

Destine Preparatory Charter School District-Wide Emergency Response Plan



Introduction

At Destine Preparatory Charter School, emergency response is vital to ensuring all students and school personnel are safe. The District-Wide Emergency Response Plan looks at the procedures and policies necessary to ensure this safety. Having necessary procedures and communication with outside organizations helps to create necessary relationships while also breaching the necessity of required procedures to fully function. This plan was in conjunction with the Schenectady City School District's District-Wide Emergency Response Plan.

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Section I: General Considerations and Planning Guidelines

A. Purpose

Emergencies and violent incidents in school districts are issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-Wide 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 school.

The Schenectady City School District's District-Wide Safety Plan was developed pursuant to Commissioner's Regulation 155.17. Destine Preparatory falls under the umbrella of Schenectady City School District. The District-Wide School Safety Plan will be unique to Destine Preparatory Charter School but will align with the Schenectady City School District's overarching Safety Plan.

B. Identification of Chief Emergency Officer

The Schenectady City School District and Destine Preparatory Charter School designates the Chief Emergency Officer, whose duties shall include, but are not 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 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 the 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 a required training in the emergency response plan yearly by September 15th. New employees hired after the start of the school year receive training within 30 days of hire as part of the New Hire Program. It is the responsibility of the Head of

School to ensure training is completed and documented. All New York State Education Department required mandatory training will be recorded;

7. Ensure that all buildings perform the required evacuation and lock-down drills as required by Education Law section 807.

For Destine Preparatory Charter School, the Chief Emergency Officer will be the Head of School.

C. Identification of School Teams

The SCSD 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 are as follows:

- Chief Emergency Officer
- Operations Manager
- School Counselor
- Special Education Coordinator
- School Board Member
- School Nurse
- Parent Liaison

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, as well as the Superintendent's office using the dedicated emergency number.
- Efforts may be supplemented by County and State resources through editing protocols. The Schenectady Police and Fire Department will coordinate mutual aid when required.

E. Plan Review and Public Comment

- This plan should 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, Head of School'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. The District-Wide School Safety Plan was then adopted by the School Board, after the one required public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. When possible, the District Wide Safety Team should coordinate with the Code of Conduct Committee so that presentation to the Board of Education and public comment periods coincide.
- While linked to the District-Wide School Safety Plan, the building-level emergency response plans should be confidential and not be subject to disclosure 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 Destine Preparatory website. 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 New York State Police within 30 days of adoption.

Section II: General Emergency Response Planning

F. Identification of Potential Emergency Sites

Identifications of sites of potential emergency include:

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

G. Response Plans Options

These multi-hazard response guides are located in the building-level emergency response plans and are in an 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 building in case of:
 - Severe Weather
 - Bomb Threat
 - HazMat Incident
- **Evacuation:** Used to evacuate student/staff from the building:

- Before, during, and after school hours, including security during evacuation and evacuation routes
- **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 concern outside of 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

H. District Resources

In the building level safety plans, the SCSD has identified various district resources. These resources will be available during an emergency and include identification of personnel, equipment, and shelters. These additional resources are on the SCSD school website under Directory.

I. District Response Coordination

Using the Incident Command System (ICS), 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. School Building ICS will be included in the individual School Building Response Plan.

J. Annual Multi-Hazard Training

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. In the beginning of the school year, all staff will undergo annual training by September 15th. Each September 15th thereafter, indicated on their building-level emergency response plan, which includes components on violence prevention and mental health. It is the Head of School'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 existing new hire training program. All New York State Education Department required mandatory training will be recorded in the SCSD professional development module Staff Trac. It is the Head of Schools responsibility to ensure these trainings are complete and documented. The School District will ensure these trainings are completed and documented by October 1st. 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 early drill
- Shelter-in-place
- Evacuation/fire drills
- Lockout
- Lockdown
- Table top exercises
- Incident Command System training

K. Annual Drills and Exercises

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.

Fire and Emergency Drills:

The SCSD, 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. These drills include 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 drills are required to be evacuation drills. Schools are required to conduct a drill each month throughout the 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 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 actions that is specifically required by the statute.

Section III: Responding to Threats and Acts of Violence

L. Responding to Threats of Violence

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 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 threats 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 response as appropriate to include possible implementation of the building-level emergency response team.
- Communication with parents/guardians. When a student implies or specifically threatens self-inflicted violence, including suicide, the school's administrator or designated staff member directly contacts the respective parents/guardians.

M. Responding to Acts of Violence and Zero-Tolerance Policy

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 by students, teachers, or other school personnel and visitors to the school. Incidents can include school violence, crimes against persons, hostage taking, intruder, and kidnapping.

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 the appropriate Emergency Responders.

NOTE: The SCSD “Code of Conduct” addresses policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.

N. Law Enforcement Involvement

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.

O. Identification of Appropriate Responses

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/guardians
- Procedures to notify the media
- Debriefing procedures

Policies and procedures have been established to identify parents, guardians, or persons in potential relation to the students in the event of a violent incident or an early dismissal. 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 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.

P. The SCSD 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 contact 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.

Q. 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. The SCSD 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.

R. 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.

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

T. Security and Supervision

Doors in the SCSD should be locked at all times. If a door is left open, it must be monitored. All 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.

All SCSD 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.

All SCSD 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.

An approved visit 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. Visitors will be required to show an ID each time they enter a school within the district.

A digital video surveillance system is in service at SCSD 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, and search and recover images.

An intrusion deception (burglar) alarm system that is linked to a central monitoring station is in service at SCSD schools and facilities. Each facility will utilize the 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.

A fire alarm that is linked to a central monitoring station is in service at every school and facility within the district. These alarms and our fire response procedures are tested regularly consistent with NYSED regulations.

Threat Assessment:

1. The SCSD has implemented procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors. These include, but are 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.
2. 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 SCSD has teams trained in every school to utilize the Virginia Threat Assessment Protocols. This communication may extend beyond SCSD 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.
3. The SCSD recognizes the importance of programs and activities that improve communication throughout the school community and that encourages 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 initiative:
 - a. School Counselors provide topic sensitive short-term counseling for individuals and groups;
 - b. School Social Workers provide crisis service counseling;
 - c. Academic Support Services;
 - d. 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;
 - e. SCSD Extended Day After-School Programs;
 - f. The Summer Enrichment Program;
 - g. School wide bullying prevention programs;

Dignity For All Students Act (DASA):

The Office of Pupil Personnel Services (PPS) 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 and students are provided with information and training regarding the Dignity For All Students Act. The district employees 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 the Head of

School 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 DASA, names and contact information for district and building DASA coordinators, and a link to the Dignity Act Compliant Form.

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 medication or informal and formal counseling to referral to outside mental health services and other community agencies. When bullying and 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.

U. Prevention and Intervention Strategies

The following are prevention and intervention strategies provided within schools:

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

- Age appropriate prevention and intervention strategies as noted above
- 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 V: Recovery

Recovery addresses the help needed for all involved to heal and to restore the school community to “normal” operations. The SCSD 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.

V. Direct Support for SCSD

The building-level emergency response plan provides resources for supporting the building-level emergency response team and post-incident response team. The SCSD’s 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 (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.

W. 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, 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.try-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 re evaluates current multi-hazard and violence prevention practices and school safety activities.

APPENDIX A: District Buildings, Contacts, and Phone Numbers

The following is a listing of all school buildings covered by the district-wide school safety plan.

BUILDING	ADDRESS	CONTACT TITLE	PHONE NUMBER
Destine Preparatory Charter School	530 Franklin Street Schenectady, NY 12305	Head of School	518-618-2301

APPENDIX B: Communicable Disease Continuation Action Plan

A copy of the Communicable Disease Continuation Action Plan can be found at the following link:

https://cdn5-ss12.sharpschool.com/UserFiles/Servers/Server_412252/Image/Safety/2020-2021/Continuation%20of%20Operations%20Plan.pdf