

2023-24

# Carle Place Union Free School District-wide School Safety Plan

*(Adopted by the Board of Education on August 31, 2023)*



*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 1<sup>st</sup> 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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# **Carle Place School District**

## **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.

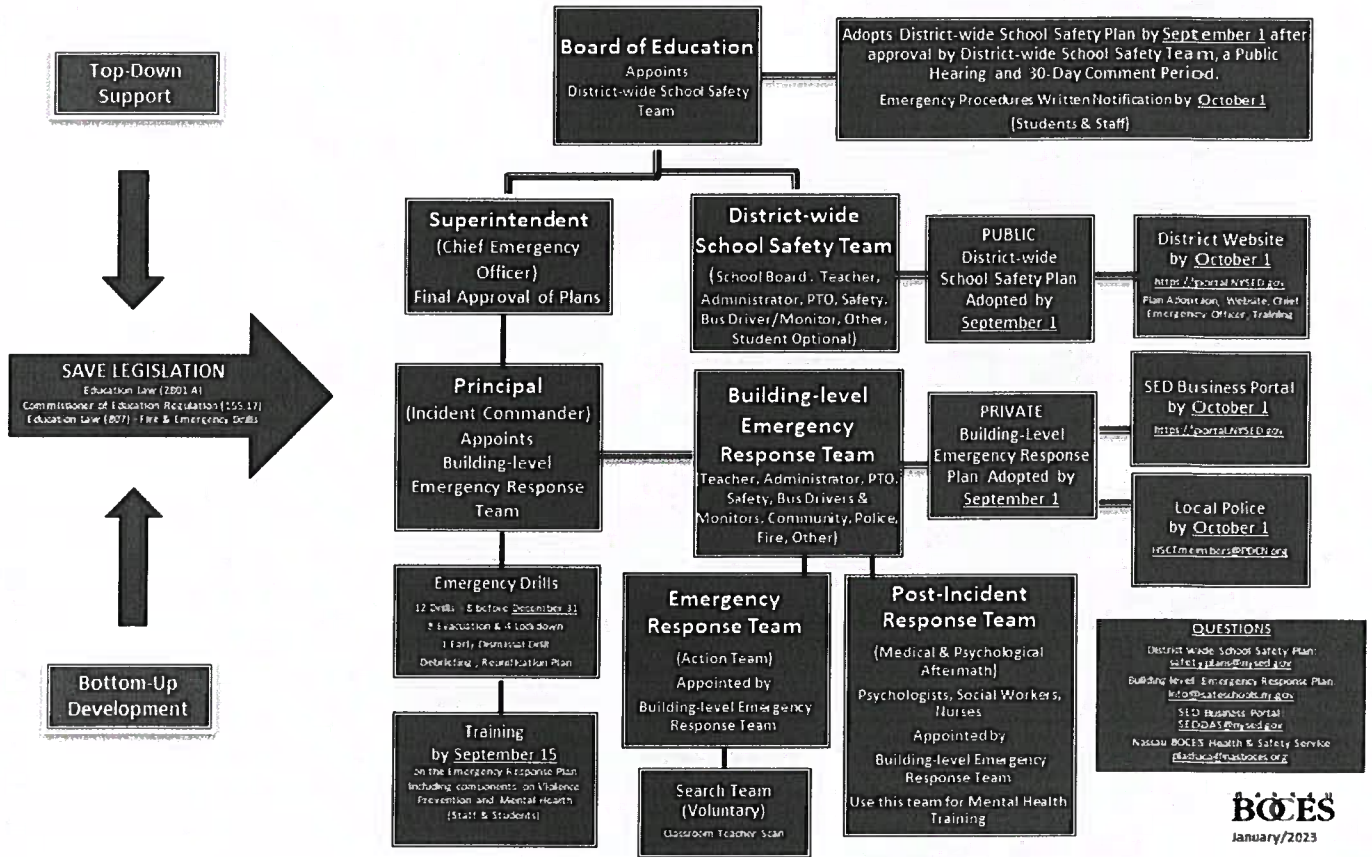
The Board of Education has appointed, under the direction of the Superintendent of Schools, a **District-Wide School Safety Team** to develop, implement and maintain all provisions of the Plan. This Plan incorporates all **Building-Level Emergency Response Plans** that have been developed by the **Building-Level 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 Superintendent of Schools 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 1<sup>st</sup> 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 1<sup>st</sup> of each school year and will be reviewed annually by the District-Wide School Safety Team by September 1<sup>st</sup> of each school year. Building-Level Emergency Response Plans will be updated by September 1<sup>st</sup> of each school year by the Building-level Emergency Response Team and filed with both State and Local Police by October 1<sup>st</sup> of each school year.**

<b>Compliance Checklist</b>	<b>Date Achieved</b>
Board of Education Appoints District-Wide School Safety Team	July 6, 2023
District-Wide School Safety Team reviews/approves District-Wide School Safety Plan	May 9, 2023
#1 Building-Level ERT approves Building-Level ERP/Enters in Portal	September 1, 2023
#2 Building-Level ERT approves Building-Level ERP/Enters in Portal	September 1, 2023
#3 Building-Level ERT approves Building-Level ERP/Enters in Portal	September 1, 2023
School Board has at least one public hearing on District-Wide School Safety Plan	July 21 to August 19, 2023
School Board establishes 30-day public comment period	July 20, 2023
School Board adopts District-Wide School Safety Plan & Building-Level Emergency Response Plans	August 31, 2023
District-Wide School Safety Plan posted on website. The URL is (SampleURL.org)	September 28, 2023
All Building-Level Emergency Response Plans filed with local police	September 13 and 28, 2023
Written information on emergency procedures provided to all staff and students by October 1 <sup>st</sup>	September 6, 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.	May 9, 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 Superintendent of Schools. 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 superintendent, or superintendent's 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 May 9, 2023.** 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 **Superintendent of Schools 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.

**Superintendent of Schools: Dr. Ted Cannone**  
**Address: 168 Cherry Lane, Carle Place, NY 11514**  
**Telephone #: (516) 622-6442**



## 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 (Specific information not included for posting purposes). 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 on dates TBD. **Minutes will be kept for each meeting and attendance documented (see Appendix B).**

- School Board Member: Joseph LoCurto
- Student Representative: Logan Martins
- Teacher Representatives: Kevin Breslin-MS/HS  
Joy Champion-Rushmore  
Diane Cecere-Cherry Lane
- Administrators: Dr. Ted Cannone, Superintendent  
Dr. Philip Molnar-Assistant Superintendent for Special Ed/PPS
- Parent Representative: LouAnn Bonomi
- School Safety Personnel: Don Flynn-Security Consultant  
Joe Fowler-Supervisor of Security
- Others: Jerry Baratta-Assistant Principal, MS  
Jennifer Bambino-District Director of Instructional Technology  
Aliza Cohn-Guidance Counselor, CL/RU  
Dan Como-Special Education Chair, MS/HS  
Anthony DeBlasio-Director of Guidance  
Joanna DeMartino-Assistant Superintendent for Business  
Mary Jo Dellino-Psychologist, Rushmore  
Michael Drance-NYSIR Representative  
Allen Foraker-Assistant Principal, HS  
Dr. Christopher Grieco-Psychologist, MS/HS  
John Hendricken-NYS Director of Facilities III  
Peter LaDuca/Stephanie Curcio-BOCES Office of Health & Safety  
Margaret McGovern-Nurse/MS/HS  
Nick Michael-Social Worker, Cherry Lane/Rushmore  
Dr. Michele Pakula-Psychologist, Cherry Lane  
Problem Oriented Police Officer-Nassau Co. 3<sup>rd</sup> PCT.  
James San Filippo-Athletic Director  
Lindsay Waskowitz-Psychologist, MS/HS

## 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 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 15<sup>th</sup>** 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 1<sup>st</sup>** 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 the School District include:**

**District-Wide**

- Assembly Programs
- Child Abuse Prevention Services (CAPS)
- CIPA Compliance/Reporting
- Code of Conduct Enforcement
- CPR/AED Training Program
- Crisis Prevention Intervention (CPI)
- DASA Training for Staff, Students, Parents
- FERPA Compliance
- Internet Safety Program
- Leader In Me
- Student Fundraising

### **Cherry Lane School**

Building Educational Support Team (BEST) Meetings  
Building Planning Teams  
Bus Safety Programs  
Character Education Curriculum  
Entrance and Dismissal Procedures  
Health Curriculum/Science Curriculum  
Kindergarten Health and Safety Program – Yellow Dyno Program – Stranger Danger  
Leader In Me  
Participation in Red Ribbon Week Activities  
Peer Modeled Pro-social Behavior Program  
Safety Drills  
SCOPE Aftercare Program  
Socialization Groups – Conducted by School Psychologist, Social Worker & Guidance Counselor  
Teasing and Bullying Prevention Lessons  
The Great Body Shop

### **Rushmore Avenue School**

Advisory Program  
Building Planning Teams  
Bus Safety Program  
Entrance and Dismissal Procedures  
Health Curriculum/Science Curriculum  
Instructional Support Team (IST) Meetings  
Leader In Me  
Participation in Red Ribbon Week Activities  
Safety Drills  
SCOPE Aftercare Program  
Sexual Awareness Program, Grade 6  
Socialization Groups – Conducted by School Psychologist, Social Worker & Guidance Counselor  
Student Council  
Teacher Aide Training – providing a positive and safe environment during lunch and recess  
Teasing and Bullying Prevention Lessons  
The Great Body Shop

### **Middle School/High School**

Advisory Periods  
Assembly Programs on Social Tolerance  
Bus Safety Program  
Choose or Consequences - Part of Driver Education Program  
Diversity Club  
Health Curriculum/Science Curriculum/Mental Health  
Instructional Support Team (IST) Meetings  
Key Club  
Leader In Me  
Medical Emergencies – Elective  
Reality Rides – Part of Driver Education Program  
SADD Club – Grim Reaper Day, Healthy Decisions Day (before Prom) and Safe Driving Day (before Homecoming)  
Safety Drills  
Social-Emotional Learning (SEL)  
Social Skills conducted Psychologists  
SPARC  
Teacher-Student Mentoring Programs  
Unity Day

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

## 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. Such training has been conducted in cooperation with the Police Department. These individuals are not to be confused with school security guards that we employ who are regulated under the New York State Security Guard Act that requires specific training, fingerprinting and background checks. All our Security Guards receive 8-hours of pre-assignment and 16-hours of in-service training along with an additional 8-hours of annual refresher training. Our contracted security company is a New York State licensed agency and all our security guards are also individually licensed.

- 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 guards and hall monitors who received 2 days of staff development every school year.
- The School District has had a security audit/assessment of all school buildings conducted by the Nassau County Police Department in conjunction with our Building-Level Emergency Response Team.
- 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 to the building where they will sign in and be escorted to their destination. Upon completion of their business, they will be escorted out of the building.
- Visitor badge/sign-in procedures – we utilize a yellow/red pass badge system. Upon entry into the building, the visitor must show photo identification; the visitor receives a red badge and is escorted to the Main Office. At the Main Office, the person receives a yellow badge and is accompanied to their destination. Anyone in the building without a badge or with a red badge, would be immediately questioned by building staff and the Security Director would be informed.
- Video surveillance – closed circuit TV security.
- NYS certified security guards.
- Joe Fowler is the designated School District Security Director.
- On-going security audits.
- Random searches may be considered if deemed necessary.
- 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:

- Gang awareness programs with parental involvement.
- Operation Pride through Nassau County.
- Youth Pride.
- School social worker outreach.
- School counselor involvement.
- First and Second Step programs.
- Anger Management programs.
- Mailings twice a year to parents on violence prevention and early recognition.
- 21<sup>st</sup> Century program.
- 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:

- Old Country Road and Jericho Turnpike
- Glen Cove Road and Westbury Avenue
- Long Island Railroad
- Eisenhower Park Pool and Mineola Pool (Chlorine Storage).
- Flooding areas: Fairfield Avenue and Jerome Avenue.

### **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 6, 2023, 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 Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list:

School	Contact	Phone	Fax	E-Mail
Middle School/High School	Thomas DePaola	516-622-6433	516-622-6515	tdepaola@cps.k12.ny.us
Rushmore Ave School	Catherine Silletti	516-622-6410	516-622-6588	csilletti@cps.k12.ny.us
Cherry Lane School	Lauren Moriarty	516-622-6407	516-622-6586	lmoriarty@cps.k12.ny.us

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 connect-ED, and email. 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 School 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 School 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:**

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 School 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 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/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
CP Middle/High School	Thomas DePaola	As per Building Plan
Rushmore Avenue School	Catherine Silletti	As per Building Plan
Cherry Lane School	Lauren Moriarty	As per Building Plan

### 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:

- Superintendent of Schools or Designee – Dr. Ted Cannone
- Assistant Superintendent for Instruction and Personnel – Eileen Fredericks
- Assistant Superintendent for Special Education/PPS – Dr. Philip Molnar
- Assistant Superintendent for Business – Joanna DeMartino
- District Director of Instructional Technology – Jennifer Bambino
- NYS Director of Facilities III – John Hendricken
- Transportation Coordinator – Karen Baxter

- Food Service Director – Charrelle Mosely
- Nurse – Margaret McGovern
- 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://www.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://www.secretservice.gov/USSS-Averting-Targeted-School-Violence-2021-03.pdf)

### 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](http://www.nassauschoolemergency.org) under the **Safety Plans** tab.

## **APPENDIX A**

### **Parents/Students/Staff Annual Notification**

# CARLE PLACE SCHOOL DISTRICT

## EMERGENCY PLANNING · A GUIDE FOR PARENTS/STUDENTS/STAFF

The Carle Place Schools have always been serious about being prepared for emergencies. Each year, the District'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 Carle Place Union Free School District has established a **District-Wide School Safety Plan (which is posted on our website at [www.cps.k12.ny.us](http://www.cps.k12.ny.us))** 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:** 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:** 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 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.**

**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.**

**PRINCIPAL'S TELEPHONE NUMBERS:**

Carle Place Middle/High School	Thomas DePaola	(516) 622-6433
Rushmore Avenue School	Catherine Silletti	(516) 622-6410
Cherry Lane School	Lauren Moriarty	(516) 622-6407

**Carle Place Union Free School District, 168 Cherry Lane, Carle Place, NY 11514**  
Superintendent – Dr. Ted Cannone, (516) 622-6442  
Deputy Superintendent – Mrs. Eileen Fredericks, (516) 622-6557






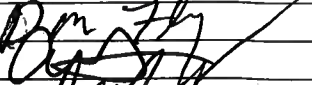
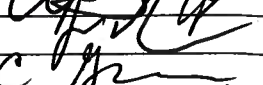
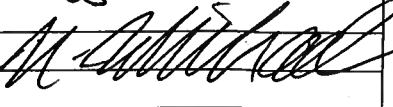
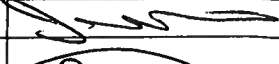

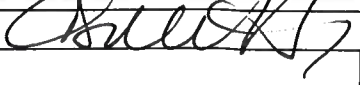
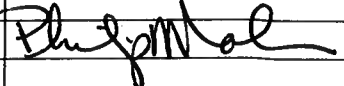
## **APPENDIX B**

### **District-wide School Safety Team Meeting Minutes and Attendance**



**CARLE PLACE UNION FREE SCHOOL DISTRICT**  
*Office of Special Education and Pupil Personnel Services*

**ATTENDANCE**  
**District-wide Safety Team / Health Council Meeting**  
**May 9<sup>th</sup>, 2023 @ 9:30 AM**  
**BARRY DENNIS CONFERENCE ROOM**

Name	Title	Signature
Atkin, Todd	Problem Oriented Police Officer, Nassau County, 3 <sup>rd</sup> Precinct	
Bambino, Jennifer	District Director of Inst. Tech.	
Baratta, Jerry	Assistant Principal-MS	
Bonomi, LouAnn	Parent Representative	<i>LouAnn Bonomi</i>
Breslin, Kevin	Teacher, MS/HS	
Cecere, Diane	Teacher, CL	<i>Diane Cecere</i>
Champion, Joy	Teacher, RU	<i>Joy Champion</i>
Cohn, Aliza	Guidance Counselor, CL/RU	<i>Aliza Cohn</i>
Como, Dan	Special Ed. Chairperson, MS/HS	<i>Dan Como</i>
Cooper, JP	Problem Oriented Police Officer, Nassau County, 3 <sup>rd</sup> Precinct	
Costanza, M	Problem Oriented Police Officer, Nassau County, 3 <sup>rd</sup> Precinct	
Curcio, Stephanie	BOCES Health & Safety	<i>Stephanie Curcio</i>
DeBlasio, Anthony	Director of Guidance	
Dellino, Mary Jo	Psychologist, RU	
DeMartino, Joanna	Assistant Sup't for Business	<i>J. DeMartino</i>
DRANCE, MICHAEL	(NYSIR Rep.)	
Finn, Christine	Superintendent	
Flynn, Don	Security Consultant	<i>Don Flynn</i>
Foraker, Allen	Assistant Principal - HS	
Fowler, Joe	Supervisor of Security	
Grieco, Christopher	Psychologist, MS/HS	<i>C. Grieco</i>
Hendricken, John	NYS Director of Facilities III	<i>John Hendricken</i>
LaDuca, Peter N.	BOCES, Health & Safety	
LoCurto, Joseph	BOE Member	<i>Joe LoCurto</i>
McGovern, Margaret	Nurse, MS/HS	<i>Maggie McGovern</i>
McLaughlin, Neal	BOE Member	
Michael, Nikolaos	Social Worker, CL/RU	
Molnar, Philip	Assistant Sup't for Sp Ed / PPS	
Pakula, Michele	Psychologist, CL	
San Filippo, James	Athletic Director	
Venezia, Thomas	Student Representative, MS/HS	
Waskowitz, Lindsay	Psychologist, MSHS	
<del>Finnett, Susan</del> <i>S. Keth, C</i>	Teacher <i>Principal - RU</i>	
McGovern, Margaret	Nurse, MS/HS	
✓ Michael, Nikolaos	Social Worker	
✓ Molnar, Philip	Assistant Sup't for Sp Ed / PPS	
Mosley, Charrelle	District Lunch Manager	
Ondris, Lindsey	Teacher	
✓ San Filippo, James	Athletic Director	
✓ Waskowitz, Lindsay	Psychologist	

*Moriarty, Lauren Principal, CL*

**Carle Place Public Schools**  
**Office of Pupil Personnel Services**  
**District Wide Safety Team**  
**May 9, 2023**  
**Meeting Minutes**

1. Building Updates/Concerns

Cherry Lane

-Alarms on doors

-Traffic circle

Rushmore

-12<sup>th</sup> street crosswalk needs a guard

-Door locks that can be opened with locked

MS/HS

-Student emergency safety team

-Lanyard initiative

2. Modules 9 and 10 - (Planning and submitting the District-wide School Safety Plan)

<https://www.nyscfss.org/erp-video-series>.

3. District Wide Updates from John H.

Cherry Lane

-Speed bumps added this summer

-New roof over the gymnasium

Rushmore

-Construction this summer on second floor

-Abatement continues

4. Review the draft District Wide Safety Plan

-Adopt by September 1 BOE meeting

-Reviewed with staff by September 15th

5. Other

Officer Cooper

-Develop a list of staff trained to use the defibrulators



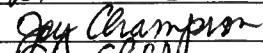
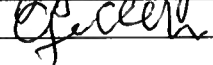

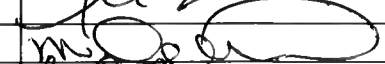
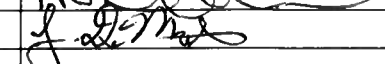

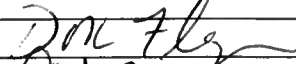
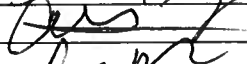
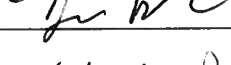

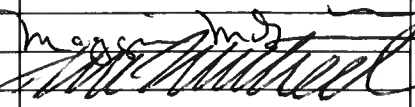
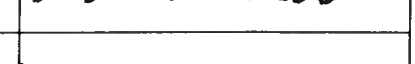

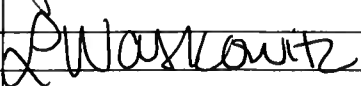
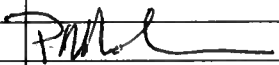
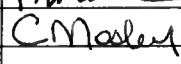
-Train additional staff


-Project 21-arrests to businesses that sell alcohol or tobacco products to students.

-Parents must notify school district of students being arrested.

**CARLE PLACE UNION FREE SCHOOL DISTRICT**  
*Office of Special Education and Pupil Personnel Services*

**ATTENDANCE**  
**District-wide Safety Team / Health Council Meeting**  
**February 28th, 2023 @ 9:30 AM**  
**BARRY DENNIS CONFERENCE ROOM**

<b>Name</b>	<b>Title</b>	<b>Signature</b>
Atkin, Todd	Problem Oriented Police Officer, Nassau County, 3 <sup>rd</sup> Precinct	
Bambino, Jennifer	District Director of Inst. Tech.	
Baratta, Jerry	Assistant Principal-MS	
Bonomi, LouAnn	Parent Representative	
Breslin, Kevin	Teacher, MS/HS	
Cecere, Diane	Teacher, CL	
Champion, Joy	Teacher, RU	
Cohn, Aliza	Guidance Counselor, CL/RU	
Como, Dan	Special Ed. Chairperson, MS/HS	
Cooper, JP	Problem Oriented Police Officer, Nassau County, 3rd Precinct	
Costanza, M	Problem Oriented Police Officer, Nassau County, 3rd Precinct	
Curcio, Stephanie	BOCES Health & Safety	
DeBlasio, Anthony	Director of Guidance	
Dellino, Mary Jo	Psychologist, RU	
DeMartino, Joanna	Assistant Sup't for Business	
DRANCE, MICHAEL	(NYSIR Rep.)	
Finn, Christine	Superintendent	
Flynn, Don	Security Consultant	
Foraker, Allen	Assistant Principal – HS	
Fowler, Joe	Supervisor of Security	
Grieco, Christopher	Psychologist, MS/HS	
Hendricken, John	NYS Director of Facilities III	
LaDuca, Peter N.	BOCES, Health & Safety	
LoCurto, Joseph	BOE Member	
McGovern, Margaret	Nurse, MS/HS	
Michael, Nikolaos	Social Worker, CL/RU	
Molnar, Philip	Assistant Sup't for Sp Ed / PPS	
Pakula, Michele	Psychologist, CL	
San Filippo, James	Athletic Director	
Venezia, Thomas	Student Representative, MS/HS	
Waskowitz, Lindsay	Psychologist, MSHS	
Finnell, Susan	Teacher	
McGovern, Margaret	Nurse, MS/HS	
Michael, Nikolaos	Social Worker	
Molnar, Philip	Assistant Sup't for Sp Ed / PPS	
Mosley, Charrelle	District Lunch Manager	
Ondris, Lindsey	Teacher	
San Filippo, James	Athletic Director	
Waskowitz, Lindsay	Psychologist	

Moriarty, Lauren CL Principal 

**Carle Place Public Schools**  
**Office of Pupil Personnel Services**  
**District Wide Safety Team**  
**February 28, 2023**  
**Meeting Minutes**

1. Building Updates/Concerns

Cherry Lane

- Add a speed bump in driveway
- Signage
- Dogs off leash on property during the school day

Rushmore

- Need a crossing guard
- Drop off/student's late

MS/HS

- New student ID's and Lanyards to worn everyday by all

2. Review Drills & Reminder of School Year Requirements

- 12 for school year
- Documentation and debriefing

3. District Wide Safety Plans Revisions

- Reviewed new revisions
- Threat assessment information added

**4. Reunification & Emergency Go-Bag Contents for Main Offices**

**-Add tunicates**

**5. Other**

**-Defribulator training**

**-Narcan in all 3 buildings**

**-Make other buildings aware of lockdown drills**

**-Hired 2 new security guards**

**CARLE PLACE UNION FREE SCHOOL DISTRICT**  
*Office of Special Education and Pupil Personnel Services*

**ATTENDANCE**  
**District-wide Safety Team / Health Council Meeting**  
**October 18th, 2022 @ 9:30 AM**  
**BARRY DENNIS CONFERENCE ROOM**

Name	Title	Signature
Atkin, Todd	Problem Oriented Police Officer, NC 3rd Precinct	
Bambino, Jennifer	District Director of Inst. Tech.	<i>JB</i>
Baratta, Jerry	Assistant Principal-MS	
Bonomi, LouAnn	Parent Representative	<i>Lou Ann Bonomi</i>
Cantiello, Greg	Security, MSHS	
Cecere, Diane	Teacher, CL	<i>Diane Cecere</i>
Champion, Joy	Teacher, RU	<i>Joy Champion</i>
Cohn, Aliza	Guidance Counselor, CL/RU	
Corno, Dan	Special Ed. Chairperson, MS/HS	<i>Dan Corno</i>
Cooper, JP	Problem Oriented Police Officer, NC 3rd Precinct	
Costanza, M	Problem Oriented Police Officer, NC 3rd Precinct	
Curcio, Stephanie	BOCES Health & Safety	<i>Step Curcio</i>
DeBlasio, Anthony	Director of Guidance	<i>Anthony DeBlasio</i>
Dellino, Mary Jo	Psychologist, RU	<i>M. Dellino</i>
DeMartino, Joanna	Assistant Sup't for Business	<i>J. DeMartino</i>
DRANCE, MICHAEL	(NYSIR Rep.)	
Finn, Christine	Superintendent	
Flynn, Don	Security Consultant	<i>Don Flynn</i>
Foraker, Allen	<del>Chairperson Sp Ed, MSHS, Asst Princ. - H.S.</del>	
Fowler, Joe	Supervisor of Security	<i>Joe Fowler</i>
Grieco, Christopher	Psychologist, MS/HS	<i>Chris Grieco</i>
Hendricksen, John	NYS Director of Facilities III	<i>John Hendricksen</i>
LaDuca, Peter N.	BOCES Health & Safety	
LoCurto, Joseph	BOE Member	
McGovern, Margaret	Nurse, MS/HS	
Michael, Nikolaos	Social Worker, CL/RU	<i>Nikolaos Michael</i>
Molnar, Philip	Assistant Sup't for Sp Ed / PPS	<i>Philip Molnar</i>
Pakula, Michele	Psychologist, CL	<i>Michele Pakula</i>
San Filippo, James	Athletic Director	<i>James San Filippo</i>
Venezia, Thomas	Student Representative, MS/HS	
Waskowitz, Lindsay	Psychologist, MSHS	<i>Lindsay Waskowitz</i>
<del>Silkstein, C</del>	<del>Principal</del>	
Charrelle Mosley	District Lunch Manager	<i>C. Mosley</i>
Finnell, Susan	Teacher	
McGovern, Margaret	Nurse, MS/HS	<i>Margaret McGovern</i>
Michael, Nikolaos	Social Worker	
Molnar, Philip	Assistant Sup't for Sp Ed / PPS	
Ondris, Lindsey	Teacher	
San Filippo, James	Athletic Director	
Waskowitz, Lindsay	Psychologist	

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**Carle Place Public Schools**  
**Office of Pupil Personnel Services**  
**District Wide Safety Team**  
**October 18, 2022**  
**Meeting Minutes**

1. Future Meeting Dates

- a. Tuesday, February 7<sup>th</sup>
- b. Tuesday, May 9<sup>th</sup>

2. Building Updates/Concerns

- a. Cherry Lane-have conducted 3 fire drills and 1 lockdown drill
- b. Rushmore-have completed 4 fire drills and 1 lockdown drill
- c. MS/HS-have complete 6 fire drills and 2 lockdown drills
  - i. Discussed students wearing lanyards with school ID's

3. District Wide Safety Plan

- a. Review Updates
- b. Review CDC flow charts
- c. Reviewed Pandemic Plan
- d. Reviewed responsibilities of DW school safety team
- e. Education Law 807



#### 4. Security Updates

- a. Alyssa's Law-Silent panic alarms-will add to District safety plan
- b. Discussed Rave app, lockdown alarms and staff assist

#### 5. Construction Updates

- a. CL- new windows, exterior walls and doors add to security
- b. RU-asbestos abatement and new roof

#### 6. Nassau PD/Homeland

- a. Did not attend the meeting

#### 7. Other

- a. Received a \$250,000 security grant for new cameras, doors and personnel

## 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.mentalhealthednys.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 15<sup>th</sup> as required by the SAVE legislation can be viewed at:**

[Annual Safety Login | 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.



WHAT EVERY TEACHER  
NEEDS TO KNOW:

*Recognizing Suicide  
Risk in Students*



[www.PreventSuicideNY.org](http://www.PreventSuicideNY.org)

**Youth Suicide Prevention  
Is Everyone's Business!**

# 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?

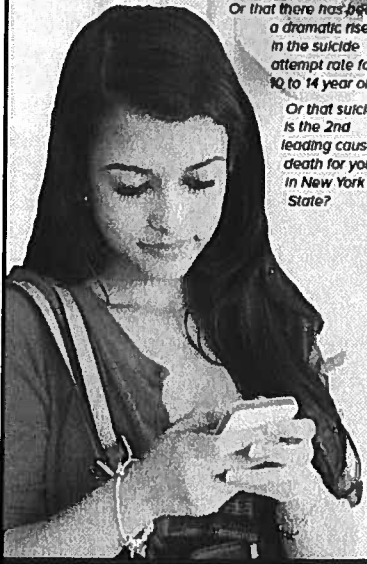
Are you expected to take more responsibilities for your students, even when they are more challenging and when some of them may be at-risk for suicide?

**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.<sup>1</sup>

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.*

<b><u>Essential Position Type</u></b>
<b>See Appendix G</b>

*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.*

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<sup>1</sup> 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>

## Telecommuting Protocol: Technology

### Technology & Connectivity for Students - Mandatory Requirements:

- 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.

### Mobile Devices Delivery:

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:

- 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:
  - 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
  - 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)

### See Work Shift – See appendix G.

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:

- 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.

<b>Personal Protective Equipment (PPE) Protocol</b>	
<b>PPE &amp; Face Covering Availability:</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected.</li> <li>Cloth face coverings are not surgical masks, respirators, or personal protective equipment.</li> <li>Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.</li> <li>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.</li> </ul>	
<p>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.</p>	

<b>Plan for Storage/Access</b>					
<b>PPE Supply Management</b>					
<ul style="list-style-type: none"> <li>The Facilities Department is working with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible.</li> </ul>					
<b>Disposable Face Covering Supplies</b>					
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**

<i>Item</i>	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
<i>Disposable Nitrile Gloves</i>	1 0	12 0	10 per Week per Staff
<i>Disposable Gowns</i>	1 0	12 0	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*	1 0	12 0	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 have invited 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 District Superintendent’s Office with the alternate location at the PPS office and will be activated at the direction of the Incident Commander. We have established our District-wide Incident Command Structure as follows:

<b>Superintendent</b>	<b>TBA</b>	<b>(516) 622-6442</b>
Deputy Superintendent	Eileen Fredericks	(516) 622-6557
Assistant Superintendent for Special Education/PPS	Dr. Philip Molnar	(516) 622-6502
Assistant Superintendent for Business	Joanna DeMartino	(516) 622-6451
District Dir. Of Instructional Technology	Jennifer Bambino	(516) 622-6576
	John Hendricken	(516) 622-6425

Director of Facilities		
High School/Middle School Principal	Thomas DePaola	(516) 622-6433
Rushmore Avenue School Principal	Catherine Silletti	(516) 622-6410
Cherry Lane School Principal	Lauren Moriarty	(516) 622-6410

- 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](http://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.

School/Program	Communicable Disease Safety Coordinator	Contact #
Carle Place UFSD	Dr. Philip Molnar, Asst. Superintendent For Special Education/ PPS	(516) 622-6502

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; special presentations; phones and cell phones, texting, reverse 911 systems, and the public media. A School District Public Information Officer (PIO), Superintendent Dr. Ted Cannoneand, an alternate, Assistant Superintendent Eileen Fredericks 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 District Director of Instructional Technology, Jennifer Bambino, to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available.

The following systems will be available to use if needed:

- Connect-Ed - District Notification System
- District web site
- Building phone chains
- Flyers/mailings/public mailings
- Public meetings
- District billboard

- 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:

Superintendent
Deputy Superintendent
Assistant Superintendent for Business
Assistant Superintendent for Special Education/PPS
District Dir. Of Instructional Technology
NYS Director of Facilities III

- 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. Superintendent 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.

We have defined the following job titles for having back-up responsibility in these areas:

- Payroll - Dianne Courtney
- Purchasing – Karen Baxter
- District Treasurer & Business Administrator – Zachary Thaler
- Accounts Payable – Patty Lewis
- Transportation – Karen Baxter

Recognizing the need for job cross-training, we have trained individuals with the following job titles:

- Payroll – Zachary Thaler
- Purchasing - No one assigned (as per State law)
- District Treasurer & Business Administrator – Joanna DeMartino
- Transportation – Karen Baxter

- 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.
- The Deputy Superintendent 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 the Deputy Superintendent. The Deputy Superintendent will provide cross training of staff to ensure essential functions. The Deputy Superintendent 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 Deputy Superintendent 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. 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.

**See Work Shift and Protocols – Appendix.**

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:

- o 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 **Superintendent** 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 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* was reviewed on May 9, 2023 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.

**Date draft was presented to employee representative(s): May 9, 2023**

**Date finalized:**

**Location of publication: [www.cps.k12.ny.us](http://www.cps.k12.ny.us)**

Definitions included in the legislation are provided below.

***Essential worker: is required to be physically present at a work site to perform his or her 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 his or her 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.***



# APPENDIX E

## Remote Instruction Plan & Student Access Survey

# Student Access Survey

## Carle Place Student Access Survey Results

(400 Responses)

Did the school district issue your child a dedicated school or district-owned device for their use during the school year?

Yes	393
No	5
Total	398

What is the device your child uses most often to complete learning activities away from school? (This can be a school-provided device or another device, whichever the student is most often using to complete their schoolwork.)

Homebook	276
Laptop	14
Tablet	61
Mobile Device	4
Smartphone	6
Other	36

Who is the provider of the primary learning device identified in question 2? (This can be a school-provided device or another device, whichever the student is most often using to complete their schoolwork.)

School	307
Personal	83
Mobile Device	4

Is the primary learning device (identified in question 2) shared with anyone else in the household?

Shared	7
Not Shared	365
Mobile Device	4

Is the primary learning device (identified in question 2) sufficient for your child to fully participate in all learning activities away from school?

Yes	370
No	24

Is your child able to access the internet in their primary place of residence?

Yes	393
No	2

What is the primary type of internet service used in your child's primary place of residence?

Cellular	42
Community WiFi	19
DSL	14
Mobile HotSpot	6
None	2
Other	45
Residential Broadband	242
Satellite	9

In their primary residence, can your child complete the full range of learning activities, including video streaming and assignment upload, without interruptions caused by slow or poor internet performance?

Yes	385
No	9

What, if any, is the primary barrier to having sufficient and reliable internet access in your child's primary place of residence?

Availability	44
Cost	33
None	131
Other	48

## Carle Place Schools Remote Instruction Plan

In the recent past, we have had to plan for two models of instruction (in school or remote/at home) based on decisions made by governmental or health agencies as well as local weather conditions. In general, when we pivot to remote instruction, it will be both *synchronous* [live instruction by a teacher via Google Meet] and *asynchronous* (assignments/lessons to be viewed at student's own pace in Seesaw (grades K-2) or Google Classroom (grades 3-12)).

All students in grades K-12, have been provided with an iPad or Chromebook to be used for remote instruction. The Carle Place School District will provide all students with access to learning materials and resources in multiple formats, wherever possible. In the event that students do not have access to devices and/or internet, the district will provide the students with alternate methods to access materials and instruction. For example, families may pick up materials at school and/or the district will drop off materials to students' homes, etc.

Teachers and instructional support staff will differentiate and adjust instruction to meet the individual needs for student learning. Teachers will work closely with Special Education teachers and Related Service Providers to meet IEP and 504 recommendations. Related Service Providers will follow their schedule and continue to provide services as indicated on IEPs and 504s.

Students will use their own internet when at home. If no internet access is available, the district will provide a hotspot, if one is available. Students in need of a hotspot will contact the Technology Department and pending administrative approval will be provided with the hotspot in a timely manner.

## Cherry Lane Elementary School

Should there be a need in the future to shift to remote instruction, the schedule below will be followed. You will be notified by your child's teacher of any changes/modifications to this schedule.

		Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Kindergarten	9:10-9:35	9:40-10:10	10:12-10:45	10:48-11:00	11:05-11:35	11:35-12:30	12:30-1:00	1:23-2:06	2:10-2:50
	Attendance and Morning Meeting	Fundations	ELA	Snack	Small Group Work	Lunch/Recess	Math	Special	Asynchronous
First Grade	9:10-9:35	9:40-10:10	10:12-10:55	10:58-11:41	11:45-12:00	12:00-12:55	1:00-1:30	1:35-2:10	2:10-2:50
	Attendance and Morning Meeting	ELA	Fundations Snack	Special	Small Group Work	Lunch	Math	Small Group Work	Asynchronous
Second Grade	9:10-9:35	9:40-10:10	10:12-10:55	11:00-11:55	12:00-12:35	12:38-1:21	1:25-2:00	2:00-2:10	2:10-2:50
	Attendance and Morning Meeting	Math	Small Group Work	Lunch	Fundations	Special	ELA	Snack	Asynchronous

## BEHAVIORAL EXPECTATIONS DURING REMOTE LEARNING

The District Code of Conduct has been adopted by the Board of Education and will be the policy adhered to at Cherry Lane School. (A copy of the Code of Conduct has been mailed home to you and can be found on the district's website.) Acceptable student behavior is an integral part of creating an atmosphere where all children can successfully learn. Rules and expectations developed and supported by the staff at Cherry Lane School are geared toward developing a sense of responsibility, self-discipline, and respect. Please assist us in our endeavor in developing a positive, self-disciplined learning environment by reviewing these rules with your child and by supporting our policies so that remote learning can be optimal.

- Set up a learning space that is quiet and with no distractions.
- Join the class on time.
- Come to class appropriately dressed for school. Costumes and pajamas are not appropriate unless it is a spirit day.
- Eat a good breakfast before joining the class during learning time there should be no eating.
- Be prepared with your toolkit; respect and care for your own property, as well as the school's property.
- Speak and listen respectfully at all times to all people; take turns.
- Use appropriate and respectful language including "please", "thank you," "you're welcome," and "excuse me."
- Ask questions when you don't understand.

Students will be instructed on specific virtual protocols and behavioral expectations.

### Rushmore Avenue Elementary School

Google Classroom is the main platform for instruction. Students will spend part of the day engaged in "synchronous" instruction, meaning they will get together with their classmates and their teacher for live instruction. Part of the day will be spent engaged in "asynchronous" instruction. This will be when students work on their own, at their own pace, to complete assignments. Teachers will be available to work with students during this time. A six day cycle "master schedule" has been developed to be followed on a daily basis. Teachers will post this schedule on Google Classroom and post weekly assignments at the start of each new week. Should there be a need in the future to shift to remote/at home instruction the schedule below will be followed.

HR/ Attendance	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
8:50-9:00	9:00- 9:25	9:30- 9:55	10:00- 10:25	10:30- 10:55	11:00- 11:55	11:30- 11:55	12:00- 12:25	12:30- 1:00
<ul style="list-style-type: none"> <li>• On a fully remote schedule all classes will be seen each day LIVE. Teachers and Students will follow the traditional eight periods each day according to the time schedule above. Students re expected to continue working on asynchronous work until 3:00 P.M.</li> <li>• We will continue to follow the six day cycle for specials and AIS/music pulls.</li> <li>• Teachers will follow the schedule below for the afternoon.</li> </ul>								
<ul style="list-style-type: none"> <li>• 2:00-3:00 P.M. – teachers will be meeting with small groups while students are working on asynchronous instruction.</li> </ul>								

**Carle Place Middle/High School**

Classes will begin at their usual time following a Monday/Friday Schedule (no extra help) regardless of the day of the week. Classes will be shortened to 30 minutes. We will follow either an "A" or "B" schedule depending upon the day. The following time schedule will be followed:

<b>Period</b>	<b>Start</b>	<b>End</b>
<b>0</b>	<b>7:20am</b>	<b>7:50am</b>
<b>1</b>	<b>8:00am</b>	<b>8:30am</b>
<b>2</b>	<b>8:52am</b>	<b>9:22am</b>
<b>3</b>	<b>9:38am</b>	<b>10:08am</b>
<b>4</b>	<b>10:24am</b>	<b>10:54am</b>
<b>5</b>	<b>11:10am</b>	<b>11:40am</b>
<b>6</b>	<b>11:56am</b>	<b>12:26pm</b>
<b>7</b>	<b>12:42pm</b>	<b>1:12pm</b>
<b>8</b>	<b>1:28pm</b>	<b>1:58pm</b>
<b>9</b>	<b>2:14pm</b>	<b>2:44pm</b>

# **APPENDIX F**

## **Threat Assessment Guidance**

**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.

<b>U. S. Secret Service Recommendations</b>	<b>NYS Requirements &amp; Guidelines</b>
<p><b>Step 1: Threat Assessment Team</b></p> <ol style="list-style-type: none"> <li>a. District-wide or School Building Team</li> <li>b. Variety of Disciplines</li> <li>c. Specific Designated Leader</li> <li>d. Protocols and Procedures</li> <li>e. Meet on a Regular Basis</li> </ol>	<p>The SAVE legislation requires school districts to have a <b>District-wide School Safety Team; Building-level Emergency Response Team; Emergency Response Team and Post-Incident Response Team</b>. 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.</p>
<p><b>Step 2: Define Prohibited &amp; Concerning Behaviors</b></p> <ol style="list-style-type: none"> <li>a. Threatening or Violent Actions; Weapons; Bullying/Harassment; Criminal Behavior.</li> <li>b. Performance Decline; Absenteeism; Withdrawal/Isolation; Change in Behavior or Appearance; Drug/Alcohol Use; Depression or other Emotional/Mental Health Symptoms.</li> <li>c. Threshold for Intervention Should be Low.</li> <li>d. Identify Other Concerning Statements or Actions.</li> </ol>	<p>The SAVE legislation also has requirements for recognizing, reporting and documenting threatening and violent actions through <b>School Safety and the Educational Climate (SSEC)</b> provisions. This consists of the <b>Dignity for all Students Act (DASA)</b> and <b>Violent and Disruptive Incident Reporting (VADIR)</b> 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 <b>Code of Conduct sets</b> the Standard.</p>
<p><b>Step 3: Create a Central Reporting Mechanism</b></p> <ol style="list-style-type: none"> <li>a. Establish One or More Reporting Mechanisms (on-line, email, phone, etc.)</li> <li>b. Promote and Provide Training on Reporting System. Make sure everyone knows their roles.</li> <li>c. Establish monitoring and response protocols.</li> <li>d. Establish anonymous reporting procedures.</li> <li>e. Act quickly, appropriately and maintain confidentiality.</li> </ol>	<p>Reporting systems exist and anonymous reporting is encouraged. In New York State schools are encouraged to adopt the concept <b>“If You See Something, Say Something.”</b> 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.</p>
<p><b>Step 4: Threshold for Law Enforcement</b></p> <ol style="list-style-type: none"> <li>a. Weapons, threats, physical violence, safety of individual.</li> <li>b. Importance of law enforcement representation on team.</li> </ol>	<p>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>

<p><b>Step 5: Establish Threat Assessment Procedures</b></p> <ol style="list-style-type: none"> <li>Standardized Incident Form.</li> <li>Consider different sources of information.</li> <li>Examine online social media, desks, lockers.</li> <li>Examine academic, disciplinary, law enforcement and other formal records.</li> <li>Establish rapport with student and guardian.</li> <li>Evaluate the behavior in the context of age and social/emotional development.</li> <li>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.</li> </ol>	<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 1<sup>st</sup> of each school year.</p>
<p><b>Step 6: Develop Risk Management Options</b></p> <ol style="list-style-type: none"> <li>Individualized Management Plan.</li> <li>Need for Monitoring or Guidance.</li> <li>Available Resources.</li> <li>Removal and its impact on monitoring and maintaining connection.</li> <li>Notify law enforcement immediately if student is thinking about or planning to engage in violence.</li> <li>Address the safety of any potential targets.</li> <li>Create a situation that is less prone to violence.</li> <li>Remove or redirect the student's motive.</li> <li>Reduce the effect of stressors.</li> </ol>	<p>Addressed in the SAVE legislation and required to be defined in the Building-Level Emergency Response Plan.</p>
<p><b>Step 7: Create/Promote Safe School Climate</b></p> <ol style="list-style-type: none"> <li>Build culture of safety, respect, trust and social/emotional support.</li> <li>Encourage teachers/staff to build positive, trusting relationships with students.</li> <li>Break down "codes of silence."</li> <li>Help students feel connected to the school community and classmates.</li> <li>Identify clubs or teams at school.</li> <li>Support Positive Behavioral Interventions and Supports (PBIS) programs.</li> <li>Encourage student involvement.</li> </ol>	<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><b>Step 8: Conduct Training for all Stakeholders</b></p> <ol style="list-style-type: none"> <li>School safety is everyone's responsibility.</li> <li>All employees require training.</li> <li>Students need training on the threat assessment process, reporting process, breaking the code-of-silence and confidentiality.</li> <li>Parents need training on their role in the threat assessment process.</li> <li>Law enforcement can provide training and should also be aware of the threat assessment process.</li> </ol>	<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 15<sup>th</sup> 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.

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## CREATING A TARGETED VIOLENCE PREVENTION PLAN

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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.

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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>
<b>1.</b>	<b>What are the student's motive(s) and goals?</b>
	<ul style="list-style-type: none"> <li>• What motivated the student to make the statement or take the actions that caused him/her to come to attention?</li> </ul>
	<ul style="list-style-type: none"> <li>• Does the situation or circumstance that led to these statements or actions still exist?</li> </ul>
	<ul style="list-style-type: none"> <li>• Does the student have a major grievance or grudge? Against whom?</li> </ul>
	<ul style="list-style-type: none"> <li>• 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?</li> </ul>
<b>2.</b>	<b>Has the student shown inappropriate interest in any of the following?</b>
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

<b>3.</b>	<b>Have there been any communications suggesting ideas or intent to attack?</b>
	<ul style="list-style-type: none"> <li>• 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?</li> </ul>
	<ul style="list-style-type: none"> <li>• Have friends been alerted or "warned away"?</li> </ul>
<b>4.</b>	<b>Has the student engaged in attack-related behaviors? These behaviors might include:</b>
	<ul style="list-style-type: none"> <li>• Developing an attack idea or plan</li> </ul>
	<ul style="list-style-type: none"> <li>• Making efforts to acquire or practice with weapons</li> </ul>
	<ul style="list-style-type: none"> <li>• Casing or checking out, possible sites and areas for an attack</li> </ul>
	<ul style="list-style-type: none"> <li>• Rehearsing attacks or ambushes</li> </ul>
<b>5.</b>	<b>Is the student's conversation and "story" consistent with his or her actions?</b>
	<ul style="list-style-type: none"> <li>• Does information from collateral interviews and from the student's own behavior confirm or dispute what the student says is going on?</li> </ul>

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

<b>8.</b>	<b>Does the student have a trusting relationship with at least one responsible adult?</b>
	<ul style="list-style-type: none"> <li>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.)</li> </ul>
	<ul style="list-style-type: none"> <li>Is the student emotionally connected to—or disconnected from—other students?</li> </ul>
	<ul style="list-style-type: none"> <li>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?</li> </ul>
<b>9.</b>	<b>Are other people concerned about the student’s potential for violence?</b>
	<ul style="list-style-type: none"> <li>Are those who know the student concerned that he or she might take action based on violent ideas or plans?</li> </ul>
	<ul style="list-style-type: none"> <li>Are those who know the student concerned about a specific target?</li> </ul>
	<ul style="list-style-type: none"> <li>Have those who know the student witnessed recent changes or escalations in mood and behavior?</li> </ul>

<b>10.</b>	<b>What circumstances might affect the likelihood of an attack?</b>
	<ul style="list-style-type: none"> <li>• 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?</li> </ul>
	<ul style="list-style-type: none"> <li>• 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.?)</li> </ul>
<b>11.</b>	<b>Does the student see violence as an acceptable—or desirable—or the only—way to solve problems?</b>
	<ul style="list-style-type: none"> <li>• 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?</li> </ul>
	<ul style="list-style-type: none"> <li>• Has the student been "dared" by others to engage in an act of violence?</li> </ul>



## New York State Police Threat Assessment Model, (2007)

### Threat reported to principal

#### Assemble school threat assessment team

- Conduct threat assessment – assign a central point of contact
- Include School Resource Officer (SRO) if one exists, otherwise consult law enforcement
- Immediately ask “How much time do we have?”
- Decide how to handle a “student of concern” pending the outcome of the threat assessment (should allegations be unfounded)
- Revisit/revise threat assessment plan if necessary

#### Evaluate threat

- Utilize an “integrated systems approach” relying on information from all who have interaction with the student
  - Consider facts that drew your attention to the student, situation, and target - obtain first-hand, specific accounts of the threat by interviewing recipients, witnesses, and student who made the threat - document/photograph/record all
  - Establish/maintain contact with the student
  - Obtain/consider information about the student – identifiers, background information, current life situation and circumstances
- Consider the circumstances in which the threat was made, student’s intentions, motives, and target selection

#### Decide whether threat is clearly *transient* or *substantive*

- Is there information to suggest that this student is on the path to an attack?
- Has any pre-attack behavior been identified?
- Is the student engaging in behavior that indicates furthering a plan or building capacity for a violent attack?
- Consider whether the student poses a threat, or simply made a threat
- Has the student broken a law? → Contact law enforcement

Threat is clearly transient

#### Respond to transient threat

- School discipline, parent notification, and counseling

Threat is substantive or threat meaning is unclear

#### Decide whether substantive threat is plausible or imminent

Plausible

#### Respond to plausible threat

- Take immediate precautions to protect potential victims
- If threat involves a possible crime contact law enforcement
- Notify potential victim, and victim’s parents/guardians (if victim is a student)
- Notify “student of concern’s” parents/guardians
- Connect student to services and support systems
- Discipline student as appropriate

Imminent

#### Respond to imminent threat

- Immediately contact law enforcement
- Take immediate precautions to protect potential victims
- Execute appropriate emergency response (lockdown, lockout, shelter-in-place) if necessary
- Notify “student of concern’s” parents/guardians
- Initiate mental health evaluation procedures
- Discipline student as appropriate
- Be cognizant of items of an evidentiary nature that may be needed in a possible criminal prosecution

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## **APPENDIX G**

### **Essential Employee Worksheet**

## 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 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).

<b>Essential Employee Determination</b>				
Title	Description	Justification	Work Shift	Protocol
Central Office Administrators	Various responsibilities throughout the District	Oversee all activities and staff throughout the District and answer to the BOE of Education	Varies	Sign in sheets, agreed upon hours with the Superintendent and the BOE
Principals/Assistant Principals/Directors/Chair people	Various responsibilities within the building	Oversee all activities and staff within their buildings	Varies	Sign in sheets, agreed upon hours with the Superintendent and the BOE
Custodians/Maintenance	Various responsibilities throughout the District	Maintaining a clean, safe environment	Varies	Sign in sheets, agreed upon hours with the Superintendent and the BOE
Security	Necessary in all of the buildings as well as monitoring the cameras throughout the District	Maintaining safety for all individuals on school grounds.	Varies	Sign in sheets, agreed upon hours with the Superintendent and the BOE
Kitchen Staff	Prepare free and reduced meals for families that meet State requirements	State Mandate	Varies	Sign in sheets, agreed upon hours with the Superintendent and the BOE
Support Staff	Various responsibilities throughout the District	Support all Administrators throughout the District with meeting Federal and State mandates	Varies	Sign in sheets, agreed upon hours with the Superintendent and the BOE