BETHLEHEM CENTRAL SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN
PROJECT SAVE (SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION)
Commissioner's Regulation 155.17

Introduction

Emergencies and violent incidents in school districts are critical issues that require comprehensive planning and training. The New York State Safe Schools Against Violence in Education (SAVE) law requires school districts to develop a school safety plan to prevent or minimize the effects of serious violent incidents and natural/manmade disasters and to facilitate the coordination of state, 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 Building-Level Emergency Response Plans required at the school building level. 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.

District Chief Emergency Officer

Bethlehem Central Schools has designated the Superintendent as the district's chief emergency officer (CEO). The CEO is responsible for coordinating communication between staff and law enforcement and first responders, and for ensuring staff understanding of the District-Wide School Safety Plan.

The CEO is responsible for policies and procedures for the required annual safety training for students and staff. The district must certify to the commissioner that by September 15 each school year all staff received annual training on the emergency response plan and that the school safety training includes violence prevention and components on mental health. Any new employees hired after the start of the school year shall receive training within 30 days of hire or as part of a district's existing new hire training program, whichever is sooner.

Additionally, the CEO ensures that Building-Level Emergency Response Plans are annually updated.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Bethlehem Central School's District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Education, the Superintendent appoints the District-Wide Safety Team and charges it with making recommendations regarding the development, maintenance, and implementation of the District-Wide School Safety Plan. The finalization of the plan ultimately rests with the Superintendent, with adoption by the Board of Education by September 1st of each school year.

B. Identification of School Teams

The Bethlehem Central School District has created a District-Wide Safety Team and Building-Level Emergency Response Teams for every school building. Both consist of, but are not limited to, representatives of staff, administrators, school safety personnel, law enforcement and other first responders.

C. Coordination of District and School Plans and Teams

The District-Wide School Safety Plan is directly linked to the individual Building-Level Emergency Response Plans for each school. The protocols reflected in the District-Wide School Safety Plan guide the development and implementation of each Building-Level Emergency Response Plan.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that building's emergency response team. Upon the activation of this team, the Superintendent, or his/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 when needed.

D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan was originally adopted by the school board on July 7, 2015. Full copies of the District-Wide School Safety Plan and any amendments were submitted to the New York State Education Department (NYSED) within 30 days of this adoption.

The commissioner's regulation also requires that this plan shall be reviewed by the District-Wide Safety Team on an annual basis on or before July 1st of each year, and recommendations for updates provided to the Superintendent. Herein after, all updates made by the District-Wide Safety Team shall be presented to the Board of Education for adoption pursuant to the aforementioned regulations. In most cases, recommendations are specific and included in Building-Level Emergency Response Plans. A copy of the district-wide plan is available at the Bethlehem District Office located at 700 Delaware Avenue, Delmar, New York and online at the district's website (www.bethlehemschools.org). While linked to the District-Wide School Safety Plan, the Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with New York State Education Law Section 2801-a, Building-Level Emergency Response Plans and all updates are given to the New York State Police, Bethlehem Police Department and Albany County Sheriff's Department within 30 days of adoption.

Section II: General Emergency Response Planning

The District-Wide School Safety Plan provides the framework for the Building-Level Emergency Response Plans. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses will provide one consistent response system that will be used by all school employees, students, parents and emergency responders. This is particularly beneficial as students move from elementary to middle school and then to high school, and as full-time, part-time and substitute employees travel among the schools.

The District-Wide Safety Team has identified many factors that could cause an emergency in our schools and facilities within the district as well as factors that need to be considered when responding to an emergency. The detailed list of potential internal and external hazards or emergency situations is included in the confidential Building-Level Emergency Response Plans.

A. Identification of Potential Emergency Situations (on and off school property):

Lists of areas on school property that have the potential to create an emergency situation have been identified. These lists and floor/site plans have been created for reference and awareness. These lists are not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency, such

as natural gas lines, fuel tanks and chemical storage. The detailed lists and floor plans are included in the confidential Building-Level Emergency Response Plans and are updated on an annual basis.

The District-Wide Safety Team in conjunction with the New York State Police, Albany County Sheriff's Department, Bethlehem Police Department, local fire departments and town officials have identified potential emergency situations off school property that could have an impact on the district. Factors that were considered include population, presence of hazardous materials, potential for emergency based on geographical potential and/or national trends and proximity to district property, such as airports, bridges, dams, major intersections, primary routes of hazardous cartage and SARA Title III locations of hazardous materials. The detailed lists are included in the confidential Building-Level Emergency Response Plans and are updated on an annual basis.

B. Multi-Hazard Response Guidelines

1. **Actions** – Included in the Building-Level Emergency Response Plans are actions for handling multi-hazard emergencies that are in compliance with the Incident Command System (ICS). These guidelines include but are not limited to:
    - Initial actions
    - Command post location (primary and secondary)
    - Before, during and after school evacuation including evacuation routes and relocations sites (internal and external)
    - Shelter-in-place
    - Lockdown/Secure Lockout
    - Emergency school cancellations, closing, early dismissal and delays including after-school, evening activities and weekends.

2. **Emergencies** – These include, but are not limited to the following Multi-hazard Response Guidelines:

Air Pollution	Epidemic	Mass Casualty
Anthrax/Biological	Explosion	Medical Emergency
Aviation Crash	Fire Alarm Activation	Natural Gas Leak
Bldg. Structural Failure	Flood	Radiological
Bomb Threat	HAZMAT on & off-site	School Bus Accident
Civil Disturbance	Heating System Failure	Severe Weather Emergency
Crimes Against People	Hostage Situation	Threats of Violence
Earthquake	Intruder Situation	Toxic Exposure
Elec. System Failure	Loss of Building	Water Emergency
Energy Supply Loss	Loss of Buses	Cardiac Arrest **

**On July 25, 2025, Governor Hochul signed "Desha's Law," requiring school districts to adopt "Cardiac Emergency Response Plans." The legislation amends several sections of the Education Law including section 917, which mandates that school districts have automated external defibrillators (AEDs) on site. The law now requires that AEDs be "clearly marked, accessible, and maintained consistent with guidelines set by the American Heart Association or other nationally recognized

guidelines**.** To reinforce AED accessibility the building principal should confirm that the sign at the main entrance explaining where on campus our AEDs are located, is posted and up to date. As part of our Sudden Cardiac Arrest Plan, annual SAVE training for all employees will include general guidelines for responding to a cardiac event. The guidelines will include information from the American Heart Association/American Red Cross or National Safety Council about how to recognize signs and symptoms of cardiac arrest, and how an employee should report the concern.

3. **Resources** – The district has identified various resources that may be available for use during an emergency, including: the identification of personnel via school building teams; use of Incident Command System (ICS); a list of volunteer faculty/staff trained in first aid, CPR and AED use; master list of all vehicles in the Transportation Department; building floor plans/maps with shut-offs and potential hazards noted; American Red Cross sheltering agreements; and designated shelter sites with backup shelter sites. The district has agreements with any shelters that are used within the community. The specific, detailed information is included in the confidential Building-Level Emergency Response Plans.

4. **Incident Command System (ICS)** – The district has identified school personnel authorized to make decisions during an emergency. Through ICS, the procedures to coordinate the use of school district resources and manpower during emergencies are clearly defined. ICS identifies the staff members and their backups assigned to provide assistance during emergencies. Each school building has a safety team that works under the Incident Command System. Each team is documented in detail. This document is given only to the Building-Level Emergency Response Team, district administration, the New York State Police, Bethlehem Police Department and the Albany County Sheriff's Department. The safety team details are located in the confidential Building-Level Emergency Response Plans. Each safety team has been given an overview of the ICS, an ICS flow chart, ICS training and specific ICS roles and responsibilities.

5. **Policies and Procedures for Training** – The district has developed policies and procedures for National Incident Management System (NIMS) Compliant annual refresher school safety training for staff and school safety training and drills for students including scenarios based upon the Multi-Hazard Response Guides. Procedures have been established to provide this training on an annual basis to include but not be limited to: early dismissal/go home drill, fire drills, lockdown drills and table top exercises. Individual schools obtain feedback from faculty/staff on the drill practiced. School administrators then address any concerns or questions noted. District administrators and principals will meet to discuss any reports of multi-hazard training, hazards and/or violence (implied threats, direct threats and/or actual acts of violence). The discussions are the key to debriefing as a district. Actions and procedures that are carried out successfully are verified and areas in need of improvement are noted as needed. This level of district awareness assists each principal and administrator in responding to future training, actual emergency responses and implied threat, direct threats and/or actual acts of violence.

   The district conducts drills and other training exercises to test components of the safety plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials. The district administrators and building-level teams participate in tabletop exercises with local responders. Schools that have multiple floor levels also prepare and practice a non-ambulatory emergency evacuation plan.

6. **Pandemic Continuity of Operations Plan –** The district has developed this plan to meet the requirements of subsection (2)(m) of Education Law §2801-a which requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. This plan is built upon the components of the District-Wide School Safety and the Building-Level Emergency Response Plans. The Plan includes elements of COVID-19 Reopening Plan and will be updated annually to reflect current guidance and best practices. The District Level Safety Team assumes responsibility for development and compliance with all provisions of this plan and implementation at the building level through the Building-Level Emergency Response Teams. This plan is located under **Attachment #1** of the District Wide School Safety Plan and is supported by BCSD Policy 8131 - Pandemic Planning.

Section III: Responding to Threats and Acts of Violence

A. Policies and Procedures – Schools will activate their Building-Level Emergency Response Team and will refer to their Building-Level Emergency Response Plan and the Multi-Hazard Response Guide. The multi-hazard response guides are reviewed by the District-Wide Safety Team to ensure content and consistency throughout the district. These policies and procedures are for responding to implied or direct threats of violence via social media and/ or by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence. These policies and procedures also include threats by students against themselves, which include suicide. The following types of procedures are addressed in the confidential Building-Level Emergency Response Plans:

- Contact the school assigned SRO and appropriate law enforcement agency, if necessary.
- Informing the building principal and Superintendent.
- Using staff trained in de-escalation or other strategies to diffuse the situation. Informing the building principal of implied or direct threats.
- Determining the level of threat with the principal and Superintendent/designee.
- Monitoring the situation, adjusting the district's response as appropriate to include possible implementation of the both the District and Building safety teams.
- If the situation warrants, isolating the immediate area and evacuating if appropriate.
- If necessary, initiate a lockdown procedure and contact the appropriate law enforcement agency.
- Monitoring the situation; adjusting the level of response as appropriate; if necessary, initiating early dismissal, sheltering or evacuation procedures.
- Communicating with parent/legal guardian, and general public, as needed.

NOTE: The Bethlehem CSD Code of Conduct also describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school. The district's code of conduct also supports school safety and security. The code of conduct is pursuant to the district's safe and drug-free schools policy and the no weapons policy.

B. Response Protocols – These are identified in the district-wide school safety plan, along with definitions of ICS roles and responsibilities. The Multi-Hazard Emergency Response Guides address specific procedures and protocols for responding to bomb threat, intruders, hostage takings and kidnapping, including:

- Identification of decision-makers.
- Notification of administrators/agencies - All district administrators, principals, their secretaries and building custodians have a confidential emergency reference card. This card specifically outlines which agency and which administrator(s) need to be contacted under which emergency circumstances. This document is updated as needed and designed to be kept near the phones at work and at home if needed during "off" hours.
- Plans to safeguard students and staff.
- System for student evacuation/release (reunification as needed).
- Procedures to provide transportation, if necessary.
- Debriefing procedures.

C. Communications Protocols – The district has established policies and procedures to contact parents, legal guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. In the Bethlehem Central School District, the following communication methods will be taken:

- For small-scale incidents, schools may activate their Crisis Team and will refer to their crisis intervention plan. Depending on the incident, school personnel may directly call the parents/legal guardians of all students directly impacted. All other parents/legal guardians will receive an informational notification via the district website and Parent Square. Meetings may be scheduled in a timely manner for further discussion if necessary.
- For any major incident, the Building-Level Emergency Response Team will be activated. The district will be working with the media (TV, radio, newspaper), website, social media and Parent Square to relay pertinent school related information (i.e., how and where parents can be reunited with children, etc.). Community meetings and/or press conferences may be scheduled in a timely manner to discuss the particulars of the incidents and the district's response.

Section IV: Communication with Other Agencies

The District-Wide School Safety Plan provides the framework for the Building-Level Emergency Response Plan with regard to communication with other agencies.

A. The Bethlehem Central School District is fortunate to have substantial ties to the Town of Bethlehem. In case of an emergency within any one of our facilities, that facility would dial 911 for emergency assistance. If involvement were needed from other local government agencies, the Superintendent or their designee would act as that contact person. Additional procedures for communications can be found in the Building-Level Emergency Response Plans and the Capital Region BOCES Emergency Communications Network Flowchart. The following examples are the types of arrangements that could be used by the district:

- Principal (building-level IC or backup IC) or Superintendent (district-wide IC or backup IC) in an emergency would contact the town dispatch center for fire, EMS, or police by calling 911.
- Principal (building-level IC or backup IC) or Superintendent (district-wide IC or backup IC) contacts the highest-ranking local government official for notification and/or assistance.

B. Arrangements for obtaining advice and assistance from local government officials, including town officials responsible for implementation of Article 2-B of the Executive Law, will be carried out through the protocols established in the Capital Region BOCES Communication Flowchart. The following are examples of the types of arrangements that could be used by the district during countywide emergencies:

- Superintendent (district-wide IC or backup IC) in an emergency will contact the Albany County 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: Town of Bethlehem Emergency Management Office, Town of Bethlehem Police Department, Albany County Department of Health, American Red Cross, New York State Police, Albany County Sheriff's Office, Albany County Department of Mental Health and Capital Region BOCES Health/Safety/Risk Management Office.

- If the emergency is within the school district boundaries and has the potential to impact the surrounding community, the Superintendent or designee will notify the appropriate town officials (ex: highway dept., town supervisor, and/or public safety).

C. If there is an emergency within the district that has the potential to impact bus transportation capabilities either to or from other educational agencies within the district boundaries, the Director of Transportation in close coordination with the school emergency coordinator will activate a phone tree to inform all necessary parties. The phone tree will be located in the Transportation Emergency Relocation Plan. In the event that phones are not operational, media (radio, television, district website and other social media) may be utilized to convey the pertinent emergency information.

D. Along with the phone tree, the district has access to the following information about each educational agency located in the school district, including information on:

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

The details are considered confidential, due to the school-specific information and administrator home phone numbers, and are located in the confidential Building-Level Emergency Response Plan.

Section V: Prevention and Intervention Strategies

- **Security Measures and Procedures** – The district procedures require the following: visitor sign-in and visitor badges (during regular school hours), single point of entry, buzz-in door surveillance systems, fingerprinting of employees, volunteer screening, and employee badges. The district also employs school monitors and School Resource Officers (SROs) that are routinely present on campus. Video surveillance and security intrusion systems are also used to improve security.

- **Security Policies** – To further enhance school security and student, faculty and staff safety, the district has the following policies in place:

  - Suspected Child Abuse in a Domestic Setting – 5460 and 5460-R
  - Code of Conduct – 5300
    - Covers Anti-Harassment in the School District, Dignity for All Students, Unlawful Possession of a Weapon on School Grounds, Weapons in School and the Gun-Free Schools Act
  - School District Officer & Employee Code of Ethics – 2160
  - Drug-Free Workplace – 9320 and 9320-R
  - School Safety Plans and Teams – 8130
  - Workplace Violence Prevention -8130.2
  - Emergency Closings – 8134

- Child Abuse in an Educational Setting – 5465
- School Safety and Educational Climate (SSEC) Reporting – 5710
- Cyberbullying and Cyberthreats - 5810

- **Identification of Warning Signs** – The Bethlehem Central School District has implemented procedures for the dissemination of materials regarding the early detection of potentially violent behaviors (threat assessment) when deemed appropriate. The district employs school social workers, counselors and psychologists/behavioral specialists who assist the district in identifying early warning signs in students and early intervention/prevention strategies. Designated personnel also play a key role in suicide prevention programs.

- **Appropriate Prevention and Intervention Strategies**
  - Collaborative efforts with state and local law enforcement officials.
  - Training of hall monitors and other security personnel.
  - Compliance with DASA regulations.
  - Non-violent conflict resolution training programs.
  - OCIP – Off-Campus Intervention Program
  - Extended day school programs.

- **Prevention and Intervention Programs** – Strategies for improving communication among students, between students and staff and the reporting of potentially violent incidents. Highlights of the major programs are noted below (not all inclusive):

Bethlehem High School (Grades 9-12):

- Counseling Center – All students are assigned a school counselor who works with the students and parents.
- Pupil Studies Team (PST) – Members (principal, assistant principal, psychologist, school counselors and school nurse) meet monthly to discuss students who are referred by members of the committee or teachers. Specific interventions are developed and staff are assigned to monitor progress.
- Progressive Discipline Process – Teachers discuss behavior with students, communication with parents/legal guardians and use classroom behavior consequences. Teachers write referrals to document behavior that continues after teacher intervention. The student meets with the Assistant Principal or Principal or Class Assistant Principals (CAPs) to discuss the behavior and its consequences.
- Extracurricular Activities – There are extensive opportunities for students to become involved in productive, fun activities before and after school.
- Gender Equity Club, Students for Peace and Survival, Peer Helpers – To foster mutual respect in the high school.
- Mentoring Program – To improve school performance and/or social interactions.
- Key Club – Organized to promote pride and service to school and community.

Middle School (Grades 6-8):

- Middle School Rights and Expectations – Provided in written form in the Student Code of Conduct.
- Home Base Assemblies – Character and code of conduct.
- Counseling Center – All students are assigned a school counselor who works with the students and parents. Counselors discuss study/organizational skills, goal setting, interim/report card grades,

strategies for improving grades/attitudes, learning styles, getting along with others and related topics that concern a student and/or parents.

- Child Study Team – Members (principal, assistant principal, psychologist, intervention counselor, school counselors and school nurse) meet weekly to discuss students who are referred by members of the committee or teachers. Specific interventions are developed and staff are assigned to monitor progress.
- Extracurricular Activities – There are extensive opportunities for students to become involved in productive, fun activities before and after school.
- Student Agenda – The 'What is Character' section of the student's agenda is provided for student reading and teacher use in school to help students learn the skills of making responsible choices and being proactive in facing challenges.
- Progressive Discipline Process – Teachers discuss behavior with students, communication with parents/legal guardians and use classroom behavior consequences. Teachers write referrals to document behavior that continues after teacher intervention. The student meets with the assistant principal or principal to discuss the behavior and its consequences.

Elementary Schools (K-5):

- Character/Bullying Assemblies.
- Response to complaints protocol.
- Comprehensive approach to work toward an atmosphere of tolerance school-wide.
- Conflict resolution.
- Social skill training.
- K-5 classroom lessons with counselor and psychologist.
- Reporting system to report serious offense school violence.
- Feelings; counselor works with all students on the four basic feelings – happy, sad, mad, scared.
- Problem solving strategies.
- School-wide approach to appropriate behavior – three rules.

Prevention and Intervention Training – The district's Human Resources Department has developed descriptions of job duties, the hiring process and the screening process. As required by the SAVE legislation, all employees are fingerprinted and have a criminal background check via the NYS Education Department. All Aides to Students with Disabilities receive the SAVE required de-escalation training (TCIS - Therapeutic Crisis Intervention for Schools).

Section VI: Recovery

A. District Support for Buildings

The district realizes that some emergencies may require external support for an individual school since it may require additional expertise or personnel requirements. If/when a Building-Level Emergency Response Team or Crisis Team is faced with threats of violence or actual violent incidents, the District-Wide Safety Team will assist as follows:

- Acting as a sounding board for the building principal/supervisor of implied or direct threats and/or violent acts.
- Assisting in determining the level of threat and appropriate responses.
- Sending a district-wide team member to support the Building-Level Emergency Response Team.
- Monitoring the situation and adjusting the district's response as appropriate.
- Assisting with parent/legal guardian, faculty/staff, and media communication.
- Assisting with coordinating building and grounds security.

- Assisting with offering a "backup" crisis team (another school team and/or an outside group) if the affected team needs assistance.
- At the monthly Administration Council meetings, threats and/or violent acts are shared and discussed with administrators.

B. Disaster Mental Health Services

The district realizes that some emergencies may require external support for an individual school since it may require additional expertise or personnel requirements. If/when the Building-Level Emergency Response Team is faced with threats of violence or actual violent incidents, the District-Wide Safety Team will assist as follows:

- Sending a district-wide team member to each affected school building as a liaison between the school building and the district office.
- The team may involve the school physicians, school nurse coordinator, school psychologists or district office administrative staff as needed. If necessary, additional Albany County or Town resources can be called upon.
- Continued feedback from those directly impacted is sought. Building and district support is offered during the incident with projected plans to assist if needed during heightened stressful times such as a re-occurrence of a similar event and anniversaries of the original incident.
- Assisting with parent/legal guardian, student, and faculty/staff debriefing and/or post-incident crisis intervention. If needed, assisting in contacting additional outside mental health resources.
- Assisting the schools with the creation of written statements being distributed to faculty/staff, parents/legal guardians; press releases and media requests through the district's public information officer and communications office. The district has a large resource of letters, press releases and media procedures that take the burden off the individual school building team.

Section VII: Roles & Responsibilities – School/Law Enforcement (SRO)

- As per Education Law, it is important for schools to define the roles and responsibilities of school personnel, security personnel and law enforcement working in the schools. District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. The District's Code of Conduct (Policy 5300), Article VII, Section C.2.d defines the relationship between the school administration, students and law enforcement. It also clearly delegates the role of school discipline to the school administration.

- A written contract or memorandum of understanding between the district and local law enforcement shall be developed with input from stakeholders. School Resource Officers (SRO's) primary duty is to protect the school's environment and to maintain an atmosphere where students, teachers and staff feel safe. A copy of this agreement with the Town of Bethlehem Police Department is attached (reference **Attachment #2**)

ATTACHMENT #1

Bethlehem Central School District

Pandemic Continuity of Operations Plan

Adopted by BOE on 3-17-2021

This Pandemic Continuity of Operations Plan has been developed to meet the requirements of subsection (2)(m) of Education Law §2801-a which requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. This plan is built upon the components of the District-Wide School Safety and the Building-Level Emergency Response Plans. The Plan includes elements of COVID-19 Reopening Plan and will be updated annually to reflect current guidance and best practices. The District Level Safety Team assumes responsibility for development and compliance with all provisions of this plan and implementation at the building level through the Building-Level Emergency Response Teams.

The district will carefully monitor health data to note concerns that require further evaluation and communication with our school physician and/or Albany County Department of Health (ACDOH). Some of the key health-related district data that will be monitored include: overall percent of absenteeism; daily COVID-19 survey/tracker for students and staff; and, health services data, including health office visits and dismissals. As needed, district nurses will report suspected and confirmed communicable diseases to ACDOH, mandated under the New York State Sanitary Code (10NYCRR 2.12), which may also include the completion of NYSDOH Communicable Disease Reporting Form DOH-389 (4/20)"

The local health department will monitor county-wide communicable disease cases and inform school districts as to appropriate actions.

When this plan is activated, the District Level Safety Team may invite additional people to the meetings to aid in the planning efforts:

- Principals/Supervisors/ Teachers Reps
- District Medical Director
- Additional School Nurses
- Human Resources Director
- Food Service Director

Communication with parents, students, staff, board members and the school community is important throughout a pandemic outbreak. Communication methods may include postings to the district website, general mailings, email, social media, School Messenger system and the public media. The district Communications Office is designated to coordinate this effort.

A. Essential Positions/Titles

The district has developed this plan to prepare for any future government ordered shutdowns that may occur, similar to the coronavirus shutdown in the spring of 2020. Attachment 1 includes a list of essential positions that would be required to be on-site or in district to continue to function as opposed to those positions that could work remotely. The list includes:

- Title – a list of positions/titles considered essential (i.e., could not work remotely) in the event of a state-ordered reduction of in-person workforce.

- Description – brief description of job function.
- Justification - brief description of critical responsibilities that could not be provided remotely.
- Work Shift – brief description of how work shifts of essential employees and/or contractors will be staggered in order to reduce overcrowding in the district.
- Protocol – how precise hours and work locations, including off-site visits, will be documented for essential employees and contractors.

Continuity of operations could be severely impacted by a loss of staff. The table below describes the procedures for maintaining essential functions and services by planning for backup personnel.

Role/Topic	Task- Essential Function/Service	Primary/Backups
Overall Operations	Have decision-making authority for the district. Make district policies and procedures to reflect crisis response. Review essential functions and responsibilities of back-up personnel. Monitors overall absenteeism to ensure appropriate essential functions/services are provided.	Superintendent Asst. Supt of Education CBFO Asst. Supt. Of Special Education Technology Director Director of Facilities Director of Transportation Director of Food Service
Business Office	Maintain overall accounts payable operations: invoice processing can be done remotely; however, checks must be printed on-site, bi-weekly (but could go to monthly if needed). Periodic collection/distribution of mail from a central location (HS). Maintain payroll/check printing: payroll can be generated remotely, most staff have direct deposit with emailed remittance info. Printing of checks must be done on-site, bi-weekly. Maintain overall financial management: can be done remotely, including debt service payments, banking, and financial reporting.	Accounts Payable staff: Account Clerk (primary), Accountant & Treasurer (backups) Payroll Supervisor (primary), Account Clerk & Treasurer (backups) Purchasing Agent (primary), Deputy Purchasing Agent (backup) Claims Auditor (primary), Asst. Claims Auditor (backup Banking: Accountant (primary), Treasurer & CBFO (backups)
Facilities	Maintain and support all district facilities and operations. Monitor staff ability to maintain essential functions. Inform Business Office of any problems	Director of Facilities 2 Asst, Supt. Of Bldgs & Grounds Supervising Custodians

Human Resources	Human Resources- Cross-training of Human Resources staff to ensure essential functions are completed. Benefits Administrator- Amy Baluch – Backup is Michelle Curtis Attendance & New Employee Paperwork Tina Mc Kay and Nancy Clark for respective parts of the district- backup each other Human Resources will be essential in monitoring absenteeism and assuring appropriate entry of leave credits. Staff will continue to follow regular attendance protocols including entering an absence into NVision and obtaining appropriate backup documentation. Human Resources will work with bargaining units and CBFO to develop the plan for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc.	HR Director CBFO Asst. Supt. of Instr. Programs
Food Service/Transportation	Food Service operations for families in need of assistance (meal pick or delivery).	Food Service Director Director of Transportation
Technology	Student/Staff Technical support (chrome book/computer repair), network maintenance	Director of Technology Senior Network and Systems Tech
Continuity of Instruction	Will be implemented in the event of significant absences or school closure. Alternate learning strategies will include: • Hard copy, self-directed lessons • Use of mobile media storage devices for lessons (CDs, Jump Drives, IPads) • On-line instruction; on-line resources; on-line textbooks • Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings	

B. Working/Learning Remotely

The District will assess devices and technology needs of all non-essential employees in order to enable remote working/learning/telecommuting.

Options for assessing district needs include stakeholder meetings or surveys to ascertain:

- Who will need devices and/or peripherals at home,
- What programs will need to be added to these devices, and
- The availability of viable existing at-home internet service.

The information from these surveys will be used to determine what items need to be purchased, which programs need to be installed on devices and if appropriate internet bandwidth can be provided to those in need.

C. Staggered Shifts

Depending on the exact nature of the communicable disease and its impact, the district is prepared to use some if not all the strategies below to reduce traffic congestion and maintain social distancing:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by state or local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building and/or between buildings.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The district may need to include additional strategies based on updated federal, state, and local guidance.

D. Personal Protective Equipment (PPE) and Face Coverings

The district will procure a six-month supply of face coverings and PPE required for essential work tasks. Disposable PPE will be provided in quantities of at least two pieces per work day.

PPE Type	Task/Role
N-95 and/or Face Masks	Nurses Custodians (based on potential disinfectants used)
Face Shields & Protective Eyewear	Nurses Teachers & Support Staff Special Education
Gowns	Nurses Special Education
Gloves	Nurses Teachers & Support Staff Special Education Custodians Maintenance/Mechanics
Face Masks*	All faculty, staff and students

** Cloth face coverings are not considered personal protective equipment by OSHA because their capability to protect the wearer is unknown. However, cloth face coverings are important as a source control for COVID-19 and provides some protection to the wearer. As such, OSHA strongly encourages workers to wear face coverings.*

Those individuals that are requesting to wear N-95 respirators will be fit-tested and medically screened prior to use to ensure they are physically able to do so.

The use of cloth face coverings to reduce the spread of communicable diseases is important to the health and safety of faculty, staff and students. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (asymptomatic) and are essential when physical distancing is difficult. Information will be provided to faculty, staff and students on proper use, removal, and cleaning of cloth face coverings. All faculty, staff and students will be encouraged to utilize their own personal face coverings but the district will secure and provide face coverings as needed.

PPE and face coverings will be stored in a manner which will prevent degradation. These supplies will be monitored to ensure integrity and track usage rates. District communication on how to access PPE will be provided.

E. Response Protocols for Preventing Spread

The District Level Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the local health department and other experts.

- The Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the plan's activation and review responsibilities and communication procedures.
- An alert will be sent to the school community upon activation of this plan. The communication will be based on the latest information from federal, state and local health authorities.
- If the decision is made to close a school building, the district will notify the NYS Education Department.

The district will assign a Communicable Disease Safety Coordinator, Superintendent and/or designee whose responsibilities include continuous compliance with all aspects of the district's reopening plan and any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinators shall be the main contact upon the identification of positive communicable disease cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the public health emergency and plans implemented by the school.

Hand Hygiene

Faculty, staff, and students will be trained on proper hand hygiene. Information will be provided to parents and/or legal guardians on ways to reinforce hand hygiene at home. The district will provide stations around the school buildings:

- For hand washing: soap, running water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical.

- Accommodations for students who cannot use hand sanitizer will be made.

Communicable Disease Exposures

The district must be prepared for communicable disease outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. The Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) have provided recommendations for strategies to follow after an exposure:

- Close off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- When possible, open outside doors and windows to increase air circulation in the area.
- Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have a communicable disease, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have a communicable disease can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have a communicable disease visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Returning after Illness

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for communicable disease symptoms can return to the in-person learning environment at school. This protocol includes:

- Documentation from a health care provider following evaluation
- Negative diagnostic test result
- Symptom resolution, or if positive for a communicable disease, release from isolation

The district will refer to the NYSDOH's "COVID 19 Toolkit " and other applicable guidance regarding protocols and policies for faculty, staff, and students seeking to return to work after a suspected or confirmed communicable disease case or after the faculty or staff member had close or proximate contact with a person with a communicable disease.

The district requires that individuals who were exposed to a communicable disease complete quarantine and have no symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

Cleaning/Disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including "Guidance for Cleaning and Disinfection - Public Spaces, Workplaces, Businesses, Schools and Homes" and other guidance, as applicable.

Attachment 2 describes cleaning and disinfection protocols and procedures for the district. Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which will be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.

Employee Communications

The school district has determined employee procedures for available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. These procedures will comply and are consistent with all existing federal, state, or local law, including regarding sick leave and/or health information privacy.

F. Contact Tracing Supports

The district will notify the state and local health department immediately upon being informed of any positive communicable disease diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

Districts may assist with contact tracing by:

- Keeping accurate attendance records of students and staff members
- Ensuring student schedules are up to date
- Keeping a log of any visitor which includes date and time, and where in the school they visited
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

The district, in consultation with the local health department, will determine what process will be followed when communicable disease cases are discovered in the school (e.g., how many individuals will be quarantined, closing of areas or classrooms, etc.).

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

G. Housing for Essential Employees

Emergency housing for essential workers is not considered to be required for school faculty and staff. The need for emergency housing will be determined with direction from the local department of health.

Recovery

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. The district will

- Work towards a smooth transition from the existing learning methods to the normal process.
- Use the described communication methods to keep the school community aware of the transition process.
- Work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- Evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.

Each Building-Level Post-Incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention. The District Level Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned with input from *all essential functions*. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be updated accordingly. Curriculum activities that may address the crisis will be developed and *implemented*.

Attachment 1 – Essential Positions that could not work remotely in the event of a governmental shutdown

Title	Description	Justification	Work Shift	Protocol
Superintendent	Overall operations to support the District's essential functions	There are some functions of the District that cannot be completed efficiently in a remote work environment so the Superintendent would be on-site when necessary	Work shifts can be flexible but there would be no issues with social distancing	Schedules will be flexible and time in the buildings will be scheduled in a safe manner that does not put any employees at risk
Assistant Superintendent of Instructional Program	Overall operations to support the District's essential functions	There are some functions of the District that cannot be completed efficiently in a remote work environment so the Assistant Superintendent would be on-site when necessary	Work shifts can be flexible but there would be no issues with social distancing	Schedules will be flexible and time in the buildings will be scheduled in a safe manner that does not put any employees at risk
Business Office	Overall operations to support the District's Business essential functions (e.g. Check Printing, Accounts Payable/Receivable)	There are some functions of the District that cannot be completed in a remote work environment so the Chief Business & Financial Official (CBFO) would be on-site when necessary	Work shifts can be flexible but there would be no issues with social distancing	Schedules will be flexible and time in the buildings will be scheduled in a safe manner that does not put any employees at risk
Human Resources	Health Insurance processing, New Hire paperwork, Leave time processing	Activities related to health insurance, payroll deductions payroll docking of hours and leave time changes affecting payroll	Work shifts and staggering of time can be flexible. There would be no issues with social distancing	Employees will log onto district email accounts and monitor those regularly, as well as adhere to payroll processing timelines for deductions and leave time

O&M Services	Overall operations to support every district facility (e.g. Maintenance & Custodial Services, Administrative Deliveries, Inter office Mail & Lunch Deliveries	There are some Maintenance activities that must be completed in the field (e.g. boiler operational checks, HVAC system repairs, roof leak repair, building security, miscellaneous maint. services). Custodial cleaning and school office support has to occur. Some essential Administrative functions must be completed in the office (e.g. payroll/time card processing, Accounts Payable & Supply ordering). Administration and staff would be on-site as necessary.	Work shifts can be flexible but there would be no issues with social distancing	Schedules will be flexible and time in the buildings will be scheduled in a safe manner that does not put any employees at risk
Mail & Delivery Services (O&M Dept)	US Mail, Fed Ex, UPS, InterOffice Mail, etc processing to support the District's essential functions	US Mail, Fed Ex and all other school deliveries will be consolidated to the High School. Building Staff would periodically come to collect and process	Work shifts can be flexible but there would be no issues with social distancing	Schedules will be flexible and time in the buildings will be scheduled in a safe manner that does not put any employees at risk
Food Service	Food Service operations for families in need of assistance (meal pick or delivery).	Anticipating state and federal requirements to provide services.	Work shifts can be flexible but there would be no issues with social distancing	Schedules will be flexible and time in the buildings will be scheduled in a safe manner

				that does not put any employees at risk
Transportation	Operations to include Transportation for Food Service and Mandated Bus Inspections and Service/Maintenance as may be required.	Anticipating state and federal requirements to provide meals, transportation would offer delivery of meals as may be needed.	Work shifts can be flexible but there would be no issues with social distancing	Schedules will be flexible and time in the buildings will be scheduled in a safe manner that does not put any employees at risk
Technology	Student/Staff Technical support (chrome book/computer repair), network maintenance	Consolidate Help Desk activities in Cafeteria. This provides direct access to/from the outside	Work shifts can be flexible but there would be no issues with social distancing	Schedules will be flexible and time in the buildings will be scheduled in a safe manner that does not put any employees at risk
Instructional Programs - Principals	Related Administration Services (payroll, teacher sub class coverage)		Work shifts can be flexible but there would be no issues with social distancing	Schedules will be flexible and time in the buildings will be scheduled in a safe manner that does not put any employees at risk
Special Education	Related Administration Services (payroll, teacher sub class coverage, CSE Mtgs)		Work shifts can be flexible but there would be no issues with social distancing	Schedules will be flexible and time in the buildings will be scheduled in a safe manner that does not put any employees at risk

Attachment 2 – Cleaning and Disinfection Protocols and Procedures (may vary depending upon the situation)

Room Types/Areas	Cleaning Frequency	Disinfection Frequency	Responsible Party	Additional Information
Classrooms Elementary	Daily	Daily	Teachers	Desks & chairs

Classrooms Secondary	Daily	In between classes	Teachers	Desks & Chairs
Restrooms	Daily	2x daily plus once at night	Custodial staff	Disinfection of modesty panels, door handles, door frames, faucets, flush values, all dispensers. Floors done once nightly by custodians.
Health Offices/Isolation Rooms	Various	Various	Nursing staff; Custodial staff nightly	Cots, bathrooms and health office equipment disinfected after each use. Floors and bathrooms cleaned nightly by custodians.
Breakrooms/Faculty	Daily	Daily	Occupant	Disinfected after use by occupant
Cafeterias	After each use	After each use	Lunch Aides and Custodial staff at night	Tables and chairs will be cleaned/disinfected in between each student use. Floors done nightly.
Outside Seating Areas (tents)	After each use	After each use	Teachers and custodial staff at night	Tables and chairs will be cleaned/disinfected in between each use.
Custodial Office	After each use	After each use	Custodial staff	Door handles, tables, chairs
Transportation	Daily	2x daily plus once at night	Transportation staff and custodial staff once at night	High touch areas
Libraries	n/a	n/a		
Playgrounds	After each use	After each use	Noon Hour Aides	Used playground elements
School Buses	After each run	After each run	Transportation staff	High contact spots will be disinfected after the morning and afternoon runs.
Maintenance Vehicles	Daily	Daily	Staff using the vehicle	
Offices	Daily	n/a	Custodial staff	typically no visitors, student countertop disinfected at night by custodial staff
Large Meeting Areas (e.g., gymnasiums, auditoriums, music rooms)	N/A	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Locker/Team Rooms	N/A	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Frequently touched surfaces (e.g., doorknobs, door frames, light switches, elevator	3x daily	3x daily	Custodial staff	Disinfected 2x during the day and 1x at night by the custodial staff

buttons, hand rails, hallway corner walls, etc.)				
Shared frequently touched surfaces (e.g., keyboards, desks, phones, laptops, tablets, remote controls, etc.)	N/A	N/A	N/A	Not sharing equipment

Only district approved chemicals will be used. At no time will students be allowed use cleaners or disinfectant

ATTACHMENT #2

Agreement between the

Bethlehem Central School District and
The Town of Bethlehem Police Department

This Agreement is entered into by and between the Bethlehem Central School District, with offices at 700 Delaware Avenue, Delmar NY ("the District") and the Town of Bethlehem Police Department located at 445 Delaware Avenue, Delmar NY ("the Town").

RECITALS

WHEREAS, the District has agreed to provide funds to the Town for the services of School Resource Officers as per Appendix A; and

WHEREAS, the Town has agreed to provide School Resource Officer ("SRO") services upon the terms and conditions set forth in this Agreement.

NOW, THEREFORE, the Parties AGREE as follows:

TERM:

1. The term of the original Agreement which commenced as of July 1, 2018 and terminated on June 30, 2021, and as was amended and extended through June 30, 2022, and then subsequently amended and extended through June 30, 2025, is further amended and extended through June 30, 2028. Either party reserves the right to cancel this Agreement with or without cause, upon 30 days written notice by either party without further obligation to either party.

PAYMENT AND HOURS:

2. The District shall provide payment to the Town as per Appendix A, to be used to fund the salary and/or benefits of the assigned SRO's. Such funds shall be provided to the Town semi-annually, within 30 days of invoicing by the Town, as per Appendix A. Provided, however, that if the Agreement is terminated pursuant to section 1, the Town shall refund the pro rata unexpended remainder of said payment to the District within 30 days. Additionally, should the Town not provide the agreed upon staffing levels, a pro rata reduction in fees will be made, for each ten (10) consecutive school days of staff absence, commencing with the eleventh (11th) day of consecutive absence. Absences for the purpose of SRO training will not count toward the ten day period of absences otherwise resulting in a pro rata fee reduction.

3. The SRO's shall work for the benefit of the District and for families in the community, as per Appendix A. The normal hours of a workday for the SRO shall be aligned with the school days for all days that students are in session. Hours may be flexed to accommodate special events by mutual agreement. The District may request additional hours by mutual agreement, for special details, with the District paying the hourly rate for such additional hours as per Appendix A.

COMPLIANCE WITH DISTRICT MISSION AND GOALS:

4. As a service provider to the students of the District, the Town will be committed to excellence and guided by the District's Mission and Vision.

SERVICE REQUIREMENTS:

5. The Town will provide the District with full-time SRO services as described in Appendix A and Appendix D, and as follows: The SRO's primary duties are to serve as a liaison between the schools, families, and the community regarding law enforcement and law related concerns and supporting an atmosphere where students, teachers and staff feel safe. SROs are specially trained and receive regular professional development regarding school systems, student populations and developing relationships with school administrators, teachers and students. This special training supports their work visiting classrooms and teaching students concepts of safety and crime prevention techniques and providing a positive image of law enforcement to help young people make constructive choices in their lives. As a law enforcement professional, the SRO can investigate criminal activity occurring on school campuses in accordance with New York State law and school district policies, and can be available for conferences with students, parents, and staff regarding law related concerns, if requested by the District or community parent. Students may come to the SRO to discuss issues and seek individual attention.

THE TOWN (SRO) SHALL (Reference Appendix D for School Resource Officer Job Description):

6. Enhance school safety by providing an increased on-site police presence, inclusive of all customary law enforcement related equipment, in and around the premises of all District facilities.

7. Increase students' awareness about topics such as crime prevention, internet safety, conflict resolution, violence prevention, restorative justice, school attendance, and peer mediation by making educational presentations to student audiences as requested by the District regarding topics such as, but not limited to, crime prevention, internet safety, conflict resolution, violence prevention, restorative justice, school attendance, and peer mediation.

8. Increase staff awareness about policies and procedures for preventing/responding to incidents of violence and other threats to school safety by making educational presentations to staff audiences regarding policies and procedures for preventing/responding to incidents of violence and other threats to school safety and active participation in any District-wide School Safety Committees.

9. Actively participate, if requested by the District or community parent, in conferences with students, parents, and staff regarding law related concerns.

10. Upon the request of the District, investigate criminal activity alleged to have occurred or be occurring on school campuses in accordance with New York State law and school district policies and will communicate with the District, to the extent that said communication does not compromise the criminal investigation, the substance of said investigation.

11. The SRO shall communicate with District staff regarding arrests made on school grounds and communicate with prosecuting agencies on behalf of the District regarding said arrests and any proposed and/or desired resolutions.

12. The SRO shall communicate any absences from the building to the building principal, and shall advise whom to contact should an issue arise during their absence. In the event an SRO is unavailable to the District for an entire school day, the SRO must also notify the Chief of Police (or their designee). Following five (5) consecutive school day absences, the Chief of Police must promptly notify the building principal, the District's Chief Business and Financial Officer and the Town's Comptroller of such absence, in writing.

THE DISTRICT SHALL:

13. Be responsible for managing all school disciplinary matters, and the District shall not involve the SRO in school disciplinary matters unless such matters may constitute criminal activity as defined by the New York State Penal Law. In such cases, Sections 10, 11, 21 and 22 of this Agreement shall define the parameters of SRO involvement in interviews and potential arrests on school campuses.

14. Afford the SRO the same rights, capabilities, capacities and access to District facilities as any school administrator. With respect to access to student records and security cameras (including video captured on school buses) the District shall afford the SRO and representatives of the Police Department with access in accordance with the provisions of FERPA and Section 2-d of the New York Education Law. Additionally, should the Police Department's command staff have concerns about the SRO's performance of the functions set forth in this agreement, the District will save relevant video recordings for potential use by the Town in accordance with FERPA and New York Education Law Section 2-d. Use of any video recording and/or access to the District's security cameras for any other purpose, including any law enforcement purpose, is expressly prohibited without the express written consent of the Superintendent and/or a subpoena or court order. Non-uniformed personnel or any other individuals are prohibited from receiving access to district security footage without the express, written consent of the Superintendent.

15. Provide the SRO with office space, which shall include, at a minimum, a desk, working telephone, computer and internet access.

16. Immediately communicate to the Police Chief any observed instances or allegations of misconduct or abuse of discretion committed by the SRO so that disciplinary and corrective measures may be taken.

SELECTION OF SRO:

17. The Town, after consulting with the District Superintendent of Schools, will select each SRO to be assigned to the District. Factors which the Town shall consider during the selection process include the following:

- The SRO must be capable of conveying a positive police presence in the school and in the community.
- The SRO must have the ability to be a positive resource to the school, staff, students, parents and residents in the surrounding neighborhood.
- The SRO must agree to attend any training schools or classes that are needed to increase

his/her skills for the position.

- The SRO shall attend training in diversity/equity/inclusion, cultural responsiveness, de escalation, and responding to sexual harassment either offered by the District or outside of the District. The Town will encourage the SRO to participate, upon invitation, in relevant District-level training offered to staff.

REMOVAL OF SRO:

18. In the event the District administration has cause to believe that a particular SRO is not effectively performing in accordance with the Agreement, the Superintendent may recommend in writing to the Police Chief that the SRO be removed from the program. Within ten business days after receiving the recommendations, the Police Chief will meet with the Superintendent to discuss the recommendation. If the problem cannot be resolved in the opinion of both the Superintendent and the Police Chief, or their designees, then the SRO shall be removed from the assignment to the District. If the Town is able to provide another SRO, the replacement SRO will be selected in accordance with this Agreement. The selection process shall commence promptly after the removal of the prior SRO, and the new SRO shall commence work as soon as reasonably practicable after removal of the prior SRO. If the Town is not able to provide another SRO, the District will receive a reduction in fees as provided for within section 2 and Appendix A

INTERVIEWS AND ARREST PROCEDURES:

19. If the SRO plans to interview possible suspects or victims of crime pursuant to Section 10 of this Agreement, the SRO, to the extent practicable, will advise the Building Principal or his/her designee and work with the Building Principal and his/her designee to minimize disruption to the school, staff, and students. In the event that the SRO wishes to interview a student who is under age 18, District employees will make parental notification and seek parental consent for such interviews in accordance with policy as established in District regulations and the applicable laws of the State of New York. Provided, however, that nothing herein is intended to prevent the SRO from interviewing a student, without parental notification or consent, in connection with a Child Protective Services (CPS) investigation of suspected child abuse or neglect or as requested by the Building Principal. The Building Principal or his/her designees may request to the SRO that s/he be present during the interview of a student. If permitted, the Building Principal or his/her designee will be present solely as an observer of the interview and not a participant therein. In the event that the arrested student is a juvenile, the District will notify the parents or legal guardian pursuant to the District's policy and procedure. The Town may also make notification as may be necessary under its own guidelines.

PERSONNEL:

20. The Town will be solely responsible for employing and compensating any individuals necessary for executing the services outlined in this Agreement.

INDEMNITY AND INSURANCE:

21. The Town agrees to defend, indemnify and hold the District, its officers, employees, and agents, harmless, at all times during and after the term of this Agreement, from and against all claims,

damage, losses, and expenses (including without limitations, reasonable attorneys' fees) arising from, or in any way connected with the negligent or intentional acts or omissions of, or a breach of any term or condition contained in this Agreement by the Town, its employees, agents or representatives.

22. The Town shall maintain a policy of public liability and property damage insurance in which the District is named as an additional insured. The policy shall be non-cancelable without ten (10) days prior written notice to the District. The minimum limits of coverage of such insurance shall be $1,000,000 for injury or death, per person or per incident, and $1,000,000 with respect to property damage. The Town shall also provide Workers Compensation coverage in accordance with New York State law at all times during the term of this Agreement. A certificate of insurance shall be provided to the District upon request.

PROVIDER STATUS:

23. It is understood and agreed that the Town, and its employees and agents, is an independent contractor and that it cannot bind the District to any obligation, or subject it to any liability whatsoever. As an independent contractor, the town and any persons engaged by it shall not be entitled to any medical, health, pension, retirement, disability, unemployment, workers compensation or other insurance or coverage, or any other benefit, similar or dissimilar, from the District. Both parties shall make all tax or other governmental reports in accordance with their status as independent contractors.

ASSIGNMENT:

24. Neither party may assign its rights or obligations under this Agreement without the written consent of the other party.

ENTIRE AGREEMENT:

25. This Agreement constitutes the entire Agreement between the parties. No amendment may be made in any of its terms without the written consent of the parties.

PRINCIPAL CONTACTS:

26. The principal contacts for this instrument are:

TOWN OF BETHLEHEM, POLICE DEPARTMENT:

GINA COCCHIARA CHIEF OF POLICE
447 Delaware Avenue
Delmar NY 12054

BETHLEHEM CENTRAL SCHOOL DISTRICT:

JODY MONROE, SCHOOL SUPERINTENDENT
700 Delaware Avenue
Delmar NY 12054

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized officers intending to be legally bound.

BETHLEHEM CENTRAL SCHOOL DISTRICT

BY: _____ Date: 7/2/25

Jody Monroe, Superintendent

TOWN OF BETHLEHEM, SUPERVISOR'S OFFICE

BY: _____ Date: 7/9/2025

David VanLuven, Town Supervisor

TOWN OF BETHLEHEM, POLICE DEPARTMENT

BY: Chief G Cocchiara Date: 7/9/25

Gina Cocchiara, Police Chief

APPENDIX A: SCHEDULE OF STAFFING AND RATES

Upon ratification of the agreement by both the Town of Bethlehem and the Bethlehem Central School District, any changes in amounts due for services will be adjusted retroactively, if needed.

The fees reflect the service requirement of two (2) School Resource Officers (SRO's). One officer will be assigned to the high school. The other officer will primarily be assigned to the middle school, and may also spend some time at the elementary schools as may be desired. Although the Town may employ more than two SRO's, and may use other SRO's as substitutes to cover absences by the assigned SRO's, for purposes of this agreement, the service requirement is established at two funded positions.

	July 1 - Dec. 31	Jan. 1 - June 30	Hourly Rate, Special Details
2025	$70,000		$115
2026		$75,000	$115
2026	$75,000		$118
2027		$80,000	$118
2027	$80,000		$121
2028		$85,000	$121

Special Details:

A special detail is considered an event or time for which the District requests police officers to participate or attend a school function that is outside their regular duties, responsibilities, and work hours. Issues involving police investigations do not constitute a paid detail.

Reductions:

Reductions in fees due to temporary reductions in staffing levels will be calculated as follows:

Weekly Fee per Officer:

Applicable fee divided by 20 academic weeks (as per the 6-month fees noted above), divided by two (2) officers, commencing on the 11th consecutive day of absence.

Example:

If one officer is out three full weeks:

$36,000/20 weeks= $1,800/2 = $900/officer/week x 1 week= $900 credit due to District

APPENDIX B: SRO USE OF BODY WORN CAMERAS

Town Police Department members acting in an SRO capacity at an assigned District facility during regular school hours shall not wear a body-worn camera. However, SROs at an assigned District facility during regular school hours shall have access to a body-worn camera in the event of an emergency at the District, which requires the SRO to engage in law enforcement activities.

Police Department members who are engaged in performing work outside of school hours in an SRO capacity at the District shall wear a body-worn camera in a conspicuous manner, including but not limited to after school events on District grounds where members of the public are permitted to attend. If body-worn cameras are activated and are in use on District property outside of school hours, SROs shall activate and use body-worn cameras only to the extent allowed by applicable law, regulations, and Police Department Policy.

In compliance with Town Police Department Policy, federal, state, and local law, upon the District's request, the Police Department shall make available to the District copies of body-worn camera footage, or allow the District to view body-warn camera footage, taken by SROs in furtherance of this Agreement, unless the Police Department determines that such access would impair an ongoing law enforcement investigation, criminal prosecution, or would be contrary to any applicable laws, rules or regulations. Such access will be subject to any redactions required by applicable law, policy, or contract.

Body-worn camera footage taken by an SRO in furtherance of this Agreement is owned by and is the property of the Town. Any public disclosure of body-worn camera footage taken by an SRO in furtherance of this Agreement, either in response to a Freedom of Information Law request or otherwise, shall comply with all applicable laws concerning student privacy. Should the Police Department or the SRO seek or intend to disclose body-worn camera recording to a third-party, the Police Department shall promptly provide written notice to the District prior to releasing such body-worn camera recording.

SROs are prohibited from making copies of body-worn camera recordings created while on-duty or while acting in an official capacity. SROs are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. SROs shall not duplicate or distribute such recordings, except as otherwise authorized by the Police Department and the Superintendent.

Body-worn camera recordings taken by an SRO in furtherance of this Agreement shall be retained by the Police Department for a period of time consistent with Police Department Policy. All body-worn camera recordings taken by an SRO in furtherance of this Agreement shall be retained in a confidential location by the Police Department and the District, to the extent permitted by law.

APPENDIX C: DATA ACCESS

The District and Town agree to ensure that access to District data by the Department is conducted in a responsible, lawful, and confidential manner.

1. Purpose of Data Access

The Department may access student data maintained by the District only when responding to an explicit safety concern or emergency situation triggered by a Gaggle alert. Access shall be limited to the specific information

necessary to address the nature of the alert.

2. Compliance with District Policies

The Department and all of its specified users shall comply with the District's Acceptable Use Policy (AUP) and all other relevant district policies and state and federal laws governing the privacy and security of student information, including but not limited to:

- The Family Educational Rights and Privacy Act (FERPA)
- The Children's Online Privacy Protection Act (COPPA)
- New York State Education Law 2-d (if applicable)

The Department shall ensure that all officers and other personnel handling district data are trained on and adhere to these policies.

3. Data Confidentiality and Restrictions

a. Limited Use – Data accessed under this Agreement shall only be used for responding to the specific Gaggle alert or related emergency situation.

b. Non-Disclosure – No information obtained from the District shall be shared, released, or disclosed to any party not directly involved in resolving the incident, unless required by law.

c. No Public Disclosure – Under no circumstances shall data obtained from the District be disclosed to the media, posted on social media, or otherwise made publicly available.

d. Access Logging – The District reserves the right to audit and review access logs to ensure compliance with this Agreement.

4. Data Security and Handling

- The Department shall implement reasonable administrative, technical, and physical safeguards to protect District data from unauthorized access, loss, or misuse.
- Any breach, unauthorized access, or improper use of District data must be reported to the District immediately and investigated in collaboration with District officials.
- The Department shall ensure that any electronic access to District data is conducted only using secure, authorized devices and networks.

5. Termination of Access

The District reserves the right to revoke access to data at any time if the Department is found to be in violation of this Agreement. Continued access shall be contingent upon compliance with all terms outlined herein.

APPENDIX D: School Resource Officer Job Description

Job Description: School Resource Officer (SRO)

Reports To: Police Department (Town), with coordination from the District Superintendent

Job Summary: The School Resource Officer (SRO) is a specially trained law enforcement professional assigned to the Bethlehem Central School District. The SRO serves as a liaison between the school community and law enforcement, helping to maintain a safe and secure learning environment. The SRO promotes positive relationships among students, staff, families, and the broader community while delivering education and support on safety and legal topics.

Key Responsibilities

Law Enforcement & Safety Support

- Act as a liaison between schools, families, and the community regarding law enforcement and law-related concerns.
- Investigate criminal activity on school campuses in accordance with New York State law and District policies.
- Collaborate with school administrators to minimize disruption during investigations.
- Assist, when requested, in conferences with students, parents, and staff on law-related matters, as well as truancy issues.
- Provide security guidance and emergency response in the event of incidents affecting school safety.

Prevention & Education

- Deliver age-appropriate instruction in classrooms on safety, crime prevention, and responsible decision-making.
- Promote awareness of issues such as drug use, cyberbullying, school violence, and personal safety.
- Serve as a positive role model and representative of law enforcement, fostering trust among students and staff.

Relationship Building

- Develop and maintain strong, trusting relationships with students, faculty, and parents.
- Provide individual attention to students who voluntarily seek support or guidance.
- Serve as a visible and approachable presence within the school.

Training & Professional Development

- Attend regular and specialized training sessions on school systems, adolescent development, and trauma-informed practices.
- Complete training in diversity, equity, inclusion, cultural responsiveness, de-escalation strategies, and responding to sexual harassment.
- Participate in District-led staff development programs when invited.
- Stay current on "best practices" and trends related to school safety, juvenile justice, and student mental health.

Administrative Expectations

- Collaborate with Building Principals when conducting interviews of students, especially minors, in line with District policy and legal requirements.
- Ensure that parental notification and consent are obtained for interviews of students under 18, unless exceptions apply (e.g., CPS investigations).
- Permit Building Principals or designees to observe interviews when appropriate.

District Support Provided

- Office space equipped with a desk, telephone, computer, and internet access.
- Access to school records and security cameras consistent with FERPA and NY Education Law Section 2-d (with strict limitations on use).
- Ongoing communication between District and Town leadership regarding SRO performance and conduct.

Qualifications

- Must be an active-duty law enforcement officer employed by the Town.
- Demonstrated ability to work effectively with youth, school personnel, and community members.
- Strong interpersonal and communication skills.

- Ability to project a positive police presence and build rapport with diverse student populations.
- Willingness to engage in ongoing professional development related to school-based policing.
- Knowledge of Criminal Law, the Family Court Act, and the Juvenile Justice System.

Performance Review & Removal

- Subject to feedback and performance reviews coordinated between the District Superintendent and the Police Chief.
- May be removed from the assignment upon recommendation of the Superintendent if documented performance concerns arise.

Compensation & Employment

- The SRO is employed and compensated by the Town. The position is not subject to the District's salary or benefit structure.