

# Schenectady City School District

## DISTRICT-WIDE SCHOOL SAFETY PLAN

2020-21 School Year



Schenectady City School District  
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**Schenectady City School District**  
**DISTRICT-WIDE SCHOOL SAFETY PLAN**  
**PROJECT SAVE (Safe Schools Against Violence in Education) Commissioner's**  
**Regulation 155.17**

**Introduction**

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

The Schenectady City School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

**Section I: General Considerations and Planning Guidelines**

**A. Purpose**

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

**B. Identification of Chief Emergency Officer**

The **Schenectady City School District** designates the administrator in charge of the Office of Safety and Preparedness as the District's **Chief Emergency Officer**, whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;
2. Lead the efforts of the District-Wide school Safety Team in the completion and yearly update by September 1st, of the District-Wide School Safety Plan and the coordination of the District-Wide School Safety Plan with the building-level emergency response plans;
3. Ensure staff understanding of the District-Wide School Safety Plan;
4. Ensure the completion and yearly update by September 1st, of building-level emergency response plans for each school building;
5. Assist in the selection of security related technology and development of policies for the use of such technology;

6. Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan yearly by September 15<sup>th</sup>. New employees hired after the start of the school year receive training within 30 days of hire as part of the SCSD New Hire Training Program. It is the responsibility of the Building Principal or Department Supervisor to ensure trainings are completed and documented. All New York State Education Department required mandatory trainings will be recorded in the SCSD professional development module Staff Trac. The SCSD certifies that these training has been completed prior to the October NYSED BEDS data collection deadline;
7. Ensure that all SCSD buildings perform the required evacuation and lock-down drills as required by Education Law section 807.

### **C. Identification of District Wide Safety Team**

The Schenectady City School District has created a District-Wide School Safety Team appointed by the board of education consisting of, but not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. The members of the team by title are as follows:

- **Chief Emergency Officer**
- **Assistant to the Superintendent**
- **Assistant Director of Planning and Accountability**
- **Assistant Director of Special Education**
- **Building Administrators**
- **Director of Facilities**
- **District Director of Business and Finance**
- **Elementary School Principal**
- **HS Cohort Principal**
- **Member of the Board of Education**
- **Middle School Assistant Principal**
- **Parent Liaison**
- **School Safety Officer**
- **Secretarial Representative**
- **SFT Representative**
- **Supervisor of Custodial Services**
- **Supervisor of Transportation**

### **D. Concept of Operations**

The District-Wide School Safety Plan is directly linked to the individual building-level emergency response plans. Protocols reflected in the District-Wide School Safety Plan guide the development and implementation of individual building-level emergency response plans.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school is by the Building-Level Emergency Response Team.

Upon the activation of the Building-Level Emergency Response Team the Superintendent of Schools or their designee is notified and, where appropriate, local emergency officials are notified. Schools should notify, the Chief Emergency Officer by phone or text, as well as the Superintendent's office using the dedicated emergency number.

Efforts may be supplemented by County and State resources through existing protocols. The Schenectady Police and Fire Department will coordinate mutual aid when required.

**E. Plan review and public comment**

- This plan shall be reviewed and maintained by the Schenectady City School District's District-Wide School Safety Team on an annual basis on or before July 1st of each year. A copy of the plan is available in the Superintendent's office and on the district's website.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan was made available for public comment 30 days prior to its initial adoption on July 8, 2020. The District-Wide School Safety Plan was then adopted by the School Board on August 19, 2020 after the one required public hearing that provided for the participation of school personnel, parents, students and any other interested parties. When possible the DWST should coordinate with the Code of Conduct Committee so that presentation to the BOE and public comment periods coincide.
- While linked to the District-Wide School Safety Plan, the building-level emergency response plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a. The building-level emergency response plans shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officers.
- Full copies of the District-Wide School Safety Plan and any amendments are submitted and Certified to the New York State Education Department through the Business Portal within 30 days of adoption. The District Wide Safety Plan along with the Code of Conduct are posted on the SCSD Web Site. The Confidential Individual Building Level Emergency Response Plans for each school will be reviewed annually by the SCSD Board of Education. The confidential Building-Level Emergency Response Plans are supplied electronically to Schenectady City Police Department, the Schenectady County Sheriff, and the NYS Police within 30 days of adoption.

## **Section II: General Emergency Response Planning**

The District-Wide School Safety Plan provides the framework for the building-level emergency response plans. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses are used to ensure school employees, students, parents and emergency responders learn one system.

**A. Identification of sites of potential emergency, including:**

A list of hazardous areas has been identified as having the potential to impact within the district.

This list has been created for reference and awareness. The list is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building-level emergency response plans.

The District-Wide School Safety Team in conjunction with local officials has identified areas outside of school property that may impact a district facility during an emergency. Factors that were considered included population, presence of hazardous materials, and potential for emergency based on national trends and proximity to district property.

The District-Wide School Safety Team has recognized that there are many factors that could cause an emergency within our school buildings. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the building-level emergency response plans.

B. The Schenectady City School District has developed multi-hazard response guides. These guides are located in the building-level emergency response plans and are in an ICS (Incident Command System) format. Plans for taking the following actions in response to an emergency where appropriate are, including but not limited to:

- Initial Actions
- Incident Command Post Location will be determined in conjunction with Law Enforcement
- Emergency Operations Center will be located at 108 Education Drive in the Room 116 Conference Room
- **Shelter-in-Place:** Used to shelter students/staff inside the school
  - o Severe Weather
  - o Bomb Threat
  - o HazMat Incident
- **Evacuation:** Used to evacuate students/staff from the school
  - o Before, during and after school hours, including security during evacuation and evacuation routes
  - o Evacuation/Relocation Sites (internal and external)
- **Lockout:** Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school
- **Lockdown:** Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school:
  - School Cancellation
  - Early Dismissal

Air Pollution	Energy Supply Loss	Mass Casualty
Anthrax/Biological/Pandemic	Epidemic	Medical Emergency
Aviation Crash	Explosion	Natural Gas Leak
Building Structural Failure	Fire Alarm Activation	Radiological
Bomb Threat	Flood	Roof Leak/Failure
Chemical Leak	Heating System Failure	School Bus Accident
Civil Disturbance	Hostage Situation	Severe Weather Emergency
Crimes Against People	Intruder Situation	Suicide
Earthquake	Loss of Building	Threats of Violence
Electrical System Failure	Loss of Buses	Water Emergency

C. In the building level safety plans, the SCSD has identified various district resources that may be available for use during an emergency, including the identification of personnel, equipment and shelters. See appendix C additional district resources.

D. Using the ICS (Incident Command System) the district has identified the school officials authorized to make decisions during an emergency. Through ICS, the procedures to coordinate the use of school district resources and manpower during emergencies are clearly defined. ICS also identifies the staff members and their backups assigned to provide assistance during emergencies.

- E. The district has policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. Beginning with the 2016-2017 school year, all staff will undergo annual training by September 15, 2016 and each subsequent September 15 thereafter on their building-level emergency response plan which includes components on violence prevention and mental health. It is the Building Principal's responsibility to ensure that new employees hired after the start of the school year receive this training within 30 days of hire or as part of the SCSD's existing new hire training program, whichever is sooner. All New York State Education Department required mandatory trainings will be recorded in the SCSD professional development module Staff Trac. It is the Building Principals responsibility to ensure these trainings are complete and documented. The SCSD will certify that these trainings have been completed on or before October 1<sup>st</sup>. The Superintendent or their designee will sign off on the completed training in the NYSED Business Portal. The following procedures have been established to provide this training on an annual basis to include but not limited to: early dismissal/go home drill, shelter-in-place, evacuation/fire drills, lockout, lockdown, table top exercises and Incident Command System training.
- F. The SCSD conducts drills and other training exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local, county, and state emergency responders and preparedness officials. A debriefing must be conducted after each drill or event to determine if changes to the Building Level Emergency Response Plan are necessary. Buildings must keep logs signed by those participating in the debriefing. A template of the debriefing can be found in the Safety Tool Box.

Fire and Emergency Drills: The Schenectady City School District, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conducts one test of its emergency response procedures under its building-level emergency response plan, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time. **Education Law §§ 807(1-a), 807 (b): Fire and Emergency Drills**

The July 2016 amendments expanded fire drill requirements to also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency. The statute now requires twelve drills be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be evacuation drills. There is still a requirement that eight of the required twelve drills must be completed by December 31st of each school year.

The statute now explicitly requires schools to conduct lock-down drills, which are essential, because they prepare students and staff to respond to the highest level of threat with the most urgent action and the least margin for error. The goal is to have schools conduct drills where they immediately clear hallways, lock doors and take positions out of sight to practice their ability to put the building into a protective posture as quickly as possible. These emergency measures allow time for responding law enforcement to arrive on scene and neutralize the threat. If possible, law enforcement should be involved in the drills to help prepare students and staff for their interactions and release from lock-down by uniformed officers. However, law enforcement involvement is not required by the new legislative mandate. Other protective actions such as Lock-Out or Shelter in Place are emergency actions that are usually preceded by some degree of warning time and do not require the immediate response necessary for a lock-down. While the school should be well versed in their lock-out and shelter in place protocols, lock-down is the only type of protective action that is specifically required by the statute.



### **Section III: Responding to Threats and Acts of Violence**

A. The school refers to its **Crisis Intervention Plan** via the Post-Incident Response Team and the Multi-Hazard Emergency Response Guides located in the building-level emergency response plan. These are reviewed by the District-Wide School Safety Team to ensure content and consistency throughout the district. These policies and procedures are for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which includes suicide. The following types of procedures are addressed in the plan:

The use of staff trained in de-escalation or other strategies to diffuse the situation.

Informing the Superintendent or designee of implied or direct threats.

Determining the level of threat using Threat Assessment Protocols with the Superintendent/designee and building-level emergency response team members.

Contacting appropriate Emergency Responders.

Monitoring the situation, adjusting the district's responses as appropriate to include possible implementation of the building-level emergency response team.

Communication with parent/guardian. When a student implies or specifically threatens self-inflicted violence including suicide, the school's administrator(s) or designated staff member directly contacts the respective parents/guardians.

B. The Multi-Hazard Emergency Response Guides in the building-level emergency response plans provide guidance on the district's policies and procedures for responding to direct acts of violence (i.e., crimes against persons, hostage taking, intruder and kidnapping) by students, teachers, other school personnel and visitors to the school, including policies for school violence. The following types of procedures are addressed in the plan:

Schools should notify the Chief Emergency Officer by phone or text, as well as the Superintendent's office using the dedicated emergency number.

- Using Threat Assessment Protocols determine the level of threat with the Superintendent/designee and the building-level emergency response team.
- If the situation warrants, isolate the immediate area.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate lockdown, evacuation, sheltering and/or early dismissal procedures as needed, if needed.
- Contact appropriate Emergency Responders.

NOTE: The Schenectady City School District "Code of Conduct" describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.

C. Response protocols are identified in the building-level emergency response plans in the ICS format along with definitions of ICS Roles and Responsibilities. The Multi-Hazard Emergency Response Guides address specific procedures for responding to bomb threat, intruders, hostage takings and kidnapping.

D. The following protocols for appropriate responses to emergencies are provided as examples of responses to bomb threats, hostage takings, intrusions and kidnappings:

Identification of decision-makers.

Plans to safeguard students and staff.

Procedures to provide transportation, if necessary.

Procedures to notify parents.

Procedures to notify media.

Debriefing procedures.

- E. The SCSD has established policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. In the **Schenectady City School District**, the following communication methods are used:

The Superintendent of Schools or the Public Information Specialist will notify the local media of any unplanned event that may result in a change in the regular school day schedule.

In addition, it would be prudent to follow the same protocol as above to formulate a press release relative to any other event that may cause any undue panic and concern and result in a problematic rush to the school by parents and media.

The use of a mass communication, electronic call management system will be employed when available to notify any or all specified groups within the school community of events that could affect that particular group.

In the absence of the aforementioned call management system, if a building has established a parental phone tree, they may use that means to inform parents and guardians. Ideally a written script should be used to ensure consistency of message. Phone trees may also be used to compliment the media information being released concurrently.

In the event of a violent incident occurring before, during or after a school day, the incident will be immediately reported to the school's main office. Notice of the incident may be issued by the building principal. Such notice will be mailed to the student's last known address of record, or by giving students a copy to bring home. In the event that written notification may not be practical notification would occur via radio or television broadcast.

#### **Section IV: Communication with Others**

The District-Wide School Safety Plan provides the framework for the building-level emergency response plans.

- A. The Schenectady City School District is fortunate to have substantial ties to the City of Schenectady and to Schenectady County. If there were to be an emergency within our facility, that facility would call 911 for emergency assistance. If involvement is needed from other local government agencies, then the Superintendent or designee would act as that contact person. Additional procedures for communications can be found in the building-level emergency response plans including local emergency contacts and phone numbers, and the NYS/BOCES Communication Flow Chart. These contacts provide guidance for obtaining assistance during emergencies from emergency service organizations and local government officials.
- B. Arrangements for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law is carried out through the protocols established in the NYS/BOCES Communication Flow Chart.
- C. The Schenectady City School Districts has a liaison assigned in both the Schenectady Police Department and the Schenectady Fire Department. These individuals serve as a resource to the District Wide Safety Team as well as the Building Level Teams.
- D. If there is a disaster within the district that has the potential to impact other educational agencies within the district boundaries, the Chief Emergency Officer activates the phone tree and the One Call Now system.
- E. Along with the phone tree, the district has access to the following information about each educational agency located in the school district, including information on:
- School Population

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

#### Section V: Prevention and Intervention Strategies

The District-Wide School Safety Plan provides the framework for the building-level emergency response plans.

The district has developed policies and procedures related to school building security, including, where appropriate:

##### **A. Security and Supervision**

The District employs School Safety Officers to assist school administration in dealing with all manners of security and safety issues. The primary role of Schenectady City School District Security Personnel is to assist in safeguarding the District's students, staff and visitors from harm; to deter, detect, respond to, and report infractions of the Code of Conduct and New York State Law; help organize required safety drills, and to protect the District's assets from theft and damage. Security personnel employed by Schenectady City School District are authorized to carry out this role pursuant to applicable policies, regulations and training. School Safety Officers are vetted through the Civil Service Process of Schenectady County and are assigned to our secondary schools. They participate in district-wide professional development days, as well as in a monthly professional learning community, where relevant topics of safety and security are presented. They work in both a proactive manner with law enforcement, as well as act as the liaison with emergency personnel responding to our schools.

Security Monitors and School Supervision Para Professionals work a variety of roles in our buildings including; operating the Raptor Visitor Management System and Axis Control System, supervision of the hallways and grounds and assisting school administration in dealing with all manners of security and safety issues. Their primary role is to assist in safeguarding the District's students, staff and visitors from harm; to deter, detect, respond to, and report infractions of the Code of Conduct. Respectful relationships with students and parents serve as the crucial framework of this position. A more complete listing of responsibilities can be found in the Student Supervision Handbook, which is reviewed yearly with all staff acting in this capacity.

##### **B. Limited Access Policy**

Doors in the Schenectady City School District should be locked at all times. If a door is left open it must be monitored.

##### **C. Axis Control System**

All of the SCSD's schools utilize a video/audio electronic access control system at their main entrances that provides a means to remotely screen and approve visitors prior to granting access to the locked building.

##### **D. Keys to exterior of buildings**

All of the SCSD's schools utilize an electronic keyless entry system allowing specific access (designated times and locations) to authorized personnel by presenting a proximity card to a reading device at those entrances.

##### **E. Staff Photo Identification badges**

All Schenectady City School District employees are issued Photo Identification Badges that are required to be displayed at all times while on school district property to assist visitors, students and staff in

identifying employees as well as possible intruders.

**F. Visitor policy; Raptor Visitor Management System**

An approved visitor will complete a sign-in procedure and will be issued a visitor pass sticker upon gaining access to the building. Stickers will have time, date and destination on them and should be worn on the upper left chest area. All schools in the Schenectady City School District will utilize Raptor visitor management software beginning in September 2018. Visitors will be required to show an ID each time they enter a school in the SCSD. Visitors will be screened through a national sex offender database. Parents and guardians who are listed on the Sex Offender Data Base will work with the building principal and the Superintendent to ensure access to their child's educational program while under the direct supervision of school staff and in compliance with their respective court ordered limitations.

**G. Video Surveillance**

A digital video surveillance system is in service at Schenectady City School District schools and facilities to assist in monitoring, deterring and recording activity in areas of chronic concern or perceived vulnerability. Designated staff is trained on how to access, view, search and recover images.

**H. Intrusion Detection Alarm**

An intrusion detection (burglar) alarm system that is linked to a central monitoring station is in service at Schenectady City School District schools and facilities. Each such facility will utilize this alarm system as designed and will ensure that necessary personnel are trained in its proper use to maximize the performance of the system and minimize the incidence of false alarms.

**I. Fire Alarm**

A fire detection alarm that is linked to a central monitoring station is in service at every Schenectady City School District School and facility. These alarms and our fire response procedures are tested regularly consistent with NYSED regulations.

**J. Threat Assessment**

- a. The Schenectady City School District has implemented procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to: the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.
- b. The District recognizes the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. Students, their parents, and all staff are encouraged to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so that an assessment or investigation can commence in a timely fashion if deemed necessary. The Schenectady City School District has teams trained in every school to utilize the Virginia Threat Assessment protocols. This communication may extend beyond Schenectady City School District personnel to include members of the District's Threat Assessment Team, Law Enforcement, and Mental Health Professionals, when deemed appropriate and within existing legal parameters.
- c. The SCSD recognizes the importance of programs and activities that improve communication throughout the school community and that encourage the reporting of

potentially dangerous, suspicious or violent behavior. Such efforts serve to improve the security, safety and quality of life for all those in the SCSD school community. The following is a partial list of such current Initiatives.

- School Counselors provide topic specific short- term counseling for individuals and groups;
- School Social Workers: provide crisis service counseling;
- Academic Support Services;
- Conflict Resolution programs are coordinated at the building level. The Center for Community Justice provides initial training to build staff and support programs through consultation and on-going training;
- Schenectady City School District Extended Day After-School program
- The SCSD Summer Enrichment Program
- School wide bullying prevention programs;
- In addition the following programs are utilized in the SCSD

Cultural Brokers	SBST/ICMP/BIP
Community Outreach Specialists	Social Emotional Learning
My Brother's Keeper	Therapeutic Crisis Interventions
Homeless Liaison	Trauma Sensitive Schools Institute
Engagement Supervisor and Dean	Instructional Coaches
General Education Continuum	Behavioral Specialists
Restorative Practices	SSO's/Security Monitors
Respite Rooms and classes	Director of Recruitment, Retention and Diversity
Mobil Crisis Team	Parent Liaisons
Focus on CRE and High Quality Instruction	Hometown Health Clinics in our schools
Diversion/with screening in lieu of long term suspension	Girls and Boys Day Out/Muses/Mentors
	PAX/PBIS/No Place for Hate

#### **K. Dignity For All Students Act (DASA)**

The Office of Pupil Personnel Services oversees the Dignity for All Students ACT (DASA) process and disseminates information across the SCSD regarding bullying prevention, identification, and reporting requirements. All SCSD staff have been provided with information and training regarding the Dignity for All Students Act. The District employs administrators, school psychologists, social workers, and school counselors who have been trained to assist in identifying the warning signs of bullying and to intervene in order to prevent further bullying and help students to come to resolutions.

The PPS office also assists building principals and staff in completing DASA investigations and developing interventions and solutions for students who are identified as victims of bullying and harassment. The District website contains information for parents about the Dignity for All Students Act, names and contact information for District and building DASA Coordinators, and a link to the Dignity Act Complaint Form.

#### **L. The Code of Conduct**

Contains language that specifically addresses bullying and harassment. Students who engage in bullying and harassment behaviors receive age appropriate progressive interventions, which can range from use of mediation or informal and formal counseling to referral for outside mental health services and other community agencies. When bullying or harassment is persistent or severe in nature, disciplinary measures are taken to ensure the safety of all students. Restorative practices are used, in lieu of punitive disciplinary measures when dealing with bullying and harassment whenever possible. The School Diversion process assists students and families in connecting with outside resources.

#### **M. Prevention and Intervention Strategies:**

- o Informal and formal counseling
- o Mediation
- o Compliance with Dignity For All Students Act (DASA) regulations
- o Training for hall monitors, paraprofessionals, and other school personnel
- o School Based Support Team
- o Extracurricular activities
- o Cultural brokers
- o Responsive classroom, positive action, sanctuary, and other pro-social skills curricula taught in classrooms
- o School-wide positive behavior systems
- o Character Education
- o Bullying prevention programs and assemblies for students
- o School counseling center
- o Outside mental health counseling services provided in schools
- o Restorative justice and restorative circles
- o TCIS training for staff on use of de-escalation strategies
- o Comprehensive classroom management plan
- o Behavioral Consultation services
- o Curriculum addressing emotional health and healthy relationships
- o The posting of signage promoting anti-bullying, equity, and appreciation of diversity.
- o Outside psychiatric and psychological consultation
- o Trauma sensitive schools
- o Culturally responsive education
- o Age appropriate prevention and intervention strategies as noted above

- o The SCSD has created and supported strategies for improving communication among students, and between students and staff, and the reporting of potentially violent incidents as noted above.

## **Section VI: Recovery**

Recovery addresses the help needed for all involved to heal and to restore the school community to "normal" operations. The Schenectady City School District Plan supports the school building plans by deploying district resources that support the school's building-level emergency response team and the post-incident response team.

Recovery plans include mental health/emotional recovery, academic, physical and business recovery, and can continue long after the actual emergency.

### **A. District Support for Schenectady City School District**

The building-level emergency response plan provides resources for supporting the building-level emergency response team and post-incident response team. The SCSD's Incident Command System (ICS) identifies back-ups to relieve team members. This provides team members the opportunity to rotate personnel to fill in if assigned personnel are unavailable and to debrief in a supportive environment.

The SCSD realizes that some emergencies may overwhelm an individual school's ability to manage an extreme crisis. If/when the school is faced with an emergency such as threats of violence or actual violent incidents, the district-wide school safety team assists as follows:

- Acting as a sounding board regarding the implied or direct threats and/or violent acts.

- Assisting in determining the level of threat and appropriate response.

- Monitoring the situation and adjusting the district's response as appropriate.

- Assisting with parent/guardian, faculty/staff, and media communication.

- Assisting with coordinating building and grounds security in conjunction with local and State Police.

- Assisting with offering a backup post-incident response team (i.e., another school district's team and/or an outside group) as needed, if needed.

- Offering debriefing sessions as needed working in conjunction with local, Schenectady County and/or State emergency responders.

### **B. Disaster Mental/Health Services**

If/when a building-level emergency response team or post-incident response team is faced with an emergency that may overwhelm the school's ability to manage an extreme crisis, the District-Wide Emergency Response Team assists as follows:

- Offering district support and looking for continued feedback from those directly impacted during the incident, with projected plans to assist if needed during heightened stressful times such as a re-occurrence of a similar event and anniversaries of the original event.

- Assisting with parent/guardian, student, and faculty/staff debriefing and/or post-incident crisis intervention. The debriefing is also used in part to evaluate the district's plan for possible revisions. If needed, assisting in contacting additional outside mental health resources such as the National Organization for Victim Assistance (1-800-try-nova; [www.trv-nova.org](http://www.trv-nova.org)).

- Assisting the schools with written statements going out to faculty/staff, parents/guardians, press releases and media requests through the district's Public Information Officer.

The District Wide Emergency Response Team supports the recovery phase and reevaluates current multi-hazard and violence prevention practices and school safety activities.

**APPENDIX A:** The following is a listing of all school buildings covered by the district-wide school safety plan

<b>BUILDING</b>	<b>ADDRESS</b>	<b>CONTACT TITLE</b>	<b>PHONE</b>
Howe Elementary School	1065 Baker Avenue Schenectady, NY 12308	Principal	518-370-8295
Hamilton Elementary School	1091 Webster Street Schenectady, NY 12303	Principal	518-881-3720
Lincoln Elementary School	2 Robinson Street Schenectady, NY 12304	Principal	518-370-8355
Pleasant Valley Elementary School	1097 Forest Road Schenectady, NY 12303	Principal	518-881-3640
Van Corlaer Elementary School	2300 Guilderland Avenue Schenectady, NY 12306	Principal	518-370-8270
William C. Keane Elementary School	1252 Albany Street Schenectady, NY 12304	Principal	518-881-3960
Woodlawn Elementary School	3311 Wells Avenue Schenectady, NY 12304	Principal	518-370-8280
Yates Elementary School	725 Salina Street Schenectady, NY 12308	Principal	518-370-8320
Paige Elementary School	104 Elliott Avenue Schenectady, NY 12304	Principal	518-370-8300
Dr. Martin Luther King Jr. Elementary School	918 Stanley Street Schenectady, NY 12307	Principal	518-370-8360
Jessie T. Zoller Elementary School	1880 Lancaster Street Schenectady, NY 12308	Principal	518-370-8290
Central Park Middle School	421 Elm Street Schenectady, NY 12304	Principal	518-370-8250
Mont Pleasant Middle School	1121 Forest Road Schenectady, NY 12303	Principal	518-370-8160
Oneida Middle School	1629 Oneida Street Schenectady, NY 12308	Principal	518-370-8260
Schenectady High School	1445 The Plaza Schenectady, NY 12308	Principal	518-881-2044
Steinmetz Career and Leadership Academy	8800 Oakwood Avenue Schenectady, NY 12303	Principal	518-881-2030
Washington Irving Educational Center	422 Mumford Street Schenectady, NY 12307	Director	518-370-8220



## **APPENDIX B: Identification of Potential Hazardous Sites**

**COMMUNITY BASED LIST:** A list of areas has been identified as having the potential to impact safety within the SCSD. This list was created for reference and awareness. It is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or SCSD boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building- level emergency response plans.

**SCHOOL BASED LIST:** The District Safety Team has recognized that there are many factors that could cause an emergency within our school buildings. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the building-level emergency response plans.

**108 Administration 518-370-8100**

108 Education Drive 12303

**SUPERINTENDENT'S OFFICE Fax: 518-370-8173**

**Interim Superintendent** – Aaron Bochniak 40107  
 Executive Assistant – Johanna Vining-Shopmyer 40107  
 Assistant to the Superintendent – Patricia Paser 40105  
 Secretary/Clerk of the Board – Martha Morris 40105  
 Receptionist – Kathy Barker 40106

**District Director of Equity, Diversity & Inclusion**

Patrick Jean-Pierre 36474  
 Secretary – Michelle Eden 36474

**COMMUNICATIONS Fax: 518-370-3804**

**Public Information Specialist** – Karen Corona 40137  
 BOCES Public Information Specialist (M,T,TH)  
 – Justin Cortese 40149

**SAFETY & PREPAREDNESS**

Chief Emergency Officer – TBD 40118

**BUSINESS & FINANCE Fax: 518-370-2898**

**District Director Business & Finance**  
 – Kimberly Lewis 40128  
 Secretary – Stacey Tasselmyer 40128  
 Assistant School Business Official – Taryn Breen 40102  
 Treasurer – Katherine Devine 40121  
 Tax Collector – Ann Testa 40175  
 Records Retention – Jeff Chodikov (Tuesdays) 36181  
 Central Treasurer – Beth Carusone 36469

**ACCOUNTS RECEIVABLE**

Nicole Livingston 40144

**ACCOUNTS PAYABLE/PURCHASING**

Accounts Payable – TBD 40117  
 Purchasing – Kristin Chotkowski 40115  
 Claims Auditor – Lynn Curtis 40128

**PAYROLL**

Mekkah Bergeron 40114  
 Lakeram Ramprasad 40113

**SCHOOL LUNCH**

Food Service Manager – Elaine Reynolds 36481  
 Secretary – Angela MacVilla 40101

**CENTRAL RECEIVING**

Ralph Pfeiffer  
 Chris D'Alessandro

**DUPLICATING**

Mike DeMarco

**FACILITIES / O & M**

**Director of Facilities** – Michael Barry 40101  
 Asst, Director of Facilities – Jason Prestipino 40101  
 Secretary – Irene Mazzucco 40111  
**Supervisor of Custodial Services** – Brian Hoffman 40111  
 Secretary – Irene Mazzucco 40111  
 BOCES Safety Specialist – Lynette Holman (Thursday) 40164

**HUMAN RESOURCES**

**Fax: 518-370-8124**

**District Director of Human Resources**

– Christina Mahoney 40133  
 Administrative Assistant – Jenny Fink 40133  
 Asst. District Director Human Resources  
 – Michelle Raetz 40133  
 (Admins, MMA, SRO, MC)  
 Asst. District Director Human Resources  
 – Aditya (Joe) Dhara 40133  
 Asst. District Director of Human Resources for Diversity,  
 Recruitment & Retention - Alicia Holt 40133  
 (Paras, Sec. O&M, Adult. Ed. Tutors) – Louise Siler 40134  
 (Teachers/BOCES Substitutes) - Amy Csege 40139

**EDUCATIONAL EQUITY & INSTRUCTIONAL SUPPORT**

**Fax: 518-881-3939**

**District Director of Educational Equity & Instructional Support**

- Carmella Parente 40116  
 Assistant Director of Educational Equity & Instructional Support - Zipporah Galimore 26001  
 Assistant Director of Educational Equity & Instructional Support - Kathleen Nickerson 26001  
 Assistant Director of Educational Equity & Instructional Support - Leah Akinleye 26001  
 Instructional Support Specialist – Connie Ayers 40116  
 Secretary – Kitty Moran 26001  
 Secretary – Michelle Eden 36474

**Instructional Coaches**

Amy Tyler Victoria Abdulla Terrence Sloan  
 Kate Pieronek Kathleen Wylie Donya Clute  
 Julie Neugebauer Leticia Boulay

**PLANNING & ACCOUNTABILITY Fax : 518-881-3409**

**Acting District Director of Planning & Accountability/Testing**

- Sara Schneller 518-881-3405  
 Asst. Director Planning & Accountability  
 – Michelle Hogan 26023/518-881-3405  
 Secretary – Kim Horan 36471/518-881-3405  
 Secretary – Kurt Siegel 28110/518-881-3405  
 School Improvement Supervisor  
 – Sara Schneller 36472/518-881-3405  
 Accountability Specialist – Teri Shanahan 26042/518-881-2506  
 Grant Writer – Rebecca Lee  
 Manager Data & Information  
 – Natalie Cable 36392/518-881-3400  
 Data Analyst – Hector Gallardo 36473/518-881-3405  
 Asst. Manager Data & Information  
 – Michele LaCorte 26019/518-881-3405  
 21<sup>st</sup> Century Community Learning Center Project Mgr  
 – Simone Miranda 28138/518-881-3400

**CENTRAL REGISTRATION**

**Fax: 518-370-8214**

**Registrar/Principal Clerk** – Katy Vacca 28116  
 Secretary – Beth Brown Dickershaid 28127

**TRANSPORTATION**

**518-370-8103**

**Fax: 518-370-8319**

**Supervisor of Transportation** – Alfred Valachovic 28111  
 Transportation Assistant – Nicole Stabinski 28112  
 Transportation Assistant – Sandy Gobind 26040

**TECHNOLOGY****518-881-2411****Innovation & Technology Officer**

– Chris Pietrantonio 40145  
 Manager of Data Processing – Jim Leupold 40123  
**Help Desk** 411

**PUPIL PERSONNEL SERVICES****Fax: 518-881-3806**

**District Director PPS** – Andrea Tote-Freeman 518-881-3412  
 Asst. Director PPS – Rebecca DeVries 36478/518-881-3412  
 Asst. Director PPS – Donna Fowler 40250/518-881-3412  
 Secretary – Nancy Briskie 40126/518-881-3412  
 Supervisor of Attendance - James Goyette 518-858-5009  
 (office at SCLA)  
 McKinney Vento Liasion – Mary Breslin 518-410-0290  
 Nurse Manager – Holly Vacca (office at Keane) 518-881-3902  
 Community Outreach Specialist  
 – Damonni Farley 518-312-8706  
 Sr. Parent Liasion – Alfred Tompkins 518-390-4773  
 My Brothers Keeper's Program Specialist  
 – Brian Ledbetter 518-888-4784  
 Director of Student Intervention Services  
 – Erika MacFarlane 36476  
 Sp. Ed Instructional Coach - Laura McDaniel 36477  
 Sp. Ed Instructional Coach – Nicole Martin  
 Secretary Gen Ed Continuum – Deborah Leffler 36480  
 PPS Project Manager – Meghan Whalen 36486  
 Medicaid Coordinator – Kimberly Hughes 26045/518-881-2020

**CRISIS PREVENTION TEAM****Fax: 518-881-3966**

Psychiatric Nurse Practitioner – Anna Brady 14274  
 Office Manager – Nichele Darby 24104  
 Clinical Social Workers  
 Micah Ilowit 518-281-5833  
 Stephen Oby 518-258-2365  
 Karyn Watson 518-391-3433

**SPECIAL EDUCATION****Fax: 518-881-3806****Director of Special Education**

– Jessica Allen 36374/518-881-3413  
 Asst. Director of Special Education  
 – Sarah Sweet 26036/518-881-3413  
 Secretary – Michele Zielinski 40248/518-881-3413

**CSE Chairs/Secretaries Fax: 518-881-3544**

**CSE Chairperson** – Karon Ozols – ODD 30105  
 (office at SCLA)  
**CSE Chairperson** – Steve Morse – ODD 40243  
 (office at SCLA)  
**CSE Chairperson** – Marybeth Delaney - PreK 40249  
 (office MPMS)  
 PreK Evaluation Team - Lori Blatt 518-396-7397  
 PreK Evaluation Team – Maureen Fallon 518-375-2424

**CSE Secretaries for:**

Pre-K, Hamilton, Howe – Sharon White 40246  
 CPMS, OMS, SCLA, WIEC – Natasha Bangaroo 26002  
 SHS, - Secretary – Smita Iyengar 40247  
 Keane, Lincoln, Paige, PV, VC, Woodlawn - Tresha Lall 40245  
 MPMS, Zoller, MLK, Yates, RTL@Steinmetz – TBD 40203  
 ODD – Secretary – Debbie Leffler 36480

**Behavior Specialists**

Jacquelyn O'Connor Amanda Linehan  
 Kelli Schuul

**ELEMENTARY SCHOOLS****HAMILTON ELEMENTARY****1091 Webster St., 12303****PRINCIPAL – Renee Beaulieu**

Secretary – Sandra Anderson 518-881-3720  
 Assistant Principal – Meredith Rivet 518-881-3720  
 Instructional Supervisor – Michelle Ferraro 518-881-3720  
 Nurse – Barbara Kosiur 518-881-3723  
 Psychologist – Mary Beth Delaney 518-881-2000 x18057  
 Social Worker – Wendy Mason 518-881-2000 x18038  
 Social Worker – Melanie Bennett 518-881-2000 x18036  
 Social Worker – Michelle Primono 518-881-3720

**518-881-3720**

Fax: 518-881-3722

**HOWE ELEMENTARY****1065 Baker Ave, 12309****PRINCIPAL – Susan Gorman**

Secretary – Denise Dockal 518-370-8295  
 Instructional Supervisor – Chad Sitts 518-370-8295  
 Nurse – Kristin Calkin 518-881-3763  
 Psychologist – Sonya Hogan 518-881-2000 x10006  
 Social Worker – John Sheppeck 518-881-2000 x10060  
 Social Worker – Jenna Bodicsch

**518-370-8295**

Fax: 518-881-3542

**KEANE (WILLIAM C.) ELEMENTARY****1252 Albany St. 12304****PRINCIPAL – Kerri Messler**

Secretary – Shatiki Beatty 518-881-3960  
 Instructional Supervisor – TBD 518-881-3960  
 Nurse – Lisa Center 518-881-3964  
 Psychologist – Julie Guarino 518-881-2000 x26226  
 Social Worker – Ameera Crellin 518-881-2000 x26131  
 Social Worker – Beth Chabot 518-881-2000 x26114

**518-881-3960**

Fax: 518-881-3542

**KING, M.L. ELEMENTARY****918 Stanley St. 12307****PRINCIPAL – Kristin Munrett**

Secretary – Katie Adamek 518-370-8360 / 14005  
 Instructional Supervisor – Josh Bate 518-370-8360  
 Admin Para – Rosemary Panetta 518-881-2000 x14004  
 Nurse – Annie Colina 518-370-8364  
 Nurse (PT) – Jeannine Cunningham 518-370-8364  
 Psychologist – Rebecca Fogg 18-881-2000 x14267  
 Social Worker – Asha Bammi Evan 518-881-2000 x27009  
 Social Worker – Victor Rose 518-370-8360  
 Social Worker – Daniel Robbins 518-370-8360

**518-370-8360**

Fax: 518-370-8363

**LINCOLN ELEMENTARY****2 Robinson St. 12304****PRINCIPAL – Job Thomas**

Secretary – TBD 518-370-8355  
 Instructional Supervisor – Laurie Timmis 518-370-8355  
 Nurse – Mary Mars 518-370-8357  
 Psychologist – Stephanie Francis 518-370-8355  
 Social Worker – TBD 518-370-8355  
 Social Worker – Jennifer Katz 518-370-8355

**518-370-8355**

Fax: 518-395-3576

Social Worker – Tearle Ashby

518-370-8290

**PAIGE ELEMENTARY****518-370-8300****104 Elliott Ave. 12304**

Fax: 518-881-3522

**PRINCIPAL – Matthew Berkshire**

Secretary – Theresa Ravas 518-370-8300  
 Instructional Supervisor – TBD 518-370-8300  
 Nurse – Lorraine Peek 518-370-8302  
 Psychologist – Kari Girard 518-881-2000 x21038  
 Social Worker – Tiffany Franklin 518-881-2000 x21083  
 Social Worker – Tonya Gunzinger 518-881-2000 x21039  
 Social Worker – Tracy Jones 518-881-2000 x21032  
 Social Worker – Emily McDonald 518-881-2000 x21037

**PLEASANT VALLEY ELEMENTARY****518-881-3640****1097 Forest Rd. 12303**

Fax: 518-881-3642

**PRINCIPAL – Christina Howard**

Secretary – TBD 518-881-3640  
 Interim Instructional Supervisor – John Pizzo 518-881-3640  
 Nurse – Deborah LeMonds 518-881-3643  
 Psychologist – Meghan Alexander 518-881-3657  
 Social Worker – Michelle Mostoller 518-881-2000 x38045  
 Social Worker – Kathryn Nixon-Davis 518-881-2000 x38033  
 Social Worker – Kelly Duff 518-881-2000 x38000

**VAN CORLAER ELEMENTARY****518-370-8270****2300 Guilderland Ave. 12306**

Fax: 518-881-3742

**PRINCIPAL – Michaela Miranda**

Secretary – TBD 518-370-8270  
 Instructional Supervisor – Tanya Delamater 518-370-8270  
 Nurse – Danielle Leguire 518-370-8154  
 Psychologist – Rebecca Reynolds 518-881-2000 x19021  
 Social Worker – Ryan Saxton 518-881-2000 x19060  
 Social Worker – T 518-881-8270  
 Social Worker – Jill Gandolfo 518-881-8270

**WOODLAWN ELEMENTARY****518-370-8280****3311 Wells Ave. 12304**

Fax: 518-370-8283

**PRINCIPAL – John Perreault**

Secretary – Terry McCarthy 518-370-8280  
 Instructional Supervisor – Michele Manners 518-370-8280  
 Nurse – Jessica Thomas 518-370-8282  
 Psychologist – Jennifer O'Shea 518-881-2000 x23029  
 Social Worker – Marcie Mastrogiovanni 518-881-2000 x23012  
 Social Worker – Harold Sperazza 518-370-8285  
 Respite Social Worker – Laura Feliciano-Colon

**YATES ELEMENTARY****518-370-8320****725 Salina St. 12308**

Fax: 518-881-3862

**PRINCIPAL – Robert Flanders**

Secretary – Judith Morales 518-370-8320  
 Instructional Supervisor – Samantha Eichele 518-370-8320  
 Nurse – Amanda Terry 518-370-8322  
 Psychologist – Amy Jensen 518-881-2000 x16059  
 Social Worker – Elizabeth Lionarons 518-881-3865  
 Social Worker – Gustavo Garo 518-881-3820

**ZOLLER ELEMENTARY****518-370-8290****1880 Lancaster St. 12308**

Fax: 518-881-3882

**ACTING PRINCIPAL – Desmond O'Connor**

Secretary – Sara Cronier 518-370-8290  
 Instructional Supervisor – Troy Lichten 518-370-8290  
 Nurse – Deb Gutowski 518-370-8292  
 Psychologist – 518-370-8290  
 Social Worker – Jean Borger 518-881-2000 x22030

**MIDDLE SCHOOLS****CENTRAL PARK MIDDLE SCHOOL****518-370-8250****421 Elm St. 12304**

Fax: 518-881-3662

**PRINCIPAL – Jason Rogers**

Secretary – Mashoma Brydie 518-370-8250  
 Assistant Principal (6<sup>th</sup>) – Jesse Oliver 518-370-8250  
 Assistant Principal (7<sup>th</sup>) – Kerri Evers 518-370-8250  
 Assistant Principal (8<sup>th</sup>) – Louise Gundrum 518-370-8250  
 Attendance 518-370-8253  
 School Counselor – Aubrey Clements 518-370-8251  
 School Counselor – Stacey Padua 518-370-8251  
 School Counselor – Regina Ramprasad 518-370-8251  
 Guidance Secretary – Monica Adams 518-370-8251  
 Nurse – Wendi Solomon-Nish 518-370-8252  
 Nurse – Sarah Bianchi 518-370-8252  
 Psychologist – Brittany Kendall 518-881-2000 x31288  
 Psychologist – Greg Osenko 518-881-2000 x31103  
 Social Worker – Colleen Guy 518-881-2000 x31109  
 Social Worker – Brigid Skopas 518-881-2000 x31116  
 Social Worker – Kiana Miller 518-370-8250  
 Social Worker Respite – Debra George 518-881-2000 x31008

**MONT PLEASANT MIDDLE SCHOOL****518-370-8160****1121 Forest Rd. 12303**

Fax: 518-881-3562

**PRINCIPAL – Nicole Biette**

Secretary – Allison Lawson 518-370-8160  
 Assistant Principal (6<sup>th</sup>) – John Galarneau 518-370-8240  
 Assistant Principal (7<sup>th</sup>) – Jason Breh 518-370-8160  
 Assistant Principal (8<sup>th</sup>) – Joseph Coleman 518-370-8245  
 Attendance 518-370-8198  
 Custodial Office 518-370-8177  
 School Counselor – Catherine Snyder 518-370-8379  
 School Counselor – Kenia Bustilio 518-370-8379  
 School Counselor – Jennifer Payne 518-370-8379  
 Guidance Secretary – Lorna Drew 518-370-8379  
 Library - 518-370-3507  
 Nurse – TBD 518-370-8182  
 Nurse – Allison Card 518-370-8182  
 Psychologist – Maddalena Calabro 518-881-2000 x36475  
 Psychologist – Meghan Chew 518-881-2000 x40112  
 Psychologist – Ashley Nguyen 518-370-8160  
 Social Worker – Marleni Belmar (Ebony) 518-881-2000 x36337  
 Social Worker – Julie Cleveland 518-370-8379

**ONEIDA MIDDLE SCHOOL****518-370-8260****1629 Oneida St. 12308**

Fax: 518-395-3512

**PRINCIPAL – Tony Farina**

Secretary – Bonnie Murphy 518-370-8260  
 Assistant Principal (6<sup>th</sup>) – Matthew Feldman 518-370-8260  
 Assistant Principal (7<sup>th</sup>) – Matthew DeLorenzo 518-370-8260  
 Assistant Principal (8<sup>th</sup>) – Maggie Palmeri 518-370-8260  
 School Counselor – Casse Forte 518-881-2000 x32007  
 School Counselor – Matthew Mortier 518-881-2000 x32008  
 School Counselor – Seth Thomann 518-370-8260  
 Guidance Secretary – Fabiola Tirado 518-881-2000 x32009  
 Nurse – Cathleen McMahon 518-370-8262  
 Nurse – Delah Farley 518-370-8262  
 Psychologist – 518-881-2000 x32012  
 Psychologist – Erin Robinson 518-370-8260  
 Social Worker – Lisa Maselli 518-881-2000 x36375  
 Social Worker – Hayley Yettru 518-881-2000 x32016

Social Worker – Lindsey Esposito 518-370-8260

**SCHENECTADY HIGH SCHOOL****1445 The Plaza 12308** Fax: 518-881-3802  
**MAIN CAMPUS NUMBER 518-881-2044****Main Office****EXECUTIVE PRINCIPAL – Christopher Chank**Secretary – Anne Osborne x44801  
Secretary – Bonnie Malik x44803  
Admin. Para – Kari Petrozola x44806  
Engagement Supervisor – Philip Weinman x44906**School Counseling Office**Fax: **518-370-8169**Department Chair – Amanda Ruther 518-881-2044 Option 2  
Secretary – Tashana Person-Evans x44855  
Secretary – Bianca DellaRocco x44821  
Secretary – Mary Palmer x44820  
Tutor Para – Ann Burns x44822  
School Counselor Teams 518-881-2044 Option 2  
Earl Barcomb Jeanne Myers Cassandra Plumadore  
Amanda Cruz Laurie Hoyt Amanda Ruther  
Sarah Curcio Colleen Pacella Menchy Yarborough  
Chelsea Hought Megan Jordan Jennifer Crave  
Lisa Knupp Melanie Farina Nicole Almedia

Attendance Office x44852

Attendance Office x44853

Custodial Office 518-370-8211

Food Service  
– Paula Presley (Sodexo)/SHS Kitchen 518-881-3808

Library 518-370-8218

Nurse – Nancy Bayly x44851

Nurse - Lisa Stansfield x44850

Nurse Fax 518-370-8185

Peer Mediation x44527

Psychologist (Grade 9) – Andy Marino x44823

Psychologist (Grade 10) – Marissa Shibley x44813

Psychologist (Grade 11) – Rafael Medina x44824

Psychologist (Grade 12) – Jen Weiner x44859

Science 518-370-8217

Smart Scholars Program Coordinator  
– Valerie Smith 518-925-0282

Social Worker (Grade 9) – Ellen Tremblay x44827

Social Worker (Grade 10) – Tymesia Nabors x44646

Social Worker (Grade 11) – Christine Tarullo x44655

Social Worker (Grade 12) – Nathaniel Wylie x44825

Social Worker – Elly Barhydt x44826

Social Worker (Operation Graduation)  
– Stephanie Franzese x44659

Social Worker (Operation Graduation) – Rachel Curtis x44856

Intensive Case Manager – Sean Murphy 518-912-6199

**Class of 2024 (Grade 9)**Fax: **518-881-3819****Class Principal – David Preston**

Secretary – Lisa Pope x44842

Assistant Principal – TBD x44841

Admin. Para – Sarah Perretta x44857

**Class of 2023 (Grade 10)**Fax: **518-881-3923****Class Principal – Kargia McDuffie**

Secretary – Laurie Riddell x44834

Assistant Principal – TBD x44833

Assistant Principal – TBD x44613

Admin. Para – Kate Dahm x44514

**Class of 2022 (Grade 11)**Fax: **518-881-3946****Class Principal – Jonathan Goyette**

Secretary – Paula Merry x44830

Assistant Principal – Ady Pina x44829

Admin. Para – Iris Ramos x44502

**Class of 2021 (Grade 12)**Fax: **518-881-3813****Class Principal – Jocelyn Hoffmann**

Secretary – Lori Rosamino x44838

Assistant Principal – TBD x44837

Admin. Para – Bernie Whiting x44447

**International Baccalaureate Program**Fax: **518-881-3790****Coordinator – Trish Embree**

518-370-8151

**Physical Education, Health, Athletics**Fax: **518-881-3507****Asst Athletic Director – Steve Boynton**

Secretary – Beverly Healey x50002

Faculty Manager of Athletics – Mary Ann Fritz x50005

**STEINMETZ CAREER AND LEADERSHIP ACADEMY (SCLA)****880 Oakwood**

Fax: 518-881-3602

**MAIN CAMPUS NUMBER 518-881-2030****SCLA PRINCIPAL – Gregory Fields**

Secretary – Cassandra Williams x30100

Assistant Principal – William Pickett x30100

Attendance – Arliss Rafferty x30104

Library – Andrew Yauchler x30021

Guidance Counselor – Lorraine Keimel x30109

Guidance Counselor – Teri Thomas x30109

Guidance Secretary – Dawn DeBraccio x30109

Psychologist – Michelle Thornhill x30006

Nurse – Bobbie Croote x30103

Social Worker – Matthew Delgaudio x30107

Social Worker – Colleen Clausson x36485

Social Worker – Eileen Berlanti x25103

Social Worker/Ready to Learn – Laura DaPolito x30116

**WASHINGTON IRVING EDUCATIONAL CENTER**

**422 Mumford St., 12307** Fax **518-370-8225**  
**Director** – Jesse Roylance 518-370-8220  
Asst. Director – Dennis Green 518-881-3844  
Principal on Special Assignment  
– Karmen McEvoy 518-370-8307  
Secretary – Angela Tryon 518-370-8220  
Secretary – Kevin Cable 518-370-8350  
Nurse – Bobbie Croote 518-370-8220

**ADULT AND CONTINUING EDUCATION PROGRAM**

Main Office 518-370-8220  
School Counselor – Marie Whitham 518-395-3503

**ATLAS TUTORING PROGRAM**

**Fax: 518-881-3851**

**Asst. Director Adult & Continuing Ed**  
– Dennis Green 518-881-3844  
ATLAS Office 518-881-2200  
Social Worker – Mary LaFountain 518-881-2124  
Guidance Counselor – Maria Klein 518-881-2125

**SCHENECTADY HIGH SCHOOL @ WIEC**

Social Worker – LeeAnn Dawley 518-881-2000 x17062  
School Counselor – Maria Klein 518-881-2125  
School Psychologist - Brittany Kendall 518-881-2125

**MONT PLEASANT MIDDLE SCHOOL @WIEC**

Social Worker – LeeAnn Dawley 518-881-2000 x17062  
School Counselor – Maria Klein 518-881-2125  
School Psychologist - Maddelena Calabro 518-881-2125

**FULTON ACADEMY**

Capital Region BOCES Fax: **518-464-6371**  
**408 Eleanor St. 12306**  
**PRINCIPAL – Leo DiPierro**  
Secretary – Sharon Marshall 518-464-6307