

2023-24

Nassau BOCES District-Wide School Safety Plan



This District-wide School Safety Plan template has been developed by Nassau BOCES for the exclusive use of Nassau County School Districts participating in the Nassau BOCES Health & Safety Training and Information Service. This guidance document was written to assist school districts in their compliance efforts to meet the requirements of the Safe Schools Against Violence in Education Act (SAVE) and related legislation. This Plan should be customized as necessary to reflect individual school district's specific endeavors to achieve a safe school environment. This is a general overarching document that can be shared with the public and should be posted on the school district website by October 1st of each school year, as required by law. Parts of the Plan which may include names, contacts and personal information can be redacted for posting purposes. This Plan can also serve as an educational tool to help in-district personnel and the public to understand the requirements of the SAVE legislation. This contrasts to the Building-level Emergency Response Plan which details specific emergency response procedures, and as such, is a confidential document which cannot be shared with the public, cannot be foiled and is protected under law.

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District-wide School Safety Plan

Policy Statement

The **District-Wide School Safety Plan** (as required by the SAVE Law – Safe Schools Against Violence in Education – Commissioner of Education Regulation 155.17 and Education Law 2801-a) has been established to provide for the safety, health and security of both students and staff and allows for input from the entire school community. This particular component of Project SAVE is a comprehensive planning effort that addresses prevention, mitigation, protection, response and recovery with respect to a variety of emergencies that may occur in the school district and its component school buildings.

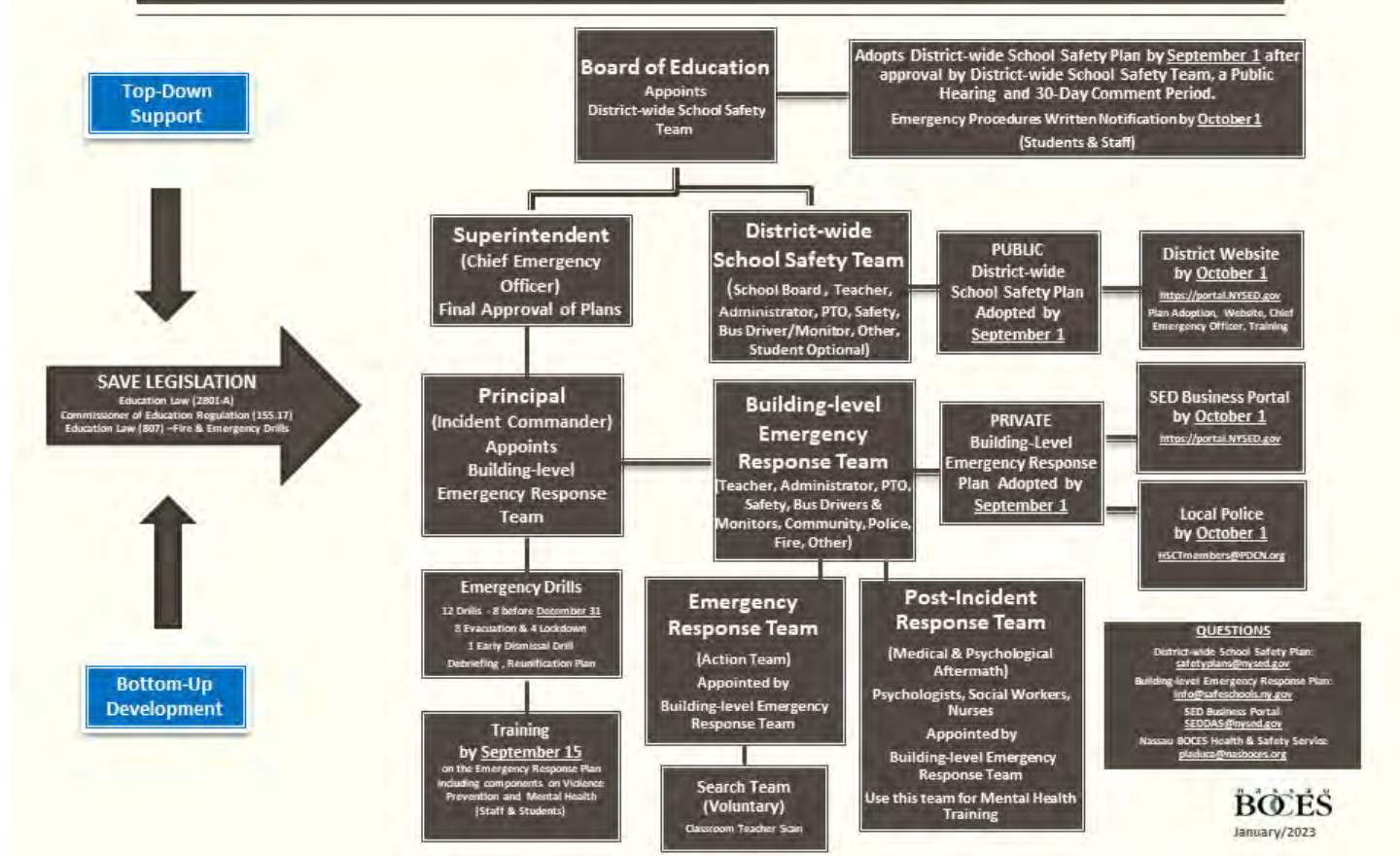
The Board of Education has appointed, under the direction of the District Superintendent, a **District-Wide School Safety Team** to develop, implement and maintain all provisions of the Plan. This Plan incorporates all **Building-Level Emergency Response Plans** that have been developed by the **Building-Level Emergency Response Teams** appointed by the **Building Principals**. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the school building **Emergency Response Team**. Upon activation of the school building **Emergency Response Team** the District Superintendent or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies. The local BOCES Health & Safety Office will assist in development of protocols for accessing these services.

The District-Wide School Safety Team reviewed and approved the District-Wide School Safety Plan. The District-Wide School Safety Plan was made available for public comment 30 days prior to its adoption and provided for participation of the entire school community. By September 1st of each school year, the District-Wide and Building-Level Plans are formally adopted by the School Board after at least one public hearing. As required by law, the District-Wide School Safety Plan is posted on the school district website by October 1st of each school year and will be reviewed annually by the District-Wide School Safety Team by September 1st of each school year. Building-Level Emergency Response Plans will be updated by September 1st of each school year by the Building-level Emergency Response Team and filed with both State and Local Police by October 1st of each school year.

Compliance Checklist	Date Achieved
Board of Education Appoints District-Wide School Safety Team	July 2023
District-Wide School Safety Team reviews/approves District-Wide School Safety Plan	July 2023
All Building-Level ERT approves Building-Level ERP/Enters in Portal	September 29, 2023
School Board has at least one public hearing on District-Wide School Safety Plan	June 1, 2023
School Board establishes 30-day public comment period	June 1-July 13, 2023
School Board adopts District-Wide School Safety Plan & Building-Level Emergency Response Plans	July 13, 2023
District-Wide School Safety Plan posted on website. The URL is https://www.nassauboces.org/districtwide-safety-plan	
All Building-Level Emergency Response Plans filed with local police	September 29, 2023
Written information on emergency procedures provided to all staff and students by October 1 st	September 29, 2023
Certify that all staff have been trained by 9/15 on the Building-level Emergency Response Plan including components on violence prevention and mental health.	September 29, 2023

The school district refuses to tolerate violence or threats of violence on school grounds and, by implementation of this Plan, will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reporters of incidents of violence will not be discriminated against. A copy of the District-Wide School Safety Plan is also available upon request at central administration in the office of the District Superintendent. Although the Building-Level Emergency Response Plans are linked to the District-Wide School Safety Plan, in accordance with Education Law Section 2801-a, the **Building-Level Emergency Response Plan will remain confidential and not be subject to disclosure**. This will ensure safety at the building-level and reduce potential for planned sabotage.

Safety Plans - Regulatory Requirements



Elements of the District-wide School Safety Plan: Compliance Checklist

Policies and procedures for:

- ☐ responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves (including suicide) CR155.17(c)(1)(i)
- ☐ responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence CR155.17(c)(1)(ii)
- ☐ contacting appropriate law enforcement officials in the event of a violent incident CR155.17(c)(1)(iv)
- ☐ contacting parents, guardians, or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal CR155.17(c)(1)(ix)
- ☐ contacting parents, guardians, or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves (including suicide) CR155.17(c)(1)(x)
- ☐ the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information CR155.17(c)(1)(xii)

Prevention and intervention strategies, such as:

- ☐ collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited CR155.17(c)(1)(iii)
- ☐ nonviolent conflict resolution training programs CR155.17(c)(1)(iii)
- ☐ peer mediation programs and youth courts CR155.17(c)(1)(iii)
- ☐ extended day and other school safety programs CR155.17(c)(1)(iii)

Arrangements and/or Procedures during emergencies for:

- ☐ description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies* CR155.17(c)(1)(v)
- ☐ the procedures 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* CR155.17(c)(1)(vi)
- ☐ the identification of district resources which may be available for use during an emergency* CR155.17(c)(1)(vii)
- ☐ description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies* CR155.17(c)(1)(viii)
- ☐ a system for informing all educational agencies within such school district of a disaster* CR155.17(c)(1)(xviii)
- ☐ The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings CR155.17(c)(1)(xv)

Policies and Procedures relating to school building security, including, where appropriate:

The use of school safety or security officers and/or school resource officers:

- ☐ Beginning with the 2019-20 school year, and every school year thereafter, every school shall define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct. A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan CR155.17(c)(1)(xi)(a)
- ☐ security devices or procedures CR155.17(c)(1)(xi)(b)
- ☐ **Procedures for review and the conduct of drills and other exercises** to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials CR155.17(c)(1)(xiv)
- ☐ **Strategies for improving communication** among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence CR155.17(c)(1)(xvi)
- ☐ **A description of the duties of hall monitors** and any other school safety personnel CR155.17(c)(1)(xvii)
- ☐ **A description of the training** required of all personnel acting in a school security capacity CR155.17(c)(1)(xvii)
- ☐ **A description of the hiring and screening process** for all personnel acting in a school security capacity CR155.17(c)(1)(xvii)
- ☐ Protocols for **responding to state disaster emergencies involving public health**; districts must adopt a continuation of operations plan in the event the governor declares a public health emergency involving communicable disease; Due April 1, 2021
- ☐ The designation of the District Superintendent, or designee, as the district chief emergency officer whose duties shall include, but not be limited to: **(a)** coordination of the communication between school staff, law enforcement, and other first responders; **(b)** lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans; **(c)**

ensure staff understanding of the district-wide school safety plan; **(d)** ensure the completion and yearly update of building-level emergency response plans for each school building; **(e)** assist in the selection of security related technology and development of procedures for the use of such technology; **(f)** coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan; **(g)** ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and **(h)** ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner. CR155.17(c)(1)(xix)

Policies and procedures for annual multi-hazard school safety training for staff and students providing that the district must:

- ☐ certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner. CR155.17(c)(1)(xiii)

The district-wide safety plan must be available for public comment at least 30 days prior to its adoption. CR155.17(3)(i)

- ☐ Such district-wide plans may be **adopted by the school board only after at least one public hearing** that provides for the participation of school personnel, parents, students and any other interested parties. CR155.17(3)(i)
- ☐ Each district shall **submit its district-wide safety plan** and all amendments to such plan to the commissioner, in a manner prescribed by the commissioner, within 30 days after its adoption. Commencing with the 2019-2020 school year, such district-wide plans must be submitted no later than October 1, 2019, and each subsequent October 1st thereafter. CR155.17(3)(i)

Public Health Emergencies – Communicable Disease

Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.** The Plan must include the following at a minimum:

- 1) A list and description of positions and titles considered essential with justification for that determination.
- 2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- 3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.
- 4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.
- 5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- 6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- 7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Details on this Plan are included in Appendix D (Communicable Disease - Pandemic Plan).

Remote Instruction Due to Emergency Conditions

Effective July 27, 2022, Commissioner of Education Regulations 100.1, 155.17, and 175.5 have been amended to address remote instruction and its delivery under emergency conditions. If a school district would otherwise close due to an emergency, including but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak, the school district may remain in session and provide remote instruction. Commencing with the 2023-2024 school year district-wide school safety plans shall include plans for the provision of remote instruction during any emergency school closure to include the following:

1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction.
2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity.
3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction.
4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.
5. A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education.
6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5.

Beginning in the 2022-2023 school year, each chief executive officer shall report to the Commissioner, no later than June 30 of each school year, on a form and format prescribed by the Commissioner, the results of the survey on student access to computing devices and access to internet connectivity

Our Remote Instruction Plan and Student Access Survey can be found in Appendix E.

Alyssa's Law

Effective June 23, 2022, Education Law 2801-a is amended to require schools to **consider** installation of Silent Panic Alarms in any school when reviewing and amending school safety plans. A Panic Alarm system is a silent security signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from local law enforcement.

The District-wide School Safety Team discussed the issue of Silent Panic Alarms at their meeting on November 9, 2022. It was agreed that the Nassau County RAVE system installed and tested annually in our district meets this need.

School District Chief Emergency Officer

The **District Superintendent is the Chief Emergency Officer** and through designated personnel will provide:

- Coordination of communication between school staff/law enforcement/first responders.
- Assistance in the selection of security related technology and procedures for its use.
- Coordination of safety, security, and emergency training for school staff.
- Assistance in required evacuation and lock-down drills completion as required by law.
- Assurance that all school district staff understands the District-Wide School Safety Plan.
- Assurance that the District-Wide School Safety Plan and Building-Level Emergency Response Plans are completed, reviewed annually and updated as needed.

District Superintendent:

Address: 71 Clinton Road, Garden City, NY 11530_____

Contact 516-396-2200

District-Wide School Safety Team

The District-Wide School Safety Team was **appointed by the School District Board of Education** and will always include the representation noted below at a minimum. The major function of the District-Wide School Safety Team is to create the District-Wide School Safety Plan. The Team will meet routinely and will meet in the 2023-24 school year. **Minutes will be kept for each meeting and attendance documented (see Appendix B).**

- School Board Member
- Teacher Representative
- Administrator
- Parent/Teacher Organizations
- School Safety Personnel
- Others including Bus Drivers and Monitors
- Student Representative (Optional)

Responsibilities of the District-Wide School Safety Team

The District-Wide School Safety Team will be responsible to assess the vulnerability of the school district to violence and recommend to the District Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the District-Wide School Safety Plan to determine its success in violence prevention. Some of the teams' primary responsibilities will include:

- 1) **Annual multi-hazard school safety training will be completed by September 15th** including training programs for students and staff in **violence prevention and mental health** which may be included in existing professional development. New employees will receive training **within 30 days of hire**.
- 2) Dissemination of information regarding early detection of potentially violent behavior.
- 3) Developing response plans to acts of violence and address threats made by students against themselves, including suicide. Will also address methods for contacting parents/guardians when students make threats of violence against themselves.
- 4) Communicating the Plan to **students and staff and providing written information** about emergency procedures by **October 1st** of each school year. **See Appendix A**
- 5) Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (School Safety and Educational Climate (SSEC) including DASA and VADIR; OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
- 6) Making recommendations necessary for change.
- 7) Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide School Safety Team Sub-Committee or Building-Level Emergency Response Team.
- 8) Recommending improved security measures based on school building inspection results.
- 9) Conducting annual school building survey of students and staff to identify the potential for violent incidents.
- 10) Reviewing survey results and recommending actions that are necessary.

Building-Level Emergency Response Team

The Building-Level Emergency Response Team is **appointed by the School Building Principal**. The major focus of this team is to create, monitor, and update the Building-Level Emergency Response Plan. This team, at a minimum will include the following representation:

- Teacher
- Administrator
- Parent Organization
- School Safety Personnel
- Bus Drivers and Monitors
- Community Members
- Law Enforcement
- Fire Officials
- Others

The **Building-Level Emergency Response Team** is responsible for selecting the following:

- **Emergency Response Team** (Core group of actual responders not to be confused with the Building-Level Emergency Response Team which is a larger team for the purposes of planning and monitoring) which has the following representation:
 - School Personnel
 - Law Enforcement Officials
 - Fire Officials
 - Emergency Response Agencies
- **Post-Incident Response Team** (Individuals who can assist in the medical and psychological aftermath of a violent incident or emergency) which has the following representation:
 - Appropriate School Personnel
 - Medical Personnel
 - Mental Health Counselors
 - Others (Psychologists, Social Workers, etc.)

Prevention and Intervention Strategies/Risk Reduction

Program Initiatives in Nassau BOCES include:

1. School Violence Prevention and Intervention Training

All instructional employees and administrators complete at least one training session in school violence prevention and intervention lasting at least two hours containing the content specified by the Project SAVE law. Employees of all the instructional departments in the Nassau BOCES attended this session at the onset of the law. Each new employee since that time has been presented with the material at the annual District Superintendent's Conference Days.

2. Non-Violent Conflict Resolution Training Programs

Designed to teach staff and students comfortable ways to end disputes. This helps students reach a peaceful solution to student conflicts. Programs vary from building to building but involve the active participation of the entire school community. It is not always a formal program, but part of everyday activities. Staff training includes Crisis Prevention Institute (CPI) and Strategies for Crisis Intervention (SCIP). For students in middle and high schools, restorative justice and collegial circles are used. In Regional Schools and Instructional Programs (RSIP), it is run by staff at Town Hall meetings. It is not used in all Special Education (SPED) programs.

3. Anger Management, Violence Prevention and Social Skills Programs

Many Administrators, teachers and support staff have had formal training in programs such as Second Step, Lion's Quest, and Positive Behavioral Interventions & Supports (PBIS). School psychologists train individual students in anger management techniques. In RSIP, the training takes place with new staff. In SPED, strategies or trainings used vary based on the students' functioning. The agency will implement trauma-informed practices.

4. Peer Mediation

Peer mediators are trained and supervised in many programs. Training includes conflict resolution strategies, dealing with anger, taking responsibility for actions, and health and social issues. This program is not used in all programs.

5. Creating a forum for students concerned with bullying/violence

Some programs have faculty mentoring of students. Bullying is addressed in counseling sessions and through classroom intervention. In RSIP, this is done through Guidance. In SPED, bullying is addressed by classroom staff and psychologists and social workers. Further, each building has a Dignity for All Students (DASA) Coordinator. DASA Coordinators will investigate bullying.

6. Diversity Awareness

Where appropriate for the population, this is an integral part of programs. Employees are trained through GCN.

7. Confidential Reporting

All programs work towards creating a culture of trust for anonymous/confidential reporting to program staff of school violence or the potential for violence. This is linked to staff development. Students are encouraged to confidentially report concerns about others, as well as make self-referrals for help at any time, including during counseling sessions with psychologists and social workers and at other times to any staff member such as the school nurse.

8. Special Education Strategies (Some of these strategies are used in other programs as well.)

Pupil personnel services; Behavior Intervention Plans (BIPs); Positive Behavioral Intervention Supports (PBIS) program; Psychological services; Counseling; Intensive Support Program (ISP) for psychiatric care; Building Crisis Teams; Crisis/Support rooms; Behavior reinforcement, sensory strategies/ techniques, and high ratio of staff members to students. Student assemblies are provided related to the prevention of school violence which promote diversity tolerance and prevention of bullying. This is done in some schools, not all. Staff is provided with opportunities to attend workshops and conferences focused on managing student behavior and developing pro-social skills in students. Crisis Prevention Institute (CPI) training and Strategies for Crisis Intervention and Prevention (SCIP-R) training is provided to Special Education staff as nonviolent crisis intervention training, including methods for diffusing disruptive and assaultive students and preventing and safely intervening in crisis situations.

9. Regional Schools and Instructional Programs Strategies

Teachers are provided with a continuum of presentations on the topic of Character Education and Service Learning to incorporate the strategies of Student Leadership, Character Education and Citizenry into the school climate. District Superintendent's Conference Days are used to provide informational sessions on these topics as well as on behavior management plans, and on gang awareness and bullying prevention. Staff and students are also provided with training on substance abuse prevention and conflict resolution. Staff development is provided on behavioral management practices in the classroom. This is done through Guidance and Counselors.

10. Parent Support

Parent groups, programs, resource networks, and training will be conducted in some of the buildings. SPED has some remote parent groups and we provide parent training for a few students as noted on their IEP. PPS staff support parents during remote counseling sessions.

11. Education

As part of the process of exercising emergency plans (lockdown, sheltering, evacuation, etc.) all students are educated on the reasons for testing emergency plans and are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations.

12. Others

Useful and effective risk reduction, prevention and intervention strategies will be implemented based on the school population's needs. This includes Nassau County Police Department's trainings (Situational Awareness) and PERMA's trainings (personal protective equipment/ de-escalation).

Training, Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. After each drill/exercise or real event, teachers in each classroom will review the purpose of the drill with students. Based on the determination of the District-Wide School Safety Team and the Building-Level Emergency Response Team, at a minimum, the following methods may be used:

- Early Dismissal drill to test communication and transportation (parents to be notified one-week prior to drill).
- Live drill including shelter-in-place, hold-in-place, evacuation, lockdown, and lockout.
- Live drill for specific responses (hostage taking, bomb-threat, etc.)
- Situational Drills
- Tabletop exercises
- Emergency Response Team exercises
- Building pre-clearance searches

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. The school district, at least once every school year, shall conduct one test of its emergency response procedures under each of its Building-level Emergency Response Plans including sheltering, lockdown, or early dismissal.

Education Law Section 807 requires eight (8) evacuation and four (4) lockdown drills to be completed in each school building every school year. De-briefings will occur after every drill or actual event.

*** Persons in charge of after school events and programs will inform all attendees of building emergency procedures, including evacuation routes, prior to the beginning of the event.**

Emergency Drills (Minimum Every School Year):

EDUCATION LAW 807	
<ul style="list-style-type: none"> • <u>12 Drills Total Required for School Year</u> <ul style="list-style-type: none"> ○ 4 Lockdowns and 8 Evacuations <ul style="list-style-type: none"> ▪ 4 of the evacuation drills through secondary means of egress ▪ 1 drill during lunch or assembly unless instruction is provided during lunch or assembly • <u>2 Additional Drills Required during Summer School</u> (1 during first week) 	
September	
October	8 Drills by December 31 st
November	
December	
January	
February	4 Drills for
March	Remainder of
April	School Year
May	
June	
July	
August	2 Additional Drills During Summer School

Implementation of School Security

School safety personnel will help carry out the District-Wide School Safety Plan and may include anyone in the school community. These individuals have received appropriate annual training as required under the Regulation.

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building-Level Emergency Response Team after review of school building procedures and practices, emergency response plan, code of conduct, security surveys/audits, and building-level climate surveys. Based on these findings we have implemented the following security measures:

- Entrance and hall monitors.
- Visitors to the building will be questioned prior to entry into the building as to their business and if they have an appointment. If there is any question the building principal will be consulted. If this has been confirmed they will be admitted.

- Visitor badge/sign-in procedures – we utilize a visitor badge system. Upon entry into the building the visitor must show photo identification; then receives a badge with their name and identification on it as well as a picture of the individual. Anyone in the building without a badge would be immediately questioned by building staff.
- Security Surveillance Camera System.
- Agency's Security Management Team, Safety Coordinator, & Security Review Committee
- We will employ any other methods deemed necessary and constantly review our current practices.

Vital Educational Agency Information

Each Building-Level Emergency Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials.

Early Detection of Potentially Violent Behavior (Information & Training)

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention and mental health (on-line training may be utilized). Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies (**See Appendix C**). Training will be conducted by in-house staff, local agencies or others as deemed appropriate. New employees will receive training within 30 days of hire. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- Dissemination of the New York State Office of Mental Health one-page handout *What Every Teacher Needs to Know – Recognizing Suicide Risk in Students* and review of the "FACTS" warning signs.
- The district will utilize any resources available for violence prevention and mental health training including those found at the following websites:
<http://www.p12.nysed.gov/sss/documents/MentalHealthResourcesforEducators.pdf>
<http://www.p12.nysed.gov/sss/documents/SVPIRequiredComponents.pdf>.
- A description of the school district's Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.
- Student training will include post-drill or actual event review by classroom teachers.

Other methods for informing parents and students include:

- Cyber Bullying and Internet Safety
- Project Pride
- School social worker outreach
- School counselor involvement
- Second Step programs
- Anger Management programs
- Communication to parents on violence prevention and early recognition
- Conflict resolution programs

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our District-Wide School Safety Plan.

Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level Emergency Response Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern include:

- Stewart Avenue, Clinton Road and Stewart Avenue Intersection
- Long Island Railroad
- Refuel: Incinerator Site
- US Marine Base: Stewart Ave., Garden City
- Roosevelt Field Mall
- Oerlikon near Barry Tech
- FAA antennae near Rosemary Kennedy Complex
- Gas station near Jerusalem Avenue School
- Proximity to gas station

Responses to Violence **(Incident reporting, Investigation, Follow-Up, Evaluation, and Disciplinary Measures)**

All incidents of violence, whether-or-not, physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented through the **School Safety and Educational Climate (SSEC) Summary Data Collection Form as part of the Dignity for All Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR)**. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Each incident will be reported to and evaluated by the District-Wide School Safety Team or Threat Assessment Team for the purpose of compiling data and evaluating the Violence Prevention Program.

Relationships have been established with the Police Department and other emergency response agencies at the building level. Representatives from these agencies participate on Building-Level School Safety Teams.

Reporting:

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander.

- Report it to the Police Department – 911 will always be utilized as the first emergency contact method.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per the Building-Level Emergency Response Plans.
- Provide incident debriefing to students/staff as needed. Notify parents.

Investigation:

After the incident has occurred the Emergency Response Team/Threat Assessment Team will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. The Team conducting the investigation will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.

- Encourage appropriate follow-up.
- Consider changes in controls, policy and procedures.

Follow-up:

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation:

The District-Wide School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions, and kidnapping. Professionals will be utilized from local law enforcement and private consultants as necessary.

Disciplinary Measures:

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct:

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members. The **Code of Conduct was updated on July 13**, made available and posted on our website.

Emergency Response Protocols Notification and Activation (Internal and External Communication)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on Building-Level Emergency Response Teams. These individuals and appropriate means of contact are documented in the Building-Level Emergency Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building-Level Emergency Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the District-Wide School Safety Team.

The District Superintendent recognizes their responsibility to notify all educational agencies within the county of a disaster.

In general, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building or other mass notification system, e.g. Finalsitet.com. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses are included in each Building-Level Emergency Response Plan, specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building-Level Emergency Response Team will be responsible for reviewing and updating these responses and communicating them to students and staff. The following emergency situations are of prime importance:

Bomb Threats:

All school district administrators have familiarized themselves with the **Bomb Threat Standards outlined in the Building-Level Emergency Response Plan** so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. The **FBI Bomb Threat Call Checklist** will be available at phone reception areas.

Hostage Taking:

The Building-Level Emergency Response Plan for **Missing/Abducted/Kidnapped Student** procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call 911.
- The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- The school principal or designee will notify the District Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

Intrusions:

The Building-Level Emergency Response Plan hazard specific procedures will be followed in the event of an intrusion. In general, the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
- The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.
- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and Dial 911 or other appropriate emergency notification.
- **If the situation escalates, plain language** will be utilized to notify all building occupants to lockdown according to pre-defined procedures.
- The District Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

Unidentified Visitor:

- The first person becoming aware of an Unidentified Visitor to the school building will approach the Visitor to determine the nature of their presence and ask them for identification. This will also be reported to the principal's office.
- If no acceptable purpose can be ascertained, ask the individual(s) to leave. Ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law. And that if they do not leave Law Enforcement will be notified.
- If the situation escalates, an Automated Lockdown procedure will be put into effect.
- The District Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

Kidnapping or Missing Student:

The Building-Level Emergency Response Plan procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.

- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent, he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The District Superintendent will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, **when a student has not arrived at home**, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

Responses to Acts of Violence Including Suicide Threats (Implied or Direct Threats)

Response actions in individual buildings will include:

- Implementation of the Incident Command System.
- Use of staff trained in de-escalation techniques.
- Inform building Principal.
- Determine level of threat with District Superintendent (Activate Threat Assessment Team).
- Contact law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team if necessary.

Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System.
- Determine the level of threat.
- If necessary, isolate the immediate area through a Hold-In-Place.
- Inform building Principal/District Superintendent.
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency.
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

Response protocols to specific emergencies will vary but usually will include the following:

- Implementation of Incident Command System
- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

School Building Chain-of-Command Table

School Building	IC #1	IC #2	IC #3	IC #4
Adult Learning Center	Lisa Carboy	William Finnegan	Dorothy Ryall	Michele Cohen
Barry Tech and Preschool Center	Peter Dalton	William Poll	Jenna Brodsky	Michele Cohen
GC Tech	Madelaine Hackett	Caitriona O'Neill	Sue Piarulli	Eli Shapiro
Long Island High School for the Arts	Laura Vega	Lindsay Rogan	Melissa Stencel	Kenya Baloun
Career Prep High School	Easton Hazell	Sabrina Caminero	Floyd Anderson	Christina Berner
Carman Road School	Gina DaRocha	Lisa Maniscalco	Alyssa Testagrose	Dawn Covino
Iris Wolfson High School	Lisa Paolucci	Kelli Fenley	Lindsey Maniscalchi	Jordan Weiselberg
Jerusalem Avenue (Jer. Ave. and CRC)	Shaundrika Langley-Grey	TBD	Jennifer Gieralowski	Alexandra Fishman
Rosemary Kennedy Ctr. (RKS and CCA)	Matthew Zegers	Jeanine Stutz	Jolie Kowal	James Bertsch
Seaman Neck Middle School	Christine Nardi	Latessa Clairborne	Alex Sardi	Rachel DiSalvo
Willet Ave Middle School	Margot Owen	Randee Gresge	Meredith Cole	Theresa Quinn
Williams School	Heather Soffer	Peter Ostrander	Kathryn Moleti	Ellen Mollineaux
George Farber Administrative Center	Robert Dillon	James Widmer	Anthony Fierro	Thomas McGrath/ Susan McNulty
Lupinskie Center for CIT	Chris Reinertsen	Laverne Mitchell	TBD	Sandeep Dhillon
Haskett Drive Complex	Brian Lazrovich	Lisa Rice	Louise Flynn	Sonia Joseph

Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency the Incident Commander will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Local Police Department, Nassau County Office of Emergency (Commissioner), Nassau County Department of Mental Health, Nassau BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district's resources, the Nassau County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the Building-Level Emergency Response Plans.

District Resources Use and Coordination

Building-Level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command.

Protective Action Options

Building-Level Emergency Response Plans, which are confidential, address the following response actions as determined by the nature of the emergency. Specific response actions are explained in detail in each building plan:

- **School Cancellation** (Conditions warrant making a decision not to open schools)
- **Early Dismissal** (Conditions warrant returning students to their homes)
- **Evacuation** (Conditions in the building are unsafe warranting relocation)
- **Sheltering** (Conditions warrant movement to a safe place in the building)
 - **Shelter-In-Place (weather related)**
 - **Shelter-In-Place (Generic/Non-specific Bomb Threat)**

➤ **Shelter-In-Place (Specific Bomb Threat)**

- **Hold-In-Place** (Conditions warrant isolation of a specific area of the building – usually short-term)
- **Lockdown** (The most serious situation for a school – a threat is in the building)
- **Lockout** (A threat exists outside the school building or in the vicinity)

National Terrorism Advisory System (NTAS)

NTAS advisories – whether they be Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Bulletin:

Describes current developments or general trends regarding threats of terrorism.

Elevated Threat Alert:

Warns of a credible terrorism threat against the United States.

Imminent Threat Alert:

Warns of a credible, specific, and impending terrorism threat against the United States.

Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The ***If You See Something, Say Something™*** campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terroristic activity, and to follow the guidance provided by the advisory and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

Recovery – School District Support for Buildings

The Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- District Superintendent or Designee
- School Business Official
- Director of Facilities
- Transportation Coordinator
- Food Service Director
- Head Nurse
- Others as deemed necessary

Disaster Mental Health Services

The **Building-Level Emergency Response Team** will designate the **Post-Incident Response Team** in each school building to respond in crisis situations and help provide disaster mental health services as outlined in our **Building-Level Emergency Response Plan**. Depending on the scope of the situation, the Nassau County Office of Emergency Management and Department of Mental Health may be contacted to help coordinate a County or State-Wide effort.

Threat Assessment

Threat Assessment is a fact-based investigative and analytical approach that:

- Focuses on what a particular student is doing and saying; and
- Not on whether the student "looks like" those who have attacked schools in the past.
- Threat assessment emphasizes the importance of such behavior and communications for identifying, evaluating, and reducing the risk posed by a student who may be thinking about or planning for a school-based attack.

The Six Principles of Threat Assessment:

1. Targeted violence is the end result of an understandable, and oftentimes discernible, process of thinking and behavior.
2. Targeted violence stems from an interaction between the individual, the situation, the setting, and the target.
3. An investigative, skeptical, inquisitive mindset is critical to successful threat assessment.
4. Effective threat assessment is based upon facts, rather than characteristics or traits.
5. Threat assessment is guided by an integrated systems approach.
6. The central question in a threat assessment inquiry is whether a student poses a threat, not whether a student made a threat.

Please see the following documents and **Appendix F** for further Threat Assessment guidance:

Enhancing School Safety Using a Threat Assessment Model; United States Secret Service, 2018. [Enhancing School Safety Using a Threat Assessment Model \(cisa.gov\)](https://cisa.gov/enhancing-school-safety-using-a-threat-assessment-model)

Averting Targeted School Violence; United States Secret Service, 2021. [USSS Averting Targeted School Violence.2021.03.pdf \(secretservice.gov\)](https://secretservice.gov/ussa-averting-targeted-school-violence-2021-03.pdf)

Please see Appendix F – Threat Assessment Guidance

Forms and Recordkeeping

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program along with training staff on our Plan. This will allow us to monitor its success and update the program as necessary. Forms, resources, and training materials have been developed for this purpose and can be obtained on the **Nassau Schools Emergency Planning Consortium Website** at:

www.nassauschoolemergency.org under the **Safety Plans** tab.

APPENDIX A

Parents/Students/Staff Annual Notification

n a s s a u BOCES Emergency Planning — A Guide For Parents

The agency has always been serious about being prepared for emergencies. Each year, the agency's entire Emergency Plan is reviewed and updated to meet New York State regulations. The plan addresses an enormous range of issues, from dealing with the onset of a crisis situation, to addressing the psychological and emotional needs of students and adults in its aftermath.

When an emergency occurs, the first and foremost concern of every staff member is the safety of the children in our care. This guide provides a brief description of how the school district will manage an emergency and how parents can support those vital efforts.

GENERAL INFORMATION:

The agency has established a District-Wide School Safety Plan (which is posted on our website—www.nassauboces.org) and a Building-Level Emergency Response Plan for each school building in the district. The Building-Level Emergency Response Plan is a confidential document which cannot be shared with the public. Each of these plans is coordinated with police, fire and other officials in the county and state-wide agencies.

WHAT ARE THE SCHOOL SECURITY PROCEDURES?

All doors that lead to the outside are locked when school is in session. In order to enter the building, the parent/visitor may only enter through the main entrance and must obtain a visitor's pass. Any unauthorized person on school property will be reported to the school Principal or designee. Unauthorized persons will be asked to leave. School personnel are required to wear photo ID badges for identification purposes. Children are instructed to look for these ID badges. Visitors are required to wear a temporary badge which indicates an individual is an authorized visitor.

HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?

The Superintendent of Schools or designee may implement one of the following emergency response procedures:

1. Go-Home-Early or Early Dismissal: Returns students to their homes and family as quickly as possible. Schools maintain the names and contact numbers of family/guardians, and identify students with special needs. No student will be released to an empty home.
2. Shelter in Place: Keeps students and staff in their buildings in a secure location when it is safer to stay inside than go out. Generally, sheltering is for a short time until it is safe to either evacuate to another building, or to send students home. However, the District is prepared to shelter students as long as necessary. This option may even be utilized during a bomb threat if specific procedures are followed.
3. Evacuation: Requires all building occupants to leave the building and go to a pre-determined, safe location outside of the school building. Evacuation could mean going outside to the evacuation site until the danger has passed. It could also mean going to the evacuation site with the intention to be transferred to another location. Circumstances in which this could happen would include severe weather outside, or a very dangerous hazard that requires students to be out of the area of the school. Evacuation locations are not given out to the general public for safety reasons. However, if students are transferred to another location, parents/guardians will be notified as soon as students are settled and safe.
4. Lockout: A lockout is a procedure which allows the school to continue with a normal day inside the building, but locks out any unauthorized persons from getting into the building. A situation which could warrant this would be a dangerous person or threat in the community or area. Students will not be released to parents/guardians when a lockout is in progress.
5. Lockdown: A lockdown of the building requires all students and staff to remain in the room that they are in, lock all doors and stay out of sight. Students and staff that are in the hallway are to go to the nearest classroom. The presence of an intruder is one reason to invoke this type of response. The only way a lockdown can end is by emergency responders physically releasing all locations that are locked down. Students will not be released to parents/guardians when a lockdown is in progress.
6. Remote instruction: Pivot to remote instruction when deemed appropriate. Students receive instruction while at home through a combination of synchronous and asynchronous digital delivery methods.

WHAT KIND OF EMERGENCIES DOES THE SCHOOL DISTRICT'S EMERGENCY PLAN ADDRESS?

- Criminal offenses such as bomb threats, kidnapping or violent behavior
- Natural hazards such as severe weather
- Environmental hazards, for example, exposure to hazardous materials, fire, explosions or plane crash
- Medical emergencies including serious contagious disease, accident or illness of a student or staff member

ARE THERE EMERGENCY PLANNING DRILLS?

Yes, New York State regulations require school districts to test their emergency plans in each school building through exercises and drills. Parents/guardians will be informed of these drills, without specific details, to ensure safety.

SHOULD I PICK UP MY CHILD AT SCHOOL DURING AN EMERGENCY?

Not unless directed to do so. While every parent's natural instinct in an emergency is to go to the school to protect his/her own child, it is important to realize that doing so may significantly affect the District's ability to respond to the situation. For example, cars driving up to the building will restrict access by emergency vehicles that are responding to the emergency, or school buses that are loading children to evacuate them or take them home. The building's staff will be actively working to ensure the safety of all students. It may seem logical that every student taken home by a parent reduces the responsibility of the staff, but in a fast moving situation that requires a great deal of careful coordination and communication, it actually makes the critical task of keeping track of students more difficult.

HOW WILL PARENTS/GUARDIANS AND STUDENTS BE REUNITED?

An area will be designated for parents to pick up students. Photo identification must be shown in order for a student to be brought to the reunification area.

WHAT PROVISIONS ARE MADE FOR STUDENTS WITH DISABILITIES?

Every school building has a plan of action to evacuate any student with special needs.

WHERE CAN I GET INFORMATION DURING AN EMERGENCY?

Chances are that you will have difficulty reaching the school by phone when you try. The school will be making every effort to contact you through automated calling systems and our website. The schools have every child's emergency contact information that they have readily available for emergencies. Other sources of information include the PTA Presidents. School officials may utilize the parent organizations to activate their phone chains. TV News 12 and local media will also be utilized.

WHAT CAN I DO TO PLAN AHEAD?

The two most important things you can do are:

1. Make sure your child's school has the most up-to-date emergency contact information.
2. Review with your child any alternative arrangements you have made in case an emergency prevents you from being home.

ADMINISTRATORS' TELEPHONE NUMBERS:

School	Administrator	Number
Adult Career & Technical Education	Ms. Michele Cohen	516-622-6950
Barry Tech	Mr. Peter Dalton	516-622-6800
Career Preparatory High School	Mr. Easton Hazell	516-546-7800
Carman Road School	Ms. Gina DaRocha	516-608-6200
Center for Community Adjustment	Ms. Jeannine Stutz	516-396-2900
Children's Readiness Center	Ms. Amy Goldstein	516-719-6070
GC Tech	Ms. Madelaine Hackett	516-604-4200
Iris Wolfson High School	Ms. Lisa Paolucci	516-626-6710
Jerusalem Avenue Elementary School	Dr. Shaundrika Langley-Grey	516-608-6300
Long Island High School for the Arts	Ms. Laura Vega	516-622-5678
Robert Williams School	Ms. Heather Soffer	516-483-7300
Rosemary Kennedy Center	Mr. Matthew Zegers	516-396-2600
Searman Neck Middle School	Ms. Christine Nardi	516-719-6000
St. Bernard's-Adult Learning Center	Ms. Lisa Carboy	516-622-5623
Twilight Alternative High School	Ms. Kellie Cook McLaurin	516-396-2365
Willet Avenue School	Ms. Margot Owen	516-396-4650

FALL 2022

APPENDIX B

District-wide School Safety Team Meeting Minutes and Attendance

District-wide School Safety Team Meeting Attendance and Minutes
September 10, 2023

Required Attendance

Representatives	Name	Absent/Present
School Board Member		
Teacher Representative		
Administrator		
Parent/Teacher Organization		
School Safety Personnel		
Others Including Bus Drivers & Monitors		
Student (Optional)		

Additional Attendance

Organization or School	Name	Title
High School		
Middle School		
Elementary		
Elementary		
Elementary		
Elementary		
Elementary		
Others:		

Agenda

1. District-wide Safety Plan Review
2. Incident Review
3. Principal Reports
4. Status of Exercises/Drills
5. Training

Minutes

APPENDIX C

Suicide Prevention & Mental Health Resources

What Every Teacher Needs to Know: Recognizing Suicide Risks in Students (see example on next page)
(<https://www.preventsuicideny.org/wp-content/uploads/2020/05/SPCNY-Teachers-Brochure.pdf>)

A Guide to Suicide Prevention in New York Schools
(<https://www.preventsuicideny.org/wp-content/uploads/2019/08/SchoolsSuicidePreventionGuide.pdf>)

School Mental Health Resource Training Center
(<https://www.mentalhealthdny.org/>)

Suicide Prevention: Classroom Talking Points
(<https://www.preventsuicideny.org/wp-content/uploads/2020/05/SP-in-the-Classrooms-Bleed-File.pdf>)

National Alliance on Mental Illness in New York State
(<https://www.naminys.org/>)

NYS Education Department and NYS Center for School Safety Training module to meet the requirements for annual safety plan training to be completed by September 15th as required by the SAVE legislation can be viewed at:

[Annual Safety Login | nyscfss.org](https://nyscfss.org)

IF YOU NOTICE ANY OF THESE WARNING SIGNS, TAKE ACTION!

Signs that a student may be at risk include the following F-A-C-T-S:

- **FEELINGS** like expressing hopelessness about the future, seeming sad and unhappy, being anxious and worried, or getting angry and aggressive.
- **ACTIONS** like withdrawing from activities or friendships, doing risky, dangerous things like drinking & driving, or researching ways to die online.
- **CHANGES** in the normal mood and behavior of your student. In some ways, this may be what is easiest for you to notice. If you observe changes that concern you, reach out to others in the student's life (i.e., parents, teachers, friends, religious leaders, etc.) to see if they've also noticed changes.
- **THREATS** are sometimes direct like "I'd rather be dead". They can also be vague like "I just don't care about anything anymore."
- **SITUATIONS** are events that can serve as triggers for the suicidal behavior. These can include things like getting into trouble at home or school or with the law, experiencing some type of loss or facing a life change that may be too overwhelming for the student to deal with on their own.

SUICIDE IS PREVENTABLE.

By taking time to notice and reach out to someone you feel is at risk, **you** can be the beginning of a positive solution.



Office of
Mental Health

WHAT EVERY TEACHER NEEDS TO KNOW:

*Recognizing Suicide
Risk in Students*



CRISIS TEXT LINE |

Text "START" to 741-741



www.PreventSuicideNY.org

YOUR ROLE AS A TEACHER IS CRITICAL

Does teaching seem to get harder every year?

Are there more requirements, more testing, and less time for you to think—let alone plan?

Are you expected to take more responsibilities for your students, even when they are more challenging and when some of them may be at-risk for suicide?

Did you know that according to national data:

Almost 30% of 9th through 12th grade students have felt so sad or helpless during the course of an academic year that they couldn't do the things they normally do?

Or that there has been a dramatic rise in the suicide attempt rate for 10 to 14 year olds?

Or that suicide is the 2nd leading cause of death for youth in New York State?



Who are these kids?

They're sitting in your classrooms every day.

Although your job is to teach them, not diagnose them, there are ways that can help you better identify these struggling students and get them to someone who is trained to make a more complete assessment of their needs. Students who are thinking about suicide are not concentrating on school work; they are often preoccupied with problems that seem overwhelming and unsolvable.

Your role in this process is critical but very limited and is often the first step in getting students the help they need.

So how do you accomplish this?

By doing what you do best—simply paying attention to your students and knowing where to send them in your school if you notice anything that concerns you.

The majority of those students who are thinking about suicide show direct or indirect warning signs. These are things that reflect a change in the student's behavior, attitude or feelings from as little as two weeks ago.

Some common warning signs are listed on the back panel of this brochure. If you see any of these, your responsibility is to get that student to the appropriate resources in your building.

Remember, your job isn't to figure out what the problem is—it's simply to get this student help.

Be sure to follow up with that resource person to ensure action is being taken and check in with the student to see how things are going. If you continue to be concerned, let that resource person know.

Suicide risk doesn't immediately disappear once an intervention is made, so keep your eyes open!

Noticing and referring potentially at-risk students are only the beginning of the suicide prevention equation. Equally important is your role in encouraging students to seek help if they have a problem and to turn to a trusted adult for support.

Help-seeking is called a protective factor, the kind of thing that can buffer us from life stressors.

The single most important protective factor for youth is a relationship with one trusted adult. As you know too well, many of your students may not have very supportive situations outside of school, so their trusted adult is often someone in their school community.

What does it take to be a trusted adult to a student?

Here's how students describe it:

- Making time to talk, even if your schedule is tight
- Taking my concerns seriously, no matter how trivial they seem
- Not telling me "it will be better tomorrow"
- LISTENING! Recognizing you probably can't fix what I'm worried about but just listening to me talk about it can help
- Being honest if you think you have to tell someone else about my problem
- Taking action when it's necessary
- Remembering what we talked about and asking me about it later

When you review this list, you'll probably find that these are the same things you look for in someone to whom you turn for help— it's no different! While simply listening to a student talk about suicide can be very difficult, remember, it's the first step in the process.

That critical next step is getting that student to the resources in your school that can offer more help!

APPENDIX D

Communicable Disease - Pandemic Plan

2801-a (2)(m) District-wide Safety Plan: **Protocols for a State Disaster Emergency Involving a Communicable Disease**

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020, as amended by Chapter 30 of the Laws of 2021 that requires public employers, including public school districts, to adopt a continuation of operations plan in the event that the governor declares a state disaster emergency involving a communicable disease. The legislation (S.8617-B/ A.10832) amends subdivision 2 of [section 2801-a of New York Education Law](#) to require that District Safety Plans include protocols for responding to a state disaster emergency involving a communicable disease that are “substantially consistent” with the provisions of section 27-c of the Labor Law. As a result of this change, the Board of Regents adopted amendments to Commissioner’s Regulation §155.17 in April 2021, that were that were made permanent at the July 2021 meeting of the Board of Regents.¹

Pursuant to the amendments to New York Education Law §2801-a and Commissioner’s Regulation §155.17, the district-wide school safety team should incorporate required continuation of operations components in the District-wide School Safety Plan. Amendments to the District-wide School Safety Plan must be made available for public comment at least thirty (30) days prior to adoption and may be adopted by the school board (or governing body) only after at least one (1) public hearing that provides for the participation of school personnel, parents, students, and any other interested parties.

a.) A list and description of the types of positions considered essential in the event of a state-ordered reduction of in-person workforce as a result of a state disaster emergencies involving public health. Such designation may be changed at any time in the sole discretion of the employer.

Consider whether cafeteria, transportation and/or other staff may be necessary for meal preparation and delivery to homes; check-ins with students and technology delivery systems; staff providing mental health or technology services; business staff for continued operations, and other staff providing services to students.

Essential Position Type
See below:

Essential Employee Determination- will be added to the end of the document				
Title	Description	Justification	Work Shift	Protocol

¹ See April 2021 Regents Meeting Agenda Item: Proposed Amendment to §155.17 of the Regulations of the Commissioner of Education Relating to District-wide School Safety Plans at: <https://www.regents.nysed.gov/common/regents/files/421p12a1.pdf> and July 2021 Regents Meeting Item: Proposed Amendment to §155.17 of the Regulations of the Commissioner of Education Relating to District-wide School Safety Plans at: <https://www.regents.nysed.gov/common/regents/files/721brca9.pdf>

b.) A description of protocols the employer will follow for non-essential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and may include devices.

Telecommuting Protocol: Technology
<p>Technology & Connectivity for Students - Mandatory Requirements:</p> <ul style="list-style-type: none"> • To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence; • To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and • Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet. <p>Mobile Devices Delivery:</p> <p>Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:</p> <ul style="list-style-type: none"> • Communication (e-mail, phone, online conferencing, social media) • Teacher/student and student/student interaction (office hours, check-ins, peer collaboration) • Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses) • Learning Materials and Content (digital content, online learning activities) • Additional Technology Devices Assessments: <ul style="list-style-type: none"> ○ Identify students' technology needs to include adaptive technologies ○ Use the Asset Tracking Management System procedures to check out all mobile devices ○ If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up. • Providing Multiple Ways for Students to Learn <ul style="list-style-type: none"> ○ Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet.

c.) A description of how the employer will, to the extent possible, stagger work shifts of essential employees to reduce overcrowding on public transportation systems and at worksites.

Work shift Modification(s)
<p>Depending on the exact nature of the communicable disease and its impact, the district is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:</p>

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

d.) A description of the protocol the employer will implement, in order to procure the appropriate Personal Protective Equipment (PPE) for essential employees, based upon the various tasks and needs of such employees in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift. Such description shall also include a plan for storage of such equipment, to prevent degradation and permit immediate access, in the event of an emergency declaration.

Personal Protective Equipment (PPE) Protocol

PPE & Face Covering Availability:

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected.
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the Agency is getting the most for its PPE dollars.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

Plan for Storage/Access

PPE Supply Management

- The Facilities Department is working with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible.

Disposable Face Covering Supplies

Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students	100 Masks per Week	1200	600	300	1 Disposable Mask per Week per Student (supplements parent provided)
Teachers/Staff	500	6000	3000	1500	5 Disposable Masks per Week per Teacher
Nurse/Health Staff	1000	12,000	6000	3000	10 Disposable Masks per Week per School Nurse

PPE for High Intensity Contact with Students

Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 per Week per Staff
Disposable Gowns	10	120	10 per Week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	2	n/a	2 Re-usable per Staff
Waste Disposal Medium	1	n/a	1 Unit per Staff Total
N-95 Respirators*	10	120	10 per Week per Staff

e.) A description of the protocol, in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Include actions to be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment, and employer policy on available leave to receive testing, treatment, isolation, or quarantine.

Consider disinfection protocols, substitute workers, testing and tracing.

Employee Exposure Protocol

We have collaborated with our partners to assure complementary efforts. We will collaborate with representatives from the Nassau County Department of Health, Police Department, Office of Emergency Management, Department of Mental Health and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be at The Administration Building with the alternate at Lupinskie and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:

Robert Dillon	James Widmer	Anthony Fierro	Thomas McGrath/ Susan McNulty
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- Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. Our central administrators and school building principals have completed the IS 100 (Introduction to Incident Command), we will also make them aware of other useful trainings available from FEMA such as the: IS 362 (Multi-Hazard Emergency Planning for Schools) and IS 700 (National Incident Management System) training courses which are available on-line through the Nassau Schools Emergency Planning Consortium Website at www.nassauschoolemergency.org or FEMA website. *We are also recommending that key administrators, principals, and nurses take the Johns Hopkins University COVID-19 Contact Tracing Course which is offered free-of-charge at <https://www.coursera.org/learn/covid-19-contact-tracing>.*
- The school district has designated the building principals as the Communicable Disease Safety Coordinator (administrator), for each of its schools, whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinators shall be the main contact upon the identification of communicable disease cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the communicable disease public health emergency and plans implemented by the school.
- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. A school district Public Information Officer (PIO) Dr. Dillon/ Alternate Ms. Marshall has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include the Agency's Cabinet.
- Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; school postings; general mailings; e-mails; phones and cell phones, texting and the public media. Dr. Dillon or Ms. Marshall has been designated to coordinate this effort and act as the central point for all communication. Available in the district are email, telephone, radio, twitter and mass parent and staff communications. We have test/exercise our communication systems throughout the school year.
- The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in these areas: Purchasing, accounts payable, payroll, benefits, and Treasurer. The district maintains employee redundancy as it pertains to these essential business office functions. We have also established the ability to maintain these essential functions off-site from remote locations. The district houses a main server for our financial functions, and a redundant back-up server offsite. In addition, employees serving essential business functions were issued a district laptop to facilitate remote access to their primary job functions.

- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms.
- Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. The Assistant to the Superintendent for Human Resources provided cross training of staff to ensure essential functions. Human Resources will work in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal workday such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Human Resources Department will help to decide if schools need to be closed.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include remote teaching, learning and support. This may include providing devices to those children and staff who require them, as well as professional development and learning standards.
- On-line instruction; on-line resources; on-line textbooks, Google classroom, Seesaw.
- Communication modalities for assignment postings and follow-up: telephone; e-mail; automated notification systems; website postings

CDC and NYSDOH Recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the person suspected or confirmed to be sick, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals can return to the area and resume school activities immediately after cleaning and disinfection.

Notifications:

To protect themselves and others and stop the spread of communicable disease in the household and community, schools should notify through either group or individual level contact tracing affected school staff, students, and their parents/guardians whenever an individual either:

1. Was in the same room as an infected individual and so was exposed or potentially exposed (i.e., in the same classroom as an infected individual for longer than 1 minutes), if schools are employing "group level contact tracing," or
2. Was identified as being exposed because they were a close contact of an infected individual if schools are employing "individual level contact tracing."

Note: Group contract tracing, (e.g., classroom, school bus), in #1 above, is expected to alleviate the need for most classic ("individual") contact tracing in schools. Criterion #2 above should be used if the school is conducting individual-level contact tracing to reduce the number of students affected by masking/testing and in some situations where there might have been exposures outside the classroom setting, such as non-classroom-based extracurricular activities.

Disinfection Protocol

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects

must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface. Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Routine cleaning of school settings includes:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Disinfecting:

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- We will follow cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have communicable disease, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Administration.
- Additional paper towel dispensers may be installed in other designated spaces.

Hand Sanitizing:

- Hand sanitizer dispensers will be located and installed in approved locations.

Trash removal:

- Trash will be removed daily.
- Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

Alternate Cleaning Methods:

- The effectiveness of such as ultrasonic waves, high intensity UV radiation, and LED blue light, against the virus that causes COVID-19 or other communicable disease has not been fully established.
- In most cases, fogging, fumigation, and wide-area or electrostatic spraying are not recommended as primary methods of surface disinfection and have several safety risks to consider, unless specified as a method of application on the product label.

Employer Policy on Available Leave to Receive Testing, Treatment, Isolation, or Quarantine

Employee Assistance Program (EAP)

- The Human Resources Department will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

Staff Absenteeism

- Instructional staff will call into the Absence Management System when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- The instructional departments will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.
- Local health departments (LHD) will assess conditions and tailor guidance to their jurisdiction. A LHD may implement masking requirements that are more restrictive than the state. LHDs and school districts and private schools may consult and collaborate on masking and testing decisions. Some school districts cross county boundaries. Schools should follow the guidance of the LHD for the county in which the school building is located.

f.) A protocol for documenting hours and work locations, including off-site visits, for essential employees. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees, to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.

Consider daily symptom checks, absences, and supervisor notification.

Hours and Work Locations Protocol

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis.

g.) A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

Emergency Housing Protocol

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. However, we have canvassed local hotels/motels so we may be prepared for an unanticipated need and should be able to access the following if necessary:

1. Residence Inn Garden City (516-742-2500)
2. Garden City Hotel (516-747-3000)

3. La Quinta (516-705-9000)
4. Hyatt Place (516-222-6277)
5. Hampton Inn (516-227-2720)
6. Long Island Marriott Uniondale (516-794-3800)
7. Hilton Garden Inn Westbury (516-683-8200)
8. Courtyard by Marriott Westbury (516-542-1001)
9. Holiday Inn Westbury (516-997-5000)
10. Red Roof Plus Garden City (516-794-2555)

Nassau County School Districts have also established school building shelter sites across the County in cooperation with the Nassau County Office of Emergency Management which may be utilized in the event of any emergency situation. If deemed necessary, school districts will work closely with Office of Emergency Management to determine housing options.

h.) Other requirements determined by the department of health such as contact tracing or testing, social distancing, hand hygiene and disinfectant, or mask wearing.

Department of Health Requirements

We will work closely with the Nassau County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:

- Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Nassau County Department of Health, Bureau of Infectious Diseases, 240 Old Country Road, Mineola, N.Y. 11501.
- Public Health Consultation and Immediate Reporting: 516-227-9639
- *Coronavirus Hotline: 888-364-3065*
- *Fax: 516-227-9669*
- *Weekend/After-hours Consultation and Reporting: 516-742-6154*
- The Nassau County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The District Superintendent or designee will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology director will also be an important Team member. The Assistant to the Superintendent of Human Resources, Business Official, Facility Director, Food Service Director, Transportation Coordinator, Public Information Officer and Curriculum Director will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* will be reviewed for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

Definitions included in the legislation are provided below.

Essential worker: *is required to be physically present at a work site to perform their job. **Such designation may be changed at any time in the sole discretion of the employer.***

Non-essential worker: *is not required to be physically present at a work site to perform their job. **Such designation may be changed at any time in the sole discretion of the employer.***

Personal protective equipment: *all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.*

Communicable disease: *an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual [or via an animal, vector or the inanimate environment to a susceptible animal or human host].*

Retaliatory action: *the discharge, suspension, demotion, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.*

- We will utilize the Centers for Disease Control (CDC) *School District (K-12) Pandemic Influenza Planning Checklist* below as a guide and basic information for planning and responding to any potential Pandemic.

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

1. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies, such as soap, alcohol-based/waterless hand hygiene products (containing at least 60% alcohol), tissues, and receptacles for their disposal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



APPENDIX E

Remote Instruction Plan and Student Access Survey

SCHOOL SCHEDULES

SCHOOL SCHEDULES REQUIREMENTS

Nassau BOCES has created and planned three (3) school schedules: **in-person**, **remote** and **hybrid** for implementation at the beginning of the 2020-21 school year and to the extent practicable any contingent scheduling models it may consider if the situation warrants.

IN-PERSON INSTRUCTION SCHEDULE

In-Person Instruction allows all staff and students to return to school, five days a week during normal school hours, following health and safety measures throughout the entire day:

Programs	Monday	Tuesday	Wednesday	Thursday	Friday
Special Education Pre K- 12 th Grade			All Staff & All Students Normal Hours of Operations		
Barry Tech			All Staff & All Students Normal Hours of Operations		
GC Tech			All Staff & All Students Normal Hours of Operations		
Long Island High School for the Arts			All Staff & All Students Normal Hours of Operations		

- Implementation of all CDC and DOH Health & Safety requirements
- Avoid mixing students in common areas (i.e., morning circle, carpet time, learning center time, and etc.).
- Have students attend classes in cohorts (take all classes together as one group, rather than mixing groups for each discipline) each day and that the same teachers and teacher aides remain with the same group each day, if possible.
- Refrain from mixing classes with other classes and teachers (i.e., having a mixed math class with another set of students).
- Rotate teachers, rather than students, between classrooms, where appropriate.
- Modify classes where students are likely to be in close contact (e.g., music, art, etc.) by bringing the specialist teacher to individual classrooms instead of having students go to the shared space.
- Recess/Physical Education:
 - Stagger recess. If two or more groups are participating in recess at the same time, they should have at least 6 feet of open space between them.
 - Designate specific areas for each class during recess to avoid cohort mixing by using cones, flags, tape, or other signs to create boundaries between groups.
 - Staff and student must wash hands immediately after outdoor playtime.
 - Stagger the use of playground equipment and establish frequent disinfecting protocols.
 - Complete an inventory of outdoor spaces (athletic fields, track, green spaces, open space, and local parks) and designate zones, use stations, mark off areas, floor markers, floor tape, poly spots, etc., to ensure separation among students (six feet for social distancing).
 - Students may be encouraged to wear comfortable clothing and safe footwear to school that allows for safe movement and is appropriate for the weather in order to participate in physical education without the use of a locker room.
 - Mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no or minimal equipment) and do not allow sharing of equipment. If equipment must be shared, clean and disinfect between each use.

REMOTE INSTRUCTION SCHEDULE

In the event of an extended school closure students receive instruction while at home through a combination of synchronous and asynchronous digital delivery methods. Nassau BOCES's continuity of student learning plans take into consideration the Guidance from the United States Department of Education's Readiness and Emergency Management in Schools Technical Assistance Center:

- Designing for Unique Needs of All Students
- Supporting System Orientation/Preparation
- Ensuring Equitable Accessibility
- Preparing for Short- and Long-Term School Closures

DAILY REMOTE SCHEDULE

Nassau BOCES believes an effective remote schedule needs high quality synchronous and asynchronous instruction from teachers, who are able to guide learning and keep students on task. This is achieved by:

- Breaking learning into smaller chunks.
- Being clear about expectations for online participation.
- Providing immediate (or at least frequent) feedback through online knowledge checks, comments on collaborative documents and chat to keep students motivated and moving forward.
- Including virtual meetings, live chats and/or video tutorials to maintain a human connection.
- Including and designing Independent Learning-Asynchronous.
- Designing learning that does not require a lot of support from parents/guardians who might already be overwhelmed.

Here is an example of an elementary *Special Education* daily remote schedule:

DAILY REMOTE SCHEDULE	
8:50 AM	Staff Team Meeting <ul style="list-style-type: none"> ▪ Record and report staff attendance for the day ▪ Share schedule for the day ▪ Review expectations
9:00AM	Student Check-In <ul style="list-style-type: none"> ▪ Record and report student attendance for the day
Whole Class (up to 1 hour)	Class Meeting -Synchronous <ul style="list-style-type: none"> ▪ Whole class meeting held daily
2 hour block	1:1 Student Check-ins/Conferencing-Synchronous <ul style="list-style-type: none"> ▪ Individual/small group instructional lessons Student Work -Asynchronous <ul style="list-style-type: none"> ▪ Students engaged with program-specific online learning content (e.g. Compass Learning, IXL, Khan Academy, Freckle, TeachTown, BoomCards, Unique, Read180, Foundations, Prodigy, Learning A-Z, MobyMax, Lexia, BrainPop, HMH, Edmark etc.) ▪ Instructional Packets
30 minutes	Teacher & Students Lunch
30 minutes	Teacher Self-Directed Prep Student Related Services Physical Therapy, Occupational Therapy, Speech, etc. Special Areas Art, Music, Physical Education
Up to 1.5 hours	1:1 Student Check-ins/Conferencing-Synchronous <ul style="list-style-type: none"> ▪ Individual/small group instructional lessons Student Work -Asynchronous <ul style="list-style-type: none"> ▪ Students engaged with program-specific online learning content (e.g. Compass Learning, IXL, Khan Academy, Freckle, TeachTown, BoomCards, Unique, Read180, Foundations, Prodigy, Learning A-Z, MobyMax, Lexia, BrainPop, HMH, Edmark etc.) ▪ Instructional Packets
30 minutes	Student Check-In <ul style="list-style-type: none"> ▪ Record and report student attendance for the day
3:00-3:15 PM	Staff Team Meeting <ul style="list-style-type: none"> ▪ Confirm and report staff attendance for the day ▪ Discuss any student needs/concerns
6 hours and 25 minutes	

Here is an example of a *Career & Technical Education* daily remote schedule:

REMOTE DAILY SCHEDULE	
Monday through Friday	
7:40 AM	Staff Sign-in via Microsoft Office FORMS <ul style="list-style-type: none"> • Administrators check-in with staff
7:50 AM	Class Start Time (1st Year Students) <ul style="list-style-type: none"> ▪ Record and report student attendance for the day

	<ul style="list-style-type: none">▪ Share schedule for the day▪ Review expectations	
8:00 AM	Synchronous Instruction <ul style="list-style-type: none">▪ Whole class meeting held	Student Work -Asynchronous:* <ul style="list-style-type: none">▪ Students engaged with program-specific online learning content (<i>e.g. Flipped Classroom Videos created by teacher or Industry specific videos for demonstration purposes, assignments related to unit of instruction, Safety videos related to their field of study.</i>)▪ Instructional Packets
	Guidance Counselor/Social Worker/Psychologist pull out of students who may need additional support)	
10:20 AM	Class End Time	
10:20 AM – 11:40 AM	Staff Lunch & Prep	
11:40 AM	Staff Sign-in via Microsoft Office FORMS Administrators check-in with staff	
11:50 AM	Class Start Time (2nd Year Students) <ul style="list-style-type: none">▪ Record and report student attendance for the day▪ Share schedule for the day▪ Review expectations	
12:00 PM	Synchronous Instruction <ul style="list-style-type: none">▪ Whole class meeting held	Student Work -Asynchronous:* <ul style="list-style-type: none">▪ Students engaged with program-specific online learning content (<i>e.g. Flipped Classroom Videos created by teacher or Industry specific videos for demonstration purposes, assignments related to unit of instruction, Safety videos related to their field of study.</i>)▪ Instructional Packets
	Guidance Counselor/Social Worker/Psychologist pull out of students who may need additional support	
2:20 PM	Class End Time	
2:25 PM	Teacher Sign-off for the day via Microsoft Office FORMS	
2:20 PM	Teacher Aides Sign-off for the day via Microsoft Office FORMS	

SYNCHRONOUS VS ASYNCHRONOUS LEARNING

- **Synchronous remote classes** are real-time classes and use live video chat sessions. Students can attend a live class online, participate in interactive discussion, and work on assignments and tasks after the session. The assignments can be submitted through a learning management system (or through email). If some students cannot participate in synchronous sessions for any reason, the teacher may use a system that allows for recording each synchronous session so that students who miss it may replay it at another time.
- **Asynchronous remote learning** sessions occur during different times. Students will log into a course/learning management system, read or watch a pre-recorded mini-lecture, and participate in activities based on their own schedule.
- Oftentimes, a teacher needs to **combine** the above two options to deliver their instruction, taking the advantages of each. For example, in a learning unit, the teacher can arrange a few synchronous sessions to teach and discuss challenging content and handle other learning activities (reading, assignments) in an asynchronous manner.
- The decision on how much synchronous, asynchronous or combination of remote instruction a class provides will be based on specific needs for each specific course or program.

INSTRUCTIONAL PACKETS

Teachers prepare in advance instructional packets for distribution to students aligned with the skill level of age groups and abilities, including students with disabilities and English Language Learners, to the greatest extent possible. The following are examples of reference materials, curriculum, and assignments prepared for distribution to students:

- Textbooks, trade books and magazines
- Photocopies of text, pictures, and other media
- Printed transcripts of guided lessons
- Photocopies of activity pages, graphic organizers, and skill-building sheets
- Lists of hands-on activities students can engage in at home

Teachers may take two different approaches when developing packets, according to how much advanced notice they have before a school closure or prolonged student absence:

- Generic packets that can be used at any point in the school year that promote student learning according to grade-level and subject-specific standards, or
- Unit-specific packets that are based on the planned curriculum, and integrate with the lessons that students are currently learning in class, and/or
- Customized packets aligned to the Individualized Education Plan

TELE-PRACTICE











The United States Department of Education during the COVID 19 pandemic (2020) encouraged the use of teletherapy and teleintervention as a means to continue to meet the needs of students with disabilities, including English Language Learners with disabilities. Nassau BOCES related service staff (i.e., physical, occupational, and speech therapists) will use tele-practice as an option for provision of related services, including bilingual related services, to the extent possible and consistent with privacy interests. Note, during the time period the school district is closed pursuant to NYS Governor Executive Order, school districts are not required to amend students' IEPs if continuing the provision of related services via tele-practice is part of a school closure recommendation. According to NYSED, during the period of the emergency the existing approved set of Medicaid-reimbursable SSHSP services will be reimbursed under current rates when delivered through the following means:

- Two-way audio/video communication;
- Video, including technology commonly available on smart phones and other devices; and/or
- Telephonic communication to the extent the service can reasonably be delivered over the phone.











HYBRID INSTRUCTION SCHEDULE

Most programs will assign students to 2 groups, Cohort A and Cohort B. Some will include a Cohort C or may only require one Cohort. (e.g. Students in Cohort A might be in the school building on Monday and Tuesday and students in Cohort B will be in the school building on Thursday and Friday. In this model, all students will participate in remote learning on Wednesday). Synchronous (live teaching lessons) and asynchronous learning will take place during all remote sessions. See below for Hybrid Instruction schedules for specific locations

Special Education Programs: Jerusalem Avenue Elementary School, Rosemary Kennedy School, Children's Readiness Center, Carman Road School, Preschool at Barry Tech











ELEMENTARY SCHOOL HYBRID WEEKLY SCHEDULE					
COHORT A	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
					
COHORT B	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
					
COHORT A					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:50 AM	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in
9:00 AM	Breakfast/SEL	Breakfast/SEL	Remote	Remote	Remote
9:30 AM	ELA Block	ELA/Block	Remote	Remote	Remote
11:00 AM	Math/ADL Block	Math /ADL Block	Remote	Remote	Remote
12:30 PM	Lunch/Recess	Lunch/Recess	Lunch	Lunch	Lunch
1:00 PM	PE/ART/Music	PE/ART/Music	Remote	Remote	Remote
	Science/Social	Science/Social			
1:45 PM	Studies/Social Skills	Studies/Social Skills	Remote	Remote	Remote
2:45 PM	PBIS/Dismissal	PBIS/Dismissal	Remote	Remote	Remote
3:00 PM	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in
COHORT B					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:50 AM	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in
9:00 AM	Remote	Remote	Remote	Breakfast/SEL	Breakfast/SEL
9:30 AM	Remote	Remote	Remote	ELA/SEL Block	ELA/SEL Block
11:00 AM	Remote	Remote	Remote	Math/ADL Block	Math/ADL Block
12:30 PM	Lunch	Lunch	Lunch	Lunch/Recess	Lunch/Recess
1:00 PM	Remote	Remote	Remote	PE/ART/Music	PE/ART/Music
				Science/Social	Science/Social
1:45 PM	Remote	Remote	Remote	Studies/Social Skills	Studies/Social Skills
2:45 PM	Remote	Remote	Remote	PBIS/Dismissal	PBIS/Dismissal
3:00 PM	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in

Special Education Programs: Community Center for Adjustment (CCA), Career Preparatory High School, Iris Wolfson High School, Seaman Neck Middle School, Robert Williams Middle School






	SECONDARY SCHOOL HYBRID WEEKLY SCHEDULE					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
COHORT A						
COHORT B						
COHORT A						
	Monday	Tuesday	Wednesday	Thursday	Friday	
7:40 AM	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in	
7:50 AM*	Arrival/Breakfast	Arrival/Breakfast	Remote	Remote	Remote	
8:00 AM	ELA/SEL	ELA/SEL	Remote	Remote	Remote	
9:00 AM	Math	Math	Remote	Remote	Remote	
10:00 AM	PE/ART/MUSIC	PE/ART/MUSIC	Remote	Remote	Remote	
11:00 AM	Lunch	Lunch	Lunch	Lunch	Lunch	
12:00 PM	Social Studies	Social Studies	Remote	Remote	Remote	
1:00 PM	Science	Science	Remote	Remote	Remote	
1:45 PM	PBIS/Dismissal	PBIS/Dismissal	Remote	Remote	Remote	
2:00 PM	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in	
COHORT B						
	Monday	Tuesday	Wednesday	Thursday	Friday	
7:40 AM	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in	
7:50 AM *	Remote	Remote	Remote	Arrival /Breakfast	Arrival /Breakfast	
8:00 AM	Remote	Remote	Remote	ELA/SEL	ELA/SEL	
9:00 AM	Remote	Remote	Remote	Math	Math	
10:00 AM	Remote	Remote	Remote	PE/ART/MUSIC	PE/ART/MUSIC	
11:00 AM	Lunch	Lunch	Lunch	Lunch	Lunch	
12:00 PM	Remote	Remote	Remote	Social Studies	Social Studies	
1:00 PM	Remote	Remote	Remote	Science	Science	
1:30 PM	Remote	Remote	Remote	PBIS/Dismissal	PBIS/Dismissal	
2:00 PM	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in	Staff Check-in	

*Student start times vary by program: IWHS – 8:15AM, CCA NET and NET STEP-8:00AM, CCA Life Skills and Modified HS – 9:00AM, SNMS – 8:30AM, Williams MS – 8:30AM

Regional Schools Instructional Program(s): GC Tech and Barry Tech

CAREER & TECHNICAL EDUCATION HYBRID SCHEDULE						
COHORT A		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
						
COHORT B						
						
COHORT A GC TECH SAMPLE HYBRID SCHEDULE						
AM SESSION	7:05 AM 9:35 AM	MONDAY Remote	TUESDAY Remote	WEDNESDAY Remote	THURSDAY CTE Class	FRIDAY CTE Class
PM SESSION	11:00 AM 1:35 PM	Remote	Remote	Remote	CTE Class	CTE Class
COHORT B GC TECH SAMPLE HYBRID SCHEDULE						
AM SESSION	7:05 AM 9:35 AM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		CTE Class	CTE Class	Remote	Remote	Remote
PM SESSION	11:00 AM 1:35 PM	CTE Class	CTE Class	Remote	Remote	Remote

Regional Schools Instructional Program(s): Long Island High School for the Arts

CAREER & TECHNICAL EDUCATION HYBRID SCHEDULE						
COHORT C*		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
						
*Smaller class sizes and custom scheduling would not require two cohorts						
COHORT C						
LIHSA SAMPLE HYBRID SCHEDULE						
AM SESSION		Monday	Tuesday	Wednesday	Thursday	Friday
	8:00 AM	Major Class A (e.g. Film Production)	Major Class A (e.g. Film Production)	Major Class B (e.g. StageCraft)	Major Class B (e.g. StageCraft)	Remote
	10:30 AM	Elective 1 (e.g. Storyboarding)	Elective 1 (e.g. Storyboarding)	Elective 2 (e.g. Animation)	Elective 2 (e.g. Animation)	Remote
PM SESSION	12:00 PM	Major Class A	Major Class A	Major Class B	Major Class B	Remote
	2:30 PM	Elective 1	Elective 1	Elective 2	Elective 2	Remote

APPENDIX F

Threat Assessment Guidance

Nassau BOCES Student Threat Response Model



****Prior to conducting Threat Assessment, ensure immediate safety of the student and others around them****

- I. Assemble School Threat Assessment Team
 - a. Complete **Threatening and Dangerous Bx in School Form**
 - b. Use information from all who interact with the student.
 - c. Consider the facts that drew your attention to the student, situation, and target, obtain first hand specific accounts of the threat by interviewing recipients, witnesses, and the student who the threat, document photo, record all.
 - d. Establish/maintain contact w the student.
 - e. Obtain/consider information about the student, identifiers, b/g info current life situation circumstances.
 - f. Consider the circumstance in which the threat was made, student's intentions, motives, and target selection.
- II. Evaluate Level of Threat/Concern
 - a. Based **Threatening and Dangerous Bx in School Form** determine if Level of Threat is:
 - i. **Low:** threat is transient poses a minimal risk to the victim and public safety
 - ii. **Moderate:** plausible threat, potential to be carried out
 - iii. **High:** Direct, specific, and imminent threat
- III. Notification and Response
 - a. Contact Special Education Central Office Representative (Asst Director/Chief Psychologist
 - b. Determine if Central Office Supervisor of Security should be notified.
 - c. Determine if Law Enforcement or POP Officer should be notified.
 - d. Using the **Threatening and Dangerous Bx in School Form** determine most appropriate level of response.
 - e. Communication regarding outcome and recommendations with relevant school staff.

MAINTAIN ALL DOCUMENTATION FROM INVESTIGATION IN FILE SEPARATE FROM STUDENT EDUCATIONAL RECORDS

*NOTE: Example of threat includes immediate loss of life, **severe** injury to person or person, and/or references to weapons/bombs*

THREATENING & DANGEROUS BEHAVIOR IN SCHOOL QUESTIONNAIRE

Retain with Personal Notes

Date Investigation Initiated: _____ Interviewers 1. _____ 2. _____

Student Name: _____ Date of Birth: _____ District: _____

Date, Time, Location of Incident: _____



A. INCIDENT: Briefly describe the incident or report that brought this student to your attention. Be specific. Write exactly what was said in quotes. Identify (potential) victims and identify threat targets

SCREENING QUESTIONS

Y N ?	Plausible details? time (_____), place (_____)?
Y N ?	Has the student identified victims/targets? Explain:
Y N ?	Has the student identified a method/plan? Explain:
Y N ?	Has the student communicated motives? Explain:
Y N ?	Has the student communicated intent? Explain:
	What motivated the student to make the statement/take the action? Explain:
Y N ?	Does the situation that lead to the statement/action still exist? Explain

<<STOP HERE>>

**ONLY PROCEED IF STUDENT ANSWERED YES TO ONE OR MORE SCREENING QUESTIONS.
REPORT FINDINGS TO ADMINISTRATION**

1. History

Y N ?	History of plausible threats:
Y N ?	History of physical aggression:
Y N ?	History of violence towards others:
Y N ?	History of suicidal ideation, intent, or plan?
Y N ?	History of substance use or abuse?
Y N ?	History of paranoid thinking or delusions?
Y N ?	History of feeling bullied/sense of injustice/major grievance or grudge?

2. Situational Factors

Y N ?	Is student experiencing hopelessness, desperation, or despair?
Y N ?	Has student had a recent failure, humiliation, loss, loss of status or been victim of bullying?
Y N ?	Are other people concerned about the student's potential for violence?
Y N ?	Is there concern about a specific target? Yes/No. If Yes, Who:
Y N ?	Have there been recent escalations in mood or changes in behavior?
Y N ?	Does the student see violence as acceptable or the only way to solve problems?
Y N ?	Are there factors that reduce your concerns?
Y N ?	Inappropriate interest in: School attacks, attackers, weapons, incidents of mass violence
	Other

3. Does the student have the capacity to carry out threat?

Y N ?	Does student have a plausible plan to carry out threat?
Y N ?	Is there physical evidence of intent or an attempt to carry out the threat?
Y N ?	Does student have means (e.g., weapons, bombs) to carry out attack?
	How organized is the student's thinking and behavior? Explain:

4. Has the student engaged in any of the following attack related behaviors?

Y N ?	Developing an attack idea or plan
Y N ?	Casing or checking out possible sites for an attack
Y N ?	Rehearsing attacks or ambushes?
Y N ?	Stalking intended victim
Y N ?	Are there accomplices or an attempt to recruit accomplices? Yes/No: If Yes, Who: _
Y N ?	Has the student invited an audience of peers to watch the threatened event? Or stay away?
	Other

5. Protective Factors

Y N ?	Does student have at least 1 trusting relationship with an adult
Y N ?	Is the student emotionally connected to other students?
Y N ?	Does student have means (e.g., weapons, bombs) to carry out attack?
	What factors in the student's life or environment might increase or decrease the likelihood of attack?
	OTHER:

6. Collateral Information

Y N ?	What if anything has the student communicated to some else or written?
Y N ?	Does information from collateral interviews confirm what student says?
Y N ?	Are those who know student concerned that student could take action based on ideas/plan?
Y N ?	Are those who know student concerned about a specific target?
Y N ?	Has the student been dared by others to engage in an act of violence?
	What is the response of other persons who know about the student's ideas or plan?
	OTHER

7. Student Observations

Verbal	Nonverbal
<input type="checkbox"/> Conditional Threat ("If...then" statement)	<input type="checkbox"/> Gestures (fists clenched, pantomime)
<input type="checkbox"/> Direct threat (clear verbal statement of intent to do harm)	<input type="checkbox"/> Physical contact (pushing, shoving)
<input type="checkbox"/> Insults, name-calling, verbal provocation	<input type="checkbox"/> Pictorial threat
<input type="checkbox"/> Veiled threat (implied):	<input type="checkbox"/> Property damage
<input type="checkbox"/> Other:	<input type="checkbox"/> Veiled threat (implied):
	<input type="checkbox"/> Weapon observed, reported
	<input type="checkbox"/> Written threat
	<input type="checkbox"/> Other:

LEVEL OF CONCERN (Mark All That Apply)

LOW CONCERN	MODERATE CONCERN	HIGH CONCERN
<input type="checkbox"/> Threat is transient, poses a minimal risk to the victim and public safety (is vague, indirect, lacks realism)	<input type="checkbox"/> Plausible threat, potential to be carried out.	<input type="checkbox"/> Direct, specific, and imminent threat.
<input type="checkbox"/> Contents suggests person is unlikely and incapable of carrying out threat	<input type="checkbox"/> Statements seek to convey intention to carry out threat ('I'm serious or 'I really mean this').	<input type="checkbox"/> Poses clear and immediate danger to the safety of others
<input type="checkbox"/> Information is inconsistent, implausible or lacks details	<input type="checkbox"/> Wording of threat <u>suggest</u> the individual has given some thought of how the act will be carried out (place, time, means) but still falls short of a detailed plan.	<input type="checkbox"/> Threat contains identifiable target(s) and specific description of the intended act
<input type="checkbox"/> Inappropriate verbal comment, drawing or gesture that does not intend to threaten violence	<input type="checkbox"/> No indication that the individual has taken preparatory steps toward implementation	<input type="checkbox"/> Steps have been taken to implement the plan (e.g., acquisition of weapon)

RECOMMENDED RESPONSE (Mark All That Apply)



<input type="checkbox"/> Notify parents of student who made threat	<input type="checkbox"/> Immediate precaution to protect potential victims: notify victim & parents	<input type="checkbox"/> Out of school suspension	<input type="checkbox"/> Bus Suspension
<input type="checkbox"/> In-School Suspension	<input type="checkbox"/> Meeting with administration	<input type="checkbox"/> Hospitalization or Psychiatric evaluation	<input type="checkbox"/> Peer Mediation
<input type="checkbox"/> Counseling	<input type="checkbox"/> District contact	<input type="checkbox"/> Law enforcement involvement	<input type="checkbox"/> Bag Search/notify Security/Bus Staff as a modification to entry
<input type="checkbox"/> Risk Assessment (SAVRY/EARL)	<input type="checkbox"/> Positive alternative to suspension	<input type="checkbox"/> Implement safety plan: develop plan, student sign, & revise as needed	<input type="checkbox"/> Behavior Plan <input type="checkbox"/> Complete <input type="checkbox"/> Modify

NOTES:

Administrator/Reviewed

Date:

**U.S. Department of Homeland Security
United States Secret Service
Creating a Comprehensive Targeted Violence Prevention Plan**

The July 2018 report from the United States Secret Service highlights the many factors necessary for creating a school violence prevention plan including physical security, emergency management and violence prevention through a threat assessment process. The basis of this document focuses on violence prevention by the creation of a Comprehensive Targeted Violence Prevention Plan. Components of the Plan include the following:

1. Forming a Multidisciplinary Threat Assessment Team
2. Identifying Behaviors of Concern
3. Establishing Central Reporting Mechanisms
4. Defining the Threshold for Law Enforcement Intervention
5. Establish Threat Assessment Procedures
6. Develop Risk Management Options
7. Promoting Safe School Climates
8. Providing Training to Stakeholders

New York State has been a leader and National model for violence prevention in schools through the creation of the SAVE (Safe Schools Against Violence in Education) legislation in 2000 along with more recent revisions and guidance on the law reflecting lessons learned from violent incidents across the Country. The following information compares the recommendations from the U.S. Secret Service with existing requirements and guidelines in New York State.

U. S. Secret Service Recommendations	NYS Requirements & Guidelines
Step 1: Threat Assessment Team <ol style="list-style-type: none"> a. District-wide or School Building Team b. Variety of Disciplines c. Specific Designated Leader d. Protocols and Procedures e. Meet on a Regular Basis 	The SAVE legislation requires school districts to have a District-wide School Safety Team; Building-level Emergency Response Team; Emergency Response Team and Post-Incident Response Team . There is cross-sectional representation of the school community with specific leadership. Teams are encouraged to meet at least 4 times annually and many meet monthly.
Step 2: Define Prohibited & Concerning Behaviors <ol style="list-style-type: none"> a. Threatening or Violent Actions; Weapons; Bullying/Harassment; Criminal Behavior. b. Performance Decline; Absenteeism; Withdrawal/Isolation; Change in Behavior or Appearance; Drug/Alcohol Use; Depression or other Emotional/Mental Health Symptoms. c. Threshold for Intervention Should be Low. d. Identify Other Concerning Statements or Actions. 	The SAVE legislation also has requirements for recognizing, reporting and documenting threatening and violent actions through School Safety and the Educational Climate (SSEC) provisions. This consists of the Dignity for all Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR) which includes Homicide; Sexual Offense; Assault; Weapons Possession; Discrimination, Harassment, and Bullying; Bomb Threats; False Alarms; and Use, Possession and Sale of Drugs and Alcohol. The mandated Code of Conduct sets the Standard.
Step 3: Create a Central Reporting Mechanism <ol style="list-style-type: none"> a. Establish One or More Reporting Mechanisms (on-line, email, phone, etc.) b. Promote and Provide Training on Reporting System. Make sure everyone knows their roles. c. Establish monitoring and response protocols. d. Establish anonymous reporting procedures. e. Act quickly, appropriately and maintain confidentiality. 	Reporting systems exist and anonymous reporting is encouraged. In New York State schools are encouraged to adopt the concept "If You See Something, Say Something." There are existing requirements for reporting of child abuse in the home along with training for mandated reporters. Additional requirements exist for reporting of suspected child abuse within the educational setting. Timeframes are established for reporting.
Step 4: Threshold for Law Enforcement <ol style="list-style-type: none"> a. Weapons, threats, physical violence, safety of individual. b. Importance of law enforcement representation on team. 	The SAVE legislation requires representation of law enforcement on the Building-level Emergency Response Team. School districts are encouraged to report weapons, threats, physical violence, and anything concerning the safety of an individual to law enforcement.

<p>Step 5: Establish Threat Assessment Procedures</p> <ol style="list-style-type: none"> Standardized Incident Form. Consider different sources of information. Examine online social media, desks, lockers. Examine academic, disciplinary, law enforcement and other formal records. Establish rapport with student and guardian. Evaluate the behavior in the context of age and social/emotional development. Investigate Themes: Motives; Communications, Inappropriate Interests; Weapons Access; Stressors; Emotional or Developmental Issues; Desperation or Despair; Violence as an Option; Concerned Others; Capacity to Carry Out an Attack; Planning; Consistency; Protective Factors. 	<p>School districts use standardized incident reporting forms which become the basis for the annual School Safety and the Educational Climate (SSEC) Summary Form. Emergency response procedures are required to be shared with parents, students and staff by October 1st of each school year.</p>
<p>Step 6: Develop Risk Management Options</p> <ol style="list-style-type: none"> Individualized Management Plan. Need for Monitoring or Guidance. Available Resources. Removal and its impact on monitoring and maintaining connection. Notify law enforcement immediately if student is thinking about or planning to engage in violence. Address the safety of any potential targets. Create a situation that is less prone to violence. Remove or redirect the student's motive. Reduce the effect of stressors. 	<p>Addressed in the SAVE legislation and required to be defined in the Building-Level Emergency Response Plan.</p>
<p>Step 7: Create/Promote Safe School Climate</p> <ol style="list-style-type: none"> Build culture of safety, respect, trust and social/emotional support. Encourage teachers/staff to build positive, trusting relationships with students. Break down "codes of silence." Help students feel connected to the school community and classmates. Identify clubs or teams at school. Support Positive Behavioral Interventions and Supports (PBIS) programs. Encourage student involvement. 	<p>The Dignity for all Students Act (DASA) promotes a safe school climate through requirements for Dignity Act Coordinators in school buildings. DASA Coordinators are required to complete specific training in order to fulfill their responsibilities.</p>
<p>Step 8: Conduct Training for all Stakeholders</p> <ol style="list-style-type: none"> School safety is everyone's responsibility. All employees require training. Students need training on the threat assessment process, reporting process, breaking the code-of-silence and confidentiality. Parents need training on their role in the threat assessment process. Law enforcement can provide training and should also be aware of the threat assessment process. 	<p>Training is required on many different levels. Teacher/Administrator certification requires 2-hours of training for both Child Abuse and Violence Prevention. Annual school safety training for all students and staff is required to be completed by September 15th of every school year. Parents are made aware of their role by providing them with a copy of the Code of Conduct and summary of Emergency Response Procedures. School districts works closely with law enforcement to provide training and establish procedures.</p>



UNITED STATES SECRET SERVICE ENHANCING SCHOOL SAFETY USING A THREAT ASSESSMENT MODEL

An Operational Guide for Preventing Targeted School Violence

National Threat Assessment Center
July 2018

U.S. SECRET SERVICE SCHOOL SAFETY RESEARCH

Over the last 20 years, the U.S. Secret Service National Threat Assessment Center (NTAC) has conducted research, training, and consultation on threat assessment and the prevention of various forms of targeted violence. Following the tragedy at Columbine High School in April 1999, the Secret Service partnered with the Department of Education on two studies related to school safety. Published in 2002, the *Safe School Initiative (SSI)* examined 37 incidents of targeted violence that occurred at elementary and secondary schools to analyze the thinking and behavior of students who commit these attacks. The report, and accompanying guide, served as the impetus for establishing threat assessment programs in schools. In 2008, the agencies released the Bystander Study, a report that explored a key SSI finding that prior to most attacks, other students knew of the attackers' plans, yet most did not report it to an adult. The report highlighted the importance of creating safe school climates in which students are empowered to share their concerns. Since then, NTAC has continued to provide and update training to schools, law enforcement, and others on threat assessment and prevention practices.

U.S. SECRET SERVICE'S LATEST INITIATIVE REGARDING SCHOOL SAFETY

The tragic events of the February 14, 2018 shooting at Marjory Stoneman Douglas High School in Parkland, Florida, and the May 18, 2018 shooting at Santa Fe High School in Santa Fe, Texas, demonstrated the ongoing need to provide leadership in preventing future school attacks. As such, the U.S. Secret Service, along with many of our partners, have redoubled our efforts and are poised to continue enhancing school safety. As part of these efforts, NTAC created an operational guide that provides actionable steps that schools can take to develop comprehensive targeted violence prevention plans for conducting threat assessments in schools. The guide, titled *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*, is available on the U.S. Secret Service website. A condensed overview is outlined on the following page.

KEY CONSIDERATIONS

- In conjunction with physical security and emergency management, a threat assessment process is an effective component to ensuring the safety and security of our nation's schools.
- Threat assessment procedures recognize that students engage in a continuum of concerning behaviors, the vast majority of which will be non-threatening and non-violent, but may still require intervention.
- The threshold for intervention should be relatively low so that schools can identify students in distress before their behavior escalates to the level of eliciting concerns about safety.
- Everyone has a role to play in preventing school violence and creating safe school climates. Students should feel empowered to come forward without fear of reprisal. Faculty and staff should take all incoming reports seriously, and assess any information regarding concerning behavior or statements.

Additional Resources: The full guide provides information and links to additional resources that can help schools create threat assessment teams, establish reporting mechanisms, train stakeholders, and promote safe school climates.

CREATING A TARGETED VIOLENCE PREVENTION PLAN

The goal of a threat assessment is to identify students of concern, assess their risk for engaging in violence or other harmful activities, and identify intervention strategies to manage that risk. This process begins with establishing a comprehensive targeted violence prevention plan that requires schools to:

Step 1: Establish a multidisciplinary threat assessment team of school personnel including faculty, staff, administrators, coaches, and available school resource officers who will direct, manage, and document the threat assessment process.

Step 2: Define behaviors, including those that are prohibited and should trigger immediate intervention (e.g., threats, violent acts, and weapons on campus) and other concerning behaviors that require a threat assessment.

Step 3: Establish and provide training on a central reporting system such as an online form on the school website, email address, phone number, smartphone application, or other mechanisms. Ensure that it provides anonymity to those reporting concerns and is monitored by personnel who will follow-up on all reports.

Step 4: Determine the threshold for law enforcement intervention, especially if there is a safety risk.

Step 5: Establish threat assessment procedures that include practices for maintaining documentation, identifying sources of information, reviewing records, and conducting interviews. Procedures should include the following investigative themes to guide the assessment process:

- **Motive:** What motivated the student to engage in the behavior of concern? What is the student trying to solve?
- **Communications:** Have there been concerning, unusual, threatening, or violent communications? Are there communications about thoughts of suicide, hopelessness, or information relevant to the other investigative themes?
- **Inappropriate Interests:** Does the student have inappropriate interests in weapons, school attacks or attackers, mass attacks, other violence? Is there a fixation on an issue or a person?
- **Weapons Access:** Is there access to weapons? Is there evidence of manufactured explosives or incendiary devices?
- **Stressors:** Have there been any recent setbacks, losses, or challenges? How is the student coping with stressors?
- **Emotional and Developmental Issues:** Is the student dealing with mental health issues or developmental disabilities? Is the student's behavior a product of those issues? What resources does the student need?
- **Desperation or Despair:** Has the student felt hopeless, desperate, or like they are out of options?
- **Violence as an Option:** Does the student think that violence is a way to solve a problem? Have they in the past?
- **Concerned Others:** Has the student's behavior elicited concern? Was the concern related to safety?
- **Capacity:** Is the student organized enough to plan and execute an attack? Does the student have the resources?
- **Planning:** Has the student initiated an attack plan, researched tactics, selected targets, or practiced with a weapon?
- **Consistency:** Are the student's statements consistent with his or her actions or what others observe? If not, why?
- **Protective Factors:** Are there positive and prosocial influences in the student's life? Does the student have a positive and trusting relationship with an adult at school? Does the student feel emotionally connected to other students?

Step 6: Develop risk management options to enact once an assessment is complete. Create individualized management plans to mitigate identified risks. Notify law enforcement immediately if the student is thinking about an attack, ensure the safety of potential targets, create a situation less prone to violence, redirect the student's motive, and reduce the effect of stressors.

Step 7: Create and promote a safe school climate built on a culture of safety, respect, trust, and emotional support. Encourage communication, intervene in conflicts and bullying, and empower students to share their concerns.

Step 8: Provide training for all stakeholders, including school personnel, students, parents, and law enforcement.

UNITED STATES SECRET SERVICE

Eleven Questions to Guide Data Collection in a Threat Assessment Inquiry

DOE and United States Secret Service Threat Assessment Guide

<i>Star areas of concern</i>	<i>Eleven Key Areas</i>
1.	What are the student's motive(s) and goals?
	<ul style="list-style-type: none"> What motivated the student to make the statement or take the actions that caused him/her to come to attention?
	<ul style="list-style-type: none"> Does the situation or circumstance that led to these statements or actions still exist?
	<ul style="list-style-type: none"> Does the student have a major grievance or grudge? Against whom?
	<ul style="list-style-type: none"> What efforts have been made to resolve the problem and what has been the result? Does the potential attacker feel that any part of the problem is resolved or see any alternatives?
2.	Has the student shown inappropriate interest in any of the following?
	<ul style="list-style-type: none"> School attacks or attackers; weapons (including recent acquisition of any relevant weapon); incidents of mass violence (terrorism, workplace violence, mass murders). Ask about Columbine, Santana, etc.

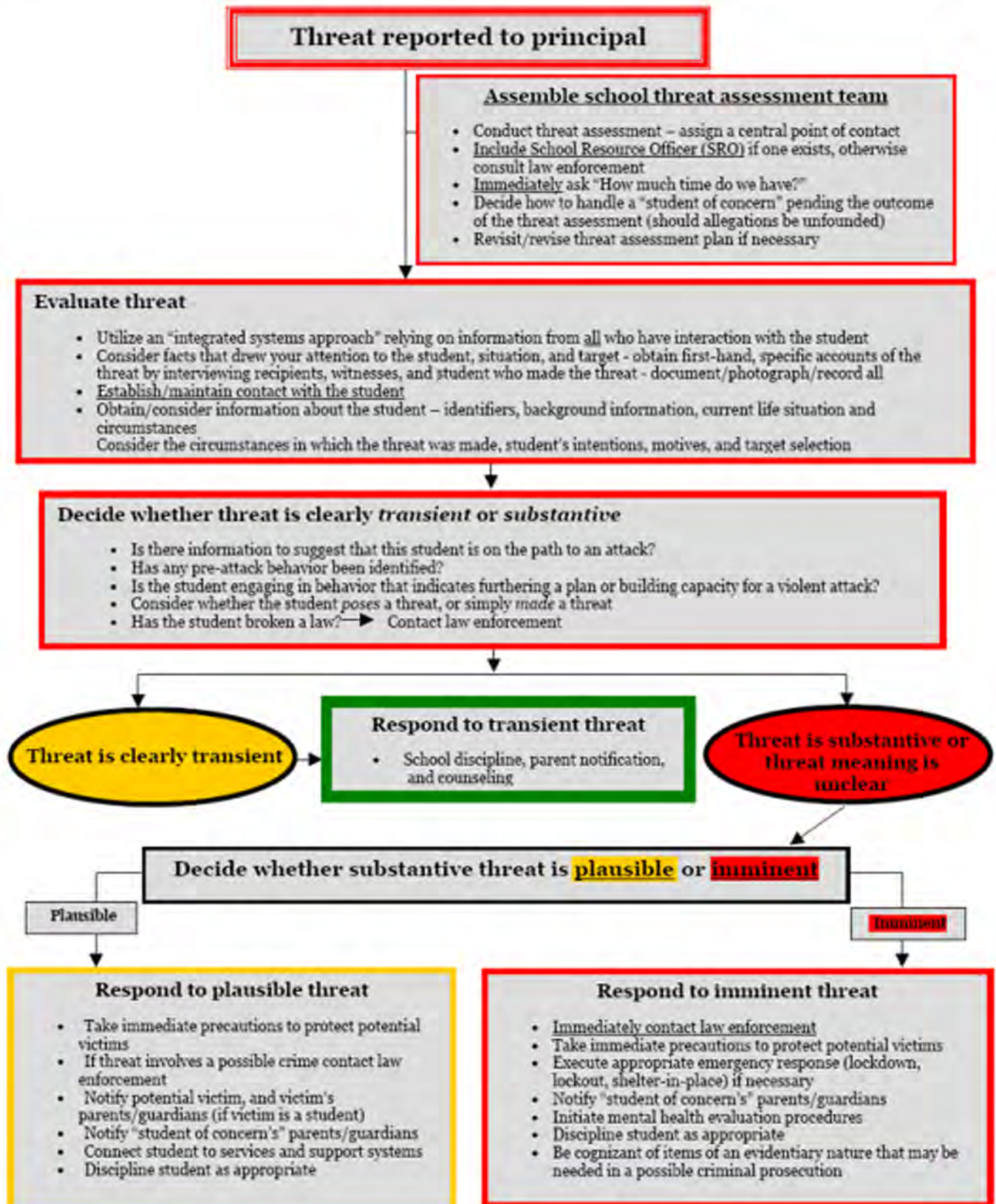
3.	Have there been any communications suggesting ideas or intent to attack?
	<ul style="list-style-type: none"> What if anything has the student communicated to someone else (targets, friends, other students, teachers, family, others) or written in a diary, journal, or Web Site concerning his/her ideas and/or intentions?
	<ul style="list-style-type: none"> Have friends been alerted or “warned away”?
4.	Has the student engaged in attack-related behaviors? These behaviors might include:
	<ul style="list-style-type: none"> Developing an attack idea or plan
	<ul style="list-style-type: none"> Making efforts to acquire or practice with weapons
	<ul style="list-style-type: none"> Casing or checking out, possible sites and areas for an attack
	<ul style="list-style-type: none"> Rehearsing attacks or ambushes
5.	Is the student’s conversation and “story” consistent with his or her actions?
	<ul style="list-style-type: none"> Does information from collateral interviews and from the student’s own behavior confirm or dispute what the student says is going on?

6.	Does the student have the capacity to carry out an act of targeted violence?
	<ul style="list-style-type: none"> How organized is the student's thinking and behavior?
	<ul style="list-style-type: none"> Does the student have the means; e.g., access to a weapon, to carry out an attack?
7.	Is the student experiencing hopelessness, desperation and/or despair?
	<ul style="list-style-type: none"> Is there information to suggest that the student is experiencing desperation and/or despair?
	<ul style="list-style-type: none"> Has the student experienced a recent failure, loss and/or loss of status?
	<ul style="list-style-type: none"> Is the student known to be having difficulty coping with a stressful event?
	<ul style="list-style-type: none"> Is the student now, or has the student ever been, suicidal or "accident-prone"?
	<ul style="list-style-type: none"> Has the student engaged in behavior that suggests that he or she has considered ending their life?

8.	Does the student have a trusting relationship with at least one responsible adult?
	<ul style="list-style-type: none"> Does the student have at least one relationship with an adult where the student feels that he or she can confide in the adult and believes that the adult will listen without judging or jumping to conclusions? (Students with trusting relationships with adults may be directed away from violence and despair and toward hope.)
	<ul style="list-style-type: none"> Is the student emotionally connected to—or disconnected from—other students?
	<ul style="list-style-type: none"> Has the student previously come to someone's attention or raised concern in a way that suggested he or she needs intervention or supportive services?
9.	Are other people concerned about the student's potential for violence?
	<ul style="list-style-type: none"> Are those who know the student concerned that he or she might take action based on violent ideas or plans?
	<ul style="list-style-type: none"> Are those who know the student concerned about a specific target?
	<ul style="list-style-type: none"> Have those who know the student witnessed recent changes or escalations in mood and behavior?

10.	What circumstances might affect the likelihood of an attack?
	<ul style="list-style-type: none"> What factors in the student's life and/or environment might increase or decrease the likelihood that the student will attempt to mount an attack at school?
	<ul style="list-style-type: none"> What is the response of other persons who know about the student's ideas or plan to mount an attack? (Do those who know about the student's ideas actively discourage the student from acting violently, encourage the student to attack, deny the possibility of violence, passively collude with an attack, etc.?)
11.	Does the student see violence as an acceptable—or desirable—or the only—way to solve problems?
	<ul style="list-style-type: none"> Does the setting around the student (friends, fellow students, parents, teachers, adults) explicitly or implicitly support or endorse violence as a way of resolving problems or disputes?
	<ul style="list-style-type: none"> Has the student been "dared" by others to engage in an act of violence?

New York State Police Threat Assessment Model, (2007)



A2

Essential Employee Worksheet

In the event of a government ordered shutdown similar, to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below by **November 16th** for your department utilizing the following guide:

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

[illegible]

Essential Employee Worksheet

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Business Services Essential Positions				
Title	Description	Justification	Work Shift	Protocol
Payroll Supervisor and Payroll Staff	Processing of payroll checks	A staff member may be required in the building to process the payroll check run twice a month	This is not applicable since only one or two staff members are required on the days requested. Remote work is possible.	Location: Farber . Time: it generally takes about an hour to process the payroll check run if there are no issues.
Accounts Payable Supervisor and Accounts Payable Staff	Processing of Accounts Payable	Staff members are be required in the building to process the AP check run twice a month, this would include the day before the check run also. There are documents/invoices received by mail and therefore staff members may require access to building to retrieve the mail.	Only a few staff members are required for the check run. Other members may work from home or on a Day 1/Day 2 schedule.	Location: Farber . Time: All day. Although the check run take only about an hour, there is additional processing required.
Treasurer or Deputy Treasurer	Processing of both the Accounts Payable and Payroll check run	In order to process either the Accounts Payable or Payroll checks, a Treasurer or Deputy Treasurer must be on site for both processing, approval and release of the checks.	The Treasurer/Deputy Treasurer will enter the check room only when others have exited.	Location: Farber , Time: generally, two or three hours if no issues arise.
Purchasing Agent and staff members including: Administrative Assistant (needed for bid opening) and Buyers	Processing of bids	If the building is “closed” the bids will be on hold. However, if the building is open, the bid will be completed virtually in the BS conference room with a clerical staff member available for the	Staff members remotely or on a Day 1/Day 2 schedule. Bid openings are in the building.	Location: Farber , Time: generally, two or three hours (three to four days a month) for the bid opening and subsequent work.

[illegible]

Essential Employee Worksheet

In the event of a government ordered shutdown similar, to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below by **November 16th** for your department utilizing the following guide:

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2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

[illegible]

Essential Employee Worksheet

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4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Curriculum, Instruction & Technology (CIT) Essential Positions (Christensen)				
Title	Description	Justification	Work Shift	Protocol
Senior Illustrator	Design of required materials for districts and BOCES; some tools only available on site	Necessary to production of required district and BOCES materials	8:30-4:00	Timesheet
Illustrator	Design of required materials for districts and BOCES; some tools only available on site	Necessary to production of required district and BOCES materials	8:30-4:00	Timesheet
Senior Dupl Machine Operator	Printing of required materials for districts and BOCES	Necessary to production of required district and BOCES materials	8:30-4:00	Timesheet
Junior Accountant	Coordination of job requests, deliveries of required materials for districts and BOCES, mail distribution for BOCES	Necessary to delivery of required district and BOCES materials, all USPS and interoffice mail	8:30-4:00	Timesheet
Laborer	Mail Delivery	Necessary to delivery of required district and BOCES materials, all USPS and interoffice mail	8:00-4:00	Timesheet/location log
	Warehouse	Necessary to acceptance of deliveries for districts and BOCES	8:00-4:00	Timesheet
	District deliveries, including payroll checks and info	Necessary to delivery of financial materials and info	8:00-4:00	Timesheet/location log
Info Tech Spec III	Technical Support	Responsible for BOCES phone system	8:30-4:00	Timesheet

Essential Employee Worksheet- CIT Reinertsen

In the event of a government ordered shutdown similar, to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below by **November 16th** for your department utilizing the following guide:

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Curriculum, Instruction & Technology (CIT) Essential Positions				
Title	Description	Justification	Work Shift	Protocol
Payroll Supervisor/Supervisor I	Manage payroll and remote print jobs for Nassau districts	Responsible for district payroll runs	830-4	Timesheet
Assoc. Director	Manage NOC	Responsible for internet connectivity	830-4	Timesheet
Executive Manager	Manage field services and techs	Responsible for support of district remote learning	830-4	Timesheet
Info Spec III	Technical Support	Responsible for support of district remote learning	830-4	Timesheet
Info Spec II	Technical Support	Responsible for support of district remote learning	830-4	Timesheet
Info Spec I	Technical Support	Responsible for support of district remote learning	830-4	Timesheet
LAN Aide I	Technical Support	Responsible for support of district remote learning	830-4	Timesheet
Lan Aide II	Technical Support	Responsible for support of district remote learning	830-4	Timesheet
LAN Aide III	Technical Support	Responsible for support of district remote learning	830-4	Timesheet
Data Analyst	Technical Support	Payroll support	830-4	
Principal Account Clerk	Technical Support	Payroll support	830-4	Timesheet
Supervisor II	Technical Support	Payroll support	830-4	Timesheet

[illegible]

Essential Employee Worksheet- CIT – Instructional Support Services

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2. **Description** – brief description of job function.
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4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

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Essential Employee Worksheet

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Facilities Services Essential Positions				
Central Office				
Title	Description	Justification	Work Shift	Protocol
Executive Director	Oversee all facets of department operations.	Ongoing departmental and agency operations when remote work is not possible.	As needed to oversee department operations. Individually assigned vehicle is provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Executive Manager	Oversees assigned facets of department operations.	Ongoing departmental and agency operations when remote work is not possible.	As needed to oversee department operations. Individually assigned vehicle is provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Maintenance Supervisor	Supervise maintenance operations.	Ongoing maintenance department operations when remote work is not possible.	As needed to supervise maintenance operations and staff. Individually assigned vehicle is provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Supervisor of Facilities Planning	Administer contracted maintenance and renovation projects.	Ongoing contracted maintenance operations and renovations when remote work is not possible.	As needed to administer . contracted maintenance and renovation projects. Individually assigned vehicles are provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.

Facilities Services Essential Positions

Central Office (cont.)

Title	Description	Justification	Work Shift	Protocol
Custodial Supervisor	Supervise custodial, grounds and warehousing operations.	Ongoing custodial, grounds and warehousing department operations when remote work is not possible.	As needed to supervise custodial, grounds and warehousing operations and staff. Individually assigned vehicles are provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
School Safety Supervisor	Supervise security operations.	Ongoing security department operations when remote work is not possible.	As needed to supervise security operations and staff. Individually assigned vehicle is provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Administrative Assistant	Assist the Executive Director and oversee clerical support functions.	Ongoing administrative and central office clerical support functions when remote work is not possible.	As needed to assist the Executive Director and oversee clerical support functions.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Principal Typist Clerk	Perform clerical duties.	Ongoing central office clerical support when remote work is not possible.	As needed to complete assigned clerical tasks.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Typist Clerk	Perform clerical duties.	Ongoing central office clerical support when remote work is not possible.	As needed to complete assigned clerical tasks.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.

Facilities Services Essential Positions

Central Maintenance

Title	Description	Justification	Work Shift	Protocol
Project Lead Maintainer	Perform building maintenance and staff supervision.	Ongoing operations to provide on-site building maintenance and supervision of assigned maintenance staff.	As needed to complete assigned building tasks over two shifts. Individually assigned vehicles are provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
HVAC Technician	Perform HVAC maintenance, repairs and installations.	Ongoing operations to provide on-site HVAC maintenance, repairs and installations	As needed to complete assigned building tasks. Individually assigned vehicles are provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Maintenance Electrician	Perform electrical maintenance, repairs and installations.	Ongoing operations to provide on-site electrical maintenance, repairs and installations	As needed to complete assigned building tasks. Individually assigned vehicles are provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Project Maintainer	Perform building maintenance.	Ongoing operations to provide on-site building maintenance repairs and installations	As needed to complete assigned building tasks over two shifts. Individually assigned vehicles are provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Maintainer	Perform building maintenance.	Ongoing operations to provide on-site building maintenance repairs and installations	As needed to complete assigned building tasks over two shifts. Individually assigned vehicles are provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Maintenance Helper	Perform building maintenance.	Ongoing operations to provide on-site building maintenance repairs and installations	As needed to complete assigned building tasks. Individually assigned vehicles are provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.

Facilities Services Essential Positions

Custodial, Grounds and Warehousing

Title	Description	Justification	Work Shift	Protocol
Head Custodian I	Perform building custodial duties and staff supervision.	Ongoing operations to provide on-site custodial tasks, opening/closing buildings, boiler plant maintenance, HVAC filter maintenance and supervision of assigned custodial staff	As needed to complete assigned building tasks.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Head Custodian II	Perform building custodial duties and staff supervision.	Ongoing operations to provide on-site custodial tasks, opening/closing buildings, boiler plant maintenance, HVAC filter maintenance and supervision of assigned custodial staff	As needed to complete assigned building tasks.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Assistant Head Custodian	Perform building custodial duties and staff supervision.	Ongoing operations to provide on-site custodial tasks, opening/closing buildings, boiler plant maintenance, HVAC filter maintenance and supervision of assigned custodial staff	As needed to complete assigned building tasks.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Custodian	Perform building custodial duties and staff supervision.	Ongoing operations to provide on-site custodial tasks, opening/closing buildings, boiler plant maintenance, HVAC filter maintenance and supervision of assigned custodial staff	As needed to complete assigned building tasks over two shifts.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Cleaner	Perform building cleaning.	Ongoing operations to provide on-site cleaning tasks for assigned building sections	As needed to complete assigned building tasks over two shifts.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Laborer	Perform building cleaning.	Ongoing operations to provide on-site cleaning tasks for assigned building sections	As needed to complete assigned building tasks over two shifts.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.

Facilities Services Essential Positions

Custodial, Grounds and Warehousing (cont.)

Title	Description	Justification	Work Shift	Protocol
Supervising Groundskeeper	Upkeep building grounds and staff supervision.	Ongoing operations to provide on-site building grounds maintenance and supervision of grounds staff	As needed to complete assigned grounds tasks. Individually assigned vehicle is provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Groundskeeper	Upkeep building grounds.	Ongoing operations to provide on-site building grounds maintenance	As needed to complete assigned grounds tasks.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Senior Stores Clerk	Coordinate warehousing, inventory control, building deliveries and staff supervision.	Ongoing operations to provide on-site management of warehouse operations including inventory tracking, receiving/dispatching/delivery of building supplies and supervision of warehouse staff.	As needed to complete assigned warehousing tasks.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Stock Assistant	Perform warehousing and building deliveries.	Ongoing operations to provide on-site receiving/dispatching/ delivery of building supplies.	As needed to complete assigned warehousing tasks.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.

Facilities Services Essential Positions**Security Services**

Title	Description	Justification	Work Shift	Protocol
Supervising Security Guard	Provide building security administration and staff supervision.	Administration of security operations and daily supervision of on-site security staff when remote work is not possible.	As needed to complete assigned security tasks. Individually assigned vehicles are provided for travel between buildings.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
School Safety Officer	Perform building security services.	Ongoing operations to provide on-site building security tasks for assigned building locations.	As needed to complete assigned security tasks over two shifts.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Security Guard (In-house and contracted security services)	Perform building security services.	Ongoing operations to provide on-site building security tasks for assigned building locations.	As needed to complete assigned security tasks over two shifts.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.
Security Aide	Perform building security services.	Ongoing operations to provide on-site building security tasks for assigned building locations.	As needed to complete assigned security tasks over two shifts.	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work.

Essential Employee Worksheet

In the event of a government ordered shutdown, similar to what we experienced in the spring of 2020 due to the Coronavirus pandemic, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan, we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below by **May 8, 2023** for your department utilizing the following guide:

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Human Resources Essential Positions				
Title	Description	Justification	Work Shift	Protocol
Assistant to the Superintendent	Supervises all department staff	Supervises all department staff as well as handles employee situations arising in the Agency.	As needed - 8:30 am – 4 pm Staggered by day or morning afternoon shifts	Excel Spreadsheet
Attorney, Employee Relations	Provides legal counsel on employee and labor issues	Provides legal counsel on employee situations arising in the Agency as well as contractual issues.	As needed - 8:30 am – 4 pm Staggered by day or morning afternoon shifts	Excel Spreadsheet
Senior Manager	Employee Benefits	Large Mailings to employees/open enrollment/1095C – Check processing for direct benefit payments	As needed - 8:30 am – 4 pm Staggered by day or morning afternoon shifts	Excel Spreadsheet
Principal Personnel Clerk (Lead)	Personnel Action Report/Retirement Benefits	Board Letter printing and mailing – to be completed the day after every Board Meeting	As needed - 8:30 am – 4 pm Staggered by day or morning afternoon shifts	Excel Spreadsheet
Principal Personnel Clerk	FMLA/ Workers' Compensation/Disability	Mailing letters/documentation/check processing	As needed - 8:30 am – 4 pm Staggered by day or morning afternoon shifts	Excel Spreadsheet
Senior Personnel Clerk	Salary Adjustments – Blocks/Level – Mail processing for educational staff	Daily mail processing for educational staff – Salary Adjustment	As needed - 8:30 am – 4 pm Staggered by day or morning afternoon shifts	Excel Spreadsheet
Senior Personnel Clerk	Unemployment Claims	Department of Labor time sensitive documents received in the mail	As needed - 8:30 am – 4 pm Staggered by day or morning afternoon shifts	Excel Spreadsheet
Administrative Assistant	Legal	Access to all legal files	As needed - 8:00 am – 4 pm Staggered by day or morning afternoon shifts	Excel Spreadsheet

Senior Personnel Clerk/ Principal Personnel Clerk	Civil Service	All Civil Service applications must be originals – Pick up original documents from the mail and mail to CS	As needed - 8:30 am – 4 pm Staggered by day or morning afternoon shifts	Excel Spreadsheet
Personnel Clerk	Mail	Sort and distribute daily mail/minimum of 2 visits a week	As needed - 8:30 am – 4 pm Staggered by day or morning afternoon shifts	Excel Spreadsheet

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Special Education Essential Positions				
Title	Description	Justification	Work Shift	Protocol
Executive Director, Assistant Director, Executive Manager	Operations of Department	Ongoing operations	Only as needed for certain deadlines during the year	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work
Administrators & Supervisors	Operations of Programs	Ongoing operations	Only as needed for certain deadlines during the year	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work
Principal Typist Clerks/Senior Typist Clerks	Operations of Programs	Ongoing operations	Only as needed for certain deadlines during the year	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work
Payroll Typist Clerks & ASP Operators	Operations of Programs	Ongoing operations	Only as needed for certain deadlines during the year	On-site activities would be scheduled in advance and the required employees would be notified of the need for them to perform in-person work

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