Edinburg Common School
Board of Trustees Meeting Agenda
July 6, 2022 6:00 p.m.

I INTRODUCTION:

A. Call to order - Pledge of Allegiance
B. Roll Call
C. Welcome
D. Privilege of the Floor
E. Agenda Changes
F. Board Reports/Announcements
G. Superintendent Reports/Announcements
- ECS Graduation
- NCS Graduation
- Student of the Month/Honor Roll
- Summer Fun Program
- Healthy Kids Summer Daycare Program
- School Physician
- LPN/RN Job Posting
- LTA/Aide Job Posting

H. Business Manager Reports

II REORGANIZATIONAL MEETING

A. Board Members

1. Election/Appointment of Officers
   a. Board President
   b. Board Vice-President
   c. District Treasurer
   d. District Clerk

2. Constitutional Oath of Office
   a. District Clerk
   b. Board President
   c. Board Vice President
   d. Board Member
   e. Superintendent
   f. District Treasurer/Business Manager

3. Organizational Appointments
   a. Free/Reduced Lunch and Breakfast Officials
   b. School Law firm
   c. Records Access Officer
   d. Section 504 Hearing Officer
   e. Title IX Officer
   f. NYSED Impartial Hearing Officers
   g. Audit Committee
   h. Dignity for all Student Coordinator
   i. Tax Collector
   j. Title I/ESSA/RTI Director
   k. IT/Network Manager
   l. STEM Curriculum Specialist
   m. Records Management Officer

4. Designations
   a. Monthly Board Meeting Dates and Times for 2022-2023
   b. Official Depositories for Investment of District Funds
   c. Official District Newspaper
   d. 7-12 Grade High School as per contract

5. Authorizations
   a. Certification of payroll
   b. Authorized Signatures
   c. Budget Transfers
   d. Purchasing Agent
   e. Petty Cash
   f. Mileage

III REQUEST FOR BOARD ACTION

A. Board Members
   1. Approve the transcript of Board minutes from June 30, 2022
   2. Readopt all current Board of Education Policies
   3. Approve Disposition List
   4. Approve Updates to Policy 5100 - Attendance
   5. Review District Safety Plan

B. Treasurer
   1. Approve the treasurer reports
   2. Approve the payment of claims

3. Approve Budget Transfer

C. Superintendent

1. Appoint Teacher 2nd grade - Jodie Thompson

IV PRIVILEGE OF THE FLOOR

V ADJOURNMENT

Dates to Remember:

August 9th - Board Meeting 6pm

E.C.S. Mission: To provide a quality education and a caring environment for all students so that they may grow, achieve, and make a positive contribution to our ever changing world.

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II A1a-d

Action Date: July 6, 2022

Effective Date: July 1, 2022

Action:

Election/Appointment of Officers of the Board of Trustees for the 2022-2023 school year:

a. Board President
b. Board Vice-President
c. District Treasurer
d. District Clerk

Cost Analysis:

Notes:

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II A-2a-f

Action Date: July 6, 2022

Effective Date: July 1, 2022

Action:

Constitutional Oath of Office:

a. District Clerk
b. Board President
c. Board Vice-President
d. Board Member
e. Superintendent
f. Treasurer/Business Manager

Cost Analysis:

Notes:

Sworn in by Clerk as per Board Policy @2122, Oath of Office

SCHOOL BOARD MEMBER CODE OF CONDUCT

As a member of my Board of Trustees, I will strive to improve public education, and to that end I will:

attend all Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate and points at issue;

base personal decisions and votes upon all available facts in each situation and upon honest conviction, unsaved by partisan bias of any kind;

work with other Board members to establish effective Board policies and to delegate authority for the administration of the school to the Superintendent;

abide by the final majority decisions of the Board;

remember that Board members have no legal authority outside Board meetings and to conduct any relationship with the school staff, the local citizens and the media on the basis of this fact;

encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

maintain familiarity with educational issues through study and participation in programs providing needed information, such as those sponsored by state and national school boards associations;

support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;

refrain from disclosing confidential information acquired in the course of my official duties and from using such information to further my personal interests;

remember always that my first and greatest concern must be the educational welfare of the students attending the public school.

_____ _____

Board Member Signature Date

Cross-ref: 2330, Executive Sessions

Adoption date: December 10, 1998
Reviewed: February 10, 2014

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Board Member Signature Date

Cross-ref: 2330, Executive Sessions

Adoption date: December 10, 1998
Reviewed: February 10, 2014

Edinburg Common School

A great place to grow and learn together

4 Johnson Rd.
Edinburg, New York 12134
Telephone: 518-863-8412
Fax: 518-863-2564

ADMINISTARTIVE OFFICE
Michelle L. Ellis, Superintendent of Schools
Sandy Moore, School Business Manager
Meaghan Cherry, Office/Data Coordinator

BOARD OF TRUSTEES
Angela Ludwig, President
Dr. Mary Ann Borden, Board Member
Robert McCloskey

EDINBURG COMMON SCHOOL DISTRICT
Edinburg, N.Y.

PUBLIC OFFICERS OATH
New York State Constitution, Article XIII-1

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the position of District Clerk to the best of my ability.

_____ _____
Signature of Person Taking the Oath Date:

_____ _____
Signature of Person Administering the Oath Date:

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EDINBURG COMMON SCHOOL DISTRICT
Edinburg, N.Y.

PUBLIC OFFICERS OATH
New York State Constitution, Article XIII-1

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the position of Board President to the best of my ability.

_____ _____
Signature of Person Taking the Oath Date:

_____ _____
Signature of Person Administering the Oath Date:

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EDINBURG COMMON SCHOOL DISTRICT
Edinburg, N.Y.

PUBLIC OFFICERS OATH
New York State Constitution, Article XIII-1

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the position of Board Vice-President to the best of my ability.

_____ _____
Signature of Person Taking the Oath Date:

_____ _____
Signature of Person Administering the Oath Date:

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EDINBURG COMMON SCHOOL DISTRICT
Edinburg, N.Y.

PUBLIC OFFICERS OATH
New York State Constitution, Article XIII-1

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the position of Board Member to the best of my ability.

_____ _____
Signature of Person Taking the Oath Date:

_____ _____
Signature of Person Administering the Oath Date:

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EDINBURG COMMON SCHOOL DISTRICT
Edinburg, N.Y.

PUBLIC OFFICERS OATH
New York State Constitution, Article XIII-1

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the position of Superintendent to the best of my ability.

_____ _____
Signature of Person Taking the Oath Date:

_____ _____
Signature of Person Administering the Oath Date:

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Robert McCloskey

EDINBURG COMMON SCHOOL DISTRICT
Edinburg, N.Y.

PUBLIC OFFICERS OATH
New York State Constitution, Article XIII-1

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the position of Treasurer / Business Manager to the best of my ability.

_____ _____
Signature of Person Taking the Oath Date:

_____ _____
Signature of Person Administering the Oath Date:

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II A-3a-u

Action Date: July 6, 2022

Effective Date: July 1, 202

Action:

Approve the following Organizational Appointments for the 2022-2023 school year:

a. Free/Reduced lunch and Breakfast Officials:
   - Reviewing Official – Manager, Constance Breda
   - Hearing Official – Superintendent, Michelle Ellis
   - Verification Official – School Business Manager, Sandy L. Moore
b. School Law Firm – Girvin and Ferlazzo
c. Records Access Officer – Sandy L. Moore
d. Section 504 Hearing Officer, Michelle Ellis
e. Title IX Officer – Superintendent, Michelle Ellis
f. NYSED Impartial Hearing Officers - serving this District in matters of identification and placement of those thought to be handicapped: *In accordance with New York State Law 4404 (1) and Commissioner's Regulations regarding approved list of hearing officers and rates of compensation.*
g. Audit Committee – Board; Angela Ludwig, Mary Ann Borden, Robert McCloskey
h. Dignity for All Students Act Coordinator – Joshua Schaperjahn
i. Tax Collector – Meaghan Cherry **Stipend - $1863**
j. Title I/ESSA/RTI Director – Michelle Ellis
k. IT/Network Manager – Thomas Moore **Stipend - $13,455**
l. STEM Curriculum Specialist – Thomas Moore **Stipend – $1035**

m. Records Management Officer – Meaghan Cherry

Cost Analysis:

Notes:

To be reviewed and signed as per board policy #2111, 2111-E

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II A-4a

Action Date: July 6, 2022

Effective Date: July 1, 2022

Action: Set monthly meeting schedule for 2022-2023 school year

Cost Analysis:

Notes:

EDINBURG COMMON SCHOOL
BOARD OF TRUSTEE MEETINGS 2022-2023

AUGUST	09	6:00 P.M.	
SEPTEMBER	13	6:00 P.M.	
OCTOBER	11	6:00 P.M.	
NOVEMBER	08	6:00 P.M.	
DECEMBER	13	6:00 P.M.	
JANUARY	10	6:00 P.M.	
FEBRUARY	14	6:00 P.M.	
MARCH	14	6:00 P.M.	
APRIL	18	6:00 P.M.	
APRIL	26	8:00 A.M.	(BOCES VOTE)
MAY	09	6:00 P.M.	
JUNE	13	6:00 P.M.	
JUNE	??	6:00 P.M.	

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II A-4b

Action Date: July 6, 2022

Effective Date: July 1, 2022

Action: Appoint NBT Bank as the Official Depositories for investments of District Funds for the 2022-2023 school year.

Cost Analysis:

Notes:

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II A-4c

Action Date: July 6, 2022

Effective Date: July 1, 2022

Action: Approve Official District Newspaper – Leader Herald

Cost Analysis:

Notes: The Leader Herald has been purchased by The Daily Gazette

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II A-4d

Action Date: July 6, 2022

Effective Date: July 1, 2022

Action: Appoint Northville as the 7-12 grade High School for Edinburg Students for the 2022-2023 school year.

Cost Analysis:

Notes:

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT II A-5a-f

Action Date: July 6, 2022

Effective Date: July 1, 2022

Action: Approve the following Authorizations for the 2022-2023 school year

a. Certification of Payroll – Superintendent, Michelle Ellis
b. Authorized Signatures – Sandy L. Moore and Board of Trustees President
c. Budget Transfers – Michelle Ellis, up to $3000.00; Board over $3,000.00
d. Purchasing Agent – Michelle Ellis
e. Petty Cash, $75.00
f. Mileage – IRS Rate

Cost Analysis:

Notes:

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT III A-1

Action Date: July 6, 2022

Effective Date: July 6, 2022

Action: Be it RESOLVED, that the Board of Education hereby approves the transcript of board minutes from the June 30, 2022 board meeting.

Cost Analysis:

Notes:

Edinburg Common School
June 30, 2022 8:00 a.m.

I INTRODUCTION:

A. Call to order - Pledge of Allegiance - 8:03

B. Roll Call

Angela Ludwig	☑	Dr. Mary Ann Borden	☑
Michelle Ellis	☑	Meaghan Cherry	☑
Sandy Moore	☑		

C. Welcome

D. Privilege of the Floor - None

E. Agenda Changes - None

F. Board Reports/Announcements - None

G. Superintendent Reports/Announcements - None

H. Business Manager Reports - None

II REQUEST FOR BOARD ACTION

A. Board Members

1. Approve the transcript of Board Minutes from June 14, 2022
   Res#0187-22
   Be it RESOLVED, The Board of Trustees hereby approves the transcript of the minutes from June 14, 2022 board meeting.
   Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

2. Approve CSE/CPSE recommendations
   Res#0188-22
   Be it RESOLVED, that the Board of Education hereby approves the CSE/CPSE recommendations for students: 2214, 2227, 2192, 100197, 100216, 100188, 100162, 100229 and 100257.
   Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

3. Approve TRANE Contract
   Res#0189-22
   Be it RESOLVED, that the Board of Education hereby approves the 2022-2023 contract with TRANE.
   Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

4. Approve the Municipal Cooperation Agreement with Saratoga County
   Res#0190-22
   Be it RESOLVED, that the Board of Education hereby approves the Municipal Cooperation Agreement with The County of Saratoga effective through July 31, 2023.

Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

5. Approve Director of Health and Safety Job description
   Res#0191-22
   Be it RESOLVED, The Board of Trustees hereby approves the Director of Health and Safety Job description.
   Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

6. Approve Director of Health and Safety/Business Manager MOA
   Res#0192-22
   Be it RESOLVED, The Board of Trustees hereby approves the MOA to the Director of Health and Safety/Business Manager for 2022-2023.
   Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

7. Approve the CSEA Contract
   Res#0193-22
   Be it RESOLVED, The Board of Trustees hereby approves the CSEA contract effective July 1, 2022 through June 30, 2025.
   Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

B. Treasurer

1. Approve the Payment of Claims
   Res#0194-22
   Be it RESOLVED, that the Board of Education hereby approves the Treasurer's reports consisting of Budget and revenue status reports as well as bank reconciliations for General, Cafeteria, Federal, Payroll and Capital Funds.
   Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

2. Approve 2021-2022 General Fund Expended Surplus
   Res#0195-21
   Be it RESOLVED, that the Board of Education hereby approves the 2021-2022 general fund unexpended surplus, less the amount designated for the next year's tax levy, exceeding the limit of 4% of subsequent year's appropriation budget as allowed under the Real Property Tax Laws will be put into:
   - $11,580 to be placed in the TRS Reserve
   - $150,000 to be placed in the Bus Reserve Fund
   - Any Remainder is to be placed into Repair Reserve

   Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

C. Superintendent

1. Appoint Teacher 1st grade - Ciara Wiley
   Res#0196-22

Be it RESOLVED, that the Board of Education of the Edinburg Common School District, pursuant to Section 3012 of the Education Law and in compliance with part 30.3 of the Rules of the Board of Regents, upon the recommendation of the Superintendent, does hereby appoint Ms. Ciara Wiley to the position of Teacher in the Elementary tenure area for a probationary period of four years, to commence on August 31, 2022 with ending date of August 30, 2026, who holds a valid New York State Certification permitting her to teach Childhood Education, grades 1-6.
Motion by: A.L. 2nd by: M.B. Vote: Yes 2 No 0 Abstain 0

2. Appoint Teacher 2nd grade - Jodie Thompson - **Tabled for July**

It is anticipated the Board will immediately adjourn to Executive Session to discuss the employment history of a particular person.

Angela Ludwig made a motion to enter into executive session at 8:15 to discuss matters related to the employment history of a particular person. Dr. Mary Ann Borden seconded the motion and all were in favor.

Angela Ludwig made a motion to return to regular session at 9:25 Dr. Mary Ann Borden seconded the motion all were in favor.

III PRIVILEGE OF THE FLOOR

"In accordance with its practice and for legal and ethical consideration, the Board of Trustees of the Edinburg Common School District does not permit oral comments from the public relating to specific personnel decisions regarding individuals employed by the District during the portion of its meeting where the Board permits public comment. Members of the public are welcomed to send questions, comments, or concerns regarding these or other matters to the Board in writing"

IV ADJOURNMENT

Angela Ludwig made a motion to adjourn at 9:30. Dr. Mary Ann Borden seconded the motion all were in favor.

Respectfully Submitted,

Meaghan Cherry
District Clerk

Dates to Remember:

May 13th	Wellness Day
May 16th	11:30 Dismissal ½ Day PD
May 17th	12-8 Budget Vote
May 24th	6pm Slice and a Story
May 27th	No School Unused Snow Day
May 30th	No School Memorial Day
June 1st	3pm PTO Meeting
June 7th	6pm Game Night
June 14th	6pm BOT Meeting

E.C.S. Mission: To provide a quality education and a caring environment for all students so that they may grow, achieve, and make a positive contribution to our ever changing world.

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT III A-2

Action Date: July 6, 2022

Effective Date: July 1, 2022

Action: Be it RESOLVED, that the Board of Education hereby readopts all current Board of Education Policies.

Cost Analysis:

Notes:

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT III A-3

Action Date: July 6, 2022

Effective Date: July 6, 2022

Action: Be it RESOLVED, that the Board of Education hereby approves the attached disposition list.

Cost Analysis:

Notes:

July 6, 2022 Disposition List

1. 22 - Tan Student Desks
2. 1 - Wooden top student desk w/ black legs
3. 15 - Orange student chairs
4. 2 - Projectors (overhead)
5. 1 - Red Clark Buffer
6. 20 - Blue student chairs

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT III A-4

Action Date: July 6, 2022

Effective Date: July 6, 2022

Action: Be it RESOLVED, that the Board of Education hereby approves the updates to Policy #5100 – Comprehensive Attendance Policy.

Cost Analysis:

Notes:

EDINBURG COMMON SCHOOL DISTRICT

Comprehensive Attendance Policy

The Board of Trustees of the Edinburg Common School recognizes that regular school attendance is a major component of academic success. Student interaction with teachers, staff and other students in the classroom enhance the academic learning experience and provides a basis by which students can demonstrate mastery of subject matter.

The Board recognizes that it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequence of non-compliance.

In this regard and pursuant to section §104.1 of the Regulations of the Commissioner of Education, the Board of Trustees adopts this comprehensive attendance policy, containing the following components:

- Overall objectives of the policy
- Specific strategies to accomplish these objectives
- Definitions of ATEDS (unexcused absences, tardiness, and early departures)
- Attendance Program (SchoolTool) identifying type of absence(s) and reasons for absence(s), tardiness and early dismissal(s).
- Student Attendance and Effect on Promotion/Retention
- ~~Incentives and~~ Disciplinary Sanctions
- Parental Notification
- Intervention strategies to identify patterns of student absence, tardiness or early departure.
- Designated staff responsible for tracking and intervening with attendance issues and successes.
- Board of Trustee annual review of Comprehensive Attendance Policy.
- Notification of School Community of Policy and Updates
- District response to removal of potential barriers to success due to absenteeism of homeless students. (McKinney-Vento Homeless Assistance Act and SSA/2015)

OVERALL OBJECTIVES OF ATTENDANCE POLICY

- Through implementation of this policy, the Board of Trustees expects to minimize the number of unexcused absences, tardiness and early departures. (ATED'S)
- To encourage students to attend school every day, on time, for entire day.
- To maintain an adequate recordkeeping system that is in accordance with Education Law.
- To identify patterns of student ATED's.
- To develop effective intervention strategies to improve school attendance.
- To improve retention of homeless students through supported attendance practices.

SPECIFIC STRATEGIES IN PLACE TO ACHIEVE GOALS AND OBJECTIVES

The record of attendance will set forth the following for each pupil:

- Name
- Date of birth
- Full names of parents or guardians
- Address(s) where pupil resides
- Phone numbers where the parents or guardians may be contacted
- Record of pupil's attendance on each day of scheduled instruction

Attendance will be recorded on an ongoing basis throughout the school day and entered into the SchoolTool program. All ATEDS will be recorded as excused or unexcused in accordance with the standards found in section 3 of this policy.

DEFINITIONS OF ATED'S

EXCUSED ABSENCE

The Board of Trustees has determined the following reasons to be deemed **EXCUSED** in the case of absenteeism, tardiness and/or early dismissal:

- Illness
- Illness or death in the family
- Unsafe travel conditions
- Religious observance
- Medical appointments
- Quarantine
- Required court appearances
- Participation in a school-sponsored activity
- Absences due to circumstances related to homelessness
- Other reasons as approved by Superintendent

UNEXCUSED ABSENCE

All other pupil absence, tardiness or early dismissal is considered by the Board of Trustees to be **UNEXCUSED.**

EARLY DISMISSAL

In those rare cases when a student must leave school early, such as medical appointments, religious observances, court appointments, etc., the following procedures must be followed:

Early dismissal notes should be brought to the main office by 9 AM. The student's name will be placed on the dismissal list and distributed to the staff.

Parent/Guardian must enter the building, sign in at the main office window, and be prepared to show identification and sign out his /her child. *Students may only leave when escorted by a parent/guardian.*

The early dismissal will be entered into SchoolTool immediately as excused or unexcused.

At times it is necessary for parents to call in to notify the office that they need to pick up a child early. A note is still necessary.

~~A parent conference will be scheduled if 3 unexcused early dismissals occur in one marking period.~~

Students reporting to school late or leaving school early for appointments will **not** be permitted to practice or play in a game that same day **UNLESS** documentation is submitted from the physician at the appointment.

TARDINESS

Edinburg Common School students should be in the building by ~~7:45~~ 8:00 AM.

If arrival is after ~~7:45~~ 8:00 AM, the student must be accompanied into the building by an adult and signed in at the main office window. A reason for the tardiness should be documented.

The tardiness will immediately be entered in SchoolTool as either **excused** or **unexcused**.

Accumulated tardiness will result in *progressive attendance interventions* including:

- Letter to parents/guardians after two tardies in a marking period.
- Lunch Detention after five tardies in one marking period.
- Recess detention and parent conference after ten tardies in a marking period.

ATED'S EFFECT ON EXTRACURRICULAR ACTIVITIES

Students reporting to school late or leaving school early for appointments will not be permitted to practice or play in a game that same day UNLESS documentation is submitted from the physician at the appointment.

PARENT/ GUARDIAN RESPONSIBILITIES FOR NOTIFICATION

It is the responsibility of the parents/guardians to notify the attendance officer or main office by telephone (518 863-8412 ext. 24) by 8:00 AM on the day of tardiness, absence or early dismissal. When using the **24-hour messaging system**, leave your child's name, date of absence and reason for absence.

A written excuse will be sent to school with your child within 48-hours of their return to school. It will include student name, date of absence, tardiness or early dismissal, and reason for ATED.

Students who are absent for *five consecutive days* due to illness, must present a written document from their physician and a written excuse from their parent/guardian upon their return. If documentation is not received, the parent/guardian will be contacted by the superintendent.

Parents transferring students out of the district must provide written proof of enrollment in the receiving district within (7) seven days. **If proper documentation is not received within seven days, the issue will be turned over to Child Protective Services or Social Services for investigation.**

~~INCENTIVES AND~~ DISCIPLINARY SANCTIONS

The Board of Trustees recognizes that pupil attendance may be ~~positively~~ affected by the use of ~~incentives to encourage pupil attendance and~~ disciplinary sanctions to discourage unexcused pupil absences, tardiness and early dismissals from school.

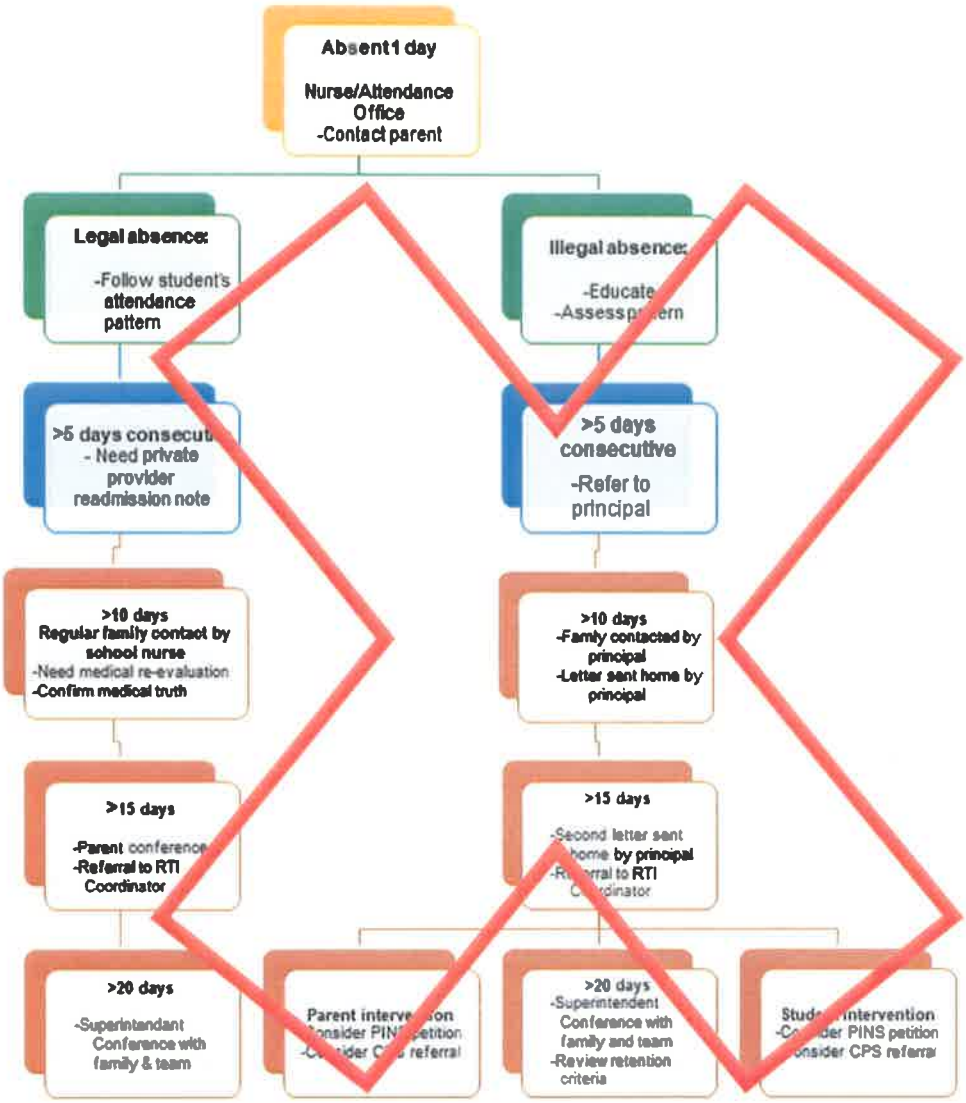
~~The following incentives will be made available to students to promote student attendance:~~

- ~~Perfect attendance award presented each trimester.~~
- ~~Perfect attendance award presented at the end of the school year.~~

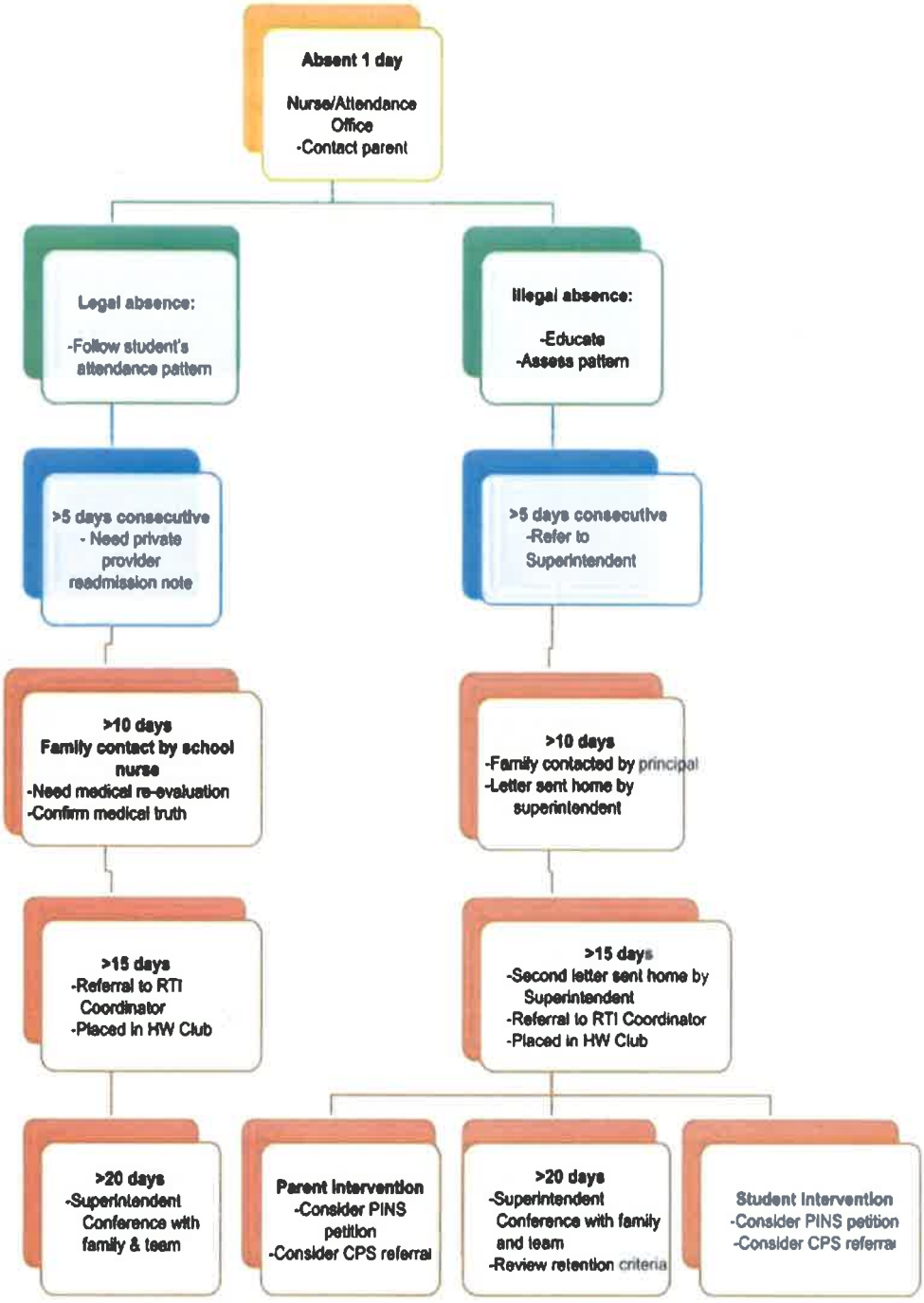
RESPONSE TO INTERVENTION (RTI)

The Edinburg Common School District acknowledges that chronic absenteeism creates learning gaps for our students in all content and curriculum areas. While the Superintendent and Attendance Officer work closely with our families to decrease the number of absences, students that have reached >15 days (legal or illegal) will be referred to the RTI Coordinator for services. Students will receive a minimum of 3 x 30-minute sessions per week to cover materials missed. Students will also be referred to the Homework Club when in session. Days >20 (legal or illegal) can be considered for Child Protective Service (CPS) or Person in Need of Supervision (PINS) reports.

ECS Absence Response Flow Chart



ECS Absence Response Flow Chart



PARTIES RESPONSIBLE FOR STUDENT ATTENDANCE AT ECS

The Superintendent, in partnership with the Attendance Officer, will be charged by the Board of Trustees to be the person(s) responsible for reviewing pupil attendance records and initiating appropriate actions to address unexcused pupil absence, tardiness and early departures. The interventions will be consistent with the Comprehensive Attendance Policy of Edinburg Common School.

NOTIFICATION OF SCHOOL COMMUNITY OF COMPREHESIVE ATTENDANCE POLICY

- A plain language summary of Edinburg Common School's Comprehensive Attendance Policy will be included in *student's handbooks* and will be **reviewed with students** at the start of the school year.
- *Parents* will have access to a plain language summary of this policy **via ECS website** at the start of the school year.
- When a student is absent, tardy, or leaves class or school early without an excuse, designated staff member(s) will notify the student's parent/guardian **by phone** and mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
- ~~The Comprehensive Attendance Policy will be reviewed during Open House held at the beginning of each school year. Presenting staff will emphasize that every day of attendance counts, explain this policy, and stress the parents' responsibility for ensuring their children's regular school attendance.~~
- The district will provide a copy of the comprehensive attendance policy and amendments thereto to **faculty and staff.** New staff will receive a copy upon their employment.
- All **faculty and staff** will meet at the beginning of the school year to review the attendance policy to clarify individual roles in its implementation. **Faculty will notify Superintendent and Attendance Officer of suspected homeless status of any student, causing absenteeism and/or tardiness.**
- Copies of this policy will be made available to any **community member,** upon request.
- The Edinburg Common School will **share this policy** with local **Child Protective Services** (CPS) to ensure a common understanding of excused and unexcused ATED's and to work toward identifying and addressing cases of educational neglect.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Board of Trustees recognizes that the absence of a stable living arrangement can have a devastating impact on educational outcomes for youth. In this regard and pursuant to the McKinney-Vento Homeless Assistance Act (1987), the district will:

- Appoint a McKinney-Vento liaison to identify and serve homeless students and their families. The liaison will provide public notice to homeless families and facilitate access to school services.
- Eliminate barriers to enrollment by enrolling students without immediate access to required documents.

- Eliminate barriers to attendance by assisting with transportation needs.
- Eliminate barriers to educational success by accepting homeless youth into a supportive and positive environment so they may achieve their maximum potential.

BOARD OF TRUSTEES ANNUAL REVIEW OF COMPREHENSIVE ATTENDANCE POLICY

The Board of Trustees will appoint an Attendance Officer annually who will be responsible for tracking attendance, contacting parents by phone, and coordinating with the building principal/superintendent.

The district will review yearly trends on student attendance records if needed and if such records show a decline in student attendance, the Board will revise the Comprehensive Attendance Policy and make any revisions to the plan it deems necessary to improve student attendance.

Cross ref:
4710, Grading Systems
5151, Homeless Children
5300, Code of Conduct
5460, Child Abuse in a Domestic Setting

Ref:
42 USC §11432(g)(1)(I) (McKinney-Vento Homeless Assistance Act)
Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225
8 NYCRR §§104.1; 175.6
Social Service Law §34-a

Adoption date:	December 10, 1998
Revised:	October 12, 1999
Revised:	June 11,2002
Revised:	April 13,2004
Revised:	March 13, 2007
Revised:	December 8, 2009
Revised:	January 12,2012
Revised:	June 9,2014
Revised:	June 12, 2017
Revised:	March 10, 2020
Revised:	April 7, 2020
Revised:	July 6, 2022

Motion by _____

Seconded by _____

Ayes _____ Nays _____ Abstain _____

BOARD ACTION

EXHIBIT III A-5

Action Date: July 6, 2022

Effective Date: July 6, 2022

Action: Be it RESOLVED, that the Board of Education hereby reviews the District Safety Plan for the 2022-2023 school year.

Cost Analysis:

Notes: The District Safety Plan will be approved at the August Board Meeting

PROJECT SAVE

(Safe Schools Against Violence in Education)

EDINBURG COMMON SCHOOL DISTRICT – WIDE

SCHOOL SAFETY PLAN

Commissioner's Regulation 155.17

INTRODUCTION **2**

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES **3**

A. PURPOSE 3
B. IDENTIFICATION OF SCHOOL TEAMS 3
C. CONCEPT OF OPERATIONS 3
D. PLAN REVIEW AND PUBLIC COMMENT 4

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION STRATEGIES **5**

A. PREVENTION/INTERVENTION STRATEGIES 5
B. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIOR 6
C. Hazard Identification *7*
Hazard Assessment *7*

SECTION III: RESPONSE **8**

C. NOTIFICATION AND ACTIVATION 8
B. Situational Responses *8*
Early dismissal *10*
Cancellation *10*
In the of school cancellation, the Superintendent or her designee will contact he following personnel/entities: *10*

SECTION IV: RECOVERY **11**

A. DISTRICT SUPPORT FOR BUILDING 11
B. DISASTER MENTAL HEALTH SERVICES 11

Introduction

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

The HAMILTON-FULTON-MONTGOMERY BOCES, in coordination with the EDINBURG COMMON School District, supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

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

B. Identification of School Teams

The Edinburg Common School District has created a District-wide School Safety Team. The members of the team and their positions or affiliations are as follows:

Team Member	*Representing*
School Nurse	Medical staff
John Flood	Support staff
John Olmstead	Response personnel
Michelle Ellis	Administration
Sean Rogers	Head Custodian
Sandy L. Moore	Chief Emergency Officer
Jessica Kirby-Barnes	BOCES HSRM

C. Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the Building-level Emergency Response Plan. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of the Building-level Emergency Response Plan.
- The School Emergency Response Team will make the initial response to an emergency or violent incident.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.

D. Plan review and public comment

- ☐ Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.
- ☐ Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.
- ☐ This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available during normal working hours at the main office of the district.

Section II: Risk Reduction/Prevention and Intervention Strategies

A. Prevention/Intervention Strategies

Program Initiatives

In order to provide a safe learning environment and increase communication between students and staff the following programs have been established with the assistance of the school counselor:

- ☐ Non-violent conflict resolution programs
- ☐ Peer-mediation
- ☐ An anonymous forum for students concerning bullying and / or violence

Training, Drills, and exercises

Three levels of annual multi-hazard school training will be considered in this plan:

a) responder training for members of the Incident Response and Post-Incident Response teams conducted by the BOCES HSRM staff in the first week of the school year

b) general staff awareness training conducted during Superintendent's Conference Day by BOCES HSRM staff; and

c) general student awareness training of emergency response procedures conducted by building staff during the first week of school at a minimum and additional times throughout the year as warranted.

- ☐ Each year the District-Wide School Safety Team, in consultation with local response agencies, will plan appropriate emergency response drills at both the district and building levels.
- ☐ Review of each exercise was done by the District-Wide School Safety Team.

Implementation of School Security

The district has implemented a visitor badge/sign-in procedure located at the main office as the first step in school security. Additional measures, such as dog searches will be conducted when necessary.

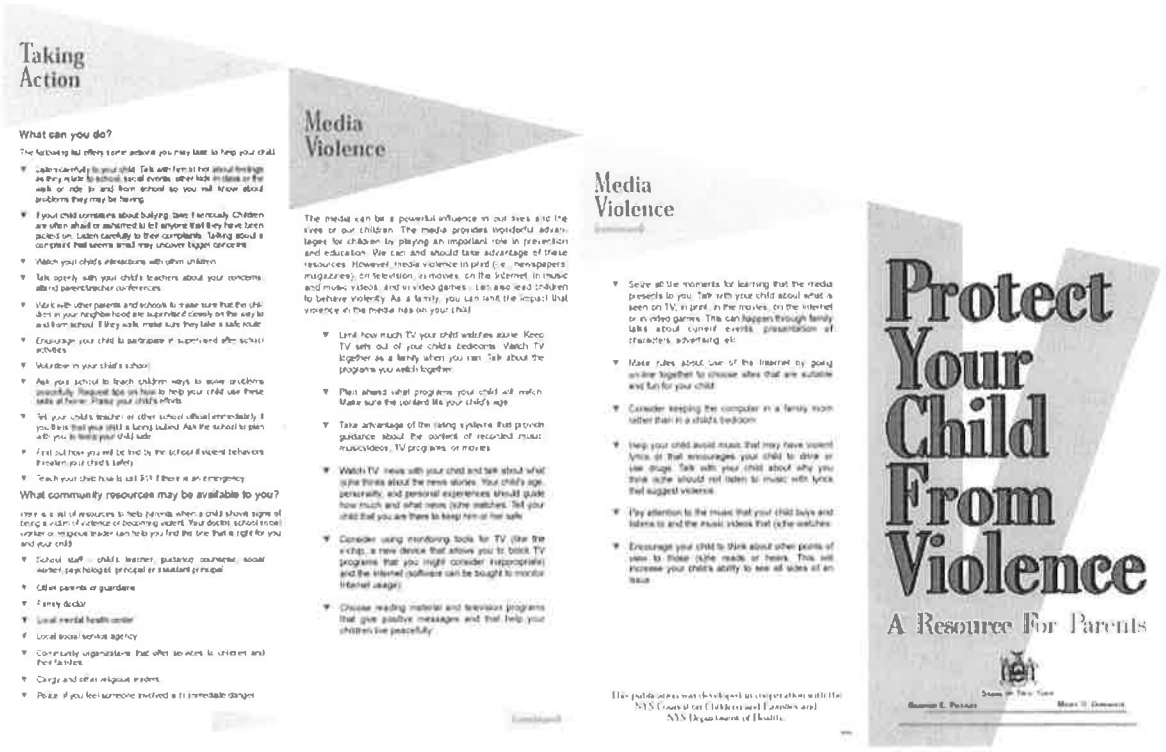
Edinburg Common School consists of only one building, grades PreK-6 with 60 students. The school does not have hall monitors or school security personnel.

Vital Educational Agency Information

Due to the location of the Edinburg Common School district there are no additional educational agencies inside of district boundaries. Edinburg Common School consists of only one building, grades PreK-6 with 60 students and 30 staff members.

B. Early Detection of Potentially Violent Behavior

Copies of the Lieutenant Governor's Brochure "Protect Your Child From Violence, A Resource For Parents" will be distributed to staff, students and parent as deemed appropriate by the Superintendent.



Taking Action

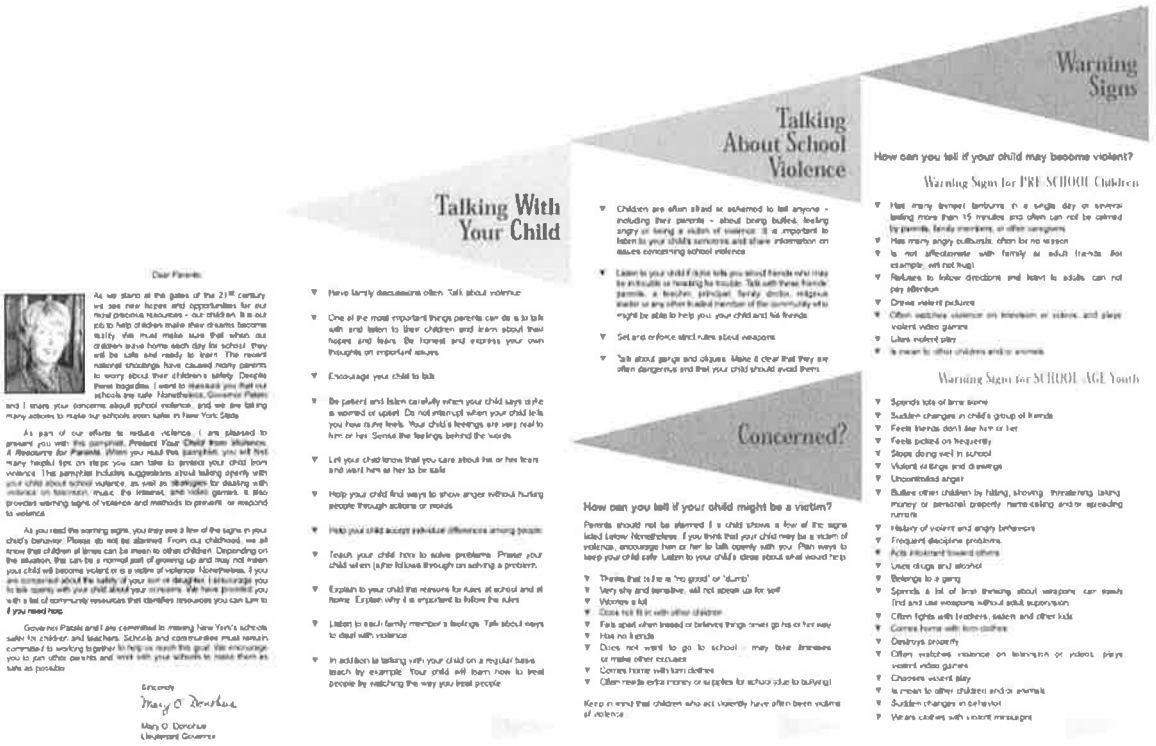
What can you do?

Media Violence

Media Violence

Protect Your Child From Violence

A Resource For Parents



Dear Parents:

As we stand at the gates of the 21st century we see new hopes and opportunities for our most precious resources - our children. It is our job to help children make their dreams become reality. We must make sure that when our children leave home each day for school they will be safe and ready to learn. The recent national shootings have caused many parents to worry about their children's safety. Despite these tragedies, I want to reassure you that our schools are safe. Nonetheless, Governor Pataki and I share your concerns about school violence, and we are taking many actions to make our schools even safer in New York State.

As part of our efforts to reduce violence, I am pleased to present you with this pamphlet, *Protect Your Child from Violence: A Resource for Parents*. When you read this pamphlet you will find many helpful tips on steps you can take to protect your child from violence. The pamphlet includes suggestions about talking openly with your child about school violence, as well as strategies for dealing with violence on television, music, the Internet, and video games. It also provides warning signs of violence and methods to prevent or respond to violence.

As you read the warning signs, you may see a few of the signs in your child's behavior. Please do not be alarmed. From our childhood, we all know that children at times can be mean to other children. Depending on the situation, this can be a normal part of growing up and may not mean your child will become violent or is a victim of violence. Nonetheless, if you are concerned about the safety of your son or daughter, I encourage you to talk openly with your child about your concerns. We have provided you with a list of community resources that identifies resources you can turn to if you need help.

Governor Pataki and I are committed to making New York's schools safer for children and teachers. Schools and communities must remain committed to working together to help us reach this goal. We encourage you to join other parents and work with your schools to make them as safe as possible.

Sincerely,

Mary O Donohue

Mary O Donohue
Lieutenant Governor

Talking With Your Child

- Have family discussions often. Talk about violence.
- One of the most important things parents can do is to talk with and listen to their children and learn about their hopes and fears. Be honest and express your own thoughts on important issues.
- Encourage your child to talk.
- Be patient and listen carefully when your child says s/he is worried or upset. Do not interrupt when your child tells you how s/he feels. Your child's feelings are very real to him or her. Sense the feelings behind the words.
- Let your child know that you care about his or her fears and want him or her to be safe.
- Help your child find ways to show anger without hurting people through actions or words.
- Help your child accept individual differences among people.
- Teach your child how to solve problems. Praise your child when (s)he follows through on solving a problem.
- Explain to your child the reasons for rules at school and at home. Explain why it is important to follow the rules.
- Listen to each family member's feelings. Talk about ways to deal with violence.
- In addition to talking with your child on a regular basis, teach by example. Your child will learn how to treat people by watching the way you treat people.

Talking About School Violence

- Children are often afraid or ashamed to tell anyone - including their parents - about being bullied, feeling angry or being a victim of violence. It is important to listen to your child's concerns and share information on issues concerning school violence.
- Listen to your child if s/he tells you about friends who may be in trouble or needing help. Talk with these friends' parents, a teacher, principal, family doctor, religious leader or any other trusted member of the community who might be able to help you, your child and his friends.
- Set and enforce strict rules about weapons.
- Talk about gangs and cliques. Make it clear that they are often dangerous and that you child should avoid them.

Concerned?

How can you tell if your child might be a victim?

Parents should not be alarmed if a child shows a few of the signs listed below. Nonetheless, if you think that your child may be a victim of violence, encourage him or her to talk openly with you. Plan ways to keep your child safe. Listen to your child's ideas about what would help.

- Thinks that (s)he is "no good" or "dumb"
- Very shy and sensitive; will not speak up for self
- Worries a lot
- Does not fit in with other children
- Fails apart when pressed or believes things never go his or her way
- Has no friends
- Does not want to go to school; may take detours or make other excuses
- Comes home with torn clothes
- Often needs extra money or supplies for school (due to bullying)

Keep in mind that children who act violently have often been victims of violence.

Warning Signs

How can you tell if your child may become violent?

Warning Signs for PRE-SCHOOL Children

- Has many temper tantrums in a single day or several lasting more than 15 minutes and often can not be calmed by parents, family members, or other caregivers
- Has many angry outbursts, often for no reason
- Is not affectionate with family or adult friends (for example, will not hug)
- Refuses to follow directions and learn is adults can not pay attention
- Draws violent pictures
- Often watches violence on television or videos, and plays violent video games
- Likes violent play
- Is mean to other children and/or animals

Warning Signs for SCHOOL-AGE Youth

- Spends lots of time alone
- Sudden changes in child's group of friends
- Feels friends don't like him or her
- Feels picked on frequently
- Stops doing well in school
- Violent writings and drawings
- Uncontrolled anger
- Bullies other children by hitting, shoving, threatening, taking money or personal property, name-calling and/or spreading rumors
- History of violent and angry behaviors
- Frequent discipline problems
- Acts intolerant toward others
- Uses drugs and alcohol
- Belongs to a gang
- Spends a lot of time thinking about weapons, can easily find and use weapons without adult supervision
- Often fights with brothers, sisters and other kids
- Comes home with torn clothes
- Destroys property
- Often watches violence on television or videos, plays violent video games
- Chooses violent play
- Is mean to other children and/or animals
- Sudden changes in behavior
- Wears clothes with violent messages

C. Hazard Identification

Location of Potential Sites	*Internal or External Hazard*
Playground areas	external
Off-site field trips	external
School buildings	Internal or external
Weather emergencies	external

Hazard Assessment

Type	Predictability	Approx. Frequency	Warning Time	Seriousness	Possible Responses
Intruder	1	5	1	3,5	3
Bomb Threat	1	5	1	5	3,4
High Winds	3	2	2	5	1,3
Bus Accident	1	5	1	3	7
Winter Storm	5	1	4	5	1,6

Predictability: 1) unpredictable through 5) very predictable
Frequency: 1) more than once/year; 2) annually; 3) every 2-3 years; 4) every 5-10 years; 5) rarely
Warning Time: 1) none; 2) minutes; 3) hours; 4) days; 5) exact likely dates known
Seriousness: 1) disaster (entire community w/casualties); 2) disaster (entire school w/casualties); 3) emergency (affects one or more individuals w/casualties); 4) emergency (entire community no casualties); 5) emergency (entire school no casualties)
Possible Responses: 1) Shelter-in-Place; 2) Lockout; 3) Lockdown; 4) Evacuate; 5) Hold-in-Place; 6) Early Dismissal 7) External emergency response

Section III: Response

C. Notification and Activation

☐ The report of an incident or a hazard's development will be reported to the Superintendent or her designee as soon as possible following its detection.

☐ The building will utilize both internal and external communications in emergencies:

☐ Telephone		☐ Local media
☐ Intercom	☐ Bus radio system	☐ NOAA Weather Radio
☐ District radio system (portables)	☐ Runner system	☐ Emergency Alert System (EAS)

When a situation warrants (i.e. early dismissal, violent incident) the district will enact the early dismissal plan contacting emergency names that have been provided on the emergency contact cards.

B. Situational Responses

The district has placed in the building level plan, procedures for the following situations:

- Threats of Violence
- Hostage/Kidnapping
- Natural/Weather Related
- Civil Disturbance
- School Bus Accident
- Gas Leak
- Intruder
- Explosive/Bomb Threat
- Hazardous Material
- Biological
- Radiological
- Epidemic

Responses to Acts of Violence: Implied or Direct Threats

The district will incorporate the following personnel when responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school:

☐ Superintendent or her designee
☐ Emergency response team, if necessary
☐ Staff aware of de-escalation techniques
☐ Law enforcement if necessary, 911 will be called and the Saratoga County Sheriff Department or 1st responding agency will respond

Acts of Violence

If an act of violence occurs the following procedures may be used, more specific information regarding contact numbers and names are located in the building level plan:

- Determine the level of threat
- If situation warrants, isolate the immediate area and evacuate if appropriate
- If necessary, initiate lockdown procedure, contacting law enforcement
- Monitor the situation and if necessary, institute early dismissal protocols

Response Protocols

Located in the building level plan are the specific procedures for the following:

- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation when necessary
- Procedures to notify parents
- Procedures to notify media

Arrangements for Obtaining Emergency Assistance from Local Government

In situations in which emergency assistance is needed from local government, the Superintendent or her designee will utilize the 911 system for fire or EMS response.

Arrangements for Obtaining Emergency Assistance from Local Government Officials

In situations where Article 2-B of the Executive Law is to be implemented the Superintendent or her designee will contact the highest ranking local government official and the County Emergency Management office for advice and or assistance. Additionally, the district will utilize if feasible the fire dept., law enforcement, and the Red Cross when necessary. If the district is in need of additional assistance, they will contact the County Emergency Management office (Fulton County, Chad Handy 661-5446, Saratoga County, 885-2232)

District Resources Available for Use in an Emergency

Building Resources	Heat, water, availability to serve food, sheltering, communication
Transportation Resources	Communication, buses
Personnel Resources	Nurse, trained response staff, EMT

District Resources Available for Use in an Emergency

If the district facilities and/or staff are to be used in an external emergency (i.e. long term flooding, power outage where district is brought on line early, long term sheltering) the Superintendent or her designee in consultation with local officials will designate appropriate personnel to assist.

Protective Action Options

Early dismissal

In the event of Imminent Danger due to natural or manmade disasters, information from local Law Enforcement, Emergency Management Office and/or State Education Department may trigger the implementation of early dismissal procedures as follows:

1) Dismiss Bus Students:
   a) Bus pupils will remain in classroom or other designated areas until buses are spotted.
   b) Personnel will assume regular duties for bus dismissal.
   c) Persons in Parental relation are contacted prior to transporting of students.
   d) If necessary, due to unavailability of emergency contact or parental relations, the school will implement a remote sheltering procedure.
   e) The Transportation Supervisor will notify the main office when all runs have been completed.
2) Dismiss Walking Students
   a) Walking students* will be dismissed via an announcement from the main office, after contacting persons in parental relations or emergency contact.

Cancellation

In the event of school cancellation, the Superintendent or her designee will contact the following personnel/entities:

- ☐ Transportation Supervisor
- ☐ Media
- ☐ Remind App message to parents and staff

Evacuation (before, during and after school hours)

If an incident occurs prior to 6am the school cancellation policy will be implemented, in the situation where an evacuation may take place during hours the Superintendent or her designee will decide if evacuation is the safest option based on the information they have received. If early dismissal has been determined implement early dismissal plan and if cancellation is warranted implement cancellation procedures.

Sheltering Sites (internal and external)

In the district building level plan there are specific community locations which the district will utilize for short and/or long term sheltering.

Information when an incident occurs will be relayed to the parents, guardians, or persons in parental relations via the telephone tree, all effort will be made to make this information available

including the use of the Public Information Officer to transfer information to the news media if necessary.

District personnel designated by the Superintendent or her designee will be retained until all students have been returned home.

Section IV: Recovery

A. District Support for Building

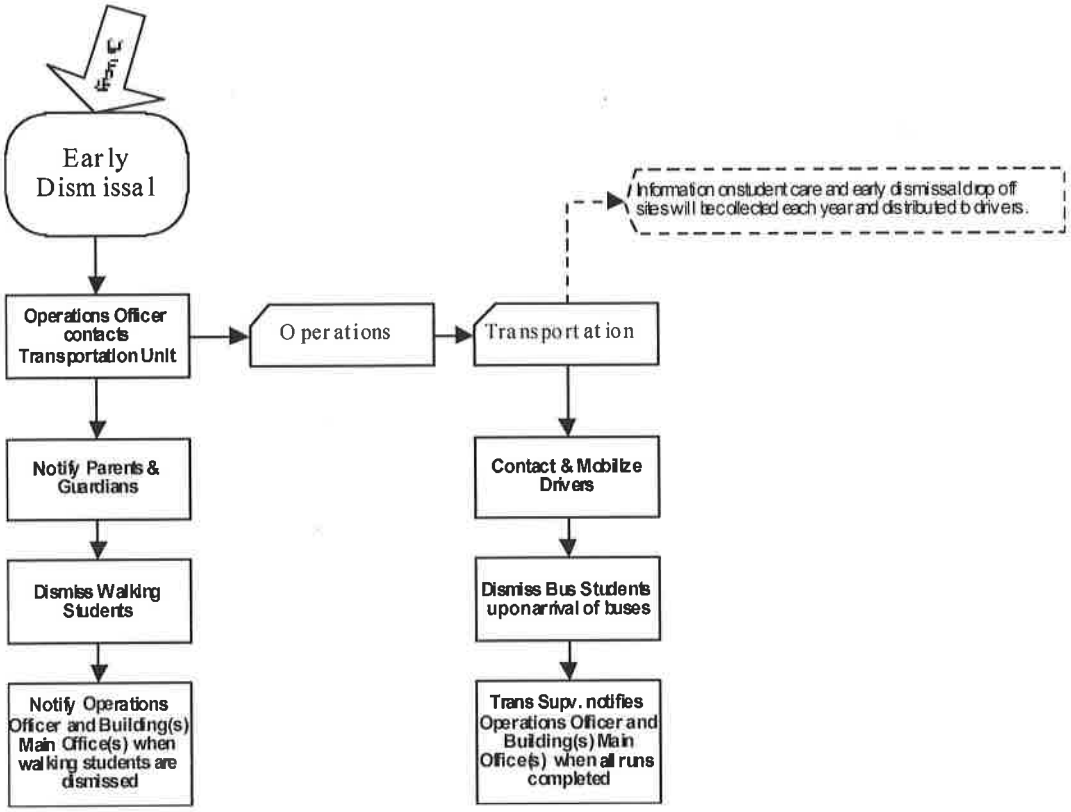
The school district will support the Emergency Response Teams and Post-Incident Response Teams utilizing professional counseling when necessary. The district will call upon the resources of the State Emergency Management office in order to bring qualified and experienced personnel to the site to assist in the recovery stage.

B. Disaster Mental Health Services

The district working in conjunction with the American Red Cross, State Emergency Management Office will support the Post-Incident Response Team providing advice and assistance when needed.

As with any incident the evaluation and/or reevaluation of existing protocols and /or procedures may need to be addressed for deficiencies or corrections. Activities to improve these procedures will be ongoing and especially examined post-incident.

Early Dismissal



NOTE:
This chart is designed to assist emergency response personnel in the school to make decisions consistent with the school district's Emergency Management Plan and with best practice of Incident Command. It is for guidance only and district staff may choose alternate responses when appropriate. District Emergency Response Personnel are responsible for making decisions and the HFM BOCES Regional Safety Risk Management Service assumes no liability for decisions made with the assistance of this flow chart.

Appendix: Forms

Parent Notification Letter

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed disaster plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

- Do not telephone the school. Telephone lines may be needed for emergency communication.
- In the event of a serious emergency, students may be kept at school until they are picked up by an identified, responsible adult who has been identified as such on a School District emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
- they are 18 years of age
- they are usually home during the day
- they could walk to school, if necessary
- they are known to your child
- they are both aware and able to assume this responsibility
- Turn to your local radio station for emergency announcements. If students are to be kept at school, radio stations will be notified.
- Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency Form, you may be asked to provide proof of identification upon arrival in order for the school to release the student(s). During an extreme emergency, students will be released at designated reunion location(s). Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student(s) to remain at school until you or a designee arrives.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Student Emergency Information Form

Room Number _____

Student's Name _____ Grade _____

Address _____ Home Phone _____

Parent's Names _____

Mother's Work Address _____

Father's Work Address _____

Mother's Work Phone _____ Father's Work Phone _____

In an emergency or major disaster during school hours, my child may be released to the following persons: (THESE NAMES SHOULD BE THE SAME AS ON YOUR CHILD'S EMERGENCY CARD)

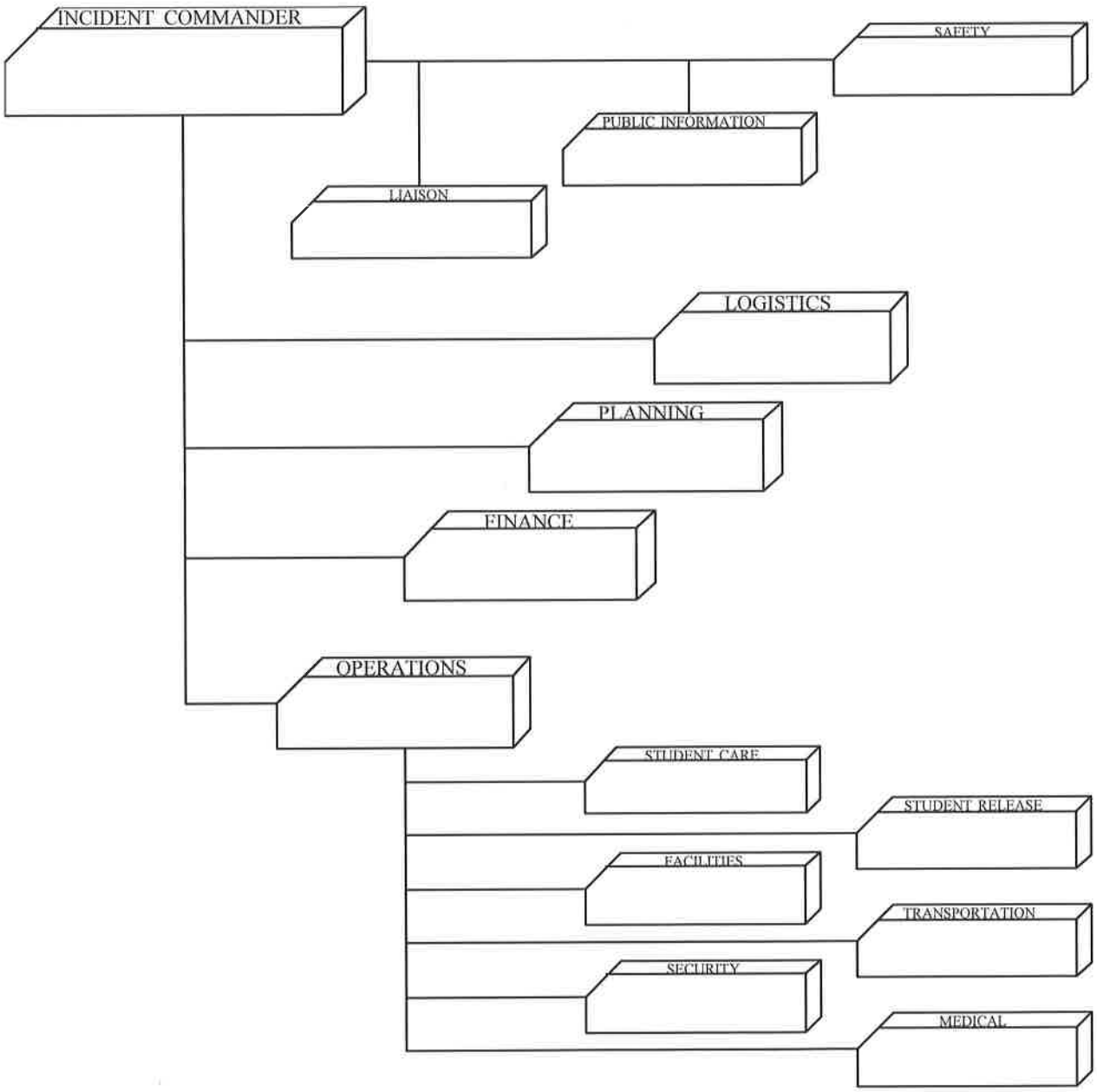
Name	Address	Phone
Name	Address	Phone
Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

My son/daughter needs to take the following medication:		
Medication	Dosage	Time
Have you provided the school office with a supply of this medicine?		
My child may ☐ or may not ☐ have Tylenol if needed during an emergency.		
List allergies to medicine or foods		
Doctor	Address	Phone
Family out of state telephone contact to be used in an emergency:		
Name		Phone
Date	Parent's Signature	

ICS Assignment Chart

For each emergency incident, the Incident Commander should assign positions as necessary. Each person assigned will designate their support persons for the specific event.

Date: Time:



Emergency Event Log

Date_____

Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records. **They are legal documents!**

TIME	SITUATION	RESPONSE	INITIAL

Classroom/Student Accounting Form

Room No. _____ Date _____

Enrolled per Register _____ Reported by _____

Not in School Today_____ Received by _____

Present Now _____

1. Students or classroom volunteers elsewhere (off campus, left in room, other location, etc.)

Name	Location	Problem

2. Students on playground needing more first aid than you can handle:

Name	Location	Problem

Additional comments: (report fire, gas/water leaks, blocked exits, structural damage, etc.)

Medical Care Notification Form

DATE: _____

SCHOOL: _____

Dear Parent:

_____ was injured at school and has been given first aid. If you feel further care is necessary, please consult your family physician.

Destination: (If not presently on site) _____

Transporting Agency: (if not presently on site) _____

Time: _____

Remarks:

_____
SCHOOL REPRESENTATIVE'S SIGNATURE

Note: 1 copy to Student Release Team Coordinator
1 copy to parent/guardian
1 copy stays with teacher or medical treatment team records

Student Release Form

To be taken by runner — PLEASE PRINT

Student's Name: _____

Teacher: _____ Grade: _____

Requested by: _____

To be filled in by Staff

Proof of I.D. _____ Name on Emergency Card _____

Student Status — To be filled in by teacher

☐ Sent with Runner ☐ Absent ☐ First Aid ☐ Missing

To be filled in by Staff

Proof of I.D. _____ Name on Emergency Card _____

To be filled in by Requester at release location

Requester Signature: _____

Destination: _____

Date: _____ Time: _____

Media Guidelines Handout

School District: _____ Building: _____

The primary & secondary public information officers (PIO) for this district/building will be:	
Primary media assembly site for this event:	
Secondary media assembly site (if primary site is not available):	
A status report will be given on this situation at the following times/intervals:	

General Guidelines:

- The school superintendent, school principal or designated PIO (public information officer) will be the official spokesperson.
- If there is a police or other lead agency presence, release of information will be coordinated with those agencies.
- Prior permission from the school principal or PIO is required for access to staff and students on campus (including contact via cellular phone).
- Representatives of the media will operate on-site only from designated media assembly sites as detailed above.

Media/Public Information Release

District: _____

Public Information Officer: _____

School Incident Commander: _____

Response Agency Incident Commander: _____

Release #: _____ Release Date: _____ Release Time: _____

Event Information

Level ☐ District/District-wide ☐ School: _____

Date: _____ Time: _____

Instructions: *If this is used as a script, read only those items checked. Make no other comments. Check off, fill in, and cross off as appropriate.*

_____ has just experienced a(n) _____

☐ The (students/employees) [(are being) or (have been)] accounted for.

☐ No further information is available at this time.

☐ Emergency medical services [(are here) or (are on the way) or (are not available to us)].

☐ Police [(are here) or (are on the way) or are not available to us)].

☐ Fire Dept./paramedics [(are here) or (are on the way) or are not available to us)].

_____ [(are here) or (are on the way) or are not available to us)].

☐ Communications center(s) for parents (is/are) being set up at _____ to answer questions about individual students.

☐ Communications center(s) for families (is/are) being set up at _____ to answer questions about individual employees.

☐ Injuries have been reported at _____ and are being treated at the site by (staff/professional medical responders). (#)_____ reported injured.

☐ Students have been taken to a safe area,_____, and are with [(classroom teachers/staff) or (_____)].

☐ ___# students have been taken to the local emergency room for treatment of injury. Parents of injured students should go to the emergency room at _____.

☐ Structural damage has been reported at the following sites:_____.

Release Restrictions: ☐ No ☐ Yes If Yes, what: