

**BOARD MEETING:** Regular  
**DATE:** Wednesday, September 7, 2016  
**TIME:** 6:30 p.m.  
**PLACE:** Naples High School Cafeteria

- I. Meeting Called to Order
- II. Roll Call
- III. Constitutional Oath of Office
- IV. Public Hearing
  - District-Wide Safety Plan
- V. Adopt the Agenda of the Regular Meeting of September 7, 2016 (Board Action)
- VI. Executive Session (Board Action)
- VII. Pledge of Allegiance
- VIII. Public Comments: The Board of Education invites you, the residents of our school community, to feel comfortable in sharing matters of interest or concern that you might have with us. The Board President will be happy to recognize those of you who wish to speak. We would ask that you come forward and please identify yourself before presenting your thoughts.  
Those items brought to the attention of the Board during this time may be taken under consideration for future response or action. (*Individual comments will be limited to three minutes.*)  
As a matter of courtesy, we ask that issues related to specific School District personnel or students be brought to the attention of the Superintendent of Schools privately. Thank you for this consideration.  
Board Reponse: The Board of Education is committed to keeping communication open and transparent. The Board of Education President will be working with the Board and the Superintendent to make every effort to respond to public comments directed to the Board of Education at previous meetings, during the next scheduled meeting.
- IX. Points of Interest
- X. Superintendent Recognitions & Updates
  - Points of Pride
  - Thank You to Senator Funke: Bullet Aid
  - Heroin and Prescription Drug Abuse
  - 2016-2017 Draft Board of Education Goals and Priorities
  - Defining Engagement
- XI. Board Reports
  - Facilities Committee
- XII. Minutes (Board Action)
  - Regular Meeting of August 18, 2016
- XIII. Chief Emergency Officer (Board Action)
- XIV. Business / Financial (Board Action)
  - Discards
    - Facilities Department
  - District Emergency Response Plan
  - Athletic and Extracurricular Policy and Permission Booklet
  - Donation
- XV. Personnel (Board Action)
  - Appointments
    - Food Service Helper
  - 2016-2017 Extra-Curricular:
    - Ski Club Advisor
    - Assistant Ski Club Advisor
  - Summer Hours:
    - Monica Kastner
    - Christine Wheaton
    - Christina Kansco
    - Roberta Stevens
    - Deborah Wordingham
- XVI. Consent Agenda Items (Board Action)
  - Committee on Preschool Special Education Actions
  - Substitutes
    - Teacher Aide
- XVII. Adjournment (Board Action)

Minutes of a Regular Meeting of the Board of Education of Naples Central School held on Wednesday, September 7, 2016 at 6:30 p.m. in the Naples High School Cafeteria.

Members Present:     Robert Brautigam                     Gail Musnicki  
                           Joseph Callaghan                     Maura Sullivan: Arrived at 6:38 p.m.  
                           Carter Chapman                     Margo Ulmer  
                           Jacob Hall                             Seth Price  
                           Robert Hotchkiss

Members Absent:     Brent Gerstner

Also Present: Matthew Frahm, Mitchell Ball, Kristina Saucke, Karen Mead,  
                  E. Bridget Ashton and Aubrey Krenzer.

Guests: Shirley Riffle, Barbara Howard, Dahl Schultz, Diann Payne, and John McCabe.

A quorum being present, the meeting was called to order at 6:30 p.m. by Board President Margo Ulmer.

**A Public Hearing on the District-Wide Safety Plan was held, with information presented to the public concerning the plan.**

**Motion:         Robert Brautigam**  
**2<sup>nd</sup>:             Jacob Hall**

Resolved, that the Board of Education approves the agenda of the Regular Meeting of September 7, 2016 as presented.

**Voting Yes:    7                             Motion Carried**  
**Voting No:     0**

**Motion:         Carter Chapman**  
**2<sup>nd</sup>:             Robert Hotchkiss**

Resolved, that the Board of Education approves calling an executive session at 6:35 p.m. for the purpose of discussing the employment history of a particular person or persons and discussion of a student's records which is a matter made confidential by federal law.

**Voting Yes:    7                             Motion Carried**  
**Voting No:     0**

**Maura Sullivan arrived at 6:38 p.m.**

**Time out of Executive Session: 6:55 p.m.**

**Public Comments**

None

**Board Response**

Board of Education President Margo Ulmer and Business Administrator Mitchell Ball responded to questions as presented at the prior Board of Education Meeting.

**Points of Interest**

Board of Education Member Robert Brautigam noted that there were many good comments posted to Twitter during the two day opening professional development for faculty and staff.

Superintendent Matthew Frahm spoke about a meeting with Olympic Gold Medalist Meghan Musnicki.

Mr. Frahm introduced Assistant Secondary Principal and Data Coordinator Aubrey Krenzer.

Mrs. Ulmer talked about the “Dare to Excel” initiative.

**Superintendent Recognitions & Updates**

Mr. Frahm spoke about some “Points of Pride” noting the new faculty members that are coming on board, spoke about Business First Ratings where Naples excels, specifically the cost per student in relation to poverty and the Superintendent’s Conference Day sessions.

Mr. Frahm noted that the district has received Bullet Aid from New York State as arranged by Senator Richard Funke. Mr. Frahm thanked Mr. Funke on behalf of the Board of Education.

Mr. Frahm spoke about heroin and prescription drug abuse and the various presentations and sessions that are available for students and staff. Mr. Frahm reviewed some data that has been shared in these presentations. A period of questions and comments by the Board of Education followed.

Mr. Frahm reviewed the 2016-2017 Draft Board of Education Goals and Priorities. A period of questions and comments by the Board of Education followed. As part of the goal setting process the Board of Education discussed student engagement and reviewed Phil Schlechty’s “Levels of Engagement”.

**Board Reports**

Board of Education and Facilities Committee Member Joseph Callaghan reviewed items as discussed in the Facilities Committee Meeting including the installation of artwork in the atrium in December, the potential capital project work, a STEAM room request, and summer work updates.

**Motion:**       **Gail Musnicki**  
**2<sup>nd</sup>:**           **Robert Hotchkiss**

Resolved, that the Board of Education approves the minutes of the following meetings:

- Regular Meeting of August 18, 2016

**Voting Yes: 8**                                       **Motion Carried**  
**Voting No: 0**

**Motion:**       **Jacob Hall**  
**2<sup>nd</sup>:**           **Joseph Callaghan**

BE IT RESOLVED, that the Naples Central School District Board of Education approves the appointment of Superintendent Matthew T. Frahm as Chief Emergency Officer for the 2016-2017 school year, with ratification of his acts performed in the ordinary course of his duties.

**Voting Yes: 8**                                       **Motion Carried**  
**Voting No: 0**

**Motion: Gail Musnicki**

**2<sup>nd</sup>: Robert Brautigam**

**Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following Business resolutions as presented:**

- Resolved that approval be given for the following to be declared surplus property and approval given to discard as per Policy #5250:
  - Facilities Department discards:
 

65 Flip Top Desks	3 Half Moon Tables	2 Teacher Desks
2 Large Filing Cabinets	3 Group Tables	4 Large Computer Desks
4 Small Filing Cabinets	16 Chairs	1 Industrial Food Mixer
- Resolved, that the Board of Education approves the Naples Central School District Emergency Response Plan as presented.
- Resolved, that the Board of Education approves the Naples Junior-Senior High School Athletic and Extracurricular Policy and Permission Booklet as presented.
- Resolved, that authorization be given to accept the generous donation from Excellus Blue Cross & Blue Shield to cover the costs associated with the Health & Wellness Committee Facilitator:
  - 2014-2015 School Year: \$1,000
  - 2015-2016 School Year: \$1,000
  - 2016-2017 School Year: \$1,000

**Voting Yes: 8**

**Motion Carried**

**Voting No: 0**

**Motion: Jacob Hall**

**2<sup>nd</sup>: Carter Chapman**

**Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following personnel item as presented:**

- Resolved, that the Board of Education appoints the following:
  - Marilou Schenk, 780 Italy Valley Road, Naples, NY 14512, to a probationary appointment as Food Service Helper, effective August 31, 2016 at a rate of \$10.00/hour.
- Resolved, that the Board of Education approves the following Extra-Curricular appointments for the 2016-2017 School Year, salary as per negotiated agreement:
  - Ski Club Advisor: Abigail Castle
  - Assistant Ski Club Advisor: Ryan Betrus
- Resolved, that the Board of Education approves summer hours for the following:
  - Monica Kastner, Guidance Counselor, for one additional summer day, at the rate of \$44.57/hour.
  - Christina Kansco, Teacher Aide, for one additional summer day, at the rate of \$10.86/hour.
  - Deborah Wordingham, Teacher Aide, for up to 8 summer hours, on August 12, 2016 at the rate of \$12.54/hour.
  - Christine Wheaton, Cook, for up to 24 summer hours, at the rate of \$13.94/hour.
  - Roberta Stevens, Cook, for up to 24 summer hours, at the rate of \$14.01/hour.

**Voting Yes: 8**

**Motion Carried**

**Voting No: 0**

**Motion: Maura Sullivan**

**2<sup>nd</sup>: Gail Musnicki**

**Resolved, that the Board of Education, upon the recommendation of Superintendent Matthew Frahm, approves the Consent Agenda Items as presented:**

a. Resolved, that the Board of Education approves committee recommendations from the following meetings:

Committee on Preschool Special Education actions of August 29, 2016

b. Resolved, that the Board of Education hereby approves the following Substitute Appointment:

<u>Name</u>	<u>Position</u>	<u>Address</u>
Linda L. Berryman	Teacher Aide	27 East Avenue, Naples, NY 14512

**Voting Yes: 8**

**Motion Carried**

**Voting No: 0**

**Motion: Carter Chapman**

**2<sup>nd</sup>: Gail Musnicki**

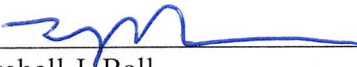
There being no further business, the Regular Meeting of September 7, 2016 is hereby adjourned at 8:29 p.m.

**Voting Yes: 8**

**Motion Carried**

**Voting No: 0**

Dated this 7<sup>th</sup> day of September, 2016




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Mitchell J. Ball  
District Clerk



# Naples Central School District

## DISTRICT EMERGENCY RESPONSE PLAN

### INTRODUCTION

School safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community. Planning, conducting drills and participating in exercises with law enforcement, fire, emergency officials and other members of the school community ensures a comprehensive, unified approach to school emergency response planning. Building relationships and community engagement are vital to building a safer school community.

The purpose of the school Emergency Response Plan (ERP) is to help school officials identify and respond to potential emergencies by assigning responsibilities and duties of the school employees, students, families, and community stakeholders. It is important to develop, maintain, train and exercise ERPs in order to respond quickly before, during and after an incident. A well developed and practiced ERP provides parents/guardians and the community reassurance that the school has established guidelines and procedures to respond to threats and hazards efficiently and effectively. The Naples Central School District uses the NYS planning format in meeting legislative mandates contained in 8 NYCRR Section 155.17 and provides the use of best practices to improve outcomes following emergency situations.

The organization of this plan supports two key practices being adopted in New York State. First, the Naples Central School District Emergency Response Plan provides standardized language that is consistent with current national emergency response protocols. Secondly, consistent formatting within the NCSD ERP aligns critical information necessary to improve rapid response to emergencies together in the following sections:

- The Basic Plan
- Functional Annexes
- Threat/Hazard Specific Annexes

The NCSD Plan standardizes language and provides a structured framework similar to ERPs statewide. Individualized policies and procedures have been developed locally based on the Naples School District's unique circumstances and resources. Tools to manage an emergency along with response procedures have been developed through threat assessments, safety audits, planning and training. The Naples Emergency Response Plan in conjunction with the New York State Guide to School Emergency Response provides for the development of annexes to meet each school's unique circumstances.

In the “Functional Annexes” portion of the plan there is a focus on critical operational functions within the school district and the courses of action developed to carry them out. To ensure consistency, Naples, as well as New York State, will use standardized definitions and suggested best practices for the following Functional Annexes:

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

These five Functional Annexes provide a common foundation for response to all emergencies. The intent is to create an environment where students, school staff, and emergency responders recognize the language and procedures provided no matter what school they are in or district in our State.

Actions and best practices have been outlined in the Threat/Hazard Annexes section of the Building Emergency Response Plan which includes details on what to do in the event of various emergencies.

A copy of the building level safety plan and any amendments thereto, shall be kept on file with the appropriate local law enforcement agencies and with the State Police.

Each school year, the Naples Central School District shall conduct the required number of safety drills which will include drills from the list of “Functional Annexes” listed above in addition to the traditional fire evacuation drill.

# THE BASIC PLAN

The District shall institute and maintain a Safety Team. The Safety Team shall include school personnel and local emergency agency representatives.

The Safety Team is responsible for the overall development, maintenance, and revision of the Emergency Response Plan (ERP) and for coordinating training and exercising the School ERP.

The complete Naples Central School District Emergency Response Plan shall be distributed to the Ontario County Police Department, the NYS Police Department, and the Naples Fire Department. The NCSD ERP shall be updated and maintained and dates of re-distribution recorded.

The school district shall take into consideration the following possible emergencies, but not excluding other possible emergencies...

## Threat, Hazard Types, and Examples

### Threat and Hazard Type

Natural Hazards:

### Examples

- Earthquakes
- Tornadoes
- Lightning
- Severe wind
- Hurricanes
- Floods
- Wildfires
- Extreme temperatures
- Landslides or mudslides
- Winter precipitation
- Wildlife

Technological Hazards:

- Explosions or accidental release of toxins from industrial plants
- Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills
- Hazardous materials releases from major highways or railroads
- Radiological releases from nuclear power stations
- Dam failure
- Power failure
- Water failure

Biological Hazards:

- Infectious diseases such as pandemic



## Threat and Hazard Type

Natural Hazards:

## Examples

- Earthquakes
- Tornadoes
- Lightning
- Severe wind
- Hurricanes
- Floods
- Wildfires
- Extreme temperatures
- Landslides or mudslides
- Winter precipitation
- Wildlife

Technological Hazards:

- Explosions or accidental release of toxins from industrial plants
- Accidental release of hazardous materials from within the school, such as gas leaks or

## Concept of Operations

The overall strategy of a NCSD ERP is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

## Implementation of Rapid Responder - Incident Command System (ICS)

The Rapid Responder - Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school's jurisdiction.

## Initial Response

School personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Principal, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the school district and emergency responders.

Any staff person or faculty in a building that sees or is aware of an emergency shall activate the ERP.

## Organization and Assignment of Responsibilities

The NCS D recognizes the operational organization that will be relied on to manage an incident and includes examples of the types of tasks that may be performed by different positions.

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Rapid Responder - Incident Command System (ICS) uses a team approach to manage incidents. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

### Principal

The principal (or their designee) will serve as the **Incident Commander** and designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

- Provide direction over all incident management actions based on procedures outlined in this ERP
- Take steps necessary to ensure the safety of students, staff and others
- Determine which emergency protocols to implement as described in the functional annexes of this ERP
- Coordinate/cooperate with emergency responders
- Keep the Superintendent informed of the situation

### Teachers / Substitute Teacher / Student Teachers

Teachers shall be responsible for the supervision of students and shall remain with students unless directed to do otherwise.

Responsibilities include:

- Supervise students under their charge
- Take steps to ensure the safety of students, staff, and other individuals.
- Take attendance when class relocates to an inside or outside designated area or to an evacuation site
- Report missing students to the appropriate Emergency Response Team Member
- Execute assignments as directed by the Incident Commander.
- Obtain first aid services for injured students from the school nurse or person trained in first aid.  
Arrange for first aid for those who are unable to be moved
- Render first aid or CPR if certified and deemed necessary

### Teaching Assistants

Responsibilities include assisting teachers as directed and actions to ensure the safety of students.

## **Counselors, Social Workers & School Psychologists**

Responsibilities include:

- Take steps to ensure the safety of students, staff and other individuals during the implementation of the ERP
- Provide appropriate direction to students as described in this ERP for the incident type
- Render first aid or CPR and/or psychological aid if trained to do so
- Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- Administer counseling services as deemed necessary during or after an incident
- Execute assignments as directed by the Incident Commander

## **School Nurse/Health Assistant**

Responsibilities include:

- Administer first aid or emergency treatment as needed
- Supervise administration of first aid by those trained to provide it
- Organize first aid and medical supplies
- Execute assignments as directed by the Incident Commander

## **Custodians/Maintenance Staff**

Responsibilities include:

- Survey and report building damage to the Incident Commander
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use and disbursement of supplies and equipment
- Control locks and physical security as directed by the Incident Commander
- Keep Incident Commander informed of the condition of the school
- Execute assignments as directed by the Incident Commander

## **Principal's Secretary/Office Secretaries**

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential school records and documents
- Provide assistance to the Incident Commander/Principal
- Monitor radio emergency broadcasts
- Execute assignments as directed by the Incident Commander

## **Food Service/Cafeteria Workers**

Responsibilities include:

- Prepare and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident
- Execute assignments as directed by the Incident Commander

## **Bus Drivers**

Responsibilities include:

- Supervise the care of students if disaster occurs while students are on the bus
- Transfer students to new location when directed
- Execute assignments as directed by the Incident Commander

## **Other Staff**

Responsibilities include:

- Execute assignments as directed by the Incident Commander

## **Students**

Responsibilities include:

- Cooperate during emergency drills, exercises and during an incident
- Follow directions given by facility and staff.
- Know student emergency actions and assist fellow students in an incident
- Report situations of concern (e.g. "If you see something, say something.")
- Develop an awareness of the high priority threats/hazards and how to take measures to protect against and mitigate those threats/hazards

## **Parents/Guardians**

Responsibilities include:

- Encourage and support school safety, violence prevention and incident preparedness programs within the school
- Participate in volunteer service projects for promoting school incident preparedness
- Provide the school with requested information concerning the incident, early/late dismissals and other related release information
- Listen to and follow directions as provided by the School District.

## **Rapid Responder - School Incident Command System**

To provide for effective direction, control and coordination of an incident, the School ERP will be activated through the implementation of the Rapid Responder - Incident Command System (ICS).

Staff are assigned to serve within the RR - ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications.

## **Rapid Responder Collection, Analysis and Dissemination of Information**

The School will collect, analyze, and disseminate information during and after an incident through the use of Rapid Responder software.

## **Training and Exercises**

The NCSD understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur.

- drills or rapid dismissals and must include a minimum of 12 drills (e.g. fire drills, lockdown drills, etc.) each school year.
- the emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

# FUNCTIONAL ANNEXES

The NCSD shall employ the following functional annexes...

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

## 1. Shelter-in-Place

### **Purpose**

A Shelter-in-Place annex describes courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

## 2. Hold-in-Place

### **Purpose**

If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a "Hold-in-Place" may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

## 3. Evacuation

### **Purpose**

This annex focuses on the courses of action that the NCSD will execute to evacuate school buildings and grounds. Included are school policies and procedures for on-site and off-site evacuation including evacuation routes, transportation needs, and sheltering sites.

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

Specific actions, directions and locations have been excluded from the public version of the District Emergency Response Plan for security reasons.

## **4. Lockout**

### **Purpose**

This annex describes the courses of action the NCSD will execute to secure school buildings and grounds during incidents that pose an imminent concern **outside** of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

## **5. Lockdown**

### **Purpose**

This annex describes the courses of action the NCSD will execute to secure school buildings and grounds during incidents that pose an **immediate threat of violence** in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students and visitors are secured in rooms away from immediate danger.

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

## **Crime Scene Management**

### **Purpose**

The NCSD has outlined procedures for securing and restricting access to a potential school district crime scene in order to preserve evidence in cases of violent crimes on school property.

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

## **Communications**

### **Purpose**

The NCSD ERP includes communication and coordination during and following emergencies and disasters, both internal communication and communication with external stakeholders. Procedures include emergency notification of persons in a parental relation.

The NCSD ERP includes policies and procedures governing school incident communications with law enforcement and emergency responders, as well as with students, parents, staff, the school community and the media.

## **Medical and Mental Health Emergency Annex**

### **Purpose**

The NCSD ERP outlines the course of action the district will implement to address emergency medical (e.g. first aid) and mental health counseling issues. The NCSD will coordinate these efforts with appropriate local emergency medical services, local law enforcement, local fire department and local emergency management representatives.

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

## **Accounting for All Persons & Reunification**

### **Purpose**

The NCSD has developed a course of action to account for the whereabouts and well-being of students, staff, and visitors, while identifying those who may be missing. Each NCSD building principal shall maintain their own unique reunification annex that details a safe and secure means of reuniting parents/guardians with their children in the event of an emergency.

## **Continuity of Operations Plan (COOP)**

### **Purpose**

The NCSD has outlined a plan in which a school and/or school district will ensure that essential functions continue during an emergency and its immediate aftermath. This plan includes the continuity of essential



functions including business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.

## **THREAT AND HAZARD SPECIFIC ANNEXES**

### **Purpose**

The NCSD has developed annexes to ensure that there are procedures in place to protect students/staff and school property in the event of an active shooter on school grounds or in the school building, actual bomb materials or bomb threats on school grounds and pandemic preparedness.

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

Naples Junior-Senior High School

Athletic and Extracurricular Policy and Permission Booklet



“Naples Central School is committed to excellence in athletics as part of a larger commitment to excellence and education. We view athletics to be an integral part of the school community and thus will follow and honor Naples Central School’s overall institutional mission.”

### **Philosophy**

The student athlete represents his or her school and its community and therefore is held to a high standard. Student athletes are our school’s ambassadors to our community and to the schools with whom we compete. They are often leaders in school and role models to children not yet old enough to play sports.

Participation in interscholastic athletics is a privilege, not a right. Students wishing to take advantage of the opportunities presented to them by the Naples Central School District must show a commitment to the athletic program by regular attendance at practices and contests, as well as conformity to the rules established by the district and/or coach. Failure to comply with the rules of conduct will result in appropriate disciplinary action or dismissal from the team.

### **Objectives**

**Teamwork / Group-work:** The idea will be nurtured that team or group and it’s objectives are placed at a higher level than personal desires. Participants will find value in becoming actively involved in school related activities.

**Development of the Concept of Accountability:** The student will learn that he/she is responsible for his/her behavior and consequences are attached to those behaviors. Positive behaviors bring about positive responses.

**Positive Attitude:** The participant will always give their best, regardless of success or defeat. A successful participant must learn to treat others as he or she would have others treat him or her. Everyone must develop desirable social traits, including emotional control, honesty, cooperation, and dependability.

**Development of Positive Personal Health Habits for Athletes:** Athletes will learn to obtain and maintain a high degree of physical fitness through regular exercise and good health habits. Another objective is to develop the desire to maintain a high level of fitness in the athlete’s future years.

### **Responsibilities of the NCS Participant**

Being a member of a NCS team or club is the fulfillment of an ambition for many students. The attainment of that goal carries with it certain traditions and responsibilities. As a member of an NCS athletic team or club, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

**Responsibilities to Yourself:** The most important responsibility is to develop strength of character. One should try to achieve the greatest possible benefit from his/her high school experiences. A participant best prepares himself/herself for adult life through his/her studies, athletics, and other positive extra-curricular activities.

**Responsibilities to Your School:** When an individual in athletics or extracurricular activities participates to the best of his or her abilities, he or she contributes to the reputation of his or her school. NCS cannot maintain its position as an outstanding district without the help and cooperation of its participants.

A participant with the NCS program automatically assumes a leadership role. The student body, as well as the citizens of the community, know you. In turn, your conduct and attitude reflect on our school. **Make Naples proud of you! Make your community proud of your school!**

**The younger students of NCS are constantly watching you. In many ways, they will want to emulate you. Provide them with a good example! Don't let them down!**

### **Requirements Prior to Participation**

**Medical Clearance by the School:** It is required by state law that each athlete be medically cleared and approved by the school physician. For that reason, athletes are required to fill out paperwork that participants in extracurricular clubs are not. The school will provide each student with the opportunity to be examined by the school's physician at no cost. An athlete may choose to be examined by his/her own physician, but must assume the expense incurred. The school physician, in any case, has final authority in ruling on an athlete's medical clearance.

The "Athletic Participation Form" can be found at:

[Athletic Participation Form](#)

These rules of eligibility have been established for the benefit of our extracurricular participants. If our school is to excel in extracurricular activities and competitions, we must first discipline our conduct and behavior as individuals; then as a team; and then as a school. If you are not currently participating in an extracurricular activity and violate this policy, the penalty will be imposed on the date that determination is made and may affect future participation. In addition to athletic teams, this Policy and Permission Booklet applies to students participating in all extracurricular activities at NCS.

## Naples Athletic Program Design

### Modified Level:

- Emphasis is placed on developing good sportsmanship, team strategies, and individual sports skills.
- Although winning must be part of any program that centers on competition, at this level it will be a secondary goal.
- Coaches will make every effort to have each team member participate in every contest. Playing time is not based solely on an individual's skill level. **Everyone should be aware that all team members are not guaranteed equal playing time.** Cuts due to a high number of players should not be made.

### Junior Varsity Level (Or Modified A / Two Step Programs):

- A continued emphasis is placed on developing good sportsmanship and individual sport skills.
- Team strategies and tactics become more important while the team concept of being competitive and successful receives more attention.
- Winning contests takes on new meaning because when a team wins, valuable lessons in developing the team concept of working together are easily understood. Skill level and sportsmanship becomes a factor in determining playing time and athletes need to learn the relationship of performance, work ethic, attitude and teamwork to the rewards of increased playing time. Cuts may be made by the coach. (Not at the Modified A level)

### Varsity:

- Coaches spend considerable time on team strategies and tactics.
- Sportsmanship becomes of great importance because a varsity team represents our community at the highest level of interscholastic athletics.
- Coaches will make decisions about playing time based on the goal of being competitive in each contest. **Often this means some athletes will not play in a game or several games.** The decision-making process of coaches, the performance level and attitude of athletes all play a major role in winning contests, which is a goal of varsity sports. Cuts may be made by the coach.

## Communication Process

Parenting and coaching are both rewarding and at times, challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefits to our students. As parents, when a child becomes involved in athletics, he/she has a right to understand the important expectations.

### Communication You Can Expect From the Coach

- Philosophy of the coach
- Expectations the coach has for your child as well as all members of the team

- Location and times of all practices and contests, as well as, policies on pick up times
- Team requirements, i.e.:special equipment, off season conditioning
- Procedures should your child be injured during practices or contests
- Discipline that results in the denial of your child's participation

### **Communication Your Coaches Can Expect From Parents**

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns regarding a coach's philosophy and/or expectations

As your child becomes more involved in the programs at Naples Central School, they will experience some of the most rewarding moments of their lives. It is important to understand, however, that there may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

### **Procedure to Use in Discussing Concerns with Coaches**

1. **The Student - Athlete** talks to the coach before / after practice or sets up a meeting to discuss the concern. No conversation should take place immediately prior / following a contest.
2. **Parent and athlete discuss the concern with the coach.** (Note: Step 2 will not happen until Step 1 has been attempted. While we understand that some athletes may feel anxious about talking to the coach, we feel it is necessary to begin teaching our student athletes that they need to learn to advocate for themselves. A parent should not be voicing an initial concern to a coach that the student athlete has not previously raised.) As stated above, avoid the four topics that are not appropriate to discuss with the coach and DO NOT attempt to confront a coach before or after a contest or practice. This can be an emotional time for all parties.
3. **Parent and Athlete discuss the situation with the Athletic Director.** This step will not occur until Step 1 and Step 2 have been met. The Athletic Director will not discuss the four topics that are not appropriate to discuss with the coach.
4. **Parent and athlete discuss the situation with the Building Principal** (Building Principal will not discuss the four topics that are not appropriate to discuss with the coach)
5. **Parent and athlete discuss the situation with the Superintendent** (Superintendent will not discuss the four topics that are not appropriate to discuss with the coach)
6. **Parent and athlete discuss the situation with the Board of Education** (BOE will not discuss the four topics that are not appropriate to discuss with the coach)

We understand that athletics, at their very heart are competitive in nature. This has the potential to bring about questions and concerns throughout a season. A parent / student athlete may discuss the following items with the coach;

### **Appropriate Concerns to Discuss with Coaches**

- The treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

As a parent, at times, it is very difficult to accept a child's playing time or role within the team. Coaches are professionals. They make judgements based on what they believe to be best for the team. As you have seen from the list of "Appropriate Concerns to Discuss with Coaches", certain topics can be and should be discussed with a child's coach. Other issues however, such as those listed below, should be left to the discretion of our professional coaching staff.

### **Issues NOT Appropriate to Discuss with Coaches**

- Playing Time
- Team Strategy
- Play Calling
- Other student-athletes

### **Provisions For Attending Athletic Contests For Parents**

1. Be respectful of the team's space and please don't enter the players area at anytime to hold discussions with your student - athlete or other student - athletes.
2. Please refrain from coaching your student - athlete or other student - athletes during a practice or contest.

### **Participation Guidelines For Students**

Extra-curricular participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, and to the community. Participants assume responsibility as an ambassador of the district, on and off school property, during the season. When participants accept this privilege, they must abide by:

- Substance Training Guidelines
- Code of Conduct Guidelines

#### **I. Substance Training Guidelines (Grades 9-12)**

Training rules address the use of tobacco products, alcohol, or controlled substances. (Consumption of alcohol while participating in religious services or ceremonies does not constitute a violation of the Substance Training Guidelines.) No participant may possess, use, distribute, manufacture, or be in the presence of:

- Tobacco products
- Illegal drugs and paraphernalia
- Alcoholic beverages
- Look-alikes
- Electronic/smokeless/vapor cigarettes

Law enforcement officials may be called in at any time. A more severe penalty may result if an athlete denies guilt and he or she is later found to be guilty. Students violating this guideline shall be subject to at least:

**1. First Offense (first violation committed while the participant is a member of any sport or extracurricular club):** The participant will be suspended from all extracurricular sports/activities for the next five days that the sport/club is in session from the time of the decision. While the individual may still attend athletic events as a spectator, he/she will not be able to participate in activities such as dances, activity nights, rehearsals, etc. until the suspension is over. The suspension will be carried over to the following season if necessary. The participant must also meet with a school-designated counselor for sessions of substance counseling. The school counselor will identify the number of counseling sessions the individual must attend (minimum of two), and the counseling may extend beyond the suspension of the student from extracurricular participation. Ex: A student might be able to resume participating before they have fulfilled their required substance counseling obligations.

**2. Second Offense (second violation committed while the participant is a member of any sport or extracurricular club):** The participant will be suspended from all extracurricular sports/activities for the next ten weeks that the sport/club is in session from the time of the decision. The suspension will be carried over to the following season if necessary. The participant must also meet with a school-designated counselor for sessions of counseling outside instructional time. The school counselor must also agree to the number of sessions and the athlete's release from counseling before the athlete can resume participation.

**3. Third Offense (third violation committed while the participant is a member of any sport or extracurricular club):** The participant will be banned from all extracurricular sports for the remainder of his/her high school career.

**4. Reinstatement:** After one calendar year, a participant may apply to the Athletic Director for reinstatement to the Athletic Program or to the High School Principal for reinstatement to the extracurricular activity. Sufficient evidence must be provided to indicate the necessary steps have been taken to address the participant's behavior/choices. Application does not guarantee reinstatement. The school counselor must also agree to the participant's release from counseling before the participant can resume participation.

**5. Self-reporting:** If a participant self-reports for assistance in dealing with his/her alcohol or other drug use, he/she will be referred to a school counselor. Amnesty from discipline will continue as long as a participant follows his/her recommended treatment program, he/she will



be subject to the regular regulations regarding extra-curricular activities. This section does not apply to a participant being investigated for training rule violations. This is a one-time-only amnesty arrangement that is valid for only one such reported incident.

In addition, a situation might arise where a participant accidentally finds themselves surrounded by individuals using tobacco products, alcohol, or other controlled substances. Because participants are not permitted to be in the presence of such substances, the participant will need to leave the area immediately and report the incident to a coach, an advisor, a school counselor, or school administrator within the next 24 hours to avoid an athletic suspension.

**6. Substance Training Rules (Grades 7-8):** Training rules address the use of tobacco products, alcohol, or controlled substances. No participant may possess, use, distribute, or manufacture tobacco or alcohol or any other drug, or use or possess drug paraphernalia at any time. The same three steps above for participants in grades 9-12 will be followed for an participant's seventh and eighth grade career. Once a participant is a ninth grader, he/she will start with a clean slate. A selectively classified seventh or eighth grade participant will be treated as a junior-high athlete or participant for any alleged violations.

## **II. Code of Conduct Guidelines**

All athletes must abide by the Naples Code of Conduct. Conduct rules for non-team or non-club issues address violations of school rules, as well as violations of good citizenship. Some examples of unacceptable behavior both on and off school property include: unsportsmanlike conduct; truancy or illegal absence from school or classes; insubordination; fighting; lack of cooperation with school personnel; vandalism; internet misconduct; violation of the rights of others; bullying; stealing; hazing; assault; and harassment.

If school rules are broken, a participant will face school penalties associated with the infraction as well as any consequences outline herein. In serving penalties, special consideration will not be given to an athlete beyond those given to all students. If a student is serving a half or full day of "in school" or "out of school" suspension on a particular day or days, he/she is also banned from practices or events for that day.

All coaches or advisors reserve the right to determine an appropriate disciplinary action for failure to abide by the team's/club's code of conduct. The consequence will be based on the nature of the misconduct, the level of severity, and the number of times it occurs. The disciplinary action set by the coach may include, but is not limited to, warnings, playing time reductions, game suspensions, and dismissal from the team. A coach, advisor, Principal, or Athletic Director may refer the case to the Athletic Review Board if he/she so chooses.

## **Yellow - Red Policy**

### **Public Conduct on School Property**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district.

The purpose of this code is to maintain public order and prevent abuse of the rights of others. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property. As appropriate, the District's Yellow/Red Card Zone procedures will be in effect.

### **A. Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so. (red)
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson. (yellow or red)
3. Disrupt the orderly conduct of classes, school programs or other school activities. (yellow or red)
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program. (yellow or red)
5. Intimidate, bully, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, disability or any other legally protected status. (red)
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed. (yellow or red)
7. Obstruct the free movement of any person in any place to which this code applies. (yellow or red)
8. Violate the traffic laws, parking regulations or other restrictions on vehicles. (yellow or red)

9. Possess, consume, sell, offer, manufacture, distribute or exchange alcoholic beverages, controlled or illegal substances, or any synthetic versions (whether or not specifically illegal or labeled for human consumption), or be under the influence of either on school property or at a school function. (red)
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district. (yellow or red)
11. Loiter on or about school property. (yellow or red)
12. Gamble on school property or at school functions. (yellow or red)
13. Use tobacco products on school property. (yellow or red)
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties. (yellow or red)
15. Willfully incite others to commit any of the acts prohibited by this code. (yellow or red)
16. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function. (yellow or red)
17. Pet owners are responsible to make sure animals do not urinate, defecate or commit any nuisance upon any playground, athletic field or other student-occupied area. Should an accident occur the pet owner is personally responsible for any and all cleanup. (yellow or red)
18. Use profanity or any form of vulgar language. (yellow)
19. Use negative remarks to/about officials, players, coaches, or other spectators. (yellow)
20. Display actions of poor sportsmanship. (yellow)

## **B. Penalties**

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. For purposes of community events, including interscholastic competition, the designated Yellow and Red Card Zone procedures shall be followed.

### **C. Enforcement**

The building principal or his or her designee shall be responsible for enforcing the conduct required by this code. When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat or injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop.

The principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

This enforcement may come in the form of a "yellow or red card" which will alert the individual of consequences or possible actions if conduct does not improve.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

### **Athletic / Extracurricular Review Committee**

The Athletic/Extracurricular Review Committee will consist of the High School Principal, Athletic Director, a current teacher of the athlete's choice, and a varsity coach or advisor not directly involved with the sport or club in question who teaches in the school district. The job of the Athletic/Extracurricular Review Committee will be to make decisions that need to be made which are not covered in the Athletic/Extracurricular Handbook. They will also hear appeals of decisions regarding Substance Training Guidelines and Code of Conduct Guidelines Concerning Non-team or non-club Issues. The Principal will conduct the meeting. The Principal will make the final determination based on the discussions and findings of the committee.

### **Additional Athletic / Extracurricular Policies**

**Academic Eligibility:** Participants will follow the regular school Academic Policy. A copy of the policy is available in the Main Office.

**Advanced Placement Process (APP):** According to a paraphrase from the New York State Department of Education; "Normally, a student is eligible for senior high athletic competition in a sport during each of four consecutive seasons, beginning with entry into the ninth grade. However, by satisfying the requirements of the APP, a student may receive extended eligibility that permits (a) participation during five consecutive seasons in the approved sport, after entry into the eighth grade or (b) participation during six consecutive seasons in the approved sport, after entry into the seventh grade. The program is not to be used to fill positions on teams, provide additional experience, provide a place for junior high students when no modified

program is offered, or reward a student. Instead, it is aimed at the few select students who can benefit from such placement because of their level of readiness. In order to qualify for APP consideration, students, teachers, coaches, or parents/guardians may request the director of physical education/athletics to process a student through the APP screening procedure." If you believe your child may qualify to undergo this evaluation, click the link below to start the process.

### [Athletic Placement Process \(APP\)](#)

**Coaches Evaluation During APP Process:** Once a student has passed through the levels of the APP and arrives at the coach's evaluation portion; The athlete must be deemed ready to play at the level **by the coach**. In regards to playing time; if the coach does not feel the athlete will play **more than 70%** of the time the Athletic Director will deny the request. If an athlete is being considered to move up they should be getting significant playing time. If an athlete doesn't meet the 70% mark on the coaches evaluation that means the student is not ready to be placed at a higher level and therefore, should be left at the appropriate level to gain more experience and more skill development.

### **Attendance Policies**

**School Attendance:** A participant who misses school or part of school because of illness is not allowed to participate in that day's athletic practice, rehearsal, competition, etc. "If a participant is too sick to be in school, the participant is too sick to play." Note: This does not pertain to a participant who visited a doctor on that specific day (excused absence). A participant must be on time to school and attend all classes, lunch, and study halls to participate in practices and games, unless excused by the High School Principal, the Attendance Clerk, or the Athletic Director. If a participant misses school due to an excused absence, it is the participant's responsibility to get a signed yellow pass to participate in practice or games later in the day. If a student is late for school or needs to leave for reasons not listed in the Athletic/Extracurricular Policy, he or she may request a yellow pass to practice or play from the Athletic Director, the Principal, or the Attendance Clerk. If the reason for lateness or leaving school is deemed legitimate, a pass will be issued.

**Vacations:** Family vacations that occur on official school days will be handled as per the District's Attendance Policy.

It is important to note that the District recognizes the importance of family time and vacations. No coach or advisor will adversely discourage a student from participating in a family vacation when school is not in session. When parents and students choose to take family vacations during seasons of competition it must be understood that the time missed by the student-athlete may affect team chemistry, personal conditioning, or activity readiness. To be fair to all members of the team/club, students who miss practices or competitions for any reason may see adjustments in positions or playing time. The coach may determine that those students who were present for the practices/competitions are better conditioned for participation in competitive athletics or prepared for an extracurricular activity than those who

have not attended all scheduled events (practices and contests).

**Practice Attendance:** All participants need to be in attendance at all scheduled practices unless excused by the coach. Unexcused absences may result in suspension or dismissal from the team.

**Quitting, Dismissal, and Cuts:** An athlete who quits or is dismissed from an activity is ineligible to participate in that activity for the remainder of the season. He/She will not be able to go out for another sport during the season unless he/she has the approval of the Athletic Director and all coaches involved. An athlete who quits or is dismissed from an activity will also forfeit awards and letters earned for that activity. An athlete cut from a sport can play another sport that season with the approval of both coaches and the Athletic Director.

**Equipment/Uniforms:** Equipment and clothing issued to an athlete is school property and is to be used and worn only during practice sessions and contests. The athlete must return all equipment and clothing issued during the season. Failure to do this may make the athlete ineligible to participate in any other sport. The athlete may not be eligible for letters, pins or team awards. The athlete may be required to pay for the replacement of unreturned or lost articles. The athlete may be given detention.

**Injuries:** It is extremely important to report all injuries immediately to the head coach. Appropriate paperwork will be completed by the coach and submitted to the high school Nurse.

**Transportation:** When possible, each participant should be transported to and from all away contest/practices by school-authorized vehicles. Travel time is an integral part of being on an athletic team or club. It affords time to the advisors, coaches and athletes to prepare prior to the contest and to reflect on the contest afterwards. The only exception to this policy would be a written request on an athlete's "Ride Sign-out Permission Slip" that is signed by the parent/guardian and turned in to the High School Principal 24 hours in advance of the scheduled athletic contest, performance, or competition. In this case, it is understood that the participant must be transported after the contest by their parent/guardian or other designated adult. This does not include a participant's friends, siblings, significant others, etc.