

CHAPTER 7
SCHOOL FACILITIES AND EQUIPMENT

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Updated: June 20, 2018

NORWICH CITY SCHOOLS
Board Policy

A700.1

A700.1

MAINTENANCE OF PUBLIC ORDER

As specified under Section 2801 of the State Education Law, the Board of Education has adopted rules and regulations for the maintenance of public order on school property, including provisions for enforcement. Such rules and regulations shall govern the conduct of students, teachers and other staff, as well as visitors and others. The penalties for violations of such rules and regulations are set forth.

The rules and regulations governing maintenance of public order are included as administrative guidelines in the policy handbook and copies are maintained on file in the office of each school building and at the State Education Department. Such rules shall be filed with the Commissioner of Education within ten days of adoption.

Policy Adopted: November 20, 1972

Policy Amended: March 19, 1979

NORWICH CITY SCHOOLS
Administrative Guidelines

B700.1

B700.1

MAINTENANCE OF PUBLIC ORDER

1. Statement of Purpose. The following rules are adopted in compliance with Section 25 of the Education Law and shall be filed with the Commissioner of Education and the Board of Regents on or before November 30, 1972, as required by that action. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and the Board of Regents within ten days after adoption. Nothing herein is intended, nor shall it be construed to prevent speech nor peaceful assembly. These rules shall not be construed to prevent or limit communication between and among faculty, students, and administration, or to relieve the institution of its special responsibility for self-regulation in the preservation of public order.
2. Application of Rules. The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon any school property to which such rules are applicable and also upon or with respect to any other premises or property (including school buses), under the control of the Board of Education used in its program.
3. Prohibited Conduct. No person, either singly or in concert with others shall:
 - a) Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do or to do any act which he has lawful right not to do.
 - b) Physically restrain or detain any other person, nor remove such person from any place where he is authorized to remain.
 - c) Willfully damage or destroy property of the school district or under its jurisdiction, nor remove or use such property without authorization.
 - d) Without permission, express or implied, enter into private office of an administration officer, member of the faculty, or staff member.
 - e) Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.

Without authorization remain in any building or facility after it is normally closed.

- f) Refuse to leave any building or facility after being required to do so by authorized personnel.
- g) Obstruct the free movement of persons and vehicles in any place to which these rules apply.
- h) Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers.
- i) Knowingly have in his possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the Chief School Officer, whether or not a license to possess the same has been issued to such person.
- j) Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

4. Freedom of Speech and Assembly: Picketing and Demonstrations. No students, faculty or other member, or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views nor for having assembled with others for such purpose.
5. Penalties. A person who shall violate any of the provisions of these rules shall:
 - a) If he is a licensee or invitee, have his authorization to remain upon school property withdrawn and shall be directed to leave the premises. In the event of his failure or refusal to do so shall be subject to ejection.
 - b) If he is a trespasser or visitor within specific license or invitation, be subject to ejection.
 - c) If he is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand, or warning.
 - d) If he is a faculty member having a tenured or a term appointment, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant including suspension without pay or censure.
 - e) If he is a staff member in the classified service of the Civil Service, described in Section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in such section.
6. Procedure
 - a) The Chief School Officer or his designee shall inform any licensee or invitee who shall violate any provisions of these rules that his license or invitation is withdrawn and shall direct him to leave the school property. In the event of his failure or refusal to do so, such Officer shall cause his ejection from such school property.
 - b) In the case of any other violator, who is neither a student nor faculty or other staff members, the Chief School Officer or his designee shall inform him that he is not authorized to remain on the school property and to direct him to leave such premises. In the event of his failure or refusal to do so, such officer shall cause his ejection from the school property. Nothing in this sub-division shall be construed to authorize the presence of any such person at any time prior to such violation nor to affect his liability to prosecution for trespass or loitering as prescribed in the Penal Law.
 - c) In the case of the student, charges for violation of any of these rules shall be presented and shall be heard and determined in the manner hereinafter provided in Section 3214 of the Education Law.
 - d) In the case of a faculty member having a tenured or term appointment, charges of misconduct in violation of these rules shall be made, heard and determined in accordance with Section 3020a of the Education Law.
 - e) In the case of any staff member who holds a position in the classified Civil Service, described in Section 75 of the Civil Service Law, charges of misconduct in violation of these rules shall be made, heard and determined as prescribed in that section.
 - f) In the case of a faculty member having a non-tenured appointment, charges of misconduct in violation of these rules shall be made and determined in accordance with Chapter 866 of the Laws of 1972.

- g) Any staff member who shall violate any provision of these rules shall be dismissed, suspended, or censured by the Chief School Officer and/or Board of Education as prescribed in the policies of the Board of Education.

7. Enforcement Program

The Chief School Officer shall be responsible for the enforcement of these rules and he shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.

- b) It shall be the duty of the principals and teachers to enforce such rules for school and class control as the Board of Education may establish under Board policy. Control of pupil conduct should be such that procedures used will assist in advancing the purposes of education as approved by the Board and will be consonant with policies of the Board and with applicable State laws.
- c) It is not intended by any provision herein to curtail the right of students, faculty, or staff to be heard upon any matter affecting them in their relations with the school. In the case of any apparent violation of these rules by such persons, which, in the judgment of the Chief School Officer or his designee, does not pose any immediate threat or injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to assist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises to the school property where their continued presence and conduct is in violation of these rules.
- d) In any case where violation of these rules does not cease after such warning, and in other cases of willful violation of such rules, the Chief School Officer or his designee shall cause the ejection of the violator from any premises which he occupies in such violation and shall initiate disciplinary action as herein before provided.
- e) The Chief School Officer or his designee may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules and he may request legal counsel to apply to any Court of appropriate jurisdiction for any injunction to restrain the violation or threatened violation of such rules.

8. Communication.

In matters of the sort to which these rules are addressed, full and prompt communication among all components of the school community, faculty, students and administration is highly desirable. To the extent that time and circumstances permit, such communication should precede the exercise of the authority, discretion and responsibilities granted and imposed in these rules.

Policy Adopted: November 20, 1972
Policy Amended: March 19, 1979
Policy Amended: October 16, 2007

NORWICH CITY SCHOOLS
Board Policy

A700.2

A700.2

SAFETY

The Norwich City School District shall provide a hazard free environment for all students, employees and the general public.

In implementing this policy the District shall willfully comply in a prudent manner with all occupational safety and health regulations.

It shall be the responsibility of the Superintendent of Schools to develop guidelines for the implementation of this policy which will include the development of a safety committee, guidelines for the implementation of the Occupational Safety and Health Administration's Hazard Communications Standard (29CFR1910.1200, 29CFR1910.1450) the Asbestos Hazard Emergency Response Act (40CFR763.84d), the N.Y.S. Department of Labor (12NYCRR820.3) and the N.Y.S. Public Employees Safety and Health Act (Section 272).

Policy Adopted: September 19, 1988
Policy Amended: April 22, 1991
Policy Amended: December 16, 1991

NORWICH CITY SCHOOLS
Administrative Guidelines

B700. 2

B700.2

SAFETY

1. Statement of Purpose. The Norwich City School's safety program will be developed to provide guidelines to all District facilities in meeting requirements for Occupational Safety for its employees, environmental safety for its employees, students and the general public.
2. The Deputy Superintendent of Schools shall be designated as the Safety and Health Coordinator.
3. Responsibilities
The following summary describes the responsibilities and the functions most directly involved with the successful implementation of this program.

A. SAFETY AND HEALTH COORDINATOR

1. Develop and oversee implementation of a written hazard communication program.
2. Develop and/or provide employees with training on hazardous materials and the measures required to maintain optimum protection while working with these agents.
3. Review Material Safety Data Sheets for new products being considered for use.
4. Maintain an inventory of Material Safety Data Sheets for all hazardous materials.
5. Act as the requestor of specific chemical information when such material has been designated as a trade secret by a manufacturer or supplier.
6. Establish procedures to maintain the confidentiality of trade secret information.

B. SUPERVISION

1. Implement the Hazard Communication Program.
2. Generate and maintain inventory listings of all hazardous materials present and provide updates where and when necessary.
3. Compile Material Safety Data Sheets for each hazardous material used and obtain updates when necessary.
4. Act as employee contact for obtaining Material Safety Data Sheets.
5. Ensure that Material Safety Data Sheets are readily accessible to employees.
6. Ensure that each container identified as being a hazardous material is properly labeled with its contents and appropriate hazard warnings.

C. LABOR RELATIONS CENTER/SAFETY AND HEALTH

The School District shall contract for Safety and Risk Management with a BOCES Center providing this service. Their responsibilities shall be:

1. Maintain a material inventory list and provide updates when necessary (yearly).
2. Ensure that Material Safety Data Sheets are secured from vendors and that Material Safety Data sheets are updated.
3. Distribute Material Safety Data Sheets to the supervisors for use in individual departments.

D. EMPLOYEES

It shall be the responsibility of all employees to:

1. Actively participate in mandated training programs and comply with training provisions.
2. Familiarize themselves with the Material Safety Data Sheets of those hazardous materials with which they work.
3. Utilize those measures that have been distributed to protect themselves from adverse exposure to hazardous materials.
4. The Safety Program will include:

EMPLOYER'S WRITTEN PROGRAM

MATERIALS/CHEMICAL LISTING AND MATERIAL SAFETY DATA SHEETS

A hazardous materials inventory will be compiled and maintained in all school district facilities. This listing will include trade names, names of manufacturer or supplier, and chemical names. The inventory will be held and maintained by the department supervisor. In the event a department supervisor has not been named then, the inventory will be held and maintained by the Building Principal. In either case a copy must also be filed with the District's Safety and Health Coordinator and in the Superintendent's Office. A master materials inventory will be compiled for the School District listing hazardous materials and substances used by employees. This inventory shall be maintained by the District's Safety and Health Coordinator.

For each hazardous material or substance listed in the inventory, a Material Safety Data Sheet will be obtained and maintained. Material Safety Data Sheets corresponding to the departmental inventories will be held and maintained by the respective supervisors. Each department's inventory of Material Safety Data Sheets will include a guide for reading and interpreting a Material Safety Data Sheet. A copy of all original Material Safety Data Sheets and each update will be retained and maintained in a central file in the District's Safety and Health Office.

All Material Safety Data Sheets received from manufacturers or suppliers must be filled out in their entirety. The use of generic or family names in the hazardous ingredients section will not be acceptable. If

there is no relevant information for a given category, it should be marked by the manufacturer or supplier to indicate that no applicable information was found. Deficient Material Safety Data Sheets will be brought to the attention of the supplier or manufacturer for correction. A log of all contacts must be maintained to document the District's efforts to obtain acceptable Material Safety Data Sheets.

The departmental Material Safety Data Sheets need to be maintained and be readily accessible to employees in the area. Upon written request by employees or their designated representative, Material Safety Data Sheets must be provided. Responses to requests will be made within 72 hours of the receipt of the request. If a Material Safety Sheet is not immediately available, a copy of the request letter to the manufacturer or supplier for the Material Safety Data Sheet should be provided to the requester.

Written operating procedures, manuals, or similar documents may be used in place of Material Safety Data Sheets as long as they provide the required information and are readily accessible to employees.

LABELS AND WARNINGS

All district facilities shall ensure that in each work area, each container of hazardous materials meets the following criteria:

1. Hazardous material is labeled, tagged, or marked with the identity of the hazardous materials contained.
2. Hazardous material is labeled, tagged, or marked with appropriate hazard warning. This warning may be of any type of message, words, pictures or symbols which convey the hazards of the material.
3. The hazardous material is labeled in a legible fashion in English and with the label clearly displayed. If an area exists where English is not the predominate language, a secondary label in the appropriate language must be added.

If any of the aforementioned items have not been complied with, the material shall not be used or accepted. The manufacturer's label will be preserved on all original containers. When it is necessary to transfer a hazardous material to another container, a suitable label must be provided.

In addition to the mandated labeling provisions for individual containers of hazardous materials, alternate labeling considerations may be given to the following:

1. Stationary containers with similar contents and hazards within the same work area may use signs or placards to denote the hazard information if they do not bear individual labels.
2. Pipes and piping systems, although not required to bear labels, in the interest of sound safety practice should either be color coded or labeled, or both.
3. Portable containers that hold hazardous materials that have been transferred from labeled containers and which are intended only for the immediate use of the employee who makes the transfer, should still be labeled as to their contents in the interest of sound safety practice.

EMPLOYEE INFORMATION AND TRAINING

The District will establish a training and information program for all employees who may be exposed to hazardous materials in their work area. This training is to be given at the time a new hazard is introduced into the work area and shall include the following:

1. The existence and contents of the Hazard Communication Standard including provisions of the Standard are applicable to a given work area.
2. Operations in the work area where hazardous materials are present. This specific training will be provided through the department supervisor.
3. The physical and health hazards associated with the hazardous materials in the work area. This may be done by specific chemicals or categories of hazards.
4. An explanation of Material Safety Data Sheets and how to use them.
5. The supervisor will tell employees the location of Material Safety Data Sheets for their work area and how they may gain access to the written program and the hazardous material inventory.
6. The supervisor will provide an explanation of the labeling system used for hazardous materials including how to read and interpret information on labels.
7. Methods and observations that may be used to detect the presence or release of the hazardous material in the work place. Included in this section should be visual appearance or odor of hazardous materials, employer monitoring and continuous monitoring devices.
8. Measures employees can and should take to protect themselves from physical and health hazards including proper work practices, emergency procedures, and required personal protective equipment. Engineering control measures which have been installed to protect employees from adverse exposure need to be brought to the employee's attention.

NON-ROUTINE WORK TASKS

There may be occasions when employees are called upon to perform non-routine work tasks. For example: cleaning or maintenance work in confined spaces, work on unlabeled pipes or piping, and removal of asbestos insulation, etc. which may result in exposure to hazardous materials. When these instances arise, information needs to be conveyed to employees engaged in these tasks of the potential hazards associated with them. The method of accomplishing this would be the following:

1. Before any non-routine work task is performed, the supervisor of the area in which the work is to be performed and the supervisor of the employee doing the work are to be notified.
2. The supervisor responsible for and impacted by the non-routine work task, shall notify the District's Safety and Health Coordinator well in advance of commencing the work so that proper training can be given to affected employees.
3. The supervisor will be responsible for ensuring that all affected workers are informed of potential hazards associated with the task.

ROUTINE WORK TASKS

1. All maintenance, grounds, and custodial personnel will conduct themselves in the following manner regarding Asbestos Containing Materials, or suspected Asbestos Containing Materials, throughout all buildings occupied by the Norwich City School District:
 - a. Above mentioned personnel will not conduct work that could possibly Damage, Deteriorate, or Delaminate an Asbestos Containing Material, or its covering, without proper training, equipment, and guidance.
 - b. Personnel will report immediately upon discovery, any Damage, Deterioration, or Delamination of an Asbestos Containing Material to their department supervisor.
2. All work orders or requests for work, written or verbal, will be reviewed by ACM Management Staff before being assigned to any of the respective work supervisors.

ASBESTOS MANAGEMENT STAFF

The Asbestos Management Staff will consist of the following people:

- Deputy Superintendent of Schools
- Superintendent of Buildings & Grounds
- Asbestos Maintenance Mechanic

MECHANICAL SYSTEMS LOCKOUT - TAGOUT PROCEDURES

GENERAL:

Lockout is the preferred method of isolating machines or equipment from energy sources. The following procedures will be observed for both lockout and tagout aspects of systems or machines maintenance, operations, and repair.

PURPOSE:

This procedure establishes the minimum requirements for all lockout or tagout of energy isolating devices used in this school district. It shall be used to ensure that any machines, motors, or other equipment, are isolated from all potentially hazardous energy, and locked out or tagged out prior to any school employee performing any servicing or maintenance activities where the unexpected energization, start-up, or release of stored up energy could cause injury.

RESPONSIBILITY:

Appropriate employees shall be instructed in the safety significance of the lockout - tagout procedures. Each new or transferred employee and other employees whose work assignments are or may be in the area shall be instructed in the purpose and use of the lockout - tagout procedure. Records to indicate the names, job titles, and work assignments will be maintained, and available for inspection or review.

PREPARATION FOR LOCKOUT - TAGOUT:

Make a survey to locate and identify all isolating devices to be certain which valve, switch, or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved. Recorded listings will indicate types, and locations of energy isolating means.

SEQUENCE OF PROCEDURES:

1. Notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefore. The authorized employee shall know the type and magnitude of energy that machines and equipment in the work assignment utilize, and understand the hazards of operations or maintenance that may be encountered. The employee will acknowledge such through work order signature.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure. This may be a combination of switches, valves, or clutches that provide energy to the unit.
3. Operate the switch, valve, or other energy isolating device, so that the equipment is isolated from its energy source(s). Any stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
4. Lockout and/or tagout the energy isolating devices with the assigned individual lock or tag. Systems data cards will detail the prescribed methods and safety items to be used.
5. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the activating device(s) or controls to make certain the equipment cannot start up, or in any way function independently.

*** CAUTION ***

Return the operating controls to "neutral" or "off" at the conclusion of any function testing.

6. The equipment is now locked out or tagged out.

RESTORING EQUIPMENT TO NORMAL OPERATIONS:

1. After the servicing or maintenance is complete and equipment is ready for normal operations, check the area around the machines or equipment to ensure that no one is in a danger zone.
2. After all tools have been removed from the machine or piece of equipment, and guards have been reinstalled, ensure that all personnel are in the clear. The lockout/tagout devices may now be removed. Operate the energy isolating devices to restore energy to the machine.

PROCEDURE INVOLVING MORE THAN ONE PERSON:

In the preceding steps, if more than one individual is needed to accomplish the lockout or tagout of equipment, each person shall place their individual lock or tag on the energy isolating control that is rendered inoperative. When an energy isolating device can not accept multiple locks or tags, a special hasp that will hold several individual locks must be used. A secure key box, with the multiple locking device, may be used to hold the key to a single lock placed on the machine or equipment.

Each employee may then use his/her own individual lock to secure the key box or cabinet. As each person no longer has need to maintain lockout protection, the individual's lock will be removed from the multiple locking device on the cabinet.

Safety files for maintenance and operations will include a listing of names and job titles of employees authorized to use group lockout and/or tagout.

BASIC RULES, LOCKOUT – TAGOUT SYSTEM PROCEDURES:

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. No employee shall attempt to operate any switch, valve, or other energy isolating device where it is locked or tagged out.

OUTSIDE CONTRACTOR WORK

When it is necessary for an outside contractor including the services of the Fire Department to perform work within a District facility, it is the obligation of the facility to inform the contractor of the identity of any hazardous materials to which their employees may be exposed. The procedure for informing the contractor should consist of the following:

1. Making the departmental hazardous materials inventory available and indicating specific chemicals of concern in the work area.
2. Making the Material Safety Data Sheets of the identified hazardous materials available to the contractor.
3. Advise the contractor of the appropriate protective measures taken by the District to protect their employees from the physical and health hazards.

Also, if there is a potential for District employees to be exposed to materials utilized by the contractor, the District's Safety and Health Specialist shall review the proposed procedures and materials. Where necessary, proper control measures to ensure the protection of district employees are to be implemented.

TRADE SECRETS

If a chemical identity is considered a trade secret, the manufacturer, supplier, or importer may withhold the specific chemical identity including the chemical name or other specific identification from the material Safety Data Sheets. In order to do this, the manufacturer must comply with some special requirements.

1. The manufacturer must be able to support the claim that the information withheld is a trade secret. In other words the manufacturer must be able to prove that the information

withheld is a confidential formula, pattern, process, device, information, or compilation of information including chemical name or other unique chemical identifier that is used in an employer's business and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it.

2. The information contained in the Material Safety Data Sheet concerning the properties and effects of the hazardous material must be disclosed.
3. The Material Safety Data Sheet must be marked that specific information is being withheld as a trade secret.
4. The manufacturer or supplier must make the information available to certain health professionals when appropriate.

Under emergency situations, a physician or nurse must have immediate access to the information withheld from the Material Safety Data Sheet as a trade secret for appropriate treatment. A written statement of need or a confidentiality agreement may be required when circumstances permit.

In non-emergency situations, health professionals can obtain the trade secret information withheld from a Material Safety Data Sheet upon satisfactory completion of a written statement of need and an agreement of confidentiality. The written request must describe the occupational health need for the information and explain why the disclosure of the specific chemical identity is essential. The request must also contain a description of the method to be employed to retain the confidential nature of the information. The health professional and the employer or contractor of the health professional's services requesting the information must agree in writing that the information regarding the trade secret will not be used for any purpose other than the health needs asserted and agree not to release the information other than to the Occupational Safety and Health Administration except as authorized by terms of the agreement. Nothing in the Standard is meant to preclude the parties from pursuing non-contractual remedies to the extent permitted by law.

In the event that the health professional must disclose the trade secret information to the Occupational Safety and Health Administration, the manufacturer must be notified of such disclosure prior to, or at the same time.

If a chemical manufacturer denies the written request for disclosure, the manufacturer must notify the requesting health professional in writing within thirty days of the request. The denial must contain specific reasons why the request is being denied. The health professional needs to submit the request and the denial of the request to the Occupational Safety and Health Administration for consideration. Upon review, the Occupational Safety and Health Administration can issue citations to the manufacturer or supplier or impose additional protective orders to the requester as may be appropriate.

Nothing in the Standard shall be construed as requiring the disclosure under any circumstances of process or percentage of mixture information, which is a trade secret.

***OCCUPATIONAL EXPOSURES TO HAZARDOUS CHEMICALS IN LABORATORIES**

GENERAL GUIDELINES FOR WORKING WITH LABORATORY CHEMICALS

1. It is essential to minimize chemical exposures to the greatest extent possible. Because few laboratory chemicals are without hazards, precautions for handling all chemicals should be exercised. As a cardinal rule, skin contact with chemicals should always be avoided.

2. Avoid underestimation of risk. Exposure to laboratory chemicals should be minimized even for substances of no known significant hazard. Special precautions should be taken for those substances which have special health hazard risks. One should assume that any mixture of substances will have a greater toxicity than either of its' single components alone. One should also assume that all substances of unknown toxicity are toxic.
3. Adequate ventilation must be provided. The best way to prevent exposure to hazardous substances is to prevent their escape into the room atmosphere by the use of fume hoods and other ventilation controls.
4. The Board of Education shall appoint a chemical hygiene officer and a chemical hygiene committee to minimize exposures to toxic substances. (As recommended under the OSHA Laboratory Standard 1910.1450). Their duties shall include reviewing chemicals that are stored and/or used and to oversee the chemical hygiene plan.
5. Observe the PEL's and TLV'S. The OSHA Permissible Exposure Limits and the American Conference of Governmental Industrial Hygiene Threshold Limit Values should not be exceeded.

CHEMICAL HYGIENE RESPONSIBILITIES

1. The Chief School Officer has the ultimate responsibility for chemical hygiene and must, with other administrators, provide support for the chemical hygiene plan.
2. The Principal is responsible for chemical hygiene in the building.
3. Science teachers and Department Chairpersons should work with administrators and other employees to develop and implement appropriate chemical hygiene practices. They should monitor use and disposal of chemicals in the lab, see that inventories are maintained, know the current legal requirements governing regulated substances, and seek ways to improve the chemical hygiene program.
4. The laboratory instructor has the responsibility for chemical hygiene in the lab including the responsibility to:
 - Ensure that students know and follow all safety rules, use appropriate personal protective equipment, and provide students with appropriate safety training.
 - Conduct regular formal housekeeping inspections including inspections of emergency equipment.
 - Know the current legal requirements concerning regulated substances.
 - Ensure that the facilities are adequate for any material being used.
 - Plan and conduct each lesson in accordance with the chemical hygiene program. Lesson plans should include hazards, preventive measures and emergency responses for each hazard.
 - Develop and follow sound personal chemical hygiene habits.

5. The Chemical Hygiene Committee must approve the purchasing or bringing of any new hazardous chemical into the facility and prior approval must be received for any new hazardous procedure.

THE LABORATORY FACILITY

1. Design

- An appropriate ventilation system should have air intakes and exhausts located to avoid recirculation of contaminated air.
- The facility should provide adequate, well-ventilated storerooms, laboratory fume hoods, and sinks.
- Other safety equipment may include eyewash stations and drenching showers.

2. Ventilation

- **General Ventilation:** This system should provide a source of air for breathing. It should not be relied upon for protection from toxic substances released into the lab.
- **Hoods:** When working with chemicals that require a laboratory fume hood, no more than two students should work at each hood at a time. A recommended guideline, use a hood if the chemical's TLV is less than 50 ppm. Each hood should be monitored periodically for adequate performance and inspected annually, with records maintained.
- **Other local ventilation devices:** Ventilated storage cabinets, canopy hoods, snorkels, etc. should be provided as needed or those activities requiring such devices should not be performed. Use only those chemicals for which the quality of the available ventilation system is appropriate.
- **Modifications:** Any alterations to the ventilation system should be made only by qualified personnel (HVAC engineer). and tested to show that worker protection from airborne toxic substances will continue to be adequate.
- **Quality:** Airflow into and within the hoods should not be excessively turbulent. With the sash two thirds of the way down, the hood face velocity should be maintained at 80 - 100 linear feet per minute.

COMPONENTS OF THE CHEMICAL HYGIENE PLAN

1. PROCUREMENT

No container should be accepted if leaking, or without an adequate label or Material Safety Data Sheet.

2. STORAGE

Toxic substances should be segregated in a well identified, locked area with local exhaust ventilation. Stored chemicals should be examined at least annually for replacement, deterioration and container

integrity. Amounts should be stored in the smallest quantity practicable. Periodic inventories should be conducted and unneeded items disposed of properly.

3. DISTRIBUTION

To meet the objective of containment, when chemicals are hand carried, the bottle should be placed in an outside container, bucket, or laboratory cart with sides adequate to contain all of the liquid or solid in the bottle. Examples of chemicals that this rule would apply to are concentrated acids, bases, and strong oxidizers. Transportation of chemicals in the hall should be in a containment device and should occur when hall traffic is at a minimum.

4. AIR MONITORING

Monitoring of airborne concentrations of toxic substances is not usually necessary in laboratories. It may be appropriate when testing or redesigning hoods or when highly toxic substances are used on a regular basis (3 times per week).

5. HOUSEKEEPING AND INSPECTIONS

Formal housekeeping and inspections should be performed at least quarterly. Informal inspections should be continuous. Eyewash fountains and safety showers should be inspected and tested quarterly (September, December, March, and June). Records of testing and inspections should be maintained. Stairways and hallways should not be used as storage areas. Access to exits, emergency equipment, and utility controls should never be blocked.

6. MEDICAL PROGRAM

Anyone whose work involves regular and frequent handling of toxicologically significant quantities of a chemical should take part in a regular medical surveillance program to the extent required by OSHA regulations. Personnel trained in first aid should be available during working hours. Emergency phone numbers should be posted nearby.

7. PROTECTIVE EQUIPMENT AND APPAREL

Protective Equipment should include:

- A drenching safety shower
- An eyewash fountain that delivers at least 15 minutes of water
- A fire extinguisher.
- Spill cleanup materials.
- Any other items deemed appropriate by the lab supervisor

Protective Apparel should include:

- Respiratory protection, if appropriate
- Splash goggles
- ANSI approved safety glasses
- Chemical resistant aprons
- Gloves
- Hair ties

8. RECORDS

- Accident records should be written and retained for all accidents involving injuries, property damage and near misses.
- Inventories, Material Safety Data Sheets and records indicating attendance at Employee Right to Know Training should be maintained in accordance with the Federal Hazard Communication Standard.

9. SIGNS AND LABELS

- Emergency telephone numbers must be posted.
- Identifying labels must show contents of containers and associated hazards.
- Location signs for safety showers, eyewash stations, first aid equipment, exits, areas where food and beverages are prohibited, and warning at areas where unusual hazards exist should be posted.

10. SPILLS

- A written emergency plan should be established and communicated to all personnel. It should include procedures for ventilation failure, evacuation, medical care reporting, and drills, etc. A spill control procedure should be developed and should include containment, cleanup and transportation procedures.

11. INFORMATION AND TRAINING

- Every laboratory instructor and student should know the location and proper use of available protective equipment and apparel, the hazards associated with each chemical, and have literature and Material Safety Data Sheets readily available for consultation.

12. WASTE DISPOSAL PROGRAM

- The waste disposal program should specify how waste is to be collected, segregated, stored and disposed of. Unlabelled containers of chemicals and solutions should be promptly identified and disposed of if need be. Indiscriminate disposal by pouring waste chemicals down the drain or adding them to refuse for landfill burial is unacceptable. Use guidelines as in Flinn Catalog.

13. ALLERGENS AND EMBRYOTOXINS

- Allergens: Wear suitable gloves to prevent hand contact with allergens or substances of unknown allergenic activity.
- Embryotoxins: A woman of childbearing age must handle these substances only in a hood whose performance has been established and wear protective apparel to prevent skin contact.

14. HIGH CHRONIC OR ACUTE TOXICITY

- Use and store these substances only in areas of controlled access with special warning signs.
- Always use in a hood with a face velocity of at least 80 linear feet per minute.
- Always avoid skin contact by using gloves and wash hands and arms immediately after working with these materials.
- Maintain records of the amount of these materials on hand, amounts used and the names of the workers involved . Be prepared for accidents and spills.
- Prepare a plan for use and disposal of these materials and obtain the approval of the Department Chair. Ensure that at least two people are present at all times if a compound in use is highly toxic. Decontaminate equipment including glassware in the hood before removing them from the controlled area. Store containers in chemically resistant trays. If a spill occurs outside the hood, evacuate the area, and make sure cleanup personnel wear suitable personal protective equipment. on leaving a controlled area, remove any protective apparel and place it in an appropriately labeled container. If using toxicologically significant quantities of substances on a regular basis, consult a qualified physician concerning medical surveillance. Generally, these substances should never be used in a High School Chemistry Laboratory.

SAFE PRACTICES - GENERAL LABORATORY RULES

- Eye Contact: Flush eyes with copious amounts of water for at least 15 minutes and seek medical Attention.
- Ingestion: Read the label for directions and immediately seek medical attention. Contact the poison control center for more information.
- Skin Contact: Flush the affected area with copious amounts of water and remove any contaminated clothing. If symptoms persist after flushing, seek medical attention.
- Do not smell or taste chemicals.
- Do not apply cosmetics in the laboratory.
- Never work alone in a chemical storage area without another staff member's knowledge.
- Never carry out a procedure where hazardous conditions may exist without another staff member's knowledge, including the chemicals and the procedure involved. Generally, laboratory activities should not be carried out without another staff member's knowledge.
- Never allow students to work in a chemical laboratory unsupervised.
- Students are never to be allowed in a chemical stock room.
- Never eat, drink, smoke, chew gum or tobacco in the laboratory environment where the potential for over exposure may exist.
- Never store food in laboratory refrigerators.
- Never pipette liquids by mouth.
- Wash hands before and after work, and after spill cleanups.

- Restrain loose clothing, long hair and dangling jewelry.
- Tape all Dewar flasks.
- Do not use damaged glassware.
- Never leave heat sources unattended (gas burners, hot plates, mantels, etc.).
- Do not store reagents or apparatus on lab bench, and keep shelves organized.
- Always use a fume hood when working with volatile substances.
- Never lean into the fume hood.
- Do not use the fume hood as a storage area.
- Obtain and read the Material Safety Data Sheet for each chemical before beginning an experiment.
- Analyze new lab procedures in advance to pinpoint hazardous areas.
- Analyze accidents to prevent repeat performances.
- Always inform coworkers of plans to carry out hazardous work.
- Personnel who frequently and regularly work with significant quantities of toxicological chemicals shall record and report to the office of the Safety and Health Coordinator regarding who worked with what chemical, when, and how long in order to allow meaningful contamination studies. These records shall be maintained by that office.
- Conduct regular in-house safety and health inspections with an emphasis on improvement.
- Carry out regular fire or emergency drills and review results.
- Have actions pre-planned in case of emergency (e.g., equipment should be turned off, pre-planned escape routes, designated meeting places outside the building, and designated person to authorize re-entry into the building).
- Avoid horseplay and practical jokes.
- Be alert to unsafe conditions and correct them when detected.
- No unauthorized experiment or use of chemicals shall be carried out.
- Chemicals cannot be removed from the premises without appropriate authorization.

SAFETY WEAR

- ANSI approved eye protection should be worn continuously when anyone in the lab is working where a condition that is hazardous to the eyes may develop.
- Gloves shall be worn which will resist penetration by the chemical being handled and which have been checked for pin holes, tears, or rips. Wash gloves before removing.
- Wear a lab coat or apron to protect skin and clothing from chemicals.
- It is highly recommended:
 - footwear should cover feet completely and open-toed shoes should not be worn.
 - that contact lenses not be worn in the lab where chemicals are involved; however, if contacts are worn, it is the student's responsibility to notify the teacher prior to each such activity.

FACILITIES AND EQUIPMENT

- Have separate containers for trash and broken glass.
- Never block any escape routes.
- Never block a fire door open.
- Never store materials in aisles.
- All moving belts and pulleys should have safety guards.
- Instruct lab personnel in the proper use of the eye-wash fountain, emphasizing rolling of the eye balls.
- Ensure that the eye-wash fountains will supply at least 15 minutes of water flow.
- Regularly inspect safety showers and eyewash stations and keep records of inspections.
- Keep up-to-date emergency phone numbers posted next to the phone.
- Place fire extinguishers near an escape route, not at a "dead end".
- Regularly inspect fire extinguishers, maintain record of inspections, and train personnel in the proper use of extinguishers.
- Regularly check hood for proper draft.
- Secure all compressed gas cylinders (other than demonstration size) when in use and transport them in a secured hand truck.
- Beyond Chemical storage should be on proper shelving in a secured area, and never use stacked boxes in lieu of shelves.
- Have appropriate equipment and materials available for spill control.

PURCHASING, USE AND DISPOSAL

- Purchase chemicals in class-size quantities.
- Label all chemicals accurately with date of receipt, or preparation, and any other precautionary information for handling.
- Generally, bottles of chemicals should not remain unused in the lab for more than one week or in the main store room beyond their shelf life.
- Store flammable liquids in small quantities in containers with a provision for grounding to large receiving vessels when the liquid is transferred.
- Never open a reagent package until the label has been read and the contents checked.
- Prepare a complete list of chemicals of which you want to dispose.

SUBSTITUTIONS

- Reduce risk by using diluted substances instead of concentrates.
- Use micro-techniques instead of macro-techniques if possible.
- Use films, videotapes or other methods rather than experiments involving extremely hazardous substances.
- Substitute with a less hazardous substance.

CHEMICAL HYGIENE COMMITTEE

The Chemical Hygiene Committee will consist of:

- Science Department Chairperson (Chemical Hygiene Officer).
- One Science person from each secondary school building.
- Superintendent of Buildings and Grounds.
- A representative from industry with specific training or experience working in chemical laboratories.
- The School District appointed physician or their appointed representative.

SAFETY COMMITTEE

The goals of the Safety Committee shall be:

1. To maintain the interest of management, labor, and students in occupational safety and health matters.
2. To provide an opportunity for open discussion of problems that resulted, or could result, in injury or disease.

3. To assist management in the evaluation of recommendations for improvement of the work environment.
4. To maintain the cooperative spirit between management, labor, and students.
5. The study of injury and disease statistics and trends, so that reports may be made to management on unsafe and unhealthy conditions and practices, together with recommended corrective action.
6. Review and assist in communication and promotion of safety and health matters in the workplace.
7. Carry out periodic safety and health audits to determine the effectiveness of programming.

A safety committee meeting will be held bimonthly and consist of the following members:

Superintendent of Buildings & Grounds, Chairperson

- 1-Motor Equipment Mechanic
- 1-Asbestos Maintenance Mechanic
- 1-School Nurse or Health Teacher
- 1-Science Teacher
- 1-Technical Education Teacher
- 1-Physical Education Teacher
- 1-School Food Service Worker
- 1-Secretary
- 1-Custodial Worker

- Guidelines Adopted: September 19, 1988
- Guidelines Amended: April 22, 1991
- Guidelines Amended: December 16, 1991
- Guidelines Amended: April 22, 2002
- Guidelines Amended: October 16, 2007
- Guidelines Amended: March 3, 2009

NORWICH CITY SCHOOLS
Board Policy

A700.3

A700.3

EMERGENCY PLANS

The Norwich City School District, as required by Section 155.13 of the Regulations of the Commissioner of Education, directs the Superintendent of Schools to develop School Emergency Management Plans. These Plans will provide for the safety of students, faculty and visitors present on site should an emergency arise.

Part 1 - Emergency and Disaster Plan

Part 2 - Violent Action Plan

Part 3 - Crisis Action Plan

Policy Adopted: April 13, 1992

Policy Amended: March 17, 1997

NORWICH CITY SCHOOLS
Administrative Guidelines

B700.3

B700.3

PART 1

EMERGENCY & DISASTER MANAGEMENT PLAN

Natural and man-made occurrences can sometimes result in disasters, which endanger lives and property.

It is therefore, the intent of the Norwich City School District Board of Education and the Superintendent of Schools to develop a School Emergency and Disaster Management Plan as specified in sect. 155.13 of the Regulations of the Commissioner of Education. This management plan will provide for the safety of students, faculty, staff, and visitors present on site should an emergency arise.

BOARD OF EDUCATION:

1. Adopt a resolution authorizing the establishment of an Emergency and Disaster Management Plan
2. Charge the Superintendent of Schools with the implementation of such plan.

SUPERINTENDENT OF SCHOOLS:

1. Appoint an Emergency Planning Committee, whose function will be to develop the plan.
2. Present the plan to the Board of Education upon completion.
3. Inform district residents of the plan, and make it available for public inspection.

The Board of Education directs the Superintendent of Schools to establish an emergency planning committee to consist of members of the District's Safety Committee. The duties of the committee will be to develop and maintain a comprehensive school emergency management plan in compliance with section 155.13 of the Regulations of the Commissioner of Education. During an emergency, the committee shall function as an operations group under the command of the District Emergency Coordinator appointed by the Superintendent.

EMERGENCY PLANNING COMMITTEE MEMBERS

EMERGENCY PLANNING COMMITTEE MEMBERS

SUPERINTENDENT	Gerard O’Sullivan
OR	
DEPUTY SUPERINTENDENT	Robert Wightman
SUPERINTENDENT OF BUILDINGS & GROUNDS	Stanley Foulds
DISTRICT OFFICE	Gerard O’Sullivan
	Robert Wightman
HIGH SCHOOL	Building Principal
MIDDLE SCHOOL	Building Principal
STANFORD GIBSON PRIMARY SCHOOL	Building Principal
PERRY BROWNE INTERMEDIATE SCHOOL	Building Principal
GUERNSEY MEMORIAL LIBRARY	Connie Dalymple
TRANSPORTATION MAINTENANCE	Kurt Wickham
MAINTENANCE DEPARTMENT	Jim Mucha
CAFETERIA DEPARTMENT	Sue Ryan
HEALTH OFFICER	Bassett Representative

RESPONSIBILITIES

DISTRICT COORDINATOR

1. Take full control upon being notified of an emergency.
2. Make immediate decisions regarding emergency response.
3. Order activation of response.
4. Notify appropriate agencies.
5. Be prepared to turn over control to outside agencies.
6. Submit post-emergency reports to the Superintendent.
7. Perform testing of the Emergency Management Plan.
8. Meet with local Government and Emergency Service Organization officials to develop procedures for advice and assistance for emergency situations that exceed the expertise and/or resources of the district. These procedures will then be incorporated into the district Emergency Management Plan.

INCIDENT REPORT FORM

Type of incident: _____

Location: _____

Date: _____ Time: _____

Person Reporting Incident: _____

Command Post Manned By: _____

Type of Response: Sheltering..... YES _____ NO _____

 Early Dismissal..... YES _____ NO _____

 Evacuation..... YES _____ NO _____

 CancellationYES _____ NO _____

NOTIFICATIONS

TELEPHONE NUMBER

Superintendent of Schools	(607) 226-1554
General Emergency Call Number	911
Fire Department	(607) 334-3411
New York State Police	(607) 334-3296
Chenango County Sheriff	(607) 334-2000
Norwich City Police	(607) 334-1212
County Fire Coordinator	(607) 334-5564
Chenango Emergency Management Office	(607) 334-3728
American Red Cross	(607) 334-6312
Director of Transportation	(607) 316-6449
Superintendent of Buildings & Grounds	(607) 226-6961

District Emergency Coordinator _____

(Signature)

RESPONSIBILITIES**PRINCIPALS:**

1. Act as school building emergency coordinator.
2. Familiarize themselves with the Emergency Plan.
3. Prepare a student education program regarding the Emergency Plan, and forward to the Superintendent of Schools for review and approval.
4. Ensure that at least one teacher is in each bus during an evacuation.
5. Ensure that teachers maintain an up to date roster of their class, and accountability for each student.
6. Ensure that disaster routes and alert description signs are conspicuously posted.

DIRECTOR OF TRANSPORTATION:

1. Transportation of all staff and students if response calls for evacuation.
2. In case the bus fleet is inoperative, prearranged plans will be in place to utilize another fleet.
3. Safe routes will be charged from disaster areas to ensure safe transportation.
4. If students cannot be delivered to their homes, they will be taken to a shelter area.
5. Bus drivers will assist faculty at assembly areas.
6. Arrange for an alternate source of vehicle fuel and related service required items.
7. Prepare a plan for alerting and recall of off duty drivers and mechanics.
8. Establish and maintain open radio and land-line means of communication with command center, shelter areas, and vehicles in operation.
9. Prepare written program of instruction for mechanics and drivers, and submit to the Superintendent of Schools for review and approval.

SUPERINTENDENT OF BUILDINGS AND GROUNDS:

1. Select shelter areas within the respective school buildings which will provide the maximum protection of personnel against bodily harm and loss of life under the following emergency conditions;
 - A. Railroad derailment or motor vehicle accidents involving:
 1. Explosive gasses or liquids.
 2. Hazardous Chemicals.
 - B. Tornadoes, Hurricanes, or dangerously high winds.
2. Install signs or paint arrows showing directions of travel to shelter areas.
3. Provide and maintain adequate emergency light systems in designated shelter areas.
4. Provide means of communication by radio and land-line in command post and shelter areas.
5. Install commercial radio receivers in shelter areas to monitor emergency broadcasts.
6. Provide personnel and equipment to supply and handle medical, food, and other required items for the staff of the shelter areas.
7. Secure buildings and grounds, allowing only authorized emergency response personnel access to site.
8. Direct parents and media to proper locations for press conference, and student information.
9. Prepare a written program of instruction to all persons involved in maintenance, operations, and logistics, and submit to the Superintendent of Schools for review and approval.

SCHOOL NURSE:

1. Set up and assist in training of Basic First Aid Treatment, to selected personnel.
2. Maintain an adequate supply of First Aid and medical supplies to meet emergencies encountered during a prolonged stay in a shelter area (24-48 hours).
3. Be aware of certain special medical or physical needs of various individuals, and supervise handling, usage and security as applicable.

4. Work with food services, recommending minimum food and water requirements for personnel in shelter areas.
5. If needed supplies are not available, The American Red Cross will assist with all necessary supplies.

SCHOOL LUNCH DIRECTOR:

1. Maintain an adequate amount of food and beverage for an extended stay of persons in shelter areas (24-48 hours).

NOTE: The cafeteria in each building stocks an amount of food supplies that would feed that building's population for approximately 5 days.

2. In the event a shelter condition existed, the cafeteria director shall have prepared, any food and beverage as may be required. If the cafeteria is inoperative, the American Red Cross staff will supply food and water. This will be coordinated through the Chenango County Office of Emergency Management.

TYPES OF EMERGENCIES**EXTERIOR OCCURRENCES:**

1. Aircraft or aviation related emergencies, to include crash, explosion, fire, and toxic substance emissions or contaminations.
2. Train derailment or truck/vehicle accident resulting in possible or actual fire and explosion.
3. Accidents involving the release of toxic dust, fumes, or gasses.
4. Tornadoes, hurricanes, or other dangerously high winds.
5. Flooding, through storm activity or ice-jam situations.
6. Earthquake.
7. Other.

BUILDING OCCURRENCES:

1. Fire and/or explosion.
2. Flooding.
3. Structure collapse.
4. Bomb threat.
5. Poisonous or noxious dust or gasses.
6. Severe temperature conditions.
7. Food poisoning.
8. Electrical hazards or related conditions.
9. Hazardous chemical substance release.
10. Severe noise/sound vibration conditions.

RESPONSES

Students, outside employees, and visitors, on sounding of Disaster Alarm Signal shall proceed directly to pre-designated shelter areas. Proper signs shall be erected along routes to the shelter areas.

AIRCRAFT OR AVIATION RELATED EMERGENCIES:

In the event of a crash into a building, the normal fire alarm signal system is to be used and procedures followed to evacuate the building by normal fire drill. A possibility exists that the alarm system could be rendered inoperative by the crash. In such instance, the School P.A. system is to be used. If that is inoperative, bullhorns or similar devices are to be used.

Upon evacuation of building, extreme caution is to be taken in instances of military aircraft crashes. In addition to fire hazards, dangers exist from various types of tactical ordinance or cargo of explosive nature. All aviation fuels are highly explosive, and aircraft systems consist of various fuel cell placement. If any debris or section of aircraft components are observed in or near the evacuation routes or assembly sites, alternate routes and/or assembly sites are to be used. **DO NOT APPROACH OR ATTEMPT TO REMOVE AIR CREW MEMBERS FROM A CRASHED MILITARY AIRCRAFT.**

RAILROAD/MOTOR VEHICLE ACCIDENTS:

A railroad derailment or motor vehicle accident (truck) within two thousand feet (distance could be more with a toxic plume) of a school building could possibly result in a fire, explosion, or spill of toxic chemicals.

In the event of such an accident, the disaster alarm signal will sound a RED ALERT, several long continuous blasts of the emergency disaster alarm.

Students, faculty, employees, and visitors will proceed to prearranged shelter areas following designated routes as indicated by RED arrows and/or signs.

All persons will stay in shelter areas until notified by the building coordinator that Chenango County Emergency Management Office declare the area safe. In case of hazardous materials, lower designated shelter areas will probably be evacuated and persons moved to safer areas depending on the type of hazard.

TORNADO, HURRICANE, DANGEROUSLY HIGH WINDS:

In the event of severe wind conditions, the disaster alarm signal shall sound YELLOW alert, a series of short blasts of the emergency/disaster alarm system.

Students, faculty, employees, and visitors will proceed to pre-designated shelter areas following designated routes marked by RED arrows or signs.

FLOODING:

If such is possible, transportation of students into these areas will be delayed until all danger has passed. Students are to be retained at their respective schools. The Transportation Department will determine which routes cannot be safely traveled and will report immediately to the Chief Emergency Coordinator for a decision. The coordinator will hold all students in the respective buildings until it has been determined who can and cannot be safely transported. Under no circumstances will busses be driven through flood waters flowing over roadways.

TRANSPORTATION CENTER BUILDINGS:

If garage and bus parking areas are damaged through some accident or incident, all serviceable busses will be removed as soon as possible to a safe area in the district. In case of an explosion, fire, or exposure to hazardous chemicals, the area will be evacuated immediately (all operable vehicles).

Employees will seek shelter on or off premises. If on premises shelter is sought, they will use the same areas as the students and faculty. Off premises shelter areas shall be predetermined, and personnel reporting there shall await further instructions from the Chief Emergency Coordinator.

SHELTER AREAS**HIGH SCHOOL:**

1. Auditorium
2. Gymnasium
3. Library
- * 4. Cafeteria
5. Room # 1

MIDDLE SCHOOL:

1. Gymnasium
- * 2. Cafeteria
3. Library

STANFORD GIBSON PRIMARY SCHOOL:

1. Auditorium
2. Gymnasium
- * 3. Cafeteria
4. Library

PERRY BROWNE INTERMEDIATE SCHOOL:

1. Auditorium
2. Gymnasium
- * 3. Cafeteria
4. Library

DISTRICT OFFICE:

1. Central Hallways
- * 2. Board Room

*Will not be used in cases of Tornadoes, Hurricanes, or dangerously high winds

**MINIMUM FOOD AND WATER REQUIREMENTS FOR A
24 - 48 HOUR SHELTER EMERGENCY**

FOOD REQUIREMENTS:

3 1/2 pounds of food, or 2500 calories per person.

NOTE: The cafeteria in each building stocks an amount of food supplies that would feed that building's population for approximately 5 days.

WATER REQUIREMENTS:

5 gallons per person per day.

SANITATION REQUIREMENTS:

1 toilet and shower for every 40 people.

SLEEPING REQUIREMENTS:

40 square feet per person.

AMERICAN RED CROSS GUIDELINES

EMERGENCY ALARM & PROCEDURES:

The regular alarm signal system and public address system will be used to alert students and staff in buildings. Posted evacuation and/or alternate routes are to be followed. This will be used to evacuate the building for the following;

1. Aircraft crashes into building.
2. Building fires and explosions.
3. Bomb threats.
4. Poisonous fumes/gasses from internal sources.
5. Building collapse or structural hazards.

The public address system will be used in conjunction with this alarm system to give specific instructions and information when necessary.

FLOODING:

The public address system will be used to alert and direct building occupants when a danger from outside flooding requires the building to be evacuated.

EARTHQUAKE:

The public address system shall be used to alert and direct building occupants. The building will be evacuated using normal fire drill routes. Once outside, all will move a safe distance from structural exposures and possible falling debris.

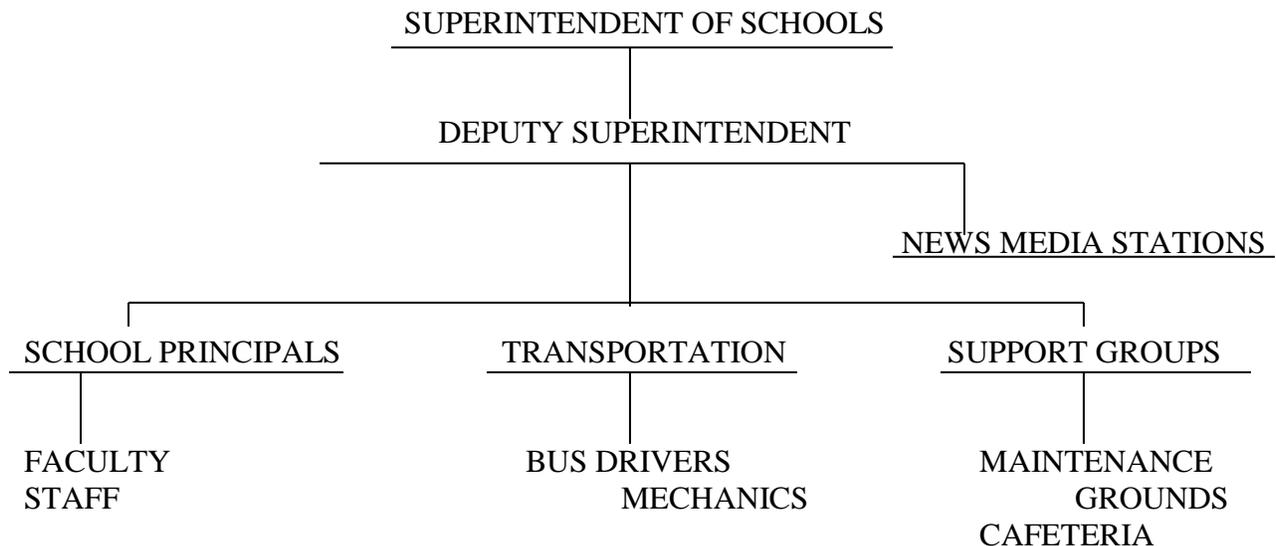
Groups will not assemble beneath/near overhead electrical power lines, structures, or trees.

FOOD POISONING:

1. Determine if there may be an outbreak:
 - A. Number of persons with similar symptoms.
 - B. Number of members attending a common event.
2. Notify the Health Department at (607) 335-4636.
3. Prepare a contact list of persons attending a suspected common event (meal, trip, function, etc.).
4. Have nurse collect and store any available specimens, (sealed, labeled, and refrigerated) if students become ill or develop poison symptoms at school.
5. Do not discard any suspected food items on hand before Health Department officials conduct all sample analysis requirements. Keep suspected food items refrigerated.
6. Quarantine suspects until a determination is complete.
7. Prevent others from being exposed to the suspected foods.

PROCEDURE FOR EMERGENCY SCHOOL CLOSINGS

Depending upon the situation, the following telephone call schedule will be utilized for school closings or cancellations. The Superintendent of Schools, or his designee, shall make all final determinations on closing school buildings and/or support facilities.

**ALERTING OF SCHOOL DISTRICT FROM OUTSIDE SOURCE:**

Warning of severe weather conditions such as tornadoes, hurricanes, and blizzards, are usually issued by the National Weather Bureau. They are broadcast by a fixed radio frequency (162.475MHZ) and are received by both tone activated and manual adjust radio units. At least two tone activated receivers will be maintained in operation at all times while school buildings and premises are occupied.

The National Weather Bureau also notifies the Chenango County Office of Emergency Management and the county dispatch center of such conditions as well as other national or local emergencies. These weather and other emergency conditions are broadcast over fixed frequency to fire and police agencies. Such broadcasts could be received in areas designated for operations control by the installation of radio receivers designed to monitor emergency transmissions. Should the tone activated receivers fail to function, commercial radio units will be placed in the designated areas dependent on power being available.

IDENTIFICATION OF AVAILABLE RESOURCES

<u>RESOURCE</u>	<u>HIGH SCHOOL</u>	<u>MIDDLE SCHOOL</u>	<u>GIBSON SCHOOL</u>	<u>BROWNE SCHOOL</u>	<u>TRANS OFFICE</u>	<u>BOARD OFFICE</u>
TELEPHONE SYSTEM	X	X	X	X	X	X
ZONED FIRE ALARM SYSTEM	X	X	X	X	X	X
P.A. SYSTEM	X	X	X	X		
TRANSPORTATION SYSTEM					X	
POTABLE WATER	X	X	X	X	X	X
FIRE EXTINGUISHERS	X	X	X	X	X	X
WATER SUPPLY FOR FIRES	X	X	X	X	X	X
FOOD STORAGE	X	X	X	X		
EYE WASH DEVICE	X	X	X	X	X	
COTS/BLANKETS	X	X	X	X		
VEHICLE FUEL						
HEAT FUEL (Oil/Gas)	X		X	X	X	
MAPS	X	X	X	X	X	X
BULL HORNS	X	X	X	X		
BLDG. FLOOR PLANS	X	X	X	X	X	X
EMERGENCY POWER GENERATOR	X					

**PARENT/GUARDIAN NOTIFICATION
IN AN EMERGENCY**

In the event of an actual emergency, requiring early dismissal, Parental/Guardian notification will be by the following methods;

- A. Central New York Radio Group-Oneonta.
- B. TV Channel 12 WBNG.
- C. TV Channel 14 (Norwich City Schools Station).
- D. Telephone notification of area Industries.

The district will make every effort to ensure parents are notified, using this media, as soon as the decision to send students home is announced.

DRILLS

At least once very school year, the school district will conduct a test of its emergency plan for sheltering and early dismissal. Such drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures shall be included in the test. Parents or guardians shall be notified in writing at least one week prior to such drill.

1. **SHELTERING DRILL:**

Upon notification of an impending actual situation or drill, building principals shall direct pupils and staff to designated assembly areas or remain in classrooms as appropriate.

2. **EARLY DISMISSAL DRILL:**

Due to double trip requirement for transportation, pupils who would normally ride on a later bus will assemble in the assembly areas designated in the shelter plan. Staff personnel in the assembly area will supervise pupils in assigned areas of the assembly room. Pupils will be released to their assigned busses when such busses are announced as available. Normal bus scheduled will be followed for the early dismissal plan, but moved up for the 15 minute drill period or in the event of a real emergency, immediately after the decision is made for an early dismissal.

**PARENT/GUARDIAN NOTIFICATION
FOR DRILLS**

The following notice will be issued by building principals one week prior to the scheduled drill. Such notices will be mailed to the pupil's home address of record. Where possible, enrolled siblings will be included on one notice:

SUBJECT: Early dismissal

The Norwich City School District Emergency Management Plan requires a yearly test of the EARLY DISMISSAL PROCEDURE.

On _____, pupils will be released 15 MINUTES EARLIER than their normally scheduled time. Dismissal response aspects of the emergency plan will be tested and evaluated, and the procedure annually updated.

Please make appropriate arrangements for the early arrival of your children as a result of this drill.

Thank you.

Principal, (School)

ANNUAL WRITTEN INSTRUCTIONS TO STUDENTS AND STAFF

The Superintendent of Schools, together with each chief school administrator of an educational agency other than a public school located within the school district, shall provide written instructions on emergency procedures in their respective schools for all students and staff. The written instructions shall be distributed by October first of each school year to students and staff by any of the following methods:

1. SCHOOL DISTRICT NEWSLETTER.
2. SPECIAL MAILING TO STUDENTS' HOMES.
3. HANDOUT FOR STUDENTS TO CARRY HOME.

Written instructions shall include details and descriptive information on the following:

1. IDENTIFICATION OF THE ALARM WARNING SYSTEM.
2. RESPONSES WHICH MAY BE REQUIRED.
3. METHODS FOR DIRECTING INFORMATION DURING EMERGENCIES.
4. OTHER.

STAFF QUALIFICATIONS FOR EMERGENCY RESPONSE ACTIONS**1. CARDIOPULMONARY RESUSCITATION: (CPR)(EMT)**

NAME	DEPARTMENT	FACILITY	EXT.
Kurt Wickham	Transportation	Bus Garage	1602 Cell: 316-6449

2. EMERGENCY FIRST-AID**3. BUS DRIVER, OR CLASS 2 LICENSED**

29 Drivers with Class BPS

3 Drivers with class APS (tractor-trailer)

3 Drivers, car only

4. FOOD SERVICE

This list of qualifications will be updated annually by building and forwarded to the district coordinator.

INDEX OF MOTOR VEHICLES

TYPE	QTY	CAPACITY	RAD-COM	LOCATION
BUS	23	65 Pass.	YES	Trans. Ctr.
BUS	3	30 Pass.	YES	Trans. Ctr.
BUS	4	20 Pass.	YES	Trans. Ctr.
BUS	2	16 Pass. + 3 w/c	YES	Trans. Ctr.
TRUCK	1	Power Lift tail gate	YES	Trans. Ctr.
TRUCK	1	1.5 Ton (Dump)	YES	Trans. Ctr.
TRUCK	2	Pickup 4x4	YES	Trans. Ctr.
OPEN VAN	1	OPEN		Trans. Ctr.
VAN, UTILITY	3	Tools/Equip.	YES	Maint. Dept.
JEEPS	2	5 pass.	YES	Trans. Ctr.
JEEP 4x4	1	5 Pass.	YES	Trans. Ctr.
Bus (Large)	1	Cargo	YES	Trans. Ctr.
Tractor	1	Light Duty w/cab	NO	Trans. Ctr.
Tractor	1	Light Duty	NO	Trans. Ctr.

Part 2VIOLENT ACTION PLAN

The Violent Action Plan is designed to assist those in need of responding effectively in a potentially violent situation. Examples of potentially violent situations may include, but are not limited to, situations involving weapons, hostage-taking incidents, abductions, custodial interference and acts of threatened or actual violence.

PHASE I - Incident LevelINITIAL RESPONSE (First Person Aware)

- A. Identify/Evaluate
 - severity
 - nature of issue
- B. Reporting/Communications
 - notify supervisor immediately (e.g. principal, senior custodian, cafeteria head)
 - phone
 - personal contact
 - third party
- C. Isolate/Contain
 - take any steps/actions which protect from escalation, broader involvement

PHASE II - Building Level

- A. Identify/Evaluate (immediate supervisor)
 - gather information
 - severity
- B. Reporting/Communications
 - notify district supervisor (e.g. Deputy Superintendent, Superintendent)
 - police (if appropriate)
- C. Isolate/Contain
 - decision to be made (immediate supervisor)
 - Evacuate
 - Announce 'Schedule Red'
 - Initiate Crisis Action Plan

PHASE III - District Level

- A. Identify/Evaluate (Superintendent or designee)
- severity
 - information gathering (confirm/clarify who, what, where, when, why, etc.)
- B. Reporting/Communications (Deputy Superintendent, Superintendent of Buildings & Grounds, Director of Transportation)
- Community agencies (e.g. hospitals, fire dept., police)
 - Management Staff
 - Identify spokesperson
 - Identify communication center
- C. Isolate/Contain
- Secure outer perimeter

PHASE IV - Community Level

- A. Debriefing (personnel involved w/ incident)
- B. Disseminate information
- related personnel
 - outside agencies (i.e. news media)
- C. Include counseling for staff and students as necessary
- D. Evaluation of Plan & Implementation

‘SCHEDULE RED’

1. Announcement: “Schedule Red is in effect”.

Keep students in class, secure doors, take attendance, identify/report any missing students, wait for further instructions. Allow no unauthorized persons into the room. ALL VISITORS, VOLUNTEERS REMAIN IN CLASSROOMS.
2. Secure the immediate area and the outer perimeter (access to school building & grounds)
 - alert any staff, students or classes outside the building
3. All support staff and teachers not assigned to students (including cafeteria and custodial staff) are to report to a safe area designated by building at the time of the incident.

4. All Crisis Team Members report to office or designated alternate site
5. Wait for further instructions.

RESPONDING TO A VIOLENT SITUATION

KNOW WHAT TO SAY OR DO: (examples)

DON'T

attempt to control
sympathize
attempt to negotiate
be argumentative
patronize
threaten

DO

show honesty/candor
listen
be calm
humanize the situation
do as you're asked/told
be low key; actions/voice
buy time

PART 3

CRISIS ACTION PLAN

INTRODUCTION

The Crisis Action Plan is designed to assist those in need of responding effectively in a crisis situation impacting the school population. It is to be used as a guide for planning strategy.

COMMITTEE

In a crisis situation, the building principal and facilitator will call together members of the Building Crisis Committee. In the event that the building principal or facilitator is not available, the Superintendent of Schools will be contacted.

Permanent members of the Crisis Committee include:

Principal
 Assistant to Principal
 Facilitator
 Counselor(s)
 School Nurse

Additional members may include:

Student Support Services Team Members
 Staff person close to the individual(s) involved in the crisis

MEETING

Upon notification of an incident, all available committee members will meet as soon as possible to determine a plan of action. Issues to be addressed include:

1. Verification of information.

The facilitator and a volunteer or someone close to the family will verify the information. After plans are formulated by the crisis committee, the family should be recontacted for approval of these plans.

2. Initial decisions to be made

a. Who needs to be informed of the crisis: staff, students, others

b. The method of informing staff, students, and/or others:

During school hours - if you cannot get information out in a timely manner and deal with the consequences of that information, it is better to say nothing to the students and have a faculty meeting at the end of the day.

After school hours - if the incident takes place when school is not in session, the committee will determine when to initiate the phone tree. Thought should be given to who will be impacted by the crisis, an individual building or the entire district. When possible, the phone tree should be initiated only after complete information is available. The time of day should be considered.

c. What needs to be communicated to staff, students and others:

Anticipate the kinds of questions and reactions different groups will have. Provide written suggestions on how to react to questions when appropriate to do so.

d. Provisions of support services:

Consider those who will be most impacted by the crisis. Identify resources that may be needed (i.e., space for drop in areas, additional counselors, substitutes for staff). Students and/or staff who witnessed the crisis need to be gathered together and dealt with in an appropriate manner.

e. The Superintendent of Schools is the designated media contact:

All public requests for information should be referred to his office.

f. Communicating with parents:

Determine if parents should be informed of the crisis, which parents should be notified and the manner of informing parents.

g. In the event of a death: early plans should be made concerning the disposition of the deceased student's locker and desk.

PLANS

3. Schedule an informational meeting for staff to share what has happened and plans to deal with the problem. In less severe situations or situations that impact a limited number of people, a memo may be appropriate.

A debriefing meeting at the end of the day may help to address additional concerns i.e. provisions for continuing support services, attendance to a funeral... Plans for memorials of a student should be delayed until a later date and pursued only with approval of the family.

FOLLOW-UP

4. Follow-up by the committee.

Evaluate how things were handled. Explore what might be done differently in the future to improve on the Crisis Action Plan. Sharing the results of your experience will help to improve the effectiveness of our response during crisis.

CHECKLIST

	<u>ACTION</u>	<u>SPECIFIC GROUP/PERSON</u>
1.	Verification of information	Principal/Facilitator (In their absence, Superintendent of Schools)
2.	Convene Meeting of Crisis Committee	Principal/Facilitator (In their absence, Superintendent of Schools)
3.	Determine who needs to be informed - staff, students, others	Committee
4.	Identify vulnerable students	Committee
5.	Determine what information will be shared	Committee
6.	Determine how information will be disseminated	Committee
7.	Determine who will inform staff, students, others	Committee
8.	Develop plan of action to assist affected students	Committee
9.	Establish space to be available for student use	Committee
10.	Brainstorm questions that will need answering	Committee
11.	Media contact person notified	Superintendent
12.	Determine need to inform parents	Committee
13.	Disposition of student locker and desk	Committee
14.	Debrief Faculty	Committee

Guidelines Adopted: April 13, 1992
 Guidelines Amended: March 17, 1997
 Guidelines Amended: May 6, 2002
 Guidelines Amended: October 16, 2007
 Guidelines Amended: March 3, 2009
 Guidelines Amended: October 24, 2011

Norwich City Schools
Board Policy

A700.4

A700.4

DANGEROUS WEAPONS IN SCHOOLS

No student, employee, or visitor to the Norwich City School District shall have in his or her possession or bring onto school premises any firearm, [defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device], knife, dangerous chemical, explosive or any object which is not necessary for school activities and which could be used as a weapon. Additionally, no student, employee or visitor shall have in his or her possession or bring onto school premises any 'look-a-like' firearm or dangerous weapon.

In accordance with the Gun-Free Schools Act of 1994, any student who, after a hearing held pursuant to Education Law 3214, is found guilty of bringing a firearm onto the premises of any school owned or controlled by this school district will be subject to a penalty of at least a one year suspension from school. However, in determining an appropriate penalty, the superintendent of schools may modify the suspension requirement on a case-by-case basis, considering among other things, the totality of circumstances surrounding the offense and the student's previous record. Where a student has been classified as disabled pursuant to the Individuals with Disabilities Education Act (IDEA), in addition to the hearing required by Education Law 3214, such student shall not be suspended in excess of 10 days unless the district extends such student the additional procedural protections required by IDEA in connection with a change of placement.

An employee of the Norwich City School District found guilty of bringing a firearm, other weapon, or 'look-a-like' weapon onto school premises shall be subject to discipline under applicable employment contracts, Board of Education Policy and/or applicable law.

A visitor, observed by a School District staff member to be in possession of a firearm, other weapon or "Look-a-Like" weapon on school premises will be reported to that staff member's supervisor. The supervisor will be responsible for reporting the incident to policing authorities.

Policy Adopted: February 27, 1995

Norwich City Schools
Administrative Guidelines

B700.4

B700.4

DANGEROUS WEAPONS IN SCHOOLS

The Superintendent of Schools shall be authorized to grant variances to Board of Education Policy A700.4 in those instances wherein an object which might otherwise conflict with the Policy is considered to be of fundamental importance to a presentation to students or other activity. In approving such variance, the Superintendent shall ensure that reasonable and appropriate safety precautions will be in place.

Guidelines Adopted: December 21, 1998

NORWICH CITY SCHOOLS
Board Policy

A700.5

A700.5

PUBLIC ACCESS DEFIBRILLATION

The Norwich City School District facilities are used by a wide variety of residents within the geographical area of the school district. Its facilities are frequently used by not only elementary and secondary level students, but also by adults. Since many adults regularly utilize school district facilities, the likelihood of sudden cardiac arrest may be greater. To address such a concern, and in light of the action of the Legislature of the State of New York in approving Chapter 552 of the Laws of 1998 authorizing the use of automated external defibrillators (AED's), the Norwich City School District hereby determines that it is appropriate, in full conformance with the obligations established by Chapter 552, to provide AED's in appropriate locations throughout the school district facilities.

To implement this policy, the Superintendent of Schools is hereby charged with developing appropriate administrative procedures to address at least the following elements:

- The development of an appropriate collaborative agreement with a selected emergency health care provider.
- The placement of and access to the AEDs
- The determination of the appropriate number of staff who must be trained prior to the implementation of the program and insuring the appropriate training, and retraining, of staff members (at school district expense) through a training course in the operation of an AED approved by a nationally recognized organization
- The proper maintenance and testing of all AEDs according to the applicable standards of the manufacturer and any appropriate governmental agency
- The proper reporting of every use of the AED to the local emergency medical services system or emergency communications center or emergency vehicle dispatch center, as appropriate, and the emergency health care provider with whom the school district has a collaborative agreement
- The proper notification of the Susquehanna Regional EMS Council of the existence, location and type of any AED on campus
- The impact of possible liability of any trained staff who utilizes an AED and the impact of the Good Samaritan statute and the school district's insurance on such actions
- The integration of this policy into the Norwich City School District's Building-level School Safety Plans as appropriate.

Policy Adopted:September 23, 2002

NORWICH CITY SCHOOL DISTRICT
Board Policy

A700.6

A700.6

HANDLING AND DISSEMINATING INFORMATION
RECEIVED REGARDING SEX OFFENDERS

- I. In accordance with the Sex Offender Registration Act (“Megan’s Law”), the Board of Education supports the New York State Department of Criminal Justice Services (DCJS) in its effort to inform the community in certain circumstances of the presence of individuals with a history of sex offenses, particularly against children, in the school locality. This policy is enacted in order to minimize the possibility that the sex offender will come in contact with school-age children, and to assist law enforcement agencies in preventing further criminal activity from occurring. Furthermore, the District shall cooperate with local police authorities and the local community in promoting and protecting the safety and well being of its students.
- II.
- A. It is the policy of the Board of Education to disseminate information which the District receives from local police authorities in conjunction with Megan’s Law to designated staff members who might have possible contact with the offender during the course of their school duties including, but not limited to:
1. Administrators and the Delaware-Chenango-Madison-Otsego BOCES District Superintendent;
 2. Transportation Supervisor, Building and Grounds Supervisor;
 3. Athletic Director;
 4. Other supervisory personnel designated by the Superintendent;
 5. Local Law Enforcement Agencies;
 6. Advisors of youth groups that regularly use school facilities; and
 7. Private and/or parochial schools in the district.
 8. School Board Members
- B. The Superintendent reserves the right to automatically disseminate such information to additional members of the staff, designated supervisors of non-school groups that regularly use District facilities and have children in attendance, and community residents who, in the opinion of the Superintendent, have an immediate need to be notified of such data in order to protect the safety of our students. The Superintendent will forward a listing of notified parties to School Board Members.
- III.
- A. All staff members shall be informed of the availability of the information received by the District pursuant to Megan’s Law upon written request to the applicable building principal/designee or supervisor. Community residents shall be notified of the availability of this information, with written requests directed to the District Office.
- B. Staff members shall inform their immediate supervisor if they observe within the school building, on school grounds, at school activities or at or near bus routes any individual whose description matches the information which was provided to the District by local law enforcement authorities. Such law enforcement officials will be notified of this information by the District as appropriate.

IV. Dissemination of Information to Public

- A. To provide the public with a general notice describing the public's ability to receive such information upon written request to the District.
- B. To provide the public with part or all of the information that the District received.
- C. Any information which the School District receives regarding a sex offender from a source other than the Sex Offender Registry, and which is maintained independent of the requirements of Megan's Law, will be available from the District, upon written request, in accordance with the requirements of the Freedom of Information Law.

V. Implementation

Administrative regulations may be developed to implement this policy.

Legal Ref: Correction Law Article 6-C,
Public Officers Law Section 84 et seq.

Policy Adopted: October 18, 2005

NORWICH CITY SCHOOLS
Board Policy

A701. 1

A701. 1

USE OF SCHOOL FACILITIES

The Board of Education welcomes and encourages the use of school facilities by school and community organizations for educational, recreational, and cultural activities that do not interfere with the normal school program and are within such limits as may be set by Education Law.

Regulations which shall determine the terms and conditions for such use and which will include rental at least in an amount sufficient to cover all resulting expenses will be established from time to time. These regulations will provide for maximum protection and safety of the property, equipment and users.

Any additional expenses to the school district for custodial services, supervision, technical services or damages resulting from an organization's use of school facilities will be paid by the organization.

The Board of Education reserves the right to deny any group requesting the use of School Facilities when it can be shown that the group has not, in the past, conformed to established rules, or that the group may fail to comply for other reasons.

Policy Adopted: January 15, 1979
Policy Amended: February 26, 1979
Policy Amended: February 13, 1984
Policy Amended: May 18, 1992

NORWICH CITY SCHOOLS
Administrative Guidelines

B701. 1

B701. 1

USE OF SCHOOL FACILITIES

REGULATIONS FOR USE OF SCHOOL FACILITIES

Any school or community group or organization duly constituted, having elected officers, holding regular meetings, and whose social or cultural functions contribute to the Norwich School community, may use the District facilities upon securing permission from the Board of Education or its designated representatives.

Organizations which are affiliated with the school, such as parent-teacher groups or school booster groups, may use the school at no expense.

1. School facilities may be used for any of the following:
 - a. For the purpose of instruction.
 - b. For public library purposes.
 - c. For holding social, civic, and recreational meetings and entertainment, and other uses pertaining to the welfare of the community and open to the public.
 - d. For meetings, entertainment and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose. Exceptions to this purpose are for veterans organizations and organizations of volunteer firemen.
 - e. For polling places for holding primaries and elections and for the registration of voters and for holding political meetings, but not meetings sponsored by political organizations without the express permission of the Board of Education.
 - f. For civic forums and community centers
 - g. For classes of instruction for children with special needs operated by a private organization approved by the Commissioner of Education
 - h. For recreation, physical training and athletics, including competitive athletic contests of children attending a private, non-public school.
2. Procedures for handling "requests for use of school district facilities":
 - a. Outside Groups (NOT SCHOOL CONNECTED)
 1. Requests to use school facilities should be made in writing in quintuplicate to the Building Principal on forms to be obtained from the Principal's Office. A copy of the facility request form is attached to these guidelines.

2. The Building Principal will examine and, if in accordance with Board of Education regulations, will approve and assign to their building calendar. Approximate rooms/area requested will be clearly identified (ex. gym, auditorium). All requests are subject to review by the Superintendent of Schools.
3. The Superintendent will submit requests for use of school facilities by outside groups for events at which admission will be charged to the Board of Education for approval. In addition, the Superintendent may submit other requests for use of district facilities which he believes to be of an unusual or controversial nature to the Board of Education for final approval.
4. After verification the Building Principal will distribute the copies as follows:

Copy 1 - Sponsor
Copy 2 - Building Principal
Copy 3 - Building Custodian
Copy 4 - Business Office
Copy 5 - Superintendent of Schools

b. Internal Use (SCHOOL CONNECTED GROUPS)

1. Four copies of the form should be forwarded to the Building Principal.
2. After verification, the Building Principal will distribute as follows:

Copy 1 - Sponsor
Copy 2 - Building Principal
Copy 3 - Building Custodian
Copy 4 - Superintendent of Schools

c. Senior Custodian Report on Use of Facilities

1. The Senior Custodian should complete three copies of the form "Report on Use of School District Facilities" for any outside organization using the facilities.
2. One copy of the Report should remain on file with the Building Principal and one should be forwarded to the Business office immediately following the use of the District facilities.
3. Reports indicating inappropriate use of District facilities will be handled by the Building Principal.

d. Facility Denials

1. Requests unable to be honored due to either previously scheduled events or Board of Education regulations will be noted, and one copy of the request will be retained by the Building Principal and three copies returned to the sponsor.

3. Each group or organization using the school district facilities agrees to assume the following responsibilities and it shall be the responsibility of the person in charge of the group to:
 - a. Maintain orderly behavior in the group and in the assembled place.
 - b. Provide, AT THE EXPENSE OF THE ORGANIZATION, a uniformed officer at all functions when requested to do so.
 - c. Prevent use of all tobacco products.
 - d. Prevent sale or use of intoxicating beverages in the buildings or on the premises.
 - e. Prevent games of chance on school premises.
 - f. Permit only members of the group to participate in the scheduled activity. Keep unauthorized persons out of the building.
 - g. Notify the school as soon as possible if a meeting has been cancelled or postponed.
 - h. Notify the custodian upon arrival so that assigned rooms may be unlocked.
 - i. See that members of the group leave the building at the conclusion of the activity and notify the custodian so that the room may be locked.
 - j. See that the group confines itself to the area assigned to it.
 - k. Start and end the activity on time.
 - l. Return all equipment and articles to their proper place.
 - m. Prevent loitering or-playing in the corridors and locker rooms.
 - n. Remove any user's equipment brought in for a particular function promptly and prior to the start of school on the next regular school day.
 - o. Leave school properties in an orderly, neat condition.
 - p. Provide their own ticket sellers, ushers, and incidental labor including supervisors of parking. Failure to notify the district of the using organizations intent to hire incidental parking attendants will cause the district to provide parking attendants at the rate of \$10.00 per hour.
 - q. Prevent cars from being parked in no-parking areas of roads and driveways, lawns, or playground area.

4. INSURANCE REQUIREMENTS

a. ORGANIZATIONS OPENING THE FACILITIES TO THE GENERAL PUBLIC.

1. The using organization, if inviting the general public, must provide evidence of general liability insurance with a combined single limit of \$1,000,000 which shows the using organization as a named insured and the school district as an additional insured. This evidence must be in the form of a certificate of insurance naming the Norwich City School District as additional insured and submitted with the Use of Facilities request form.
2. Where a product is provided to others or where the property of others is serviced or repaired, the general liability coverage must include products/completed operations liability insurance.
3. Where a contract between the using organization and an outside entity involves the use of District premises the using organization must have the outside entity provide evidence of automobile liability, general liability and worker's compensation insurance (where required by law). The entity's liability insurance must include the using organization and the school district as additional insured.
4. Where a contract between entities involving the use of District premises includes providing a product to others or where the property of others is serviced or repaired, the general liability coverage must include products/completed operations liability insurance. where a contract between entities requires one entity to indemnify or hold another harmless, the General Liability must include contractual liability. Where a contract between entities requires one entity to provide liability insurance to the other, appropriate liability insurance or additional insured endorsements are required.
5. It is understood and agreed by the using organization that the school district bears no responsibility for loss sustained by the using organization caused by the withdrawal of permission to use the facilities by the school district regardless of the reason for such withdrawal.
6. A certificate of insurance naming the Norwich City School District as additional insured must be presented to the school district upon submission of the Use of Facilities request form.

b. ORGANIZATIONS NOT OPENING THE FACILITIES TO THE GENERAL PUBLIC.

For those using organizations not inviting the general public, evidence of insurance will not be required, except:

1. Where a contract between the using organization and an outside entity involves the use of District premises, then 4.a.2, 4.a.3, and 4.a.4 as stated above apply with a general liability insurance combined single limit of \$500,000 which shows the using organization and the school district as additional insured.
2. It is understood and agreed by the using organization that the school district bears no responsibility for loss sustained by the using organization caused by the withdrawal of permission to use the facilities by the school district regardless of the reason for such withdrawal.

3. A certificate of insurance naming the Norwich City School District as additional insured must be presented to the school district upon submission of the Use of Facilities request form.

- c. FORMAL OR INFORMAL ORGANIZATIONS OR GROUPS USING ANY ATHLETIC FACILITY OR INDUSTRIAL ARTS AREA WHEN THE GENERAL PUBLIC IS NOT INVITED.

While the School District generally encourages the use of its facilities, it discourages the use of athletic facilities and industrial arts areas, as the premises are designed for the use of school children under supervision and therefore, may be an inherent risk of injury to unsupervised adults.

1. All participants of a formal or informal organization or group using any athletic or industrial arts area must sign a release from liability. This release must release the school district from all liability for any injury or loss sustained by such participant.
2. Evidence of liability insurance is not required for physical conditioning or athletic programs held by and for School District employees. However, a release as described above must be signed by all participants.

5. USAGE FEES:

- a. No building will be made available for the use by any organization when a member of the custodial staff or professional staff is not present.

Whenever the swimming pool is being used, a person must be present who possesses an accredited, up-to-date, advanced Red Cross Life Savers' Certificate and acceptable evidence of same will be presented to the District prior to use.

- b. Personnel costs to be charged at this rate:

1. \$12.50 per event if the activity is during the normal working hours of the personnel involved, and if there is no requirement of clean-up, or activity that interferes with the regular work of the employee. In such cases, the \$12.50 is payable to the treasury of the School District.
2. When the employees must work extra hours to perform the requirements of the outside group, the charge to the using organization will be at the rate of \$18.80 per hour, payable to the treasury of the School District.
3. No organization shall offer gratuity to any school employee for services rendered.
4. Parking attendant at the rate of \$12.50 per hour.

- c. Usage fees to be charged at the rate of

1. Gymnasium, auditorium, or swimming pool \$125.00 per 8 hour day. When using mechanical equipment, the services of trained personnel is necessary at the rate of \$18.80 per hour per person.

2. Cafeteria, kitchen and dining rooms:
 - a. No mechanical equipment used, \$80.00 per 8 hour day.
 - b. Mechanical equipment used, \$100.00 per 8 hour day. When using mechanical equipment, the services of one trained person is necessary at the rate of \$18.80 per hour.
3. All large group rooms, \$100.00 per 8-hour day.

Usage fee for the use of facilities shall be paid to the Treasurer of the District no later than 10 days following the use of the facilities. Failure to do so may impact authorization of future use.

Guidelines Adopted: January 15, 1979
Guidelines Amended: February 26, 1979
Guidelines Amended: February 13, 1984
Guidelines Amended: June 16, 1986
Guidelines Amended: November 17, 1986
Guidelines Amended: May 18, 1992
Guidelines Amended: October 25, 1993
Guidelines Amended: January 6, 2003
Guidelines Amended: October 16, 2007

NORWICH CITY SCHOOLS
Board Policy

A701.2

A701.2

HILLCREST CONSERVATION PARK

Hillcrest Conservation Park is the property of the Norwich City School District, and it is intended for the use and enjoyment of all students in our schools.

It is the intent of the Board of Education for the Park to remain an educational outdoor laboratory available for the study of nature and conservation practices and will, therefore, remain “forever wild”.

Regulations which shall determine the terms and conditions for use of the Park will be established from time to time. These regulations will provide for the maximum protection of the Park, the safety of its users, and maintenance of its “forever wild” character.

The Board of Education reserves the right to deny any group requesting the use of the Park.

All rules and regulations as currently enforced for use of school facilities will prevail and be enforced when using the Park. Because of the unique nature of the Park, as well as the intent of the Board of Education for this Park to remain a “forever wild” outdoor educational laboratory, the following additional rules and regulations will also apply:

GENERAL

1. All individuals or groups touring the Park are expected to abide by all park Policies, Regulations, and common sense safety practices.
2. All student groups using the Park will be properly supervised.
3. All private groups using the park will obtain permission in advance by filing the necessary facilities request forms available in the School District Business Office.
4. The Park is officially opened each day from 7:00 A.M. to 8:30 P.M. daylight saving time), or 7:30 P.M. (standard time). Groups desiring to remain in the area after the Park is officially closed may do so only on written application to and written approval from the Board of Education or the Superintendent of Schools.

WILDLIFE

1. No living specimen will be removed from its natural habitat.
2. Hunting is prohibited.
3. No firearms will be allowed or discharged within, onto, or across Park property. Air rifles are considered firearms.
4. Trapping is prohibited.
5. Wild game, their nests, homes or burrows will not be abused.

FIRES

1. Fires are prohibited, except in designated picnic or camping areas.
2. Fires at campsites must be contained in rock or sod fireplaces.
3. Fires must be extinguished with soil or water when abandoned.

PARK TRAILS AND SIGNS

1. Use only marked trails to and from the Park.
2. All student construction (and other) projects in the Park must not be abused.
3. All projects must be approved by the Board of Education or the Superintendent of Schools.

MAINTENANCE

It is the intent of the Board of Education to provide minimal maintenance in an effort to make the Park useable for educational purposes. Such maintenance will include:

1. Maintenance of roadway into Park for access by school buses.
2. Property will be posted at all times.
3. Entrance gate will be maintained in operating condition.

All other maintenance will require the permission of the Superintendent of Schools

Policy Adopted: February 9, 1981

NORWICH CITY SCHOOLS
Board Policy

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

Overview

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

One purpose of this policy is to provide notice to students and parents/guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior. District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District *Code of Conduct*. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Computer Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the DCS will be private.

Notification

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS. Regulations will be established as necessary to implement the terms of this policy.

Last Revision Date: April 5, 2018
Adopted Date: June 20, 2018
Next Review: January 1 Annually

NORWICH CITY SCHOOLS
Board Policy

STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

Overview

The Board of Education will provide staff with access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks, wireless networks/access and electronic communication systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may also include the opportunity for staff to have independent access to the DCS from their home or other remote locations, and/or to access the DCS from their personal devices. All use of the DCS and the wireless network, including independent use off school premises and use on personal devices, shall be subject to this policy and accompanying regulations.

The Board encourages staff to make use of the DCS to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. To that end, the Board directs the Superintendent or his/her designee(s) to provide staff with training in the proper and effective use of the DCS. Staff use of the DCS is conditioned upon written agreement by the staff member that use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file in the District Office.

Generally, the same standards of acceptable staff conduct that apply to any aspect of job performance shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees. Access to confidential data is a privilege afforded to District employees in the performance of their duties. Safeguarding this data is a District responsibility that the Board of Education takes very seriously. Consequently, District employment does not automatically guarantee the initial or ongoing ability to use mobile/personal devices to access the DCS and the information it may contain.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate staff conduct and use as well as proscribed behavior. District staff shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy protected by federal and state law. Staff members who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

Social Media Use by Employees

The School District recognizes the value of teacher and professional staff inquiry, investigation and communication using new technology tools to enhance student-learning experiences. The School District also realizes its obligations to teach and ensure responsible and safe use of these new technologies. Social media, including social networking sites, have great potential to connect people around the globe and enhance communication. Therefore, the Board of Education encourages the use of District approved social media tools and the exploration of new and emerging technologies to supplement the range of communication and educational services. For purposes of this Policy, the definition of public social media networks or Social Networking Sites (SNS) are defined to include: websites, Web logs (blogs), wikis, social

networks, online forums, virtual worlds, video sites and any other social media generally available to the School District community which do not fall within the District's electronic technology network (e.g., Facebook, Twitter, LinkedIn, Flickr, Instagram, SnapChat, blog sites, etc.). The definition of District approved password-protected social media tools are those that fall within the District's electronic technology network or which the District has approved for educational use. Within these internal forums, the District has greater authority and ability to protect minors from inappropriate content and can limit public access.

The use of social media (whether public or internal) can generally be defined as Official District Use, Professional/Instructional Use and Personal Use. The definitions, uses and responsibilities will be further defined and differentiated in the Administrative Regulation. The School District takes no position on an employee's decision to participate in the use of social media or SNS for personal use on personal time. Employees are encouraged to maintain the highest levels of professionalism when communicating, whether using District devices or their own personal devices, in their professional capacity as educators. They have a responsibility to address inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable District Policies and Regulations.

Confidentiality, Private Information and Privacy Rights

Confidential and/or private data, including but not limited to, protected student records, employee personal identifying information, and District assessment data, shall only be loaded, stored or transferred to District-owned devices which have encryption and/or password protection. This restriction, designed to ensure data security, encompasses all computers and devices within the DCS, any mobile devices, including flash or key drives, and any devices that access the DCS from remote locations. Staff will not use email to transmit confidential files in order to work at home or another location. Staff will not use cloud-based storage services (such as Dropbox, GoogleDrive, SkyDrive, etc.) for confidential files.

Staff will not leave any devices unattended with confidential information visible. All devices are required to be locked down while the staff member steps away from the device, and settings enabled to freeze and lock after a set period of inactivity. Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The Director of Technology may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should NOT expect that information stored on the DCS will be private.

Implementation

Administrative regulations will be developed to implement the terms of this policy, addressing general parameters of acceptable staff conduct as well as prohibited activities so as to provide appropriate guidelines for employee use of the DCS.

Last Revision Date: April 5, 2018
Adopted Date: June 20, 2018
Next Review: January 1 Annually

NORWICH CITY SCHOOLS
Board Policy

USE OF EMAIL IN THE SCHOOL DISTRICT

Overview

Electronic mail or email is a valuable business communication tool, and users shall use this tool in a responsible, effective and lawful manner. Every employee/ authorized user has a responsibility to maintain the District's image and reputation, to be knowledgeable about the inherent risks associated with email usage and to avoid placing the School District at risk. Although email seems to be less formal than other written communication, the same laws and business records requirements apply. School District employees/authorized users shall use the District's designated email system, such as Microsoft Exchange/Outlook, for all business email, including emails in which students or student issues are involved.

Employee Acknowledgement

All employees and authorized users shall acknowledge annually and follow the District's policies and regulations on acceptable use of computerized information resources, including email usage.

Classified and Confidential

District employees and authorized users may not:

- a) Provide lists or information about District employees or students to others and/or classified information without approval. Questions regarding usage and requests for such lists or information should be directed to a Principal/supervisor.
- b) Forward emails with confidential, sensitive, or secure information without Principal/supervisor authorization. Additional precautions, such as encryption, should be taken when sending documents of a confidential nature.
- c) Use file names that may disclose confidential information. Confidential files should be password protected and encrypted. File protection passwords shall not be communicated via email correspondence.
- d) Use email to transmit any individual's personal, private and sensitive information (PPSI). PPSI includes social security number, driver's license number or non-driver ID number, account number, credit/debit card number and security code, or any access code/password that permits access to financial accounts or protected student records without Principal/supervisor authorization.
- e) Send or forward email with comments or statements about the District that may negatively impact it.
- f) Send or forward email that contains confidential information subject to Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and other applicable laws without Principal/supervisor authorization.

Personal Use

Employees and authorized users may use the District's email system for limited personal use. However, there is no expectation of privacy in email use. Personal use should not include chain letters, junk mail, and jokes. Employees and authorized users shall not use the District's email programs to conduct job searches, post personal information to bulletin boards, blogs, chat groups and list services, etc. without specific permission from the Principal/ supervisor. The District's email system shall not be used for personal gain or profit.

Email Accounts

All email accounts on the District's system are the property of the School District.

Receiving Unacceptable Mail

Employees and authorized users who receive offensive, unpleasant, harassing or intimidating messages via email or instant messaging shall inform their Principal/supervisor immediately.

Records Management and Retention

Retention of email messages are covered by the same retention schedules as records in other formats, but are of a similar program function or activity. Email shall be maintained in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may consequently be deleted, purged or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.

Archival of Email

All email sent and received to an employee's email account should be archived by the District for a period of no less than six years. This time period was determined based on the possibility of emails that are the official copy of a record according to schedule ED-1. Depending on the District's archival system, employees may have access to view their personal archive, including deleted email.

Training

Employees/authorized users should receive regular training on the following topics:

- a) The appropriate use of email with students, parents and other staff to avoid issues of harassment and/or charges of fraternization.
- b) Confidentiality of emails.
- c) Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms.
- d) No expectation of privacy: email use on District property is NOT to be construed as private.

Sanctions

The Director of Educational Technology may report inappropriate use of email by an employee/authorized user to the employee/authorized user's Principal/supervisor who will take appropriate disciplinary action. Violations may result in a loss of email use, access to the technology network and/or other disciplinary action. When applicable, law enforcement agencies may be involved.

Notification

All employees/authorized users will be required to access a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Each user will acknowledge this employee/designated user agreement before establishing an account or continuing in his/her use of email.

Confidentiality Notice

A standard Confidentiality Notice may automatically be added to each email as determined by the District.

Last Revision Date: April 5, 2018
Adopted Date: June 20, 2018
Next Review: January 1 Annually

NORWICH CITY SCHOOLS
Board Policy

DATA PRIVACY BREACH POLICY AND PROCEDURE

Overview

A privacy breach is an action that results in an inappropriate use of the Personally Identifiable Information (PII) of students or the disclosure of this information to the wrong recipient. The Norwich CSD's highest priority is to respond to any privacy breach with immediate measures to limit damaging effects.

Examples of a privacy breach may include:

- An employee or contractor intentionally or unintentionally transmits or discloses records containing student PII to an unauthorized party.
- A device with student data, or with access to student information, is lost or stolen.
- A system that contains student records or data is accessed by an unauthorized user.
- Student data, either in hard copy form, on a device or on a system is not properly disposed of.
- Student information is disclosed on a telephone call to people who are not authorized to hear the information.
- Student names or information are transmitted on social media.

Breach Reporting and Response

All Norwich CSD employees have a role in safeguarding student information and responsibility for immediately communicating and containing damage in the event of a privacy breach. Employees who become aware of a suspected or actual security breach must report the matter immediately to their Principal or Supervisor. If their Principal or Supervisor is not available, the incident must be reported to an alternate Principal, Supervisor, or the District Office.

Step 1: Initial Information Gathering

After a suspected or actual privacy breach is reported, the Principal or Supervisor will implement the following actions:

1. Contact the Superintendent of Schools or designee.
2. Record the date and time when the suspected or actual breach was discovered and the date and time when response efforts began.
3. Identify all internal and external resources who can contribute knowledge to confirm whether or not a breach has actually occurred or the extent of the breach.
4. Suspend the process that is causing the privacy breach if further breaches occur.

Step 2: Assemble District Breach Response Team

Responsibilities must be assigned so that the remaining steps may be followed in a timely and orderly manner. The response team will consist of the following individuals:

1. The Superintendent of Schools or designee.
2. The Principal and departments whose teams must respond to the breach and staff who must be directly involved in containment efforts.
3. BOCES and/or South Central Regional Information Center staff to support district teams.

Clearly articulate among team members what can and cannot be communicated at this point and to whom with the purpose of preventing further privacy risks or conjecture among the public that could lead to an inaccurate representation of what happened.

Step 3: Secure and Contain

The Breach Response Team must first contain the breach to ensure that no further damage is done. The team will first focus on the following actions:

1. Secure the premises around the area where the breach occurred to help preserve evidence (if applicable).
2. Stop additional data loss by taking machines or systems off-line, disconnecting network access, changing passwords, blocking access through firewalls, etc.

Efforts must be made to not turn-off or reboot systems in a way that will create a loss of logs or information that will be useful forensic information for uncovering the root cause of the breach.

Step 4: Document Everything

Everything that is known about the breach must be documented (see the checklist at the end of this document).

1. The documentation should address the standard who, what, where, why and how questions and also what is not known. Including who discovered the breach, who reported it, to whom it was reported, who else knows about it, what type of breach occurred, what information was disclosed, what was stolen/is missing, how it was stolen, what systems are affected, etc.
2. Interviews with persons involved in discovering the breach and anyone else who knows about it must be conducted and documented.

Step 5: Contact Authorities

As directed by the Superintendent of Schools or designee, legal counsel should be contacted to advise the district on the matter, and, in the case of theft of equipment, a break-in or other criminal activity, police should be contacted as appropriate.

Step 6: Investigate

A full investigation of the privacy breach must be conducted and a written report prepared addressing the following aspects of the incident:

1. Identification and analysis of the events that led to the breach with supporting documentation and interview statements.
2. Identification and assessment of actual and potential risks.
3. A summary of relevant policy and procedures that have bearing on the incident.
4. A review of what was done to contain the breach.
5. Recommendations for remedial action so future breaches do not occur.

Step 7: Notify

Notification must be sent to the effected individuals whose privacy has been compromised along with a description of the information that was compromised. The notice of privacy breach will include:

- A description of what happened.
- The actual and/or potential risks.
- The mitigating actions taken by the district.
- What actions the effected individuals should take to protect themselves against harm.

Step 8: Improvement and Remediation

It is essential that the district continually improve safeguards to prevent future privacy breaches from happening. To these ends, the district will implement the remedial actions that are identified and take any other actions that may strengthen privacy and security including:

- Reviewing the relevant processes to enhance compliance with privacy legislation.
- Amending or reinforcing existing policies, procedures and practices for managing and safeguarding student PII.
- Developing and implementing new security or privacy measures.
- Implementing additional staff training to promote awareness and focus frontline security efforts.

Employees who have been found to be in violation of security and privacy policies may be subject to remedial action, disciplinary measures or termination of employment based on the nature and severity of the offense. Such measures will be implemented in accordance with district policies and procedures and relevant union contracts.

Last Revision Date: April 5, 2018
Adopted Date: June 20, 2018
Next Review: January 1 Annually

NORWICH CITY SCHOOLS
Board Policy

STUDENT USE OF PERSONAL TECHNOLOGY

Overview

The Board of Education seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience and expand their global learning opportunities. Additionally, the use of personal technology devices is ubiquitous in today's society and standards for student use during non-instructional time should adapt to this change. This policy defines the use of personal technology during instructional and non-instructional times and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Responsible Use Policy (RUP), the District's *Code of Conduct*, and the Dignity for All Students Act.

Personal technology includes existing and emerging technology devices that can take photographs; record or play audio or video; input text; upload and download media; connect to or receive information from the internet; and transmit or receive messages, telephone calls or images. Examples of personal technology includes, but are not limited to, iPods and MP3 players; iPad, Nook, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities. Unacceptable devices shall include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

Instructional Uses

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, communication with experts, homework and other activities as deemed appropriate by school staff.

Personal technology use by students is permitted during the school day for educational purposes and/or in approved locations only. Teachers will indicate when and if classroom use is acceptable. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in such use.

Non-Instructional Uses

Appropriate use of personal technology during non-instructional time is also allowed if students follow the guidelines in the RUP and *Code of Conduct*. Non-instructional use includes texting, calling and otherwise communicating with others during free periods and in common areas of the school building such as the hallways, cafeteria, study halls, buses and student lounges. Other non-instructional uses may include such things as Internet searches, reading, listening to music, and watching videos. This use during non-instructional time must be conducted in a safe and unobtrusive manner. Devices must be in silent mode to avoid disrupting others.

Liability

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

The Board expressly prohibits use of personal technology in locker rooms, restrooms, Health Offices and any other areas where a person would reasonably expect some degree of personal privacy.

Prohibition during State Assessments

All students are prohibited from bringing electronic devices into a classroom or other location where a New York State assessment is being administered. Test proctors, test monitors and school officials shall have the right to collect prohibited electronic devices prior to the start of the test and hold them while the test is being administered, including break periods. Admission to any assessment will be denied to any student who refuses to relinquish a prohibited device.

Students with disabilities may use certain devices if the device is specified in that student's IEP or 504 plan or a student has provided medical documentation that they require the device during testing.

Permission

Students will not be permitted to use personal technology devices in school or at school functions until they have reviewed the RUP, the applicable sections of the *Code of Conduct* and associated technology guidelines. The District reserves the right to restrict student use of District-owned technologies and personal technology on school property or at school-sponsored events, at the discretion of the administration.

Students must follow the guidelines for use set out in the District *Code of Conduct* and the Responsible Use Policy at all times. Consequences for misuse will follow guidelines in the District's *Code of Conduct*. The District will develop regulations for the implementation of this policy that shall include, but are not limited to, instructional use, non-instructional use, liability, bullying and cyberbullying, and privacy issues.

Last Revision Date: April 11, 2018
Adopted Date: June 20, 2018
Next Review: January 1 Annually

Norwich City Schools
Board Policy

A701.8

A701.8

TOBACCO-FREE SCHOOLS

The Board of Education of the Norwich City School District, recognizing the health hazards associated with tobacco use, and in accordance with federal and state laws (Education Law 409 (2), 3020-a (4) and the Pro-Children Act of 1994), declares the Norwich City School District to be a tobacco-free school district effective January 1, 1995. Violation of this policy will result in disciplinary action, as outlined in the Administrative Guidelines of this policy.

New York State's definition of a tobacco-free school reads as follows:

“A tobacco-free school district has a policy which prohibits the use of cigarettes or any other tobacco products by students, staff, parents, visitors, and vendors, in school buildings, in administrative offices, in bus garages, on school grounds, or at any school-sponsored event.”

To assure a tobacco-free environment for all Norwich City School District students and employees, the Superintendent, and/or designee, will be responsible for the following:

1. Possession of tobacco products, including cigarettes, pipes, cigars, snuff and chewing tobacco on school grounds, by students, shall result in disciplinary action.
2. Conveying clearly and consistently that the use of all tobacco products by anyone, including staff, students, parents, visitors, contractors, or other vendors is expressly prohibited in all school buildings, vehicles, bus garages, administrative offices, or other district buildings, and on all district property at any time.
3. Developing opportunities to assist those students or employees who wish to discontinue the use of tobacco products.
4. Enforcing disciplinary procedures for dealing with violators of this policy, consistent with established district practices and contractual agreements.
5. Providing health instruction to all students to discourage the use of tobacco products, and to promote attitudes and behaviors that encourage a healthy lifestyle.

Information regarding this policy and accompanying procedures will be reviewed with all staff and students on an annual basis.

Questions regarding the application of this policy are to be directed to the Superintendent of Schools.

Policy Adopted: April 9, 1990
Policy Amended: February 27, 1995
Policy Amended: April 27, 1998

Norwich City Schools
Administrative Guidelines
(Employees)

B701.8

B701.8

TOBACCO-FREE SCHOOLS

It is critical to the success of the Norwich City School District's tobacco-free policy that all employees receive the same message and witness consistent enforcement of the policy.

New York State's definition of a tobacco-free school reads as follows:

“A tobacco-free school district has a policy which prohibits the use of cigarettes or any other tobacco products by students, staff, parents, visitors, and vendors, in school buildings, in administrative offices, in bus garages, on school grounds, or at any school-sponsored event.”

In order to expedite a tobacco-free environment on ALL school property, the Superintendent and/or designee will inform all employees of the details of the tobacco-free school policy, clarifying enforcement procedures consistent with district practices, federal and state laws.

Consequences for Violation of the Tobacco-Free Schools Policy

- First offense: Verbal warning by primary supervisor and the offer of participation in a cessation program.
- Second offense: Letter to employee reiterating current laws and penalties regarding tobacco use on school property. A copy of the letter will be placed in employee's personnel file.
- Third offense: School will conference with our regional public health enforcement office regarding the violation of federal and state tobacco-free school laws.
- Guidelines Adopted: February 27, 1995

Norwich City Schools
Administrative Guidelines
(Students)

B701.8

B701.8

TOBACCO-FREE SCHOOLS

It is critical to the success of the Norwich City School District's tobacco-free policy that all students receive the same message and witness consistent enforcement of the policy.

New York State's definition of a tobacco-free school reads as follows:

“A tobacco-free school district has a policy which prohibits the use of cigarettes or any other tobacco products by students, staff, parents, visitors, and vendors, in school buildings, in administrative offices, in bus garages, on school grounds, or at any school-sponsored event.”

In order to expedite a tobacco-free environment on ALL school property, the Superintendent and/or designee will inform all students of the details of the tobacco-free school policy, clarifying enforcement procedures consistent with district practices, federal and state laws.

Consequences for Violation of the Tobacco-Free Schools Policy

Refer to the Norwich City School District CODE OF CONDUCT adopted by the Board of Education as part of the SAVE Legislation. (Board Policy and Administrative Guidelines A/B 402.1)

Guidelines Adopted: February 27, 1995
Guidelines Amended: April 27, 1998
Guidelines Amended: March 24, 2003

TOBACCO-FREE SCHOOLS

It is critical to the success of the Norwich City School District's tobacco-free policy that all visitors receive the same message and witness consistent enforcement of the policy.

New York State's definition of a tobacco-free school reads as follows:

“A tobacco-free school district has a policy which prohibits the use of cigarettes or any other tobacco products by students, staff, parents, visitors, and vendors, in school buildings, in administrative offices, in bus garages, on school grounds, or at any school-sponsored event.”

In order to expedite a tobacco-free environment on ALL school property, the Superintendent and/or designee will announce at all public events that the campuses of the Norwich City School District are tobacco free.

Consequences for Violation of the Tobacco-Free Schools Policy

- a. Members of the public who are observed using tobacco in district buildings, on district grounds, in district owned and leased vehicles, and on sites leased by the district will be requested to refrain from such use.
- b. Administrators may respond to further violations by a member of the public by issuing a directive for the member to leave district property.
- c. If necessary, the police will be asked to assist with the situation.
- d. Administrators may recommend to the Superintendent that repeat violators of this policy be barred from school activities.

Guidelines Adopted: February 27, 1995

NORWICH CITY SCHOOLS
Board Policy

A701.10

A701.10

PASSENGERS ON SCHOOL BUSES

It shall be the policy of the Board of Education to authorize district residents to ride as passengers on school buses with pupils consistent with the attached guidelines.

Education Law Section 1502

Policy Adopted: October 15, 1990

Policy Amended: April 22, 2002

NORWICH CITY SCHOOLS
Administrative Guidelines

B701.10

B701.10

PASSENGERS ON SCHOOL BUSES

Those district residents eligible for such transportation are as follows:

- A. Residents who are enrolled in education or training programs, including, but not limited to:
 - 1. alternative education programs
 - 2. vocational programs
 - 3. apprenticeship and job training programs,
 - 4. on-the-job training.
- B. Children under the age of five when accompanied by a parent or other responsible adult, traveling between home and a certified day care center or certified preschool program.
- C. Employees of the school district or other educational or training institutions.

For purposes of these guidelines, the following conditions will apply:

- 1. Such person would be permitted to ride as a passenger on any school bus that provides pupil transportation for this District during the hours such bus is transporting pupils to and from classes along existing routes.
- 2. Such person shall make application to the school district, on the forms provided, and such application must be approved by the Deputy Superintendent of Schools.
- 3. There is regularly sufficient space on such school bus to permit all pupils to be seated while such bus is in operation.
- 4. That the maximum number of persons other than pupils that may ride any 65 passenger bus will be determined as follows:

PUPILS	OTHERS	PUPILS	OTHERS
65	0	53	6
64	0	52	6
63	1	51	7
62	1	50	7
61	2	49	8
60	2	48	8
59	3	47	9
58	3	46	9
57	4	45	10
56	4	44	10

PUPILS	OTHERS	PUPILS	OTHERS
55	5	43	11
54	5	42	11
41	12	20	24
40	12	19	25
39	13	18	26
38	13	17	27
37	14	16	28
36	14	15	29
35	15	14	30
34	15	13	31
33	16	12	32
32	16	11	33
31	17	10	34
30	17	9	35
29	18	8	36
28	18	7	37
27	19	6	38
26	19	5	39
25	20	4	40
24	20	3	41
23	21	2	42
22	22	1	43
21	23	0	44

For Other capacity buses, “Other” ridership capacity will be determined by a formula similar to the one outlined above.

5. An amount charged such person will not exceed the cost to the district for transporting a pupil the same distance.
6. Riding privileges may be terminated at any time by the District for the following reasons:
 - A. If the pupil ridership increases and the total other person ridership exceeds the maximum as listed in the above chart. Other ridership will be decreased in the following order: last on, first off.
 - B. If the other person ridership ceases to meet the eligible guidelines as outlined above.
 - C. If the other person ridership is involved in, or a part of, or the cause of any behavior problems of any type.
 - D. If the other person ridership fails to follow directions given them by the School District Administration, Director of Transportation or the school bus driver.

- E. If the other person ridership is charged with any criminal violation, ridership will be suspended until the charge is cleared.
- F. If the other person ridership is convicted of any type crime, then ridership will be terminated permanently.
- G. If the other person ridership demonstrates any behavior, which, in the opinion of the School District, would be detrimental to the pupils or the District, then ridership will be terminated permanently.

Guidelines Approved: October 15, 1990

Guidelines Amended: April 22, 2002

NORWICH CITY SCHOOLS
Board Policy

INTERNET SAFETY AND CONTENT FILTERING POLICY

Overview

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. The District will provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online. However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web may include, but shall not be limited to, the following guidelines:

- a) Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of email, chat rooms, as well as social networking websites, may be blocked as deemed necessary to ensure the safety of such students;
- b) Monitoring logs of access in order to keep track of the websites visited by students as a measure to restrict access to materials harmful to minors;
- c) In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action; and
- d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal identification information regarding such students.

The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research. The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws/regulations as may be appropriate and implemented pursuant to the District's educational mission. Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the School District. The School District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of

technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computers with Internet access.

Internet Safety Instruction

In accordance with New York State Education Law, the School District may provide, to students in grades K through 12, instruction designed to promote the proper and safe use of the Internet. The Commissioner shall provide technical assistance to assist in the development of curricula for such course of study that shall be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness, skills, information and support to aid in the safe usage of the Internet. Under the Protecting Children in the 21st Century Act, students will also be educated on appropriate interactions with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. The District is not responsible for inappropriate content or material accessed via a student's own personal technology or electronic device or via an unfiltered Internet connection received through a student's own personal technology or electronic device.

Notification/Authorization

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet. The District has provided reasonable public notice and has held at least one public hearing or meeting to address the proposed Internet Safety/Internet Content Filtering Policy prior to Board adoption. Additional public notice and a hearing or meeting is not necessary when amendments are made to the Internet Safety Policy in the future. The District's Internet Safety/Internet Content Filtering Policy must be made available to the FCC upon request. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of this policy as well as any other District policies relating to the use of technology. The Internet Safety/Internet Content Filtering Policy is required to be retained by the school for at least five years after the funding year in which the policy was relied upon to obtain E-rate funding.

47 USC Sections 254(h) and 254(l)

47 CFR Part 54

Education Law Section 814

Last Review Date: April 5, 2018
Adopted Date: June 20, 2018
Next Review: January 1 Annually

NORWICH CITY SCHOOLS
Board Policy

A703.1

A703.1

USE OF SCHOOL VEHICLES

It shall be the policy of the Board of Education to make school vehicles available for use by community agencies and/or other school districts for such consideration as may be determined by the Administration during any time when such vehicle or vehicles are not needed for the transportation of School District children.

Education Law Section 1501b

Policy Adopted:	November 20, 1972
Policy Amended:	January 15, 1990
Policy Amended:	April 22, 2002

NORWICH CITY SCHOOLS
Administrative Guidelines

B703.1

B703.1

USE OF SCHOOL VEHICLES

1. For purposes of this policy, school vehicles may be leased to the following community agencies:
 - a) Any senior citizens center or organization that is recognized or funded by the Office of the Aging.
 - b) Any non-profit incorporated organization serving senior citizens.
 - c) Any non-profit incorporated organization serving the physically or mentally handicapped.
 - d) Any not-for-profit organization that provides recreational, youth services, or the operation of playgrounds or neighborhood recreation centers
 - e) Any municipal group as defined in the General Construction Law.
 - f) Any not-for-profit organization providing transportation services in rural counties as defined in Section 73-c of the Transportation Law for children participating in the Agricultural Child Care Program authorized by the Agricultural and Markets Law, and
 - g) Any operator of a coordinated public transportation system as defined by Section 75-c of the Transportation Law for the purpose of providing a portion of the Coordinated Public Transportation Service Plan as authorized by Article 2-F of the Transportation Law.
2. In any case where such motor vehicle is leased pursuant to this policy, the consideration to be received for such lease or contract shall not be less than the full amount of the cost and expenses resulting from such lease or contract.
 - a) For the purpose of this policy, the full amount of the cost and expenses resulting from any lease of any motor vehicle shall include but not be limited to the costs of operation, maintenance and repair of such vehicle, the current fair market value of the purchase price annualized for the vehicle's remaining useful life, the cost of public liability and property damage insurance, fire insurance and compensation insurance of drivers in at least the amounts equivalent to the maximum levels of protection that would be obtained under the provisions stated in Section 3627 of the Education Law and the cost of collision insurance in the amount of the value of the vehicle to protect the lessor.

3. Requests to use school vehicles shall be made in writing on forms provided by the School District Business Office.
4. When a request is made and approved, a lease agreement will be initiated itemizing all costs of the lease as outlined in part 2 (a) of these guidelines.
5. All lease payments for the use of school vehicles shall be paid to the Treasury of the District no later than ten school days following the use of the vehicles.

Guidelines Approved: January 15, 1990

NORWICH CITY SCHOOLS
Board Policy

A703.2

A703.2

MEMORIAL REQUESTS

The naming of areas of school district property; the placement of commemorative plaques; the use of portraits; etc. as memorials is not encouraged by the Board of Education. The Board prefers that such memorials be made in the form of financial rewards for student achievement in the name or names of those to be memorialized.

Policy Adopted: November 20, 1972

Policy Amended: February 13, 1984

NORWICH CITY SCHOOLS
Board Policy

A703.3

A703.3

PROPERTY INVENTORY AND RECORDS

An inventory and appraisal record of all district property and equipment will be maintained by the Deputy Superintendent of Schools. The list of property and equipment will be updated on a yearly basis with estimated or appraised value indicated.

The Deputy Superintendent shall be responsible for accounting for general fixed assets according to the procedures outlined by the Uniform System of Accounts for School Districts and GASB State 34 Regulations. These accounts will serve to:

- 1) Maintain a physical inventory of assets;
- 2) Establish accountability;
- 3) Determine replacement costs; and
- 4) Provide appropriate insurance coverage.

Fixed assets with a minimum value established by the Board that have a useful life of one year or more and physical characteristics not appreciably affected by use or consumption shall be inventoried and recorded on an annual basis. Fixed assets shall include land, buildings, equipment and materials.

The Board shall establish a dollar threshold as a basis for considering which fixed assets are to be depreciated. Such threshold shall ensure that at least eighty percent (80%) of the value of all assets is reported. However, it is recommended that such threshold shall not be greater than \$5,000. A standardized depreciation method and averaging convention shall also be established for depreciation calculations.

Fixed assets acquired having a value equal to or greater than the established threshold are considered depreciable assets and shall be inventoried for the purposes of GASB-34 accounting practices and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the New York State Comptroller's Office or the Internal Revenue Services.

Assets shall be recorded at initial cost or, if not available, at estimated initial cost: gifts of fixed assets shall be recorded at estimated fair value at the time of the gift. A property record will be maintained for each asset and will contain, where possible, the following information:

- 1) Date of Acquisition
- 2) Description
- 3) Cost or Value
- 4) Location
- 5) Asset Type
- 6) Estimated Useful Life
- 7) Replacement Cost
- 8) Current Value
- 9) Salvage Value
- 10) Date and Method of Disposition
- 11) Responsible Official
- 12) Funding Source

The Deputy Superintendent shall arrange for the annual inventory and appraisal of School District property, equipment and material. Any discrepancies between an inventory and the District's property records on file should be traced, explained and documented.

An annual inventory of equipment to include instructional equipment shall be maintained. All items that have a life expectancy of five years or longer shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. The equipment inventory shall serve both the functions of control and conservatism. A subsidiary master inventory and annual inventory shall be maintained for the Title I program in accordance to EDGAR Part 80.32 and 80.36. The Title I inventory shall be maintained for at least five years.

An inventory of supplies that are warehoused shall be maintained separately for the instructional, cafeteria, maintenance and transportation departments. A physical inventory shall be taken annually.

All equipment will be labeled. All Title I Equipment shall be properly labeled to include Title I.

Policy Adopted:	May 21, 1979
Policy Amended:	April 22, 2002
Policy Amended:	July 6, 2016

NORWICH CITY SCHOOLS
Board Policy

A703.4

A703.4

DISPOSITION OF UNNEEDED PROPERTY

It shall be the policy of the Norwich City School District to dispose of unneeded property through the means outlined below:

1. Large property items, e.g., chairs, desks, machines, equipment, vehicles, will be sold at public auction or through sealed bids.
 - a) All such sales will be approved by the Board of Education.
 - b) Such sales will be publicly advertised and conducted on a first-come, first-served basis.
 - c) All monies realized through such sales will be deposited in the District's General Fund revenues.
2. Small property items, e.g., books, pamphlets, instructional materials, will be offered to district students or residents without charge, and, thereafter donated to public service agencies.
3. Used items of equipment or materials which have a normal retail market or trade-in value, e.g., scrap metal, tire casings, used motor oil, may be sold or traded with the approval of the Deputy Superintendent of Schools.
4. Property, which has no value for purposes of sale or is unclaimed or unwanted, will be destroyed.
 - a) Such destruction shall be approved by the Superintendent of Schools
5. Disposition of Federal Grant to include Title I Equipment: When original or replacement equipment acquired under a Federal grant or sub-grant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:
 - a) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency;
 - b) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.
 - c) In cases where the District fails to take appropriate disposition actions, the awarding agency may direct the grantee or sub-grantee to take excess and disposition actions. No federal approval is necessary to dispose of equipment costing over \$5,000 but for sub-grantees NYSED approval is necessary. Once NYSED has determined that it has no other need for the use of the equipment, sub-grantees are free to proceed with the sale of equipment.

Policy Adopted: December 22, 1981
Policy Amended: February 13, 1984
Policy Amended: April 22, 2002
Policy Amended: July 6, 2016

NORWICH CITY SCHOOLS
Board Policy

A703.5

A703.5

VISITORS TO SCHOOL BUILDINGS

The Board of Education welcomes and encourages visits to the elementary and secondary schools by parents and the public. All persons, other than students or employees who are assigned to the building to perform official school district responsibilities, are required to register at the main office of the building when visiting during the school day.

Policy Adopted: February 26, 1979

NORWICH CITY SCHOOLS
Administrative Guidelines

B703.5

B703.5

VISITORS REGISTERING IN SCHOOL OFFICES

Procedures to be used to implement the Board Policy “Visitors to School Buildings” are as follows:

1. Signs will be posted and maintained at all building entrances directing visitors to register in the main office of the school or at a designated checkpoint.
2. A notebook will be maintained in each building office for the purpose of registering visitors. The Register shall indicate the date, time of arrival, the purpose of visit and time of departure.
3. All persons visiting a school during school hours shall register.

Guidelines Adopted: February 26, 1979
Guidelines Amended: April 22, 2002

NORWICH CITY SCHOOLS
Board Policy

A703.6

A703.6

SOLICITATION ON SCHOOL PROPERTY

Other than as outlined below, no person, whether representing an individual or private corporation, shall advertise or solicit funds within the facilities of the Norwich School District.

Fund raising activities by school-sponsored clubs and organizations and bona-fide non-profit public service agencies shall be approved in advance by the involved building administrator, and shall conform to the following guidelines:

1. There will be no direct solicitation of funds from students.
2. All participation shall be voluntary.
3. No activity will be approved which negatively impacts the instructional process.

Policy Adopted: December 20, 1971
Policy Amended: January 19, 1981
Policy Amended: March 17, 1997

NORWICH CITY SCHOOLS
Board Policy

A703.7

A703.7

TRAFFIC REGULATIONS ON SCHOOL PROPERTY

As specified under Article 42, Section 1670 of the Vehicle & Traffic Law of the State of New York, the Board of Education has adopted rules and regulations for the regulation of traffic with respect to its driveways and parking fields accessory to any school facility or the Guernsey Memorial Library, and under the jurisdiction of such school district for general regulatory purposes, including:

1. Prohibit, restrict or limit the stopping, standing or parking of vehicles.
2. Regulate the direction of traffic.
3. Establish maximum speed limits at which vehicles may proceed.
4. Prohibit the passing of stopped school buses while they are boarding or discharging school children on school property.
5. Provide for the removal of vehicles when: (a) parked in the parking fields or driveways during snowstorms, floods, fires or other public emergencies; or (b) found unattended in the parking fields or driveways where they constitute an obstruction to traffic; or (c) found abandoned in the parking fields or driveways, and for the payment of reasonable charges for such removal by the owner or operator of any such vehicle.
6. Make special provisions with relation to stopping, standing or parking of vehicles possessing a special vehicle identification parking permit as identified by Section 404-a (Registration of motor vehicles of severely disabled) and Section 1203-a (Parking permits for handicapped persons).
7. Adopt such additional reasonable rules and regulations with respect to traffic as local conditions may require subject to the limitations contained in the various laws of this state.

Policy Adopted: October 19, 1992

NORWICH CITY SCHOOLS
Administrative Guidelines

B703.7

B703.7

TRAFFIC REGULATIONS ON SCHOOL PROPERTY

1. Statement of Purpose. The following rules are adopted in compliance with Section 1670 of the Vehicle and Traffic Laws of the State of New York and shall be filed with the city of Norwich Police Department, the Chenango County Sheriff's Office and the New York State Police. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the police agencies named within ten days after adoption.
2. Application of Rules. The rules hereby adopted shall govern the stopping, standing, parking, passing, speed and direction of motor vehicles, whether or not their presence is authorized, upon any school property under the control of the Board of Education.
3. Prohibited Conduct. No person, either singly or in concert with others shall:
 - a) Exceed a speed limit of 10 miles per hour in any driveway or parking field.
 - b) Pass a stopped school bus while they are boarding or discharging school children on school property.
 - c) Travel in a direction opposite of what is indicated for traffic flow.
 - d) Violate any traffic direction signs or control devices.
 - e) Parking in parking fields or driveways during snowstorms, floods, fires or other public emergencies.
 - f) Stopping, standing or parking of vehicles in areas designated for emergency vehicles or areas designated for the parking for persons with disabilities.

Penalties. Every person accused of a violation of any regulation adopted pursuant to this policy and the Vehicle and Traffic Law shall be prosecuted as a violation of the appropriate section of the Vehicle and Traffic Law until otherwise prescribed by state statute.

Guidelines Adopted: October 19, 1992