

# **Berlin Central School District**

## **DISTRICT-WIDE SAFETY PLAN**

Revised 4/24/2023



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# **DISTRICT WIDE SAFETY PLAN**

## **INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. School districts are required to develop a School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The Berlin Central School District's School's Safety Plan is responsive to the needs of the school and is consistent with the more detailed School Safety Plan required at the school building level. School districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school.

The Berlin Central School District supports the SAVE Legislation and intends to engage in a planning process. The School's Superintendent encourages and advocates on-going cooperation and support of Project SAVE.

## **GOALS**

To promote and foster a safe school learning environment, the Berlin Central School District plans:

1. To provide a planning guide and framework for action to ensure a safe learning environment, including the physical safety of the schools, and promoting best practices to ensure the medical, emotional, social and physical safety of students.
2. To continue to use the District-wide Safety Committee to monitor and annually evaluate the district's District-Wide Safety Plan and Building Level Emergency Response Plans.
3. The established Building Emergency Response Teams within each building will assess specific building safety issues and report back to the District-wide Safety Committee.

## **PLAN IMPLEMENTATION**

1. The Chief Emergency Officer for the Berlin Central School District is the Superintendent of Schools. The Chief Emergency Officer is responsible for

ensuring that the District-Wide Safety Plan and Building Level Emergency Response Plans are reviewed and updated annually, if necessary. The Chief Emergency Officer is responsible for ensuring that faculty and staff receive required training and that all required emergency drills are completed annually.

2. The Superintendent of the Berlin Central School District has formed a District-wide Safety Committee whose membership will be comprised of representatives from; parents, community, school administrators, teachers, counselors, support staff, transportation, maintenance and others to be determined by the Superintendent or designee.
3. The Superintendent and the District-wide Safety Committee has charged all building principals to form Building Emergency Response Teams within their school buildings consisting of at least the principal, secretary, buildings and grounds staff, teachers, and the school nurse.
4. It is the responsibility of each Building Emergency Response Team to use the Building Level Emergency Response Plan to develop Emergency Procedures to effectively maintain a safe building. Each year the Building Emergency Response Teams will need to assemble the information needed to assess the components of Emergency Procedures for their building.
5. The Building Principal must approve any modifications of each school's Building Level Safety Plan and submit it to the Superintendent of Schools. It is the Principal's responsibility to see that the Emergency Procedures are implemented through appropriate designation of tasks to School Safety Team members as well as others.
6. Each Building Emergency Response Team should plan to meet to monitor and adjust their Building Level Emergency Response Plans if necessary, throughout the school year; a minimum of three meetings is advisable.
7. It is the responsibility of the District-wide Safety Committee to continually re-evaluate District-Wide Safety Plan, to make necessary adjustments and to report annually to the Superintendent and/or the Board of Education.
8. Each year the District-Wide Safety Plan must be reviewed, updated if necessary, and adopted on or before September 1 of each year by the Board of Education upon the recommendations of the Superintendent as the Chief Emergency Officer.
9. The approved District District-Wide Safety Plan must be provided to the Building Principals by August 31 for individual building planning purposes. Copies will also be provided to local emergency first responders.
10. It shall be the responsibility of the Superintendent of Schools to maintain a progressive record of the District District-Wide Safety Plan and new or updated

Building Emergency Response Team Emergency Procedures for each year. Updated Building Level Emergency Response Plans must be submitted to the New York State Education Department by October 1, annually.

11. A copy of the plan is available in the school's office and is published on the District website. While linked to the District Safety Plan, the building level school safety plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law and any other provision of law in accordance with Education Law 2801-9.

## **RISK MANAGEMENT**

The District is committed to minimizing risks that impact the interior and exterior physical environment of the schools. This commitment is evidenced by the maintenance of its buildings and grounds to maximize safe conditions. To ensure the best possible safe environment, our Superintendent of Buildings and Grounds conducts safety audits on a regular basis and compliance plans are developed and implemented if needed. Playground safety is a major area of responsibility; safety concerns are addressed immediately. Staff participates in the Right to Know, Bloodborne Pathogens, AED, and CPR training, District-Wide Safety Plan and Emergency Procedures as well as harassment prevention. The district continuously evaluates and updates its Emergency Procedures and has adopted the National Incident Management System.

### **Violence Prevention Initiatives**

The Berlin Central School District continues to develop and investigate various strategies regarding security, violence prevention and intervention. Many school-wide prevention programs and interventions are in place within the district.

Examples include but are not limited to the following:

- School-based mental health services
- Cameras to monitor hallways, entrances, parking areas and playgrounds
- Monitored single entrance of each building
- Visitor sign in and sign out
- Code of Conduct
- Internet safety instruction
- Counseling groups
- Student support teams
- Character education
- Student assistance counselors
- Referrals to outside agencies
- Student-led leadership training
- Peer mediation

- DASA Initiatives
- Restorative practices

### **Training Drills & Exercises**

The district will review and conduct drills and other exercises to test components of Building Level Emergency Response Plans, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials.

The district:

- Has held and attended tabletop exercises on and off-site sponsored by Questar and involving local law enforcement officials.
- State police and local first responders have participation in “walk-throughs” of district schools for familiarization purposes.

### **Procedures for annual multi-hazard training for staff and students**

Each school within the district shall:

- Conduct a minimum of four lockdown and eight fire drills per school year. A combination of eight drills are to be completed by December 31 with the remaining four drills to be completed by summer recess each year.
- Provide all staff with lockdown and emergency training delivered by law enforcement.
- Provide the required staff with playground safety training (Berlin Elementary School only).
- Targeted staff will participate in blood borne pathogens training.
- Targeted staff is trained in policies/procedures pertaining to anti-harassment/bullying/violence.
- Students are instructed on lockdown procedures prior to the required lockdown drills each year.
- Students are instructed on emergency evacuation procedures prior to the required fire drills each year.
- Staff attends Rensselaer County Safe Schools meetings and other safety related training as they become available.

- Provide in-service to targeted staff titles on de-escalation, TCIS, restorative practices, and violence prevention.

## **School Security**

Berlin Central School District is committed to providing a safe working and learning environment. To help ensure the personal safety of staff and students the following has been adopted.

Screening of potential new employees which includes:

- Providing a resume and three references
- Submitting to a criminal history background check that includes fingerprinting.

## **Security Personnel – Hall Monitors**

Berlin Central School District utilizes existing staff to maintain a presence in the hallways during passing times, maintains a presence in school bus loading and unloading zones at the beginning and end of school days, and maintains a presence at any other strategically advantageous points to observe traffic flow. Staff training for these responsibilities is covered in annual violence prevention and multi-hazard training.

## **Early Detection of Potentially Violent Behaviors**

Berlin Central School District will:

- Facilitate training for staff and students on specific policies regarding reporting of threats and conflicts, weapons, appropriate clothing and the clearly defined roles and responsibilities of all persons involved in the school setting.
- Disseminate information provided by the school Code of Conduct.

There are early warning signs in most cases of violence to self and others. Certain emotional and behavioral signs that, when viewed in context, can signal a troubled student. Student support teams within each building meet regularly to monitor warning signs that may signal a student that may need help. Teachers and parents may make referrals on specific students through the building principal. Some signs may include:

- Social withdrawal
- Excessive feeling of isolation
- Excessive feeling of rejection

- Being the victim of violence
- Feeling of being picked on
- Low school interest and poor academic performance
- Expression of violence in writing and drawings
- Uncontrolled anger
- Patterns of impulsive, chronic hitting and bullying
- History of discipline problems
- History of violent and aggressive behavior
- Intolerance for differences and prejudicial attitudes
- Alcohol and drug usage
- Affiliation with gangs
- Inappropriate access/use of firearms
- Serious threats of violence

### **Sites of Potential Emergencies**

The Berlin Central School District has established procedures in the Building Level Emergency Response Plan for the identification of potential internal and/or external hazards that may be present in them. Building level plans will include and provide for temporary covering on vision panels in classroom doors as well as barricading of classroom doors as an additional measure to slow the access of an intruder in the event of an emergency. These procedures have been developed in coordination with local emergency management office personnel, fire department, and law enforcement agencies.

## **RESPONSE**

Berlin Central School District recognizes that appropriate response to emergencies, such as bomb threats, intrusions, hostage takings and kidnappings, varies greatly depending on the situation. Building Level Emergency Response Plans detail the appropriate response to such emergencies utilizing the following protocols:

- Identification of the decision makers
- Determination of threat level
- Plans to safeguard students and staff
- Procedures to notify and direct students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

Law enforcement officials will be contacted by the Incident Commander in line with the Building Level Emergency Response Plan and will be requested based upon the “closest response agency” concept to ensure that the response to the incident is as rapid as



possible. The school will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies.

**Notification and Activation**

- The following systems can be included as forms of communications:
  - Cell phone/telephone
  - Two-way radios
  - School Messenger system
  - Social media
  - School website
  - Intercom Emergency Alert System
  - Fax/E-mail/NOM Weather Radio
  - Local Media
  
- Upon being notified of an emergency, the Building Principal or Designee will contact law or emergency personnel in accordance with stated response protocol.
  
- In an event of an emergency, the Principal or Designee will notify all building occupants to take the appropriate protective action.

**ACTION PLANS**

**Multi-Hazard Responses**

The Berlin Central School District’s multi-hazard response plans for taking actions in the following emergencies are included in the Building Level Emergency Response Plan. These include, but are not limited to, the following:

<p><b>Acts of Violence</b></p> <ul style="list-style-type: none"> <li>• Bomb Threat</li> <li>• Hostage taking/kidnapping</li> <li>• Intrusion</li> </ul>	<p><b>Systems Failure</b></p> <ul style="list-style-type: none"> <li>• Building Structure Failure</li> <li>• Maintenance Emergency</li> <li>• Transportation Fleet Loss</li> </ul>
<p><b>Natural Hazards</b></p> <ul style="list-style-type: none"> <li>• Earthquake</li> <li>• Flood</li> <li>• Hurricane/tropical storm</li> <li>• Severe thunderstorm/tornado</li> <li>• Winter storm</li> </ul>	<p><b>Technological Hazards</b></p> <ul style="list-style-type: none"> <li>• Energy Supply Loss</li> <li>• Gas Leak</li> <li>• Hazardous Material Spill</li> <li>• Radiological Incident</li> <li>• Water Emergency</li> </ul>

<p><b>Medical Emergencies</b></p> <ul style="list-style-type: none"> <li>• School Bus Accident</li> <li>• Procedural Guidelines for Medical Emergencies</li> <li>• COVID-19</li> <li>• Pandemic Flu</li> </ul>	<p><b>Explosion and Fire</b></p> <ul style="list-style-type: none"> <li>• Explosion/Fire Emergency</li> </ul>
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**PANDEMIC PLANNING FOR PUBLIC HEALTH EMERGENCIES INVOLVING A COMMUNICABLE DISEASE**

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020 that requires public employers, including public school districts, to adopt a continuation of operations plan in the event that the governor declares a public health emergency involving communicable disease. The legislation (S.8617-B/ A.10832) amended subdivision 2 of section 2801-a of New York Education Law to require that District Safety Plans include protocols for responding to a declared public health emergency involving a communicable disease that are “substantially consistent” with the provisions of section 27-c of the Labor Law.

In the case of a public health emergency involving a communicable disease, the district will activate its Public Health Emergency – Continuation of Operations Plan, which is located in Appendix A at the end of this document. This plan is currently not in effect.

**Emergency Remote Instruction Plan**

At the September 2022 meeting of the Board of Regents, the following regulatory amendments were adopted related to remote instruction, including delivery of remote instruction under emergency conditions. The Department previously authorized a “snow day pilot” program during the 2020-2021 and 2021-2022 school years. This program allowed school districts to deliver instruction remotely on days in which it would otherwise have closed due to an emergency. To give districts greater predictability, the Board of Regents approved an amendment to §175.5(e) of the Commissioner’s regulations to codify this flexibility. Districts that would otherwise close due to an emergency may, but are not required to, remain in session and provide instruction through remote learning and count these instructional days towards the annual hours requirement for State Aid purposes.

In the event the school district closes school and chooses to implement the remote instruction plan, which is located in Appendix B at the end of this document, it will be utilized to ensure the day counts as a day of instruction towards the district’s 180 days of required instruction.

## **EVACUATION PROCEDURES**

The following procedures have been developed for the safe evacuation of students, teachers, other school personnel and visitors to the school in the event of a serious incident.

### **1. Early Dismissal – Go Home Plan**

Communication of the plan shall be primarily the responsibility of the school superintendent through cooperation with county and local community agencies, radio and television stations, and School Messenger emergency notification system.

### **2. Evacuation Plan**

If there is a disaster within Rensselaer County, the Berlin Central School District Superintendent will implement an evacuation plan in cooperation with the Rensselaer County Emergency Services.

If the evacuation of the school building is deemed necessary, teachers will be responsible for all persons under their control. They will take class attendance, visitor logs and other important records with them to pre-designated safety areas.

Administrative personnel will take official visitor logs, along with 'essential' records, to the evacuation site.

### **3. Sheltering Plan**

If it is necessary for a school building to be utilized to house students, all teachers and building administrators will stay with the students to oversee and to supervise such operations.

### **4. Emergency Evacuation Procedures/Sites**

The following procedures will be used by school personnel in the event that the school building must be evacuated as a result of emergency circumstances:

#### **If an evacuation is necessary before the start of the school day:**

No students will enter building. All staff will vacate to nearest designated site.

#### **If an evacuation is necessary during school hours:**

All students within the building or waiting to enter will be evacuated to appropriate shelter site.

### **5. Student Release and Reunification**

All students who have been evacuated to a pre-designated safety area will remain under the supervision of teachers and administrative personnel until the incident has been resolved. The incident commander will determine the plan for reunification with families.

### **6. Evacuation of Persons with Disabilities**

It is the responsibility of the Principal and the District-wide Safety Committee along with the School Nurse to develop and implement an emergency evacuation plan for persons with medical issues and physical limitations. Plans will be included in each schools Building Level Emergency Response Plan.

## **RECOVERY**

After a critical incident has occurred, the school is committed to a thorough and comprehensive recovery for students, staff and families. To achieve this goal, the Post-Incident Response Team should consider the following steps:

Step 1: Consult with Leadership Team and others to:

- Determine nature and advisability of team involvement
- If team is needed, acquire release from currently assigned responsibility

Step 2: Acquire facts and circumstances as to the nature of the trauma/loss

Step 3: Determine groups and/or individuals most affected by the trauma (target population)

Step 4: Assist Director in the following:

- Arrange for staff meeting and formulate staff meeting agenda
- Disseminate information to staff, parents, students, media, etc. (ex. letters, etc.)
- Determine logistical needs (ex. work space, crisis center, counseling rooms, class schedules, etc.)

Step 5: Assignment of team members and other staff to individual tasks

Step 6: Provide Crisis Team Services

- Conduct faculty meeting with all building staff and plan follow up meetings
- Conduct classroom meetings in seriously affected classes
- Assess needs and arrange for follow-up meetings with individuals and small groups
- Crisis Team “debriefing” at the end of the day
- Provide substitutes and aides as back-up staff for teachers
- Crisis workers in offices to aid office staff to deal with parents’ telephone calls and questions

Remind staff about “Teachable Moments”

- Death and grief education
- Personal safety, sorting rumor from fact
- Anatomy of the injury (ex. what type, extent, what it means)

Step 7: Assist in creating a committee that can coordinate and plan for memorial contributions, expressions of sympathy, scholarship funds, etc. This committee should be composed of staff, students and parents.

Step 8: Follow-up plans for ending Crisis Team involvement

- Staff meeting to go over staff questions and needs
- Provide feedback to teachers regarding individual student needs referral of literature
- Refer students and others to appropriate building personnel or other helping resources in the community
- Arrange for meeting with Crisis Response Team to determine effectiveness of the Crisis Response Plan in addressing the needs for the incident

## **Follow-through**

Berlin Central School District will work closely with local mental health services to:

- Provide services to children and families that are appropriate for the type of emergency/disaster
- Assess conditions and immediate needs of children and families including food, shelter, clothing and medical treatment
- Follow-up on referrals
- Decrease the internal and external stressors which affect the children and families
- Provide opportunities for children and families to verbalize their feelings and emotional support to aid recovery
- Guide the families through the emergency/disaster and provide tools and techniques for the families to help them recover

# **Public Health Emergency Continuation of Operations Plan**

## **Berlin Central School District**

If there is a public health emergency Berlin Central School District will follow the guidance, if required, as issued by the NYSDOH, RCDOH and other county/state/federal agencies.

# Appendix A: Emergency Remote Instruction Plan

## Purpose

In the event the Berlin school district closes school and chooses to implement remote instruction, the following plan will be utilized to ensure the day counts as a day of instruction towards the district's 180 days of required instruction.

The state defines remote learning as "instruction provided by an appropriately certified teacher, or in the case of a charter school an otherwise qualified teacher pursuant to Education Law §2854(3)(a-1), who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher."

In order to meet the requirement of "regular and substantive daily interaction between the student and teacher", we will follow these guidelines:

- 1) Communication** - All notification (to the extent possible) is sent the day before the closure (for remote instruction).

With staff - Email

With parents - School Messenger, Website, Local stations  
With students - Schoology

- 2) IT -**

Chromebooks - each student has an ipad or a chromebook.

- BES would need advanced notice as students don't take devices home each day.
- Charging should not be an issue as charging cables can be sent home.
- Grades 6-12 can bring devices home each day.
- Notice to students, staff and parents regarding remote instruction would go out the night before (to the extent possible), to have devices prepared.
- Hotspots for this purpose - Activated before winter starts and then deactivated in spring.



### 3) Instruction

#### BES Grades K-5

#### [BES Remote Schedule 2022-2023](#)

#### Remote Teaching Schedule by Grade 2022-2023

**Instructional Time:** This time is to be used by classroom teachers to have live whole class meetings/lessons and to meet with small groups. During this time, students will be working with their classroom teacher(s) or completing activities on Seesaw or Schoology. Special area teachers/MTSS will follow their normal schedule. All classes will be taught live.

#### Kindergarten

8:15-9:00	Planning
9:00-9:20	Homeroom
9:20-9:50	MTSS
9:50 - 11:00	Instructional
11:00 - 12:00	Lunch/Recess
12:00 - 1:00	Instructional
1:00-1:40	Special
1:45 - 2:45	Science/Social Studies

### First Grade

8:15-9:00	Planning
9:00-9:15	Homeroom
9:15-11:00	Instructional
11:00-12:00	Lunch/Recess
12:00 - 1:15	Instructional
1:15-1:45	MTSS
1:45 - 2:20	Special
2:20-2:45	Science/Social Studies

### Second Grade

8:15-9:00	Planning
9:00-9:15	Homeroom
9:15-11:00	Instructional
11:00-11:30	MTSS
11:35-12:15	Special
12:15-1:15	Lunch/Recess
1:15-2:15	Instructional
2:15-2:45	Science/Social Studies

### Third Grade

8:15-9:00	Planning
9:00-9:15	Homeroom
9:15-10:50	Instructional
10:50-11:30	Special
11:30-12:30	Lunch/Recess
12:35-1:05	MTSS
1:05-2:15	Instructional
2:15-2:45	Science/Social Studies

### Fourth Grade

8:15-9:00	Planning
9:00-9:15	Homeroom
9:20-10:00	Special
10:00-11:25	Instructional
11:35-12:05	MTSS
12:05-1:05	Lunch/Recess
1:10-1:40	Science (Laz Days 1,2, Kneer Days 3,4, Mulvey Days 5,6) Social Studies
1:40-2:45	Instructional

### Fifth Grade

8:15-9:00	Planning
9:00-9:15	Homeroom
9:20-10:10	Rotation 1
10:15-10:45	MTSS
10:50-11:40	Rotation 2
11:45-12:15	Lunch
12:15-12:55	Special
1:00-1:50	Rotation 3
1:50-2:15	Recess
2:15-2:45	Science/Band Day 5/Chorus Day 2

At the elementary level, a schedule has been created that will closely follow a typical school day as much as possible. The schedule will include instruction in ELA, Math, Science and/or Social Studies. Students will meet with their special area teachers at their regularly scheduled times. Our schedule will also allow for students to receive any MTSS support they would receive on an in person school day.

- All schedules include breaks for lunch and recess
- All classes will begin at 9:00 am and start with a homeroom period for students to acclimate to the day and check in with their teachers
- Teachers will have the 8:15-9:00 block for planning
- The instructional day will end at 2:45 pm for all classes
- The 2:45 - 3:15 will be used for grade level, team, or faculty meetings as needed.
- Attendance will be required for all remote instruction days

## BMHS Grades 6-12

### Basic Overview:

- All scheduled classes would continue to meet on a shortened schedule
- Maintains alignment with BMHS schedule (sequence of classes)
- 35 minute instead of 45 minute classes
- Continues later student start time (8:45) and earlier student end time (2:00)
- Provides additional teacher prep time in the morning to prepare for classes in remote setting
- Continues to put meeting time inside the teacher day (at the end of the day)

### ● Building Schedule:

## BMHS Remote Schedule

Period	Start Time	End Time	Minutes
Teacher Remote Class Preparation	7:50	8:45	55
1	8:45	9:20	35
2	9:20	9:55	35
3	9:55	10:30	35
4	10:30	11:05	35
5 (6 Lunch)	11:05	11:40	35
6 (7 and 8 Lunch)	11:40	12:15	35
7 (9/10 Lunch)	12:15	12:50	35
8 (11/12 Lunch)	12:50	1:25	35
9	1:25	2:00	35
Faculty/Staff Meetings	2:00	2:45	45

### Instruction in online format:

- Class sessions take place during above scheduled times
- Taking attendance
  - Attendance records must be maintained
  - Presence in online session
  - Polling questions/exit ticket/formative assessments

- Shouldn't be 35 minutes of teacher talk
- Combine with breakout rooms/groups
- Consider jump starting student activities and providing time for guided and independent practice/work
- Independent work beyond 35 minute sessions:
  - Limit additional work to 15 minutes
  - If remote learning is for an extended period, please do not assign homework each day
  - Focus in classes on:
    - Social-emotional wellbeing
    - Academic content
    - Information sharing
    - Community-building
  - In the event of an extended closure:
    - Assist students in connecting them with school resources
      - Encouraging them to connect with specific teachers
      - Refer to school counselor or principal as needed
    - Support student success by checking in on their progress
    - Encourage students and show them that there are caring adults in their corner
  - Show announcements through Google Meet
    - During the day district/building meetings

TA's - assist with virtual lessons

#### **4) Attendance**

During a physical school closure, we are still required by the NYS Education Department to record our daily attendance. Attendance should be reported in SchoolTool as is done for in-person instruction.

Faculty should ensure that they are gathering attendance in one of the following ways:

- During a live Google Meet. This could be done during one of the instructional activity periods.
- A student/parent response to a prompt on SeeSaw/Google Classrooms.
- Submission of a Google Form created by teacher and sent to students/parents.
- Teachers will report attendance based on work completed and returned on the next school day.

### **5) Transportation**

No bus runs.

PD will be offered on these days to the extent possible. If there is no PD offered or offered for hours less than the total amount the staff member would use in a typical day, then staff can claim time for the remaining hours.

### **6) Nurses**

Do office work and keep a record of what they did. May be done from home with supervisor approval.

### **7) Special Education Services**

Berlin CSD will continue to provide special education services to our students. Special Education staff should coordinate those services with the general education teachers as best you can based on the time instruction is occurring.

#### TAs

All TAs should follow the schedule outlined to them by the special education teacher or building principal.

### **8) Related Service Staff**

#### OT, PT, Speech

Please plan on seeing your students as scheduled

#### Psychologists, Counselors

Please connect with the building principal on building needs for the day.

Please check in with your counseling students (virtual meetings, etc.) as well as other classroom meets as needed. Ensure that students are going to the right classes.

Could work virtually as a team

#### Social workers

Set up virtual meetings with students.

### **9) Administrators, Custodial, B&G, Secretaries - report to work in-person.**

### **10) Lunch staff**

No lunches provided.

PD will be offered on these days to the extent possible. If there is no PD offered or offered for hours less than the total amount the staff member would use in a typical day, then staff can claim time for the remaining hours.

### **11) Monitors**

PD will be offered on these days to the extent possible. If there is no PD offered or offered for hours less than the total amount the staff member would use in a typical day, then staff can claim time for the remaining hours.