and Random Acts of Kindness Day.
- School-wide approach to Social Emotional Learning using RULER, developed by the Yale Center for Emotional Intelligence. The RULER approach includes lessons, tools, and resources to support adults and children in recognizing, understanding, labeling, expressing, and regulating emotions.

District-Wide

- Annual training of all staff on DASA/School Violence and Mental Health
- District-wide Social Emotional Learning Committee
- Youth Mental Health First Aid Training offered to faculty

- Teen Suicide Prevention Training available for all employees
- Code of Conduct provided to all families in the District
- Parent University programs available to parents on a variety of topics such as mental health and wellness, teen drug use, etc.

Facilities Initiatives

The District has attempted to enhance the security of its facilities through a number of initiatives, including a revised visitor policy that includes the following:

- Sign-in procedures and use of visitor ID badges with visual contact.
- Employees use faculty/staff ID badges with proximity readers.
- Schools have developed a single point of access for visitors with secure vestibules at each building.
- Installation of interior and exterior surveillance cameras throughout our campuses.

Training, Drills, and Exercises

- The District has established policies and procedures for annual multi-hazard school safety training for employees and students. Training includes:
 - An annual review of the building level emergency guides and general employee awareness training for building employees conducted by each principal. The annual review of safety plans and procedures includes training in violence prevention and mental health awareness.
 - The annual early go home drill to test evacuation and sheltering procedures.
 - Each school building conducts evacuation drills throughout the course of the year in compliance with the SED schedule for the purpose of familiarizing employees and students with emergency procedures.
 - A Building Level tabletop exercise run in cooperation with members of local emergency services.
 - All staff meet the annual requirements of mandatory compliance training as set forth in State and Federal regulations.
- The District shall conduct drills and other exercises to test and evaluate the effectiveness of the District Emergency Response Plan. Each principal will be required to complete a minimum number of student drills as follows:
 - 4 lockdown drills, 8 fire/evacuation drills, eight of which must be conducted by December 31 of each year, the balance must be conducted during the remainder of the school year
- The District shall conduct tabletop exercises with the Building Level safety teams to test the components of the emergency response plan. The narratives, sequence of events and messaging for each exercise shall be developed by select members of the District Wide Safety Team, Emergency Management Consultants and local emergency services. A controller, evaluator and simulator shall conduct each tabletop exercise. The suggestions and necessary enhancements of the Building Level Plan noted during the evaluation shall be documented by the evaluator and provided to the Building Level Safety Team and District Wide Safety Team for further evaluation.
- Topics for training will include general security and safety measures, intervention strategies with difficult or challenging students, building security awareness, and reporting requirements and procedures.

In the execution of their duties, faculty, aides and monitors shall have responsibility for:

- Monitoring halls, lavatories, locker rooms, locker bays and similar areas, assuring orderly passage of students and pre-emptive intervention in potentially disruptive situations.
- Observation of the general property, including the immediate outside area/perimeter of the building(s), with an obligation to report suspicious activity to district or building administration.
- Overseeing study halls, cafeterias, or other areas of student assemblage with the goal of assisting to maintain an orderly, safe environment.

Chief Emergency Officer

Shall be the Superintendent of Schools. The Chief Emergency Officer shall act as the liaison between the District and external agencies during times of emergencies as well as during plan development and maintenance. In the event that the Superintendent of Schools is not available, the Assistant Superintendent for Human Resources and Community Services (and Assistant Superintendent for Curriculum and Instruction next) shall serve as Chief Emergency Officer.

School Safety Personnel

School safety personnel have a critical role in violence prevention. The following represents a description of the responsibilities of school safety personnel in schools:

The building principal or his/her designee shall serve as the School Safety Representative for the school building. The responsibilities of the School Safety Representative are as follows:

- Monitor hallways, entryways, exits and outside grounds during school hours for unusual occurrences or unauthorized visitors.
- Act as building liaison in communicating building level safety issues or concerns.
 - Represent the building on the District Wide Health and Safety Committee.
 - Serve on Building Level School Building Response Team.
 - Attend school safety meetings and be a resource on school safety and security issues for building employees.
 - Develop plans and strategies for building security, crime and violence prevention, safety planning and employee training.
 - Participate in school incident investigations.
 - Respond to all school emergencies as part of the building's Emergency Response Plan.
 - Coordinate annual school safety multi-hazard training for students and employees. Multi-hazard training shall include crisis intervention, emergency response and management.
 - Employees and students shall receive annual training and drill practice on protocols for bomb threats, evacuation, sheltering, lockdown, relocate to hallway, fire emergency, bus drills and appropriate violence prevention strategies.
 - Designate procedure for informing substitute teaching and non-teaching employees of school safety protocols.
- Comply and encourage compliance with all school safety and security policies and procedures established by the Board of Education.
- Attend professional development activities on school safety and violence prevention. All school safety personnel shall be provided with training on violence prevention and school safety. All training courses shall receive prior approval from the Superintendent or his/her designee.

Hiring and Screening of School Personnel

The following hiring and screening practices are followed for the hiring of all personnel:

Fingerprinting and Criminal Background Checks

For all employees hired by schools, the District completes a fingerprinting and criminal background check prior to appointment. No employee works in the District until fingerprint clearance is received. Employees include: any person receiving compensation for work from schools; any employee of a contracted service provider involved in direct student contact; any worker assigned to a school under a public assistance employment program (includes part-time employees and substitutes).

Reference Checks

References are thoroughly checked prior to extending an employment offer.

- Reference check forms are used for instructional, and non-instructional personnel.
- Reference checks are completed and reviewed by the administrative team along with the application.
- Prior to making a job offer to a prospective employee, the following mandatory questions are asked during reference checks with immediate and/or past supervisors:
 - Do you have knowledge of any violations of safety or security by (prospective employee) related to students, employees or others?
 - Why did (prospective employee) leave your employment? Or, do you know why (prospective employee) is leaving your employment?
 - Would you rehire (prospective employee)? If no, why not?

B. Early Detection of Potentially Violent Behaviors

The District has implemented policies and procedures related to the early detection of potentially violent behaviors. Each building principal is responsible for the dissemination of informative materials regarding the early detection of potentially violent behaviors to employees and parents each school year. In addition, employees shall receive training on the District Code-of-Conduct and awareness training on violent behaviors, to be conducted or coordinated by the District Superintendent.

C. Hazard Identification

(Note: Below chart does not include adult education staff/students or non-school programs)

The following sites have the potential for internal or external emergency situations:

- Pearl River High School
- Pearl River Middle School
- Lincoln Avenue Elementary School
- Franklin Avenue Elementary School
- Evans Park Elementary School
- District Office
- A Starting Place
- Naurashaun Facilities Building

The buildings and grounds associated with each of these facilities have the potential for a main campus or Building Level emergency or incident.

Sites of potential emergency within Rockland County that have been identified by the Homeland Security task force include:

- Palisades Shopping Center
- The Shops at Nanuet

- Proximity to New York City
- The NY State Thruway
- Gov. Mario G Cuomo Bridge
- Indian Point Nuclear Facility
- Mirant/Bowline Generating Plant
- Orange & Rockland Utilities
- Veolia Water
- Major hospitals (Montefiore Nyack Hospital, Good Samaritan, Helen Hayes)
- Rockland Psychiatric Center
- Rockland County Correctional Facility

RESPONSE

A. Notification and Activation (Internal and External Communications)

- In cases of a seriously violent incident, the District would use the procedure listed below to meet the requirements for notification and activation. A serious violent incident is an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and employees because of an imminent threat to their safety or health. This includes, but is not limited to, the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical, or biological weapons, knives or other dangerous instrument capable of causing death or serious injury, riots, hostage-taking, or kidnapping.

Communications systems are:

Internal

Administrators	Public Address System and Radios. <u>All Administrators are authorized by the Superintendent to use ALL CALL on District Phones or PA system to notify the Entire Campus of a threat (i.e. Lockdown, Safety Hold, Shelter in Place, etc.). Additionally, a school LOCKDOWN can be triggered from any building phone.</u>
Teachers and Building staff	Public address system and radios. Additionally, a school LOCKDOWN can be triggered from any building phone.
Students	Public address system and verbally from supervising teachers. Additionally, a school LOCKDOWN can be triggered from any building phone.
Superintendent	Public address system and radios. Additionally, a school LOCKDOWN can be triggered from any building phone.
Buildings and Grounds	Public address system and radios. Additionally, a school LOCKDOWN can be triggered from any building phone.
Board of Education	Phone

External

New York State Police: Troop F	911
Orangetown Police Department	911
Rockland Sheriff's Office	911

Pearl River Volunteer Fire Department	911
National Suicide and Crisis Hotline	988
Parents	District Website: www.pearlriver.org <i>District Notification System – Email, text, phone call as appropriate</i> Transportation Phone Emergency Information: (845)620-3857 The district will also utilize radio frequency and Radio Stations: Radio Stations • WHUD 1400 AM / 100.7 FM • Rockland County Emergency Services Station 1640 AM Television Stations Fox 5 NBC News 12

The Assistant Superintendent for Human Resources and Community Services would be responsible for conveying emergency information to educational facilities within the Pearl River UFSD. The Assistant Superintendent for Human Resources and Community Services would take appropriate steps to secure the following information about each educational agency within the District: Number of students, number of employees, transportation requirements associated with the evacuation of each facility and the business and home telephone numbers of key officials of each agency. Such information would be updated at least annually by the Assistant Superintendent of Human Resources and Community Services. Each such agency would report material changes to such data to the Assistant Superintendent for Human Resources and Community Services, in writing, within seven days of such change.

Information will be provided to parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal through the use of the District's automated mass communication system by employees at the building level using the student/parent directory and/or local and regional radio and TV stations. These are the same stations that are used to announce official delays or closings. This information is provided to parents through the website and building handbooks. Additionally, if an event occurs at the campus where students cannot be released immediately, a parent/community public information center may be established at another campus building.

In the event that this public information center is established, parents and community members are encouraged not to report to the main campus where a building may be in crisis, but rather gather at a designated meeting place where regular public information statements will be made by the Assistant Superintendent for Human Resources and Community Services or a Superintendent's designee.

B. Situational Responses – Multi-Hazard Response and Response Protocols

Staff cooperation is critical when an act of violence occurs. In the event of a criminal act, bomb threat, civil disturbance, intrusion, hostage taking, kidnapping or other threatening event, staff response may include:

1. Verbal instructions to cease the behavior.
2. Call for assistance from other staff.
3. Verbal instructions to follow classroom emergency procedures based on the main office's instruction over the public address system.
4. Call law enforcement and other necessary emergency response agencies.
5. Removal of any onlookers that could aggravate the situation.
6. Not invading the space of the individual(s) involved.
7. Removal of any potentially dangerous weapons or objects.
8. Physical restraint if other actions do not stop the violence.

In the event of a violent incident, the following policies and procedures are to be followed at the District level:

- The Superintendent will ensure the Building Level team has adequate resources to respond to the emergency.
- The Assistant Superintendent for Human Resources and Community Services will develop a public information strategy to communicate necessary information to the media, parents and staff.
- The Superintendent, who is the leader of the District Crisis Intervention Team, will notify the team of the event.
- The Superintendent will notify appropriate Board of Education members of the incident.
- The Superintendent will file any necessary information with the State Education Department (for example, school bomb threat data cards).

In the event of a violent incident, the following policies and procedures are to be followed at the school building level:

- Student reports an incident to an adult or adult observes an incident.
- Adult takes appropriate action as necessary to respond to the incident.
- A written referral is forwarded to the building principal.
- School guidance counselor, school psychologist, social worker and nurse are involved when necessary.
- Building principal will conference with the student(s) involved to determine the problems/issues.
- If parental notification is necessary, building principal will contact the parent(s) and may arrange a parent conference.
- Appropriate discipline will be administered following the District Code of Conduct and incident reported to the State Education Department when appropriate.

Follow-up of the violent incident should include:

1. Investigation of the incident by building principal and law enforcement, as necessary.
2. Preparation of written accounts of the incident by all involved.
3. Review of written accounts by the building principal for any disparities.
4. Appropriate disciplinary action according to the code of conduct.
5. Review of the entire incident by administration for future planning.
 - a. What happened?
 - b. Where did it happen?
 - c. When did it happen?
 - d. Why did it happen?
 - e. How did it happen?

- f. How many individuals were involved?
- g. Are the individuals associated with a group?
- h. How could the incident have been prevented?
- i. Were there warning signs?
- j. What can we do to prevent a future incident?
- 6. Counseling or other needed support for the victim(s), other students and staff involved in the incident.
- 7. Necessary reporting and parental notification.

Each school's Building Level plan lists building specific response actions to criminal acts, bomb threats, civil disturbance, intrusion, hostage taking, kidnapping, as well as technological and natural disasters.

Response Protocols

The Pearl River Schools have a comprehensive multi-hazard Emergency Response Plan. This plan is updated annually. Copies of the plan are available in each Principal's Office as well as in the Superintendent's Office and the Central Office. Elements of the plan include:

- Chain of Command and Incident Command Structure (ICS)
- Other Relevant Parties
- Emergency Planning Committee
- Emergency Telephone Numbers
- Telephone Tree
- CPR/AED List
- Bus Lists
- A list of hazardous incidents and a response plan for each (e.g. bomb threat, hostage, intruder, natural disaster, structural failure, et. al.)

Arrangements for Obtaining Emergency Assistance from Local Government

The administration shall use the following process in making arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies:

- Superintendent/Designee in an emergency contacts dispatch point or 911 center for fire or EMS response.
- Superintendent/Designee contacts highest-ranking local government official for notification and/or assistance.

Procedures for Obtaining Advice and Assistance from Local Government Officials

The Administration shall use the following protocol 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:

- Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest ranking local government official for obtaining advice and assistance.
- The District has identified resources for an emergency from the following agencies: (examples include the Red Cross, fire department, police, private industry, private individuals, religious organizations and others).

District Resources Available for Use in an Emergency

The Pearl River UFSD has created a comprehensive list of resources available during an emergency, including fuel sources, communications, food service capability, maintenance vehicle lists, and medical supplies and AED, CPR and First Aid trained staff. Specific information in each of these categories is contained in the Building Level plans.

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

The District shall use the following procedure to coordinate the use of school resources and manpower during emergencies:

- The Building Principal of the affected facility shall contact the Superintendent or his/her designee and request the necessary manpower or resources.
- The Superintendent or the highest-ranking person in the chain of command shall assess the request and allocate personnel and resources as necessary.

Protective Action Options

The Pearl River UFSD shall follow the following protocols in assessing the appropriate protective action option. The decision to cancel school, to dismiss early, shelter in place or evacuate, shall be made in cooperation with state and local emergency responders, as appropriate.

- **School Cancellation**
 - Monitor any situation that may warrant a school cancellation – Superintendent/Safety Team.
 - Make determination – Superintendent.
 - Contact local media – Superintendent or Assistant Superintendent for Human Resources and Community Services.
 - In the event of an extended closure, enact our Emergency Remote Instruction Plan. (Addendum B)
- **School Delay**
 - Monitor any situation that may warrant school delay – Building Administrators/ Superintendent/Safety Team.
 - If conditions warrant, delay opening of school.
 - Contact Assistant Superintendent for Business and Transportation Supervisor to coordinate transportation issues.
 - Contact local media to inform parents of delayed opening.
 - Set up information center so that parents may make inquiries as to situation.
 - Provide for safety and security of employees and students who do come to school.
- **Early Dismissal**
 - Monitor situation – Superintendent/Safety Team.
 - If conditions warrant, close school – Superintendent.
 - Contact Assistant Superintendent for Business and Transportation Supervisor to arrange transportation.
 - Contact local media to inform parents of early dismissal.
 - Set up an information center so that parents may make inquiries as to the situation.
 - Retain appropriate personnel until all students have been returned home.

- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)
 - Determine the level of threat – Superintendent or Designee.
 - Contact Assistant Superintendent for Business and Transportation Supervisor to arrange transportation – Superintendent or Designee.
 - Clear all evacuation routes and sites prior to evacuation.
 - Evacuate all employees and students to pre-arranged evacuation sites.
 - Account for all student and employee population. Report any missing employees or students to Building Principal.
 - Make determination regarding early dismissal – Superintendent or Designee.
 - If determination was made to dismiss early, contact local media to inform parents of early dismissal.
 - Ensure adult supervision or continued school supervision/security.
 - Set up an information center so that parents may make inquiries as to the situation.
 - Retain appropriate personnel until all students have been returned home.
- Sheltering Sites (internal and external)
 - Determine the level of threat – Superintendent/Incident Commander /Designee.
 - Determine location of sheltering depending on nature of incident.
 - Account for all students and employees. Report any missing employees or students to designee.
 - Determine other occupants in the building.
 - Make appropriate arrangements for human needs.
 - Take appropriate safety precautions.
 - Assistant Superintendent for Human Resources and Community Services prepares to provide information and current status of the situation to parents and other inquiring parties.
 - Retain appropriate personnel until all students have been returned home.

RECOVERY

A. Central Administration Support for Buildings

The Pearl River District Wide Safety Team will support the Building Level Emergency Response Team and the Crisis/Post-Incident Response Teams in affected schools.

B. Disaster Mental Health Services

The Central Office shall assist in the coordination of Disaster Mental Health Resources, in support of the Post-Incident Response Teams in the affected schools.

Appendix 1 – Required Plan Development Procedures

Pearl River has revised the District Wide School Safety Plan in accordance with the current New York School Safety Guide.

The District Wide Safety Team listed below contributed to revision of this plan. The plan was re-adopted by the board and was filed with the Commissioner of Education no later than 30 days after its adoption.

Please note the original plan was made available for public comment on August 21, 2001 and adopted by the board on October 2, 2001.

Committee Members – District Wide Safety Team

- Dr. Marco Pochintesta, Superintendent of Schools (Chief Emergency Officer)
- John Piscitella, Assistant Superintendent for Human Resources & Community Services
- Susanne Pariot, Assistant Superintendent of Curriculum & Instruction
- Tawnya Muhlrud, Assistant Superintendent for Business
- Anthony Kcira, Coordinator of School Transportation
- Robert Nelan, Director of Facilities
- David Wright, Principal, Pearl River MS
- Artie McCormack, Director of Health, PE and Athletics
- Dr. Robert Zegarelli, Principal, Pearl River HS
- Nadime McDermott, InterimPrincipal, Evans Park Elementary School
- Kathleenann Cool, Principal, Lincoln Avenue Elementary School
- Dr. Kristin Talleyrand, Principal, Franklin Ave. Elementary School
- Jamie Haug, Director of Technology
- Diana Gillule, Teacher, Lincoln Avenue Elementary School
- Fiona Burke, RN, Franklin Avenue Elementary School
- Lisa Ross, Secretary, Lincoln Ave. Elementary School
- Rebecca Massa, School Psychologist, Lincoln Avenue Elementary School
- Roseanne Daly, RN, Evans Park Elementary School
- Cory Clarkson, Maintenance
- Members of Fire Districts
- Members of Law Enforcement
- Members of Emergency Medical Services

Appendix 2 – Listing of all District Buildings

Pearl River Building Names and Locations

Pearl River High School

275 East Central Ave
Pearl River, NY 10965

Pearl River Middle School

520 Gilbert Avenue
Pearl River, NY 10965

Lincoln Avenue Elementary School

115 Lincoln Ave
Pearl River, NY 10965

Franklin Avenue Elementary School

48 Franklin Ave
Pearl River, NY 10965

Evans Park Elementary School

40 Marion Place
Pearl River, NY 10965

PRSD District Administration Building

135 West Crooked Hill Road
Pearl River, NY 10965

Nauraushaun Building (Houses A Starting Place and serves as PRSD Facilities Depot)

664 Orangeburg Rd.
Pearl River, NY 10965

William St. Building (Houses ARC)

37 Franklin Ave.
Pearl River, NY 10965

Website Address

<http://www.pearlriver.org>

Appendix 3 – The Early Detection of Potentially Violent Behaviors **A Guide for Families and Communities**

Early Warning Signs

It is not always possible to predict behavior that will lead to violence. In some situations, and for some youth, different combinations of events, behaviors, and emotions may lead to aggressive rage or violent behavior toward self or others. School personnel and students, as well as parents, are often in a good position to observe these early warning signs.

None of these signs alone is sufficient for predicting aggression and violence. Moreover, it is inappropriate--and potentially harmful--to use the early warning signs as a checklist against which to match individual children. Rather, the warning signs are offered only as an aid in identifying and referring children who may need help. A good rule of thumb is to assume that these warning signs, especially when they are presented in combination, indicate a need for further analysis to determine an appropriate intervention.

The information that follows and such other information as may be appropriate concerning Early Warning shall be made available to all employees in a form to be determined by the Superintendent. It is the policy of the Pearl River that employees and students use the early warning signs only for identification and referral purposes. Trained professionals should make diagnoses in consultation with the child's parents or guardian.

The following early warning signs are cited by the United States Department of Education in its publication entitled **Early Warning, Timely Response: A Guide to Safe Schools** and is presented with the following qualifications: They are not equally significant and they are not presented in order of seriousness. They include:

- Social Withdrawal – In some situations, gradual and eventually complete withdrawal from social contacts can be an important indicator of a troubled child. The withdrawal often stems from feelings of depression, rejection, persecution, unworthiness, and lack of confidence.
- Excessive Feelings of Isolation and Being Alone – Research has shown that the majority of children who are isolated and appear to be friendless are not violent. In fact, these feelings are sometimes characteristic of children and youth who may be troubled, withdrawn, or have internal issues that hinder development of social affiliations. However, research also has shown that in some cases feelings of isolation and not having friends are associated with children who behave aggressively and violently.
- Excessive Feelings of Rejection – In the process of growing up, and in the course of adolescent development, many young people experience emotionally painful rejection. Children who are troubled often are isolated from their mentally healthy peers. Their responses to rejection will depend on many background factors. Without support, they may be at risk of expressing their emotional distress in negative ways-including violence. Some aggressive children who are rejected by non-aggressive peers seek out aggressive friends who, in turn, reinforce their violent tendencies.

- Being a Victim of Violence – Children who are victims of violence-including physical or sexual abuse-in the community, at school, or at home are sometimes at risk themselves of becoming violent toward themselves or others.
- Feelings of Being Picked On and Persecuted – The youth who feels constantly picked on, teased, bullied, singled out for ridicule and humiliated at home or at school may initially withdraw socially. If not given adequate support in addressing these feelings, some children may vent them in inappropriate ways-including possible aggression or violence.
- Low School Interest and Poor Academic Performance – Poor school achievement can be the result of many factors. It is important to consider whether there is a drastic change in performance and/or poor performance becomes a chronic condition that limits the child's capacity to learn. In some situations such as when the low achiever feels frustrated, unworthy, chastised, and denigrated acting out and aggressive behaviors may occur. It is important to assess the emotional and cognitive reasons for the academic performance change to determine the true nature of the problem.
- Expression of Violence in Writings and Drawings – Children and youth often express their thoughts, feelings, desires, and intentions in their drawings and in stories, poetry, and other written expressive forms. Many children produce work about violent themes that for the most part is harmless when taken in context. However, an overrepresentation of violence in writings and drawings that is directed at specific individuals (family members, peers, other adults) consistently over time, may signal emotional problems and the potential for violence. Because there is a real danger in misdiagnosing such a sign, it is important to seek the guidance of a qualified professional such as a school psychologist, counselor, or other mental health specialist to determine its meaning.
- Uncontrolled Anger – Everyone gets angry; anger is a natural emotion. However, anger that is expressed frequently and intensely in response to minor irritants may signal potential violent behavior toward self or others.
- Patterns of Impulsive and Chronic Hitting, Intimidating and Bullying Behaviors – Children often engage in acts of shoving and mild aggression; however, some mildly aggressive behaviors such as constant hitting and bullying of others which occur early in children's lives, if left unattended, might later escalate into more serious behaviors.
- History of Discipline Problems – Chronic behavior and disciplinary problems both in school and at home may suggest that underlying emotional needs are not being met. These unmet needs may be manifested in acting out and aggressive behaviors. These problems may set the stage for the child to violate norms and rules, defy authority, disengage from school, and engage in aggressive behaviors with other children and adults.
- Past History of Violent and Aggressive Behavior – Unless provided with support and counseling, a youth who has a history of aggressive or violent behavior is likely to repeat those behaviors. Aggressive and violent acts may be directed toward other individuals, be expressed in cruelty to animals or include fire setting. Youths who show an early pattern of antisocial behavior frequently and across multiple settings are particularly at risk for future aggressive and antisocial behavior. Similarly, youth who engage in overt behaviors such as bullying, generalized aggression and defiance, and covert behaviors such as stealing, vandalism, lying, cheating and fire setting also are at risk for more serious aggressive behavior. Research suggests that age of onset may be a key factor in interpreting early warning signs. For example, children who engage in aggression and drug abuse at an early

age (before age 12) are more likely to show violence later on than are children who begin such behavior at an older age. In the presence of such signs it is important to review the child's history with behavioral experts and seek parents' observations and insights.

- Intolerance for Differences and Prejudicial Attitudes – All children have likes and dislikes. However, an intense prejudice toward others based on racial, ethnic, religious, language, gender, sexual orientation, ability, and physical appearance when coupled with other factors may lead to violent assaults against those who are perceived to be different. Membership in hate groups or the willingness to victimize individuals with disabilities or health problems also should be treated as early warning signs.
- Drug Use and Alcohol Use – Apart from being unhealthy behaviors, drug use and alcohol use reduces self-control and exposes children and youth to violence, either as perpetrators, as victims, or both.
- Affiliation with Gangs – Gangs that support anti-social values and behaviors--including extortion, intimidation, and acts of violence toward other students cause fear and stress among other students. Youth who are influenced by these groups those who emulate and copy their behavior, as well as those who become affiliated with them may adopt these values and act in violent or aggressive ways in certain situations. Gang related violence and turf battles are common occurrences tied to the use of drugs that often result in injury and/or death.
- Inappropriate Access, Possession and Use of Firearms – Children and youth who inappropriately possess or have access to firearms can have an increased risk for violence. Research shows that such youngsters also have a higher probability of becoming victims. Families can reduce inappropriate access and use by restricting, monitoring, and supervising children's access to firearms and other weapons. Children who have a history of aggression, impulsiveness, or other emotional problems should not have access to firearms and other weapons.
- Serious Threats of Violence – Idle threats are a common response to frustration. Alternatively, one of the most reliable indicators that a youth is likely to commit a dangerous act toward self or others is a detailed and specific threat to use violence. Recent incidents across the country clearly indicate that threats to commit violence against oneself or others should be taken very seriously. Steps must be taken to understand the nature of these threats and to prevent them from being carried out.

Identifying and Responding to Imminent Warning Signs

Unlike early warning signs, imminent warning signs indicate that a student is very close to behaving in a way that is potentially dangerous to self and/or to others. Imminent warning signs require an immediate response.

No single warning sign can predict that a dangerous act will occur. Rather, imminent warning signs usually are presented as a sequence of overt, serious, hostile behaviors or threats directed at peers, employees, or other individuals. Usually, imminent warning signs are evident to more than one employee member--as well as to the child's family.

Imminent warning signs may include:

- Serious physical fighting with peers or family members.
- Severe destruction of property.
- Severe rage for seemingly minor reasons.

- Detailed threats of lethal violence.
- Possession and/or use of firearms and other weapons.
- Other self-injurious behaviors or threats of suicide.

Threat Assessment

A threat is an expression of intent to do harm or act out violently against someone or something. A threat can be written, spoken, or symbolic – as in motioning with one's hands as though shooting or strangling another person. There are principally four types of threats – direct, indirect, veiled and conditional.

Threats are made for a variety of reasons: as a warning signal, a reaction to fear of punishment, anxiety, demand for attention or as retribution for a perceived or actual slight or affront. Threats may be intended to taunt, intimidate, assert power, punish, manipulate, coerce, frighten, terrorize, compel desired behavior, to strike back for an injury, injustice or slight; to be disruptive, to challenge authority or to protect oneself.

Individuals who make threats normally manifest other behaviors or emotions that are indicative of a problem. These can include: signs of depression, prolonged brooding, evidence of frustration or disappointment; fantasies of destruction or revenge in conversations, writings, drawings or other actions; expressions of intense love, fear, rage, revenge, excitement or pronounced desire for recognition. Use of alcohol or drugs can be an aggravating factor, as can a romantic breakup, failing grades or conflicts with parents or friends.

Personality Traits

Personality traits and behaviors that should be considered in assessing the likelihood of a student carrying out a threat include:

- A student intentionally or unintentionally revealing clues to feelings, thoughts, fantasies, attitudes, or intentions that may signal an impending violent act;
- Low tolerance of frustration, easily hurt, insulted, angered by real or perceived injustices;
- Poor coping skills, demonstrating little ability to deal with frustration, criticism, disappointment, failure, rejection or humiliation;
- Lack of resiliency, is unable to bounce back from frustrating and disappointing experiences; failed love relationships, cannot accept or comes to term with humiliation or rejection;
- Injustice collector, nurses resentment over real or perceived injustices, will not forgive or forget those who s/he believes are responsible;
- Depression manifested by lethargy, physical fatigue, morose or dark outlook on life, malaise, lack of interest in activities once enjoyed, unpredictable anger, generalized or excessive hatred to others, hopelessness about the future, psychomotor agitation, restlessness, inattention, sleep and eating disorders;
- Narcissism, self-centered, lacking insight to the needs/feelings of others, blames others for failure and disappointment, may embrace the role of victim, displays signs of paranoia, self-importance or grandiosity, masking feelings of unworthiness, notably thick or thin skinned;
- Alienation, feels different or estranged from others, more than being a loner, involves feelings of isolation, sadness, loneliness, not belonging or fitting in;
- Dehumanizes others, fails to see others as humans, sees them as objects to be thwarted;
- Lacks empathy, demonstrates inability to understand feelings of others, may ridicule displays of emotion as weak or stupid;
- Exaggerated sense of entitlement, has a sense of being superior and constantly expects special treatment and consideration;
- Attitude of superiority, has a sense of being superior to others, smarter, more creative, talented, experienced, more worldly;

- Exaggerated/pathological need for attention, positive or negative, regardless of the circumstances;
- Externalizes blame, consistently refuses to take responsibility for own actions, blames others, often seems impervious to rational argument and common sense;
- Masks low self-esteem, may display arrogance, self-glorifying attitude, avoids high visibility or involvement, may be considered a “non-entity” by peers;
- Anger management problems, manifested by consistent temper tantrums, melodramatic displays, brooding, sulking, seething silence, reacts out of proportion to cause, may direct anger to those who have no connection to triggering incident;
- Intolerance, racial, ethnic, religious and other, displays symbols and slogans of intolerance on self or possessions;
- Inappropriate humor, macabre, insulting, belittling, or mean.
- Attempts to manipulate others, attempts to con and manipulate to win trust so others will rationalize aberrant behavior;
- Lack of trust, is untrusting and suspicious of the motives and intentions of others, may approach clinically paranoid state;
- Closed social group, introverted, with acquaintances rather than friends, may associate only with a single small group to the exclusion of others;
- Manifests a dramatic change in behavior, academic performance, disobedience of school rules, schedules, dress codes etc.
- Rigid and opinionated, judgemental and cynical, strong opinions on topics about which little knowledge is possessed, disregards facts, logic and reasoning;
- Demonstrates unusual interest in sensational violence;
- Fascination with violence-filled entertainment, movies, TV, computer games, music videos, printed material, inordinate amount of time with violent computer games and websites involving violence weapons and disturbing objects;
- Has negative role models, drawn to negative, inappropriate role models, Hitler, Satan or others associated with violence and destruction;
- Manifests behavior that is relevant to carrying out a threat, spends inordinate amount of time practicing with firearms, on violent websites, begins excluding normal pursuits such as homework, classwork, time with friends.

Family Dynamics

Family dynamics that should be considered in assessing the likelihood of a student carrying out a threat include:

- Turbulent parent/child relationship, relationship is particularly difficult, can be uniquely evident following recent or multiple moves, loss of parent, addition of step-parent, dismisses parents' role in his/her life, evidence of violence in the home;
- Acceptance of pathological behavior, parents do not react to behavior that most would find disturbing' parents appear unable to recognize or acknowledge problems in their children, respond quite defensively to real or perceived criticism of child, parents appear unconcerned about, minimize or reject reports of inappropriate behavior by child;
- Access to weapons, family keeps guns, weapons, explosives materials in the home and accessible to the children, weapons treated carelessly, without normal safety precautions, parent or role model may handle weapons irresponsibly or use as device for intimidation;
- Lack of family intimacy or closeness;
- Student “rules the roost,” few limits set for children, parents regularly submit to child's demands, student insists on inordinate degree of privacy, parents have little information about student activities, school life, friends, or other relationships.
- No limits or monitoring of TV or Internet, parents do not supervise, limit or monitor TV, Internet, computer use or access.

School Dynamics

School dynamics that should be considered in assessing the likelihood of a student carrying out a threat include:

- Student attachment to school, student appears detached from school, other students, teachers, and school activities;
- Tolerance for disrespectful behavior, school does little to prevent or punish disrespectful behavior between students, bullying is part of the school culture, school authorities are oblivious to bullying, little or no intervention by school authorities, school atmosphere promotes racial or class divisions, allows them to remain unchallenged;
- Inequitable discipline, discipline is inequitably applied or is perceived as such by students or employees;
- Inflexible culture, official and unofficial patterns of behavior, values and relationships among students, teachers and administrators are static, unyielding and insensitive to changes in society and the changing needs of newer students;
- Pecking order among students, certain groups have more prestige and respect – both officially and unofficially by students and school officials;
- Code of silence, prevails among students, little trust between students and employees;
- Unsupervised computer access, access is unsupervised and unmonitored, students are able to play violent games, explore inappropriate websites, promote violent hate groups, give instruction in bomb making, etc.

Social Dynamics

Social dynamics that should be considered in assessing the likelihood of a student carrying out a threat include:

- Media, entertainment and technology, easy, unmonitored access to media, entertainment and Internet sites with violent themes and images;
- Peer groups, intense and extensive involvement with a group that shares fascination with violence or extremist beliefs;
- Drugs and alcohol, knowledge of students' use of drugs or alcohol or changes in such use is important;
- Outside interests, outside interests of students are important to note as they can mitigate or increase the school's level of concern in assessing a threat;
- Copycat effect, school shooting and other violent incidents that receive intense media attention can generate threats or copycat violence elsewhere, school employees should be highly vigilant in the aftermath of such incidents.

Appendix 4 – Eleven Questions to Guide Data Collection in a Threat Assessment Inquiry

US Department of Education and United States Secret Service Threat Assessment Guide

Eleven Key Areas

1) What are the student's motives and goals?	
What motivated the student to make the statement or take action that caused him/her to come to attention?	
Does the situation or circumstance that led to these statements or actions still exist?	
Does the student have a major grievance or grudge? Against whom?	
What efforts have been made to resolve the problem and what has been the result? Does the potential attacker feel that any part of the problem is resolved or see any alternatives?	
2) Has the student shown inappropriate interest in any of the following?	
School attacks or attackers; weapons (including recent acquisition of any relevant weapon); incidents of mass violence (terrorism, workplace violence, mass murders). Ask about Columbine, Santana, etc.	
3) Have there been any communications suggesting ideas or intent to attack?	
What if anything has the student communicated to someone else (targets, friends, other students, teachers, family, others) or written in a diary, journal, or website concerning his/her ideas and/or intentions?	
Have friends been alerted or "warned away"?	
4) Has the student engaged in attack-related behaviors? These behaviors might include:	
Developing an attack or plan	
Making efforts to acquire or practice with weapons	

	• Casing or checking out, possible sites and areas for an attack
	• Rehearsing attacks or ambushes
5) Is the student's conversation and "story" consistent with his or her actions?	
	• Does information from collateral interviews and from the student's own behavior confirm or dispute what the student says is going on?
6) Does the student have the capacity to carry out an act of targeted violence?	
	• How organized is the student's thinking and behavior?
	• Does the student have the means; e.g., access to a weapon, to carry out an attack?
7) Is the student experiencing hopelessness, desperation and/or despair?	
	• Is there information to suggest that the student is experiencing desperation and/or despair?
	• Has the student experienced a recent failure, loss and/or loss of status?
	• Is the student known to be having difficulty coping with a stressful event?

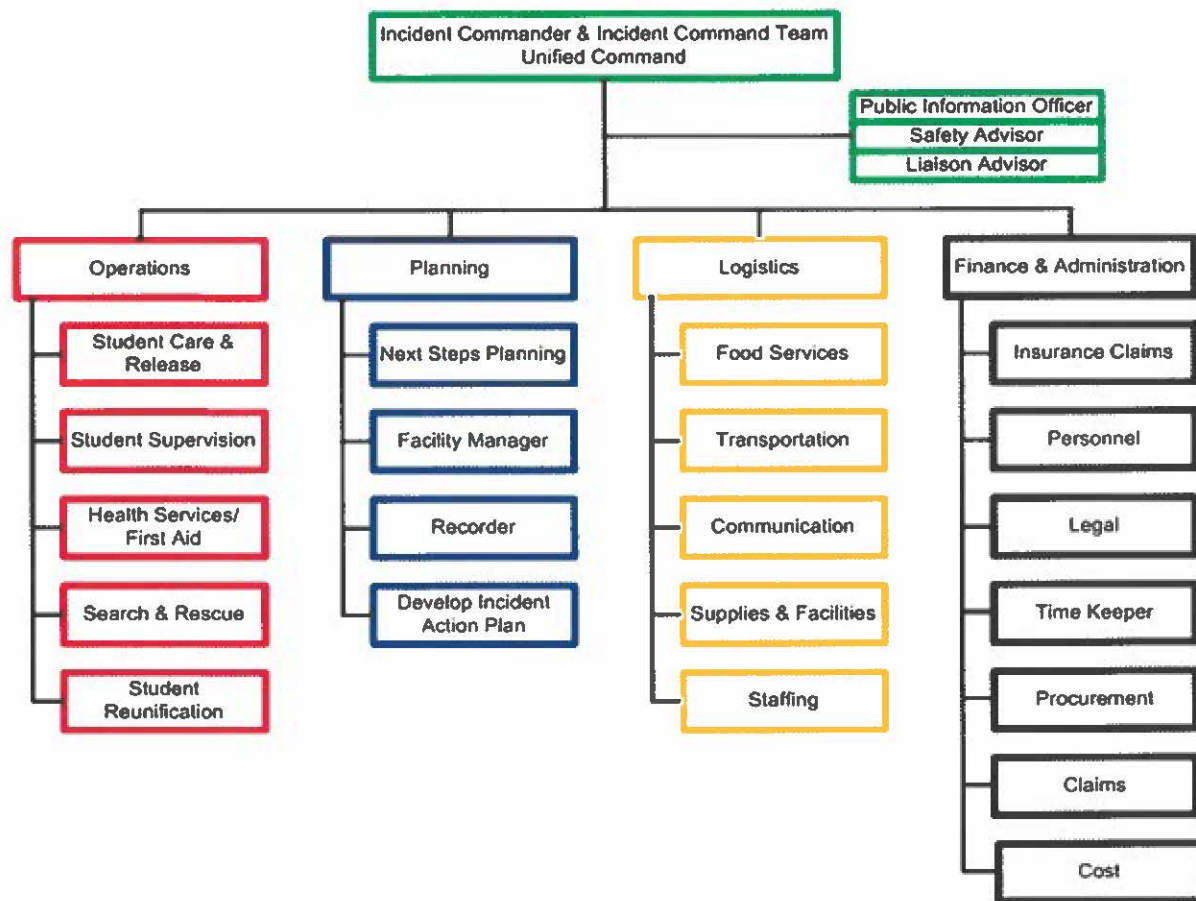
Is the student now, or has the student ever been, suicidal or "accident-prone"?	
Has the student engaged in behavior that suggests that he or she has considered ending their life?	
8) Does the student have a trusting relationship with at least one responsible adult?	
Does the student have at least one relationship with an adult where the student feels that he or she can confide in the adult and believes that the adult will listen without judging or jumping to conclusions? (Students with trusting relationships with adults may be directed away from violence and despair and toward hope.)	
Is the student emotionally connected to – or disconnected from – other students?	
Has the student previously come to someone's attention or raised concern in a way that suggested he or she needs intervention or supportive services?	
9) Are other people concerned about the student's potential for violence?	
Are those who know the student concerned that he or she might take action based on violent ideas or plans?	
Are those who know the student concerned about a specific target?	
Have those who know the student witnessed recent changes or escalations in mood or behavior?	
10) What circumstances might affect the likelihood of an attack?	

• What factors in the students life and/or environment might increase or decrease the likelihood that the student will attempt to mount an attack at school?
• What is the response of other persons who know about the student's ideas or plan to mount an attack? (Do those who know about the student's ideas actively discourage the student from acting violently, encourage the student to attack, deny the possibility of violence, passively collude with an attack, etc.?)

11) Does the student see violence as an acceptable – or desirable – or the only – way to solve problems?
--

• Does the setting around the student (friends, fellow students, parents, teachers, adults) explicitly or implicitly support or endorse violence as a way of resolving problems or disputes?
• Has the student been “dared” by others to engage in an act of violence?

Appendix 5 – Incident Command System Organizational Chart Template



PEARL RIVER INCIDENT COMMAND SYSTEM ORGANIZATION

Title	Person Holding Position	Description of Duties
Incident Commander	Superintendent of Schools, Dr. Marco Pochintesta	Person in charge at the incident and who is fully qualified to manage the incident. Sets objectives and priorities and has overall responsibility at the incident.
Operations Section Chief	Asst. Superintendent for Business, Tawnya Muhlrads	Conducts tactical operations to carry out the plan and directs all resources.
Planning Section Chief/Chief Emergency Officer	Asst. Superintendent for Curriculum and Instruction, Susanne Pariot	Develops the action plan to accomplish the objectives and maintains resource status.
Logistics Section Chief	Asst. Superintendent for Business, Tawnya Muhlrads	Provides support to meet incident needs.
Finance/Administration Section Chief	Asst. Superintendent for Business, Tawnya Muhlrads	Monitors costs related to incident. Provides accounting, procurement and cost analysis.
Director of Communications & Governmental Relations	Asst. Superintendent for HR and Community Services, John Piscitella	Point of contact for the media and other organizations seeking information.
Safety Officer	Director of Facilities, Robert Nelan	Monitors safety conditions and develops measures for ensuring the safety of personnel.

Appendix 6 – Local Resources and Telephone Numbers

Agency	Telephone Number	Address
Montefiore Nyack Hospital	845-348-2000	160 N Midland Ave, Nyack, NY 10960
Good Samaritan Hospital of Suffern	845-368-5000	255 Lafayette Ave, Suffern, NY 10901
Orangetown Police Department	845-359-3700 or 911	Town Hall, Orangeburg N.Y. 10962
New York State Police	845-353-1100	8 Thiells Mount Ivy Road, Pomona, NY 10970
Pearl River Fire Department	911	
Rockland County Department of Mental Health	845-364-2378	Sanatorium Road, Pomona, NY 10970
National Suicide and Crisis Hotline	988	
Rockland County Emergency Medical Services	911 or 845-364-8922	35 Fireman's Memorial Drive, Pomona, NY 10970
Rockland County Environmental Health	845-364-2608	
Rockland County Public Health Social Work	845-364-2620	
Department of Mental Health Crisis Service (i.e. Suicide)	845-517-0400 or 911	24 hours/7 days a week
Poison Control	1-800-222-1222	
Rockland County Office of Fire and Emergency Services	845-364-8800	
American Red Cross - National	1-800-733-2767	
American Red Cross - New York	1-877-733-2767	
To Report a Communicable Disease in Rockland County	1-845-364-2663	From 9 AM-4 PM
	1-845-364-8600	Nights and Weekends
Center for Disease Control	1-800-232-4636	
NYS DEC Spill Hotline	1-800-457-7362	24 hours/7 days a week
Verizon	1-800-922-0204	
Orange and Rockland Utilities	1-877-434-4100	Customer Service
	1-800-533-5325	Gas Emergency
	1-877-434-4100	Power Outage
NYS Office of Victim Services	1-800-247-8035	
Veolia Water	1-877-426-8969	

Appendix 7 – Authorization For Student Pick-Up

Upon evacuation of the building, emergency contact lists will be taken. Students will only be released to parents or guardians as designated on the emergency lists. Parents and/or guardians will be asked to sign the following log sheet when students are released:

Date: _____

Location: _____

Grades being released: _____

School Employee monitoring release: _____

Building Administrator authorizing release: _____

Student Name	Teacher	Time	Released To	Signature

**AGREEMENT FOR THE
SCHOOL RESOURCE OFFICER PROGRAM**

This agreement, made this 14TH day of JUNE, 2023, by and between the Town of Orangetown Police Department, hereinafter referred to as the "Police Department"; and the Town of Orangetown, hereinafter referred to as the "Town"; and the Pearl River Union Free School District, hereinafter referred to as "PRSD";

WITNESSETH

That whereas, PRSD desires special law enforcement services to be rendered by the Chief of the Orangetown Police Department, namely, the providing of a School Resource Officer (SRO), and

WHEREAS, the Town of Orangetown, the Chief of Police and the Superintendent of PRSD have agreed to provide such special law enforcement services to the school system upon certain terms and conditions provided here in after,

WHEREAS, the Town of Orangetown and PRSD are authorized to enter into this agreement pursuant to Section 119-o of the General Municipal Law.

Now, therefore, this memorandum of understanding will be used by the Police Department and PRSD to cooperatively run the SRO Program.

SECTION 1. Objectives of the School Resource Officer Program

- 1.01. 1. To provide another resource for the school district in their goal of a safe and secure learning environment for their staff and students.
2. To help students learn more about the law and the criminal justice system.
3. To prevent crime and violence in our schools and on our school grounds.
4. To help decrease criminal offenses committed against persons and property in and around schools and to help enhance overall safety.

SECTION 2. Purpose of the School Resource Officer Program

- 2.01 Assignment of a law enforcement officer to PRSD to work in cooperation with the school's administrators, students, staff, parents, and community members to:
1. Help maintain a safe and secure environment, which will be conducive to learning.
2. Promote positive attitudes regarding the police's role in society and to inform students of their rights and responsibilities as lawful citizens.

3. Establish a liaison with school personnel in a cooperative effort to prevent disruptive behavior or violent behaviors.

SECTION 3. Duties and Responsibilities of the Police Department and Town.

- 3.01 The Police Department shall provide a sworn law enforcement officer to be assigned to PRSD, as a School Resource Officer. The selection and assignment of the individual officer shall be at the discretion of the Chief of Police. The Superintendent of PRSD shall have the opportunity to meet with the SRO selected by the Chief of Police. However, it is understood that the assigned officer shall have a minimum of four years of experience and all required SRO training. It is understood that, in the event of a police department emergency, the school resource officer may be required to attend to such emergencies in lieu of his or her duties under this agreement. It is further understood that the School Resource Officer is required to complete mandatory training and other duties as a police officer. This training and duties will be scheduled as best possible to minimize the impact on the officer's duties in the school district but may require absence from the school district. It is further understood that the School Resource Officer is an employee of the Town of Orangetown Police Department and will be subject to the rules and regulations, policies and procedures of the Police Department and the negotiated union contract. The Police Department will maintain control of the SRO's scheduling of time off. During regularly scheduled school hours, the police administration will only redeploy the SRO when necessary during emergencies.
- 3.02 The school resource officers shall exercise all law enforcement powers in compliance with the authority granted by law to sworn police officers.
- 3.03 School Resource Officer's salaries and benefits will be paid by the Police Department. Funds needed to purchase necessary equipment; vehicles and materials will be provided by the Police Department. PRSD and the Police Department will provide professional development and training to support the SRO Program. The Chief of Police and the Superintendent will develop a list of mutually agreeable events that the SRO will attend.

In the event that the School District requests the SRO to be present for any additional event(s), the School District shall reimburse the Police Department for said officer's salary at the hourly rate for the cost of that officer to the Police Department. The Police Department shall retain discretion as to whether to provide an officer to a requested event and shall retain discretion as to whether it will assign the SRO or reasonably assign another police officer to said event.

- 3.04 The SRO shall be assigned to work days at the PRSD in accordance with the PRSD schedule for when classes are in session. The work day shall cover the time period while classes are in session, consistent with the standard 8 hour work day as designated by the Police Department.

- 3.05 During the effective period of this agreement as set forth more fully in Section 7 below, PRSD agrees to pay a partial reimbursement to the Town of Orangetown for the services of the SRO over the course of this agreement in accordance with the schedule set forth below:

\$140,000.00 for the school year 2023/24
\$142,800.00 for the school year 2024/25
\$ 145,656.00 for the school year 2025/26
\$ 148,570.00 for the school year 2026/27
\$151,541.00 for the school year 2027/28

These sums shall be vouchered by the Town on a biannual basis, to wit September 15th and January 15th of each year, and shall be payable by PRSD on receipt. If PRSD fails to pay when vouchered, or within 15 days thereafter, the Town may terminate this agreement and seek any and all remedies for unreimbursed services.

- 3.06 Any time off, to include sick time, will be reported in accordance with Police Department policies and additionally, the SRO will notify the school to which they are assigned that day in a timely manner.

SECTION 4. Duties and Responsibilities of the School District

- 4.01 The Designee of the Chief of Police shall work with the Superintendent of PRSD or his designee to coordinate the activities of, and otherwise communicate with, the school resource officer on behalf of the school.
- 4.02 PRSD shall provide and maintain the following for each SRO through the duration of this memorandum of understanding: Exclusive use of office space or secured shared office space, furniture, access to a school phone and voice mail on an existing line, and a computer/printer with internet access.

SECTION 5. School Resource Officer Program.

- 5.01 The Addendum is incorporated by reference.

SECTION 6. Indemnification

- 6.01 PRSD shall indemnify and save harmless the Police Department for any liability whatsoever arising out of the negligence of the PRSD's employees or agents arising from the operations and implementation of the School Resource Officer Program.

Nothing in this agreement shall be construed to affect in any way the Police Department's or PRSD's rights, privileges, and immunities or defenses, which may exist by statute or common law with regard to any claim, action or cause of action by or on behalf of any third party.

- 6.02 The Town agrees to comply with Sections 2-c and 2-d of the New York State Education Law with respect to the privacy requirements applicable to student information that comes within the possession and control of the SRO from the District, ***including the attached Parents Bill of Rights for Data Privacy and Security***, except for information furnished by the District in the course of an investigation by the Police Authorities or as otherwise may be exempt.

SECTION 7. Term of Agreement

- 7.01 The term of this agreement shall be for three years, commencing on September 1, 2023 and ending on August 31, 2026, subject to a two year renewal in the years four and five. The agreement may be renewed upon mutual agreement of the parties on the same terms and conditions as set forth herein, for the 2026/27 and 2027/28 school years, pursuant to the terms for reimbursement as set forth in Section 3 above . To renew the Agreement, the PRSD shall notify the Town on or about May 25, 2026 of its intention to renew the agreement for the additional two years, on the same terms and conditions as set forth herein. The Town shall then notify the PRSD on or before June 1 of its agreement to renew the agreement for the additional two years under the same terms and conditions as set forth herein. If the PRSD does not renew or advise of its intention to renew the agreement as set forth herein, or if the Town does not agree to renew, then this agreement shall be terminated and the parties shall have no further rights or obligations with respect to same as against each other. Neither party may terminate the contract, except as set forth above.

SECTION 8. Invalid Provision

- 8.01 Should any part of this agreement be declared invalid by a court of law, such decision shall not affect the validity of any remaining portion which shall remain in full force and effect as if the invalid portion was never a part of this agreement when it was executed. Should the severance of any part of this agreement materially affect any other rights or obligations of the parties hereunder, the parties hereto will negotiate in good faith to amend this agreement in a manner satisfactory to the parties. Failing agreement on such amendment, either party may, by notice in writing terminate this agreement forthwith, subject to the provisions of this agreement relating to termination.

SECTION 9. Complete Agreement

- 9.01 This agreement is the complete agreement of the parties; it may be amended or modified only in writing; and supersedes, cancels, and terminates any and all prior agreement or understandings of the parties, whether written or oral, concerning the subject matter thereof. ***This agreement supersedes the terms set forth in Addendum II to Agreement to the School Resource Officer Program- Pearl River dated June 27 2019 and that agreement shall be deemed null and void in all regards upon execution of this agreement.***

Marco Pochintesta Date: 6/8/23

Marco Pochintesta
District Superintendent
Pearl River Union
Free School District

Donald Butterworth Date: 6/14/2023

Donald Butterworth
Chief of Police
Town of Orangetown

Dr. Kathleen Kelly Date: 6/7/23

Dr. Kathleen Kelly
President, BOE
Pearl River UFSD

Teresa Kenny Date: 6/14/2023
Teresa Kenny, Supervisor
Town of Orangetown

ADDENDUM 1

5.0 SCHOOL RESOURCE OFFICER PROGRAM

The School Resource Officer (SRO) program is a service of the Orangetown Police Department to PRSD. This program will support the police department's commitment to service as it works to improve the quality of life in the Town of Orangetown and specifically the safety and security in the school system.

5.01 Duties and Responsibilities

501A Special Services Bureau Captain Orangetown Police Department

1. To direct and coordinate the implementation of the School Resource Officer Program
2. To supervise the day to day operation of the SRO Program
3. To coordinate training for the school resource officers
4. To assist in the evaluation of the School Resource Officer Program
5. To work closely with school based administrators and school resource officers to help design criminal justice related instruction to address specific criminal justice related issues.
6. To ensure supervisory review of reports and related paperwork completed by SRO.
7. To coordinate school resource officer and patrol officer duties related to law enforcement on campus.

5.01B School Resource Officer

1. To assist in educating students as to the role of police in our society and other law enforcement related issues, i.e.: crime prevention, substance abuse, driver safety.
2. To serve as a resource in criminal justice related education by working closely with teachers in customizing and designing instruction to address criminal justice related issues.
3. To serve as a positive role model and mentor for students.

4. To make students aware of the consequences of juvenile delinquency.
5. To establish liaison with school principals, faculty, and students.
6. To inform the students of their rights and responsibilities as lawful citizens.
7. To provide information and input to school based student service professionals and school staff members to help plan to meet the needs of students.
8. To assist the PRSD in formulating educational crime prevention programs to reduce the opportunity for crimes against persons and property in the schools.
9. To be on duty during extra curricular activities and athletic events as determined by the Chief of Police or his designee with input from the Superintendent or his designee.
10. SROs currently do not wear body cameras. If such a policy is ever implemented, the parties to establish a protocol acceptable to both sides regarding activation during SRO service.

5.02 Personnel Assignment

1. The selection of officers for assignment to the SRO Program shall be the responsibility of the Chief of Police or his designee. The Superintendent shall have the opportunity to meet with the SRO prior to commencing service. The Superintendent shall have the opportunity to meet with the SRO prior to commencing service.
2. The SRO will provide another resource for the school district in their goal of a safe and secure learning environment for their staff and students.
3. The SRO will primarily be assigned 5 days per week to the High School building. However, the officer may be assigned to a different school building within the PRSD. The specific days of assignments to other buildings will be determined by PRSD based on the needs as determined by PRSD.

4. In the event the principal of the school, to which the SRO is assigned, determines that the particular SRO is not effectively performing his duties and responsibilities, the principal will state such concern(s) in writing to the Superintendent. The Superintendent within a reasonable time after having received the recommendation from the principal will inform the Chief of Police of the principal's concerns and may request a change in the assignment of the SRO. If, within a reasonable amount of time, the issue cannot be resolved, the SRO may be reassigned from the school by the Chief of Police and a replacement will be obtained, subject to availability as determined by the Chief of Police. This clause is not intended to violate any contractual rights of the SRO.
5. The Chief of Police may dismiss or reassign an SRO based upon the Orangetown Police Department's Rules and Regulations and negotiated contracts and agreements.
6. In the event of the resignation, dismissal, or reassignment of the SRO, the Chief of Police will provide a replacement for the SRO within a reasonable amount of time after receiving notice of such absence, dismissal, resignation or reassignment. If the SRO is absent from his/her school due to personal illness, vacation, meetings or other law enforcement reasons, the police department is not obligated to provide a substitute. In the case of absence from a school, the SRO will notify his/her department according to departmental rules and regulations, and will also notify the school administration in a timely manner. The Town of Orangetown Police Department shall attempt to make additional patrols to the high school on days that the SRO is not present at the school during school hours.
7. The SRO will report to the Orangetown Police Department at the start of his/her tour of duty. The SRO's duty day will be determined by the Chief of Police in cooperation with the principal. The SRO will drive to and from the school in a police department vehicle.
8. The SRO will attempt to complete all administrative matters during the established duty day. Traditional law enforcement matters not completed during the duty day will be on an overtime basis, as coordinated by the SRO Supervisor, and will be the responsibility of the Chief of Police.

9. The SRO shall receive training from the Town in accordance with its responsibilities under Labor Law 201-g.

5.03 Scope of Accountability of the SRO

1. The SRO is, first, a police officer whose primary duty is enforcement of the law.
2. Each SRO shall be familiar with the Student Handbook and Code of Conduct ***including the section that deal with visitors to the schools and public conduct on school district property. It is expressly understood that the SRO may not administer discipline to students or be involved in the enforcement of school disciplinary infractions under the Code of Conduct. All student discipline shall be solely under the auspices and jurisdiction of School Administration and the Board of Education.***
3. The SRO shall work with the principal and school personnel in his/her assigned school.
 - a. The school principal shall have full responsibility for enforcement of school discipline and school rules and regulations.
 - b. The Police Department shall be in charge during all criminal related matters.

5.04 Reporting Responsibilities of the SRO

1. The SRO shall complete all reports in accordance with police department policy. Reports shall be completed in a timely manner and filed in accordance with department policy.
2. The SRO will complete a daily record of activities, programs conducted, classes taught, and counseling contacts made with students or staff during the workday.

5.05. Reporting Responsibilities of the School District

1. Any time the School District requires immediate police assistance, the school personnel should first telephone "911". The SRO shall not be the first contact in such circumstances.

Marco Pochintesta Date: 6/8/23

Marco Pochintesta
District Superintendent
Pearl River Union
Free School District

Donald Butterworth Date: 6/14/2023

Donald Butterworth
Chief of Police
Town of Orangetown

12 Dr. Kathleen Kelly Date: 6/7/23

Dr. Kathleen Kelly
President, BOE
Pearl River UFSD

Teresa Kenny
Teresa Kenny, Supervisor
Town of Orangetown

Date: 6/14/2023

APPENDIX 9- MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING BETWEEN ALLIED UNIVERSAL SECURITY AND THE PEARL RIVER SCHOOL DISTRICT

In compliance with the new State Education Law 2801-a and Commissioner's Regulations at NYCRR section 155.17, It is understood that Allied Universal Security personnel working in the Pearl River School District shall be familiar with the Student Handbook and Code of Conduct including the section that deals with visitors to the schools and public conduct on school district property. It is expressly understood that the Allied Universal Security personnel may not administer discipline to students or be involved in the enforcement of school disciplinary infractions under the Code of Conduct. All student discipline shall be solely under the auspices and jurisdiction of School Administration and the Board of Education.

Date: 7/18/2023

Marco Pochintesta

Marco Pochintesta
PRSD Superintendent of Schools

[Signature]
BRANCH MANAGER

Allied Universal Security



PEARL RIVER SCHOOL DISTRICT PANDEMIC ILLNESS PLAN

Addendum A to the District Safety Plan

Reviewed June 2023

Posted for Public Review- July 18, 2023 to August 18, 2023

Public Hearing- August 22, 2023

Adoption by PRSD Board of Education- August 22, 2023

PANDEMIC ILLNESS PLAN

BACKGROUND

The Federal Government, via Presidential Directive, has required schools to develop a plan for dealing with the challenges that could be created in the event of a Pandemic Illness. This Pandemic Illness Plan, in conjunction with the Pearl River School District Emergency Plan, outlines steps that may be taken should a widespread communicable disease occur.

Throughout this document several assumptions have been made. These assumptions are based upon documentation from various Federal and State health authorities. These assumptions are as follows:

1. There will be little or no warning that an outbreak of a contagious illness is about to occur.
2. The illness is transmitted from person-to-person contact.
3. Natural immunity to the pathogen is limited or non-existent.
4. The pandemic could cause at least 2.5 percent morbidity in the general population.
5. The disease will impact all segments of the school community including students, staff, parents, and suppliers of essential services and supplies.

AUTHORITY

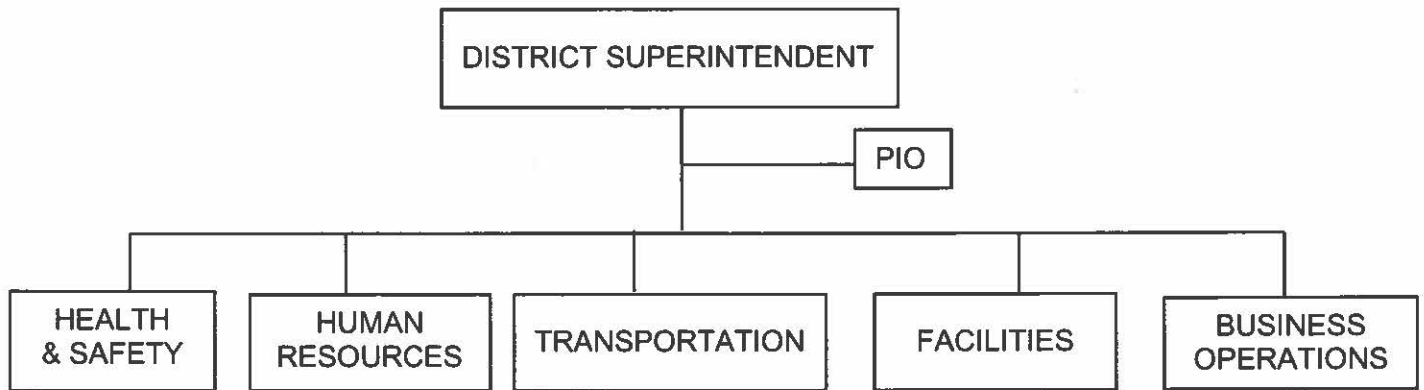
The New York State Department of Health or the Rockland County Health Commissioner will make a declaration of a public health emergency. Once this declaration is made, the Pearl River School District Superintendent shall implement all or any portion of this plan in coordination with Federal, State, and local authorities. In the event of any emergency, Pearl River School District, via the Pearl River School District Emergency Plan, has established various methods for communication with the local authorities and has created liaisons who will interact with these governmental agencies. In the event of a public health crisis, those interagency procedures outlined in the Pearl River School District Emergency Plan shall be implemented.

CHAIN of COMMAND: THE PANDEMIC RESPONSE TEAM

In an effort to provide for a coordinated response to any school emergency, it is important that all response agencies operate using a common emergency management method. The National Unified Incident Command System (ICS) will be used when responding to an emergency at Pearl River School District. All administrative staff shall be trained in ICS on an annual basis as outlined in our Pearl River School District

Emergency Plan. Accordingly, in compliance with the National Incident Management System, Pearl River School District has identified the following critical operations and instituted the following Incident Command Structure for those operations.

The Pandemic Response Team shall be activated by the District Superintendent or their alternate when the World Health Organization raises the Pandemic Alert Level to Level 4 or under direction of State or County Health Officials.



PERSONNEL ASSIGNMENTS

The following are the current assignments for the Incident Command System:

- Superintendent of Schools
- Assistant Superintendent for Human Resources and Community Services
- Assistant Superintendent for Curriculum and Instruction
- Assistant Superintendent for Business
- Director for Special Education
- Director of Facilities

ALTERNATES

In the event that the Superintendent of Schools is not available, the Assistant Superintendent for Human Resources and Community Services (and Assistant Superintendent for Curriculum and Instruction next) shall serve as Incident Commander. All chiefs of critical operation sectors shall designate at least one alternate Sector Chief who shall serve in the event of their absence. It is further recommended that those Sector Chiefs responsible for large departments create their own departmental ICS to ensure adequate accountability in light of the anticipated morbidity rate.

In the event of a Pandemic Illness, the Pearl River School District shall create a Pandemic Response Team. This team shall be under the authority of the Pearl River School District Superintendent. The team's responsibilities shall include implementation of this plan to ensure that vital operations continue.

NOTIFICATION OF PARENTS, GUARDIANS, AND STAFF

In an effort to provide a safe, secure, and conducive learning environment, Pearl River School District has developed a District Wide Safety Plan and Building Specific Safety Plans to address issues that could adversely affect the employees, staff, students, and visitors of Pearl River School District. These plans provide for specific procedures as to the method and manner by which the District Superintendent shall ensure that timely and appropriate information about incidents in or on the Pearl River School District owned property is communicated to parents, guardians, and persons in parental relationship. The notifications will include such information that is pertinent to the incident but that will not compromise an on-going investigation, violate laws of privacy or civil rights, compromise sensitive or confidential information, or violate any other Pearl River School District policy, procedure or legal statute. Notification may include but will not be limited to written, video, audio, or other electronic methods.

INFECTION CONTROL

1. Display notices at entry points to the buildings advising staff, students, and visitors not to enter if they have symptoms.
2. Take all measures to ensure ample supply of cleaning supplies, gloves, thermometers, masks, tissues, waste receptacles, and soap or hand sanitizing gels.
3. Take all measures to ensure that surfaces are cleaned at least daily.
4. Where possible, increase building ventilation and replace filters frequently.
5. Cancel group activities that encourage close personal contact.
6. Encourage staff and students to seek medical assistance as soon as symptoms develop.
7. Discourage the use of shared workspaces such as desks.
8. In addition to standard precautions, school nurses shall implement Droplet Precautions in accordance with World Health Organization and Centers for Disease Control guidelines.
9. Students and Staff shall be encouraged to adopt CDC procedures as outlined below.
10. If necessary, close school. Implement Continuity of Learning, Continuity of Operations, Communication and Re-Opening Plans for prolonged closures.

CENTER FOR DISEASE CONTROL PROCEDURES

How Germs Spread.

Pandemic illnesses are caused by viruses that infect the nose, throat, and lungs. Illnesses spread from person to person when an infected person coughs or sneezes.

How to Help Stop the Spread of Germs.

Take care to:

- Cover your mouth and nose when you sneeze or cough,
- Clean your hands often,
- Avoid touching your eyes, nose or mouth,
- Stay home when you are sick, and check with a health care provider when needed,
- Practice other good health habits.

Cover Your Mouth and Nose When You Sneeze or Cough.

Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in a waste basket. If you do not have a tissue, cough or sneeze into your upper sleeve, not your hands.

Clean Your Hands Often.

When available, wash your hands -- with soap and warm water -- then rub your hands vigorously together and scrub all surfaces. Wash for 15 to 20 seconds. It is the soap combined with the scrubbing action that helps dislodge and remove germs.

When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. You can find them in most supermarkets and drugstores. If using a gel, rub the gel in your hands until they are dry. The gel does not need water to work; the alcohol in the gel kills germs that cause illness.

Avoid Touching Your Eyes, Nose, Or Mouth.

Germs are often spread when a person touches something that is contaminated with germs and then touches their eyes, nose, or mouth. Germs can live for a long time (some can live for 2 hours or more) on surfaces like doorknobs, desks, and tables.

When you are sick or have symptoms, stay home, get plenty of rest, and check with a health care provider as needed. Your employer may need a doctor's note for an excused absence. **Remember:** Keeping your distance from others may protect them from getting sick. Common symptoms may include:

- Fever
- Cough
- Shortness of breath

The CDC and NYS Department of Health may have additional specific guidelines for specific illnesses, such as COVID-19.

ABSENCES: STAFF AND STUDENTS

Staff and students with a known or suspected Pandemic Illness should not remain in school, and they should not return until they are fever-free and the exposure period based on the diagnosis has expired **as per NYSDOH or CDC guidelines**. Under the direction of the CDC and HHS, the Pearl River School District has adopted the following Pandemic Illness sick-leave policies.

The Pandemic Illness Team shall ensure that all staff members are aware of the signs and symptoms of the disease that prompted the public health emergency. This awareness training shall take the form of departmental meetings, posters, email, or through Pearl River School District District-Wide awareness training. The Assistant Superintendent of Human Resources and Community Services shall encourage all ill staff members to stay home and seek medical attention. Infected staff shall not return to work until such time that they are cleared by their health care provider. Staff members who become ill and stay home shall not be penalized with regard to their employment.

Students who display the signs and symptoms of the illness will be sent home after being evaluated by the school nurse. In the event that the student's illness appears to require immediate medical care, the school nurse shall call 911. Where possible, all students displaying signs and symptoms of the Pandemic Illness will be part of a cohort and separated from the general population until they leave the school. Students shall not return to school until such time that they are cleared by their health care provider. Upon return to school and prior to entering the general population, the student shall report to the school nurse for evaluation. In the event that a child is still exhibiting signs and symptoms, i.e., fever, the student shall be sent home. Student absenteeism policies shall follow New York State Education Department guidelines.

Student absences that appear to be part of a contagious illness cluster shall be reported to the Pandemic Response Team via the school nurse leader.

TRANSPORTATION

Student transportation will be assessed in one of three methods: (1) Having the ill student transported by their parents is the ideal scenario; (2) in the event that the parent or guardian cannot pick up an ill student, ambulance transportation should be obtained; (3) in event that a shortage of ambulances arises, the school nurse will make every attempt within her/his scope of practice to make the patient as comfortable as possible. All well students shall be transported in their usual fashion. Should the need arise, Pearl River School District may have to suspend student transportation due to lack of staff.

OFF CAMPUS EDUCATION (REMOTE LEARNING)

Pearl River School District will follow the directives of the New York State Education Department and the Governor's Office to develop a plan that addresses the continuity of instruction for students in the event that schools are closed due to pandemic illness.

PROTOCOLS FOR RESPONDING TO A PUBLIC HEALTH EMERGENCY INVOLVING A COMMUNICABLE DISEASE FOR THE PEARL RIVER SCHOOL DISTRICT (ADDED FEB. 2021)

• ACTIVATION

These protocols have been developed to respond to a public health emergency. Directive shall come from the New York State Education Department, New York State Department of Health, Rockland County Department of Health, or other appropriate agency for this protocol to be activated.

• PURPOSE

This document has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law 2801-a paragraph 2(m) (as amended by section 1 of part b of chapter 56 of the laws of 2016). These laws were amended by the passing of N.Y. State Senate, S8617B, 2019 Leg., and N.Y. State Assembly., A10832, 2019 Leg. on 9-7-2020 that requires all public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

• PROTOCOLS

The following sections identify the requirements of the regulation.

• DEFINITIONS

Essential shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job. (S8617/A10832 section 1(d), NYS Labor Law Section 27-c (1)(d)).

Non-essential shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job. (S8617/A10832 section 1(e), NYS Labor Law Section 27-c (1)(e)).

Communicable disease shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host. (S8617/A10832 section 1(f), NYS Labor Law Section 27-c (1)(f)).

Personal Protective Equipment (PPE) shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons. (S8617/A10832 section 1(a), NYS Labor Law Section 27-c (1)(a)).

• IDENTIFICATION OF ESSENTIAL POSITIONS

In the event of a state ordered reduction of in-person workforce, below is a sample list of essential positions and titles along with the justification for this assignment. (S8617/A10832 Section 1-d & NYS Labor Law Section 27-c (1)(d)) and (S8617/A10832 Section 3-a & NYS Labor Law Section 27-c (3)(a)).

POSITION	TITLE	JUSTIFICATION
Technology	Director	This group is needed to maintain the internet capability including remote learning and working from home.
	Technicians	
	Data Coordinator	
Custodial and Maintenance	Director	This group is needed to maintain the cleanliness and continued functioning of the building.
	Maintenance Mechanics	
	Custodians	
	Custodial Workers	
Administration	Superintendent, Asst. Superintendents, District and Building Administration	At least one administrator is needed at each location to ensure continuity and coordination of the response efforts.
District Clerk	District Clerk	On an as needed basis to maintain accurate and official documents of district and Board of Education business.
Faculty and Staff	Teacher, Teaching Assistant, Related Service Provider, School Nurse	Should it become necessary to meet a student's needs under IDEA/Section 504 regulation, teachers/teaching assistants/related service providers/school nurses may be deemed essential on an as needed basis.
Support Staff	Clerical, Aides, Monitors	On an as needed basis to support or monitor students, or to attend to building office needs that cannot be done remotely.
Security	Guards	To ensure the safety/security of the campuses.
Transportation	Coordinator of School Transportation, Bus Drivers	To oversee/transport students in the event they are attending in person instruction
Food Service	Food Service Worker	To supply food to students who receive home meals.

• TELECOMMUTING PROTOCOLS

Telecommuting Protocols (S8617/A10832 Section 3-B & NYS Labor Law Section 27-C (3)(B))

Listing of Non-essential position titles and contractor titles who will need to tele-commute along with equipment deemed essential to their role.

Non-essential shall refer to that employee who is not required to be physically present at a work site to perform his or her job and may perform his or her job remotely. There may be some staff who will not be able to tele-commute nor will they be able to work on campus. The need for these staff will be determined on a case-by-case basis and by job title.

The Pearl River School District Technology Department has protocols in place to allow most employees to work remotely as determined by the Superintendent, Assistant Superintendents and building administrators. Equipment will be issued on as needed basis after the appropriate administrator makes a formal request to the Director of Technology. Below is the listing of non-essential personnel who have been identified as needing equipment.

The Pearl River School District Technology Department has protocols in place to allow most employees to work remotely as determined by the Superintendent, Assistant Superintendents and building administrators. Equipment will be issued on as needed basis after the appropriate administrator makes a formal request to the Director of Technology. Below is the listing of non-essential personnel who have been identified as needing equipment.

NON-ESSENTIAL POSITION TITLES	EQUIPMENT ASSIGNMENT		
	Phone	Laptop/Chromebook	VPN
Building Administrator	X	X	
Business Office Off-site		X	X
District Clerk		X	X
Head Custodians/Maintenance	X		
Data Coordinator		X	
District Administrator	X	X	X
IT Off-site			X
School Nurse		X	
Support Staff – Administrative		X	
Teacher/Teaching Assistant		X	
Teacher Aide		X	
Related Service Providers		X	

Downloading and Installing Software and Data

At the Pearl River School District, any equipment that is assigned to a staff member is preloaded with the appropriate software for that position. In addition, staff is encouraged to share documents using Google Drive. Some staff will be issued a VPN as needed, to allow for access to the departmental files and programs. The appropriate administrator identifies the need for a VPN. The Director of Technology or their designee, and an Assistant Superintendent, will review this request, prior to the issuance of a VPN.

Transfer of Phone Lines to Work or Personal Cell Phone

In the event of a pandemic, the district will use Jabber service to re-route phone calls to essential employees (effective February 2021). All voicemail memos will be routed as a wav. file to the employees' email.

• STAGGERING OF WORK SHIFTS

Description of how the employer will stagger work shifts of essential employees and contractors to avoid overcrowding on public transportation and at work sites. (S8617/A10832 Section 3-c & NYS Labor Law Section 27-c (3)(c)).

Pearl River School District will have several options to comply with this requirement.

- Custodial/Maintenance Staff already has staggered work schedules, 6AM through to 3PM are the normal arrival times with corresponding departure times.
- If necessary, we use the predetermined cohorts to stagger and alternate workdays for office staff. Depending upon the situation, the Pearl River School District may be 25% or 50% capacity following guidance from the NYSDOH and the Governor's Office.
- If necessary, we will limit the number of staff reporting to a skeleton crew to maintain the integrity of operations and facilities.

• PERSONAL PROTECTIVE EQUIPMENT (PPE)

A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration. (S8617/A10832 Section 3-d & NYS Labor Law Section 27-c (3)(d)).

• PLAN TO PROCURE PPE

PPE will be purchased using the bid process, if possible. Otherwise, any reliable source of PPE will be contacted for availability and orders that fulfill the table below will be placed. Pearl River School District Staff in conjunction with the appropriate departments will work together to find reliable sources. Duplicate orders will be placed if there is a potential issue with supply chains.

• MINIMUM PPE REQUIRED

Minimum two pieces of each type of PPE for each essential employee and contractor over at least 6 months (26 weeks/5 days per week).

POSITION	MASKS	PAIRS OF GLOVES	FACE SHIELD
<i>Minimum Per Person Quantity for 6 Months. Examples below:</i>	130	260	6
Superintendent (1)	130	260	6
Director School Facilities (1)	130	260	6
Maintenance Mechanics (4)	520	1,040	24
Building Custodians (30)	3,900	7,800	180
Director of Technology (+ 2 staff)	390	780	18
Faculty and Staff (15)	1,950	3,900	90
Security (2)	260	520	6
Total	6,030	14,820	336

Additional Supplies:

- 2 boxes of each size of N95 respirators and 1 box of surgical masks per person as deemed necessary.
- 130 isolation gowns per person as deemed necessary.

• PPE STORAGE

Plan for storage of PPE- please be aware that PPE stored in cardboard cases may absorb moisture over time, it is important that PPE cases be stored in secure, dry locations.

PPE TYPE	STORAGE LOCATION
Masks	District Administration Office is the central storage area for PPE. Once requisitions are received from the schools, items are delivered to buildings
Gloves	
Face shields	
Gowns	
N-95	

• **PROTOCOL FOLLOWING EXPOSURE**

A description of the protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace.

Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy. (S8617/A10832 Section 3-e & NYS Labor Law Section 27-c (3)(e)).

Communicable disease definition - (S8617/A10832 Section 1-f & NYS Labor Law Section 27-c (1)(f)).

We will follow current guidance from the Centers for Disease Control and Prevention (CDC) as well as state and local Department of Health guidelines. For example:

1. All employees are instructed to fill in a screening tool at least one hour before arriving at work.
 - a. If they pass, they receive a notice that they are cleared to come to work.
 - b. If they do not pass, they receive a notice to stay at home until contacted.
 - c. The Building Principal or Supervisor contacts each employee who does not pass the screening tool questionnaire. They get further information regarding the reason for the failing response.
 - d. The Superintendent's designee reviews all failures and makes a determination, consulting with the district's school physician, if needed. If there is a health concern, the employee is asked to follow posted NYSDOH protocols and procedures.
2. If an employee begins to experience symptoms related to the current pandemic, after arriving at work, they have been instructed to go out to their car or a designated isolation room within their building and to contact their supervisor for further instructions.

3. After the employee leaves the area, their workspace is closed off until it can be cleaned. An effort is made to identify any spaces that they may have entered, and these are also closed off until cleaned. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.

ANY building occupants who have been exposed to that person may be identified as a contact and current DOH guidelines will be followed.

• **DOCUMENTATION**

A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.

(S8617/A10832 Section 3-f & NYS Labor Law Section 27-c (3)(f)).

The Human Resources Department, in conjunction with building administration and district administrators, will keep an online schedule through our absence management program or time clocks for purposes of capturing employee hours and locations. Each supervisor will be responsible for maintaining the schedule for his or her department and ensure its accuracy. Visitors to campus are prohibited unless they are conducting essential business and are scheduled and approved in advance by the Superintendent or designee.

• **EMERGENCY HOUSING**

A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

(S8617/A10832 Section 3-g & NYS Labor Law Section 27-c (3)(g)).

Emergency housing for essential workers is not normally needed for school employees. If needed, the district will arrange for emergency housing for essential employees at the following on site areas:

- District Administration Office - 135 West Crooked Hill Road
- Local hotels, if needed.

USEFUL HEALTHCARE RESOURCE LINKS

Rockland County Department of Health: <http://rocklandgov.com/departments/health/>

Westchester County: <https://health.westchestergov.com/>

Orange County: <https://www.orangecountygov.com/149/Health>

NYS Health Department: <https://www.health.ny.gov/>

Centers for Disease Control and Prevention: <https://www.cdc.gov/>

U.S. Department of Health and Human Services: <https://www.hhs.gov/>

The World Health Organization: <https://www.who.int/>

NYS Department of Health Coronavirus Page: <https://coronavirus.health.ny.gov/home>

NON-PHARMACEUTICAL INTERVENTION (NPI) CATEGORY DEFINITIONS

1. **Isolation:** Separation from other persons, in such places, under such conditions, and for such time, as will prevent transmission of the infectious agent, of persons known to be ill or suspected of being infected.
2. **Quarantine:**
 - a. **Quarantine of premises.**
 - The prohibition of entrance into or exit from the premises, as designated by the health officer, where a case of communicable disease exists of any person other than medical attendants and such others as may be authorized by the health officer.
 - Or the prohibition, without permission and instruction from the health officer, of the removal from such premises of any article liable to contamination with infective material through contact with the patient with his secretions or excretions, unless such article has been disinfected.
 - b. **Personal Quarantine:** the restriction of household contacts and or incidental contacts to premises designated by the health officer.
3. **Social Distancing:** actions to reduce spread of virus or disease by decreasing the frequency and duration of social contact among people in schools, workplaces, businesses, health care facilities, community spaces, and public gathering sites, etc.; and potentially at home.
4. **Decontamination:** to use registered EPA detergent-based cleaners or disinfectants, know to minimize and/or eliminate bacteria and viruses, to clean frequently touched surfaces and objects, such as tables, doorknobs, toys, desks, and computer keyboards.
5. **Hygiene:** a set of practices to preserve health and to minimize the spread of virus and disease.
6. **Restrictions on movement and travel advisory:** Limiting the ability and mechanisms by which a person or persons are permitted to travel within and out of a community/county/state in order to minimize the spread of a virus or disease. Publishing travel advisories and warnings as well as issuing travel precautions.
7. **Personal Protective Behaviors:** Implementing the use of personal protective supplies and equipment in order to reduce infection rates by those who are ill and exposing the virus or disease to those who are vulnerable.



PEARL RIVER SCHOOL DISTRICT

EMERGENCY REMOTE INSTRUCTION PLAN

Addendum B to the District Safety Plan

Reviewed July 2023

Posted for Public Review- July 18, 2023 to August 18, 2023

Public Hearing- August 22, 2023

Adoption by PRSD Board of Education- August 22, 2023

Pearl River School District Emergency Remote Instruction Plan July 2023

Should the District be forced to close due to an emergency, including but not limited to extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak, the school district may remain in session and provide remote instruction, as defined in Commissioner's Regulations section 100.1(u).

While an emergency closure day may not necessarily result in a remote instruction day as the District calendar allows for a number of "snow days", this Emergency Remote Instruction (ERI) plan allows for available regulatory flexibility to provide remote instruction on days when the school or district would otherwise close due to an emergency, and count these instructional days towards the minimum requirements of school attendance.

The Pearl River School District ERI plan covers the six components required by regulation as follows:

- 1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction. §155.17(c)(1)(xxi)(a)**

The District will ensure that all students have access to a computing device. As part of our 1:1 device initiative, all students and staff receive a Chromebook to be used throughout the year in school and at home.

Chromebooks are distributed to students when they enter Kindergarten or report to school on their first day in the District at other grade levels. These devices are replaced every 4-5 years.

Prior to receiving a computer device, the District communicates with families when they register their child for school. Each family receives a Technology Resource Handbook through the eSchoolData Parent Portal that outlines the responsibilities and expectations of the District and students for both device usage and Internet access. Annual parent acknowledgement of the review of this document is required. In addition, the Code of Conduct that is acknowledged by every family and reviewed with students at each school on an annual basis includes our Acceptable Use Policy.

All devices are serviced and if necessary, replaced, through the Lower Hudson Regional Information Center (LHRIC) service desk. A link on the District website allows students or teachers to report any problems or issues. A service technician will respond within 24 hours. If the device needs to be physically serviced and we are on a remote instruction school closure, arrangements can be made for a "loaner device" to be issued to a parent for their child.

Our Emergency Remote Instruction Plan is consistent with the information provided by families in the Student Digital Resources data collection.

2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity.

§155.17(c)(1)(xxi)(a)

Consistent with the information provided by families in the Student Digital Resources data collection, all families are surveyed regarding their ability to access Internet service in their residences. Families in need that do not have access are provided with a device to access Internet service. In addition, the District works with community organizations and local public spaces, like the public library, to ensure students have access to a location with Wi-Fi.

3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction.

§155.17(c)(1)(xxi)(b)

The district will ensure that school staff have the necessary tools, including a computing device and Wi-Fi, to deliver emergency remote instruction from an alternate location including their place of residence. All instructional staff are provided with a Chromebook for their instructional use. In case of an emergency, the District shall provide a temporary hotspot for Wi-Fi or provide a location that is Wi-Fi enabled.

Instruction during an emergency remote day will follow the same schedule as a regular instructional day with students and teachers logging in during their assigned class times via district-approved video conferencing software such as Google Meet. During an ERI day, students will have access to synchronous instruction by the teacher and/or teaching assistant during the time they would normally receive instruction by the teacher and/or teaching assistant.

All special education instruction will be provided - both push-in (co-taught and consult) and pull-out classes as scheduled. All ELL students will receive their integrated and stand-alone services as scheduled. Small group instruction will take place in the same manner that small group instruction takes place in school with a teacher and/or teaching assistant using a separate Google meet link or breakout room.

To the extent possible, special education and related services will be delivered remotely in accordance with a student's Individualized Education Plan. Compensatory services may be available if services were not able to be delivered remotely.

All teachers and teaching assistants have access to digital resources including screencasts, in order to provide training and support for adapting to remote learning. The District employs two full-time instructional technology coaches who will deliver in-person instruction to teachers who need training for delivering ERI.

4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.
§155.17(c)(1)(xxi)(c)

All special education instruction will be provided - both push-in (co-taught and consult) and pull-out classes as scheduled. Small group instruction will take place in the same manner that small group instruction takes place in school with a teacher and/or teaching assistant using a separate Google meet or breakout room.

To the extent possible, special education and related services will be delivered remotely in accordance with a student's Individualized Education Plan. Compensatory services may be available if services were not able to be delivered remotely.

All families are surveyed regarding their ability to access Internet service in their residences. Families in need that do not have adequate access are provided with a device to access Internet service.

- 5. A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education. §155.17(c)(1)(xxi)(d)**

All students are assigned a Chromebook and provided with login information to access remote instruction. All special education instruction will be provided as co-teaching, consultant teacher direct, or special class, depending on each individualized IEP within a Google meet setting. Programs and services will be delivered remotely in accordance with the student's IEP

All staff have had training and experience in delivering specialized instruction and addressing goals of the IEP within a virtual setting. The IEP for each student would be followed and there would be a seamless transition from in person to virtual instruction.

- 6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter. §155.17(c)(1)(xxi)(e)**

The Pearl River School District plans to claim the same number of hours of instruction during the ERI as a regular day.

- | | |
|----------------------------|-----------------------------------|
| • High School Grades 8-12 | 5.82 hours of instruction per day |
| • Middle School Grades 5-7 | 5.65 hours of instruction per day |
| • Elementary Schools- | 5.5 hours of instruction per day |