

# ***Sayville Public Schools***



## **2023-24 District-Wide School Safety Plan**

**ADOPTED BY BOE ON AUGUST 29, 2023**

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# Sayville Public Schools

## 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** that includes but is not limited to, a representative from the following constituencies: School Board Member(s), Administrators, Teacher organizations, Parent organizations, School safety personnel and transportation in order 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.**

Compliance Checklist	Date Achieved
Board of Education Appoints District-Wide School Safety Team	July 27, 2023
District-Wide School Safety Team reviews/approves District-Wide School Safety Plan	July 27, 2023
Sayville High School Building-Level ERT approves Building-Level ERP/Enters in Portal	Date/TBD
Sayville Middle School Building-Level ERT approves Building-Level ERP/Enters in Portal	Date/TBD
Cherry Avenue Elementary School Building-Level ERT approves Building-Level ERP/Enters in Portal	Date/TBD
Lincoln Avenue Elementary School Building-Level ERT approves Building-Level ERP/Enters in Portal	Date/TBD
Sunrise Drive Elementary School Building-Level ERT approves Building-Level ERP/Enters in Portal	Date/TBD
School Board has at least one public hearing on District-Wide School Safety Plan	July 27, 2023
School Board establishes 30-day public comment period	7/28/2023-8/28/2023
School Board adopts District-Wide School Safety Plan & Building-Level Emergency Response Plans	August 29, 2023
District-Wide School Safety Plan posted on website. The URL is (SampleURL.org)	July 28, 2023
All Building-Level Emergency Response Plans filed with local police	TBD
Written information on emergency procedures provided to all staff and students by October 1 <sup>st</sup>	8/30/2023
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.	8/30/2023

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.



## 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)(xviii)
- ☐ A **description of the hiring and screening process** for all personnel acting in a school security capacity CR155.17(c)(1)(xix)
- ☐ 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)(xx)

**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)(xxiii)

**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 addresses the issue of Silent Panic Alarms with training on the RAVE system for all staff.** It was agreed by the DW School Safety Team that the **Suffolk 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. Marc Ferris**

**Address: 99 Greeley Avenue, Sayville NY 11782**

**Contact # 631-244-6510**

## District-Wide School Safety Team

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

- Superintendent (Dr. Marc Ferris)
- Assistant Superintendent for Business (Rhonda L. Meserole, CPA)
- Director of Facilities & Operations (Dan Castellano)
- Assistant Superintendent for Curriculum and Instruction (TBD)
- Assistant Superintendent for Human Resources (Dr. Peter Branscombe)
- Assistant Superintendent of PPS (Jillian Makris)
- Security Manager (Wayne Simone)
- Director of Physical Education, Health & Interscholastic Athletics (Dr. Ryan Cox)
- Principal- High School (Mr. Ronald Hoffer)
- Principal- Middle School (Dr. Joseph Castoro)
- Elementary Administrator (Mr. Scott Bullis)
- HS Nurse- (Jen McDonald, RN)
- Senior Office Assistant- Business Office (Sharon Linehan)
- Transportation (Jean Imperati)
- School Board President (Thomas Cooley)
- Teacher Representative (Amy Chaimowitz, Sunrise Drive)
- Parent Representative (Mr. Daniel Baier – Lincoln Parent)
- Eastern Suffolk BOCES Health & Safety Liaison (TBD)
- NYSIR Representative (Ms. Susan Boyle)
- Sayville Fire Department
- West Sayville Fire Department
- Officer Brittney Sanabria (SCPD)
- Officer Kelly Tabor (SCPD)
- Officer Elisa McVeigh (Homeland Security/SCPD)



## 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 300 Logs or SH900 which is the appropriate PESH equivalent form; 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 as requested. 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) 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 & Intervention strategies/Risk Reduction:**

1. Non-violent conflict resolution training programs- Crisis Prevention Intervention (CPI)
2. Peer mediation programs
3. Extended Day and other school safety programs.
4. Youth- run programs
5. Mentors for students concerned with bullying/violence.
6. As part of the process of exercising the emergency plans (lockdown, sheltering, evacuation, etc.) all students are educated on the reason for testing emergency plans and are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations.
7. The building-level School bulletin includes Safety Tip of the Week.
8. Safety stations have been established throughout all school buildings.
9. The Fire Department conducts annual training in all school buildings.
10. The school district participates in Adopt-A-Cop program
11. The Safety Patrol program.
12. We have implemented PBIS (Positive Behavior Intervention System).
13. Second Step.

### **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

- 12 Drills Total Required for School Year
  - 4 Lockdowns and 8 Evacuations
    - 4 of the evacuation drills through secondary means of egress
    - 1 drill during lunch or assembly unless instruction is provided during lunch or assembly
- 2 Additional Drills Required during Summer School (1 during first week)

September

October

8 Drills by December 31<sup>st</sup>

November

December

January

February

4 Drills for

March

Remainder of

April

School Year

May

June

July

August

2 Additional Drills during Summer School

## Implementation of School Security

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

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

- Entrance and hall monitors 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 Suffolk County Police Department in conjunction with our Building-Level Emergency Response Team.
- Visitors to the building will ring the doorbell outside. With our Air phone system, security guards stationed in the main lobby, can see and communicate with them. The visitor states their name and reason for coming into the building. Once inside, visitors present a valid photo ID. This ID is scanned into our visitor management program. If their ID isn't flagged, they are then presented with a sticker visitor pass containing their name and a picture. This must be worn at all times while they are in the building. Additionally, their photo identification is held ensuring they must return to security to checkout and hand back their visitor pass. Once they receive their visitor pass, each person is escorted to the main office.
- Visitor badge/sign-in procedures – we utilize a visitor badge system. Upon entry into the building the visitor must show photo identification; then receives a badge with their name and identification on it as well as a picture of the individual. Anyone in the building without a badge would be immediately questioned by building staff.
- Video surveillance- closed circuit TV security is monitored by security staff at each podium at each school building.
- A designated School District Security Manager.
- On-going security audits
- 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/ssd/documents/MentalHealthResourcesforEducators.pdf>  
<http://www.p12.nysed.gov/ssd/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:

- DW SEL Committee
- School social worker outreach
- School counselor involvement
- STRIDES program
- Student Roundtables
- Guidance groups (run by guidance counselors, social workers, psychologists, etc.)
- Student Roundtables
- Conflict resolution programs
- Written incident reports kept on file.
- Licenses for student drivers kept on file as well as parking passes.
- Parent Square/District Messenger messages to all parents and guardians.

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, and properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern include:

- Sunrise Highway and Johnson Avenue
- Long Island Railroad
- Flood zone and canals
- Boiler Rooms in buildings
- Ferry Island Terminal

## **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 (2022)**, 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. The district will additionally utilize the Rave Panic Button app (available for use by all District employees), when appropriate, to notify faculty and staff of emergency situations as they occur. 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	Phone	Fax	E-Mail
High School	631-244-6600	631-244-6779	Rhoffer@sayvilleschools.org
Middle School	631-244-6650	631-244-6655	Jcastoro@Sayvilleschools.org
Cherry Ave. Elementary School	631-244-6700	631-244-6707	lihne@sayvilleschools.org
Lincoln Ave. Elementary School	631-244-6725	631-244-6507	Darmano@sayvilleschools.org
Sunrise Drive Elementary School	631-244-6750	631-244-5619	Jfoy@sayvilleschools.org

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 (**Parent Square**). 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.

In the event of an incident, the Sayville School District will utilize the following:

- School District Website
- Parent Portal (email Only)
- School Messenger (phone, email, texts)
- Radio stations Walk (1370 AM or 97.5 FM) and WBLI (106.1 FM) and television's News 12 Long Island for announcements.

In addition, the School District will encourage parents, residents and local community to visit the School District website regularly for continuous updates and directions. The District has instituted an anonymous program which will enable the community to pass along non-emergency information as it relates to issues concerning the safety of our students and our schools. This Tip Line provides a means for our residents to assist the District with ensuring a safe and secure learning environment as the safety of our students is the responsibility of everyone in the community. We encourage all residents to “Say something if you know something”. The phone number for this anonymous tip-line is posted on the District’s website home page.

### **Communication with the Media**

In the event of an incident, the District’s designated Chief Emergency Officer will coordinate and participate in a joint information effort at an established media site and reception area away from the school and any established Incident Command Post, Evacuation Site or Reunification site.

The pre-designated media site for both LOW IMPACT and HIGH IMPACT events will be at the 30 Greene Avenue in the Sayville School District Auditorium (aka the Old Junior High School) located on the Greeley Avenue entrance of the building.

- Both LOW IMPACT events (such as a water main break, power failure, etc.) and HIGH IMPACT events (such as an active shooter incident) will be handled in the Sayville School District Auditorium to accommodate community media interviews and a large number of media outlets whether for shorter or an extended duration as this location will not interfere with emergency response procedures
- Alternate Location: If necessary, the location will be provided via the district notification system.

At the pre-designated media site, the District’s Chief Emergency Officer and/or the Superintendent of Schools will:

- Provide regular updates to the media and the school community;
- Provide only information that has been approved for release;
- Monitor the release of information and correct misinformation

In the event of an emergency, it is requested that parents DO NOT respond to the building affected but respond instead to the Sayville School District Auditorium which is located at the Old Junior High School Building across from the Sayville Train Station and adjacent to the Turf Field. Responding to the location affected will severely impede First Responders from rendering proper assistance.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses is 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.

## Unidentified Visitor:

- The first person becoming aware of an Unidentified Visitor to the school building will approach the Visitor to determine the nature of their presence and ask them for identification. This will also be reported to the principal's office.
- If no acceptable purpose can be ascertained, ask the individual(s) to leave. Ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law. And that if they do not leave Law Enforcement will be notified.
- If the situation escalates, an Automated Lockdown procedure will be put into effect.
- The 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 or Missing Student:

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

- During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent, he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The 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, and 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, and initiate early dismissal, sheltering or evacuation procedures.

### **Response Protocols**

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

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

### **School Building Chain-of-Command Table**

School Building	IC #1	IC #2	IC #3
High School	Ron Hoffer	Stephanie Bricker	Jonathan Hart
Middle School	Joseph Castoro	Brian Decker	
Cherry Avenue Elementary	Lisa Ihne	Scott Bullis	
Lincoln Avenue Elementary	Dominick Armano	Scott Bullis	
Sunrise Drive Elementary	James Foy	Scott Bullis	

## 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, Suffolk County Office of Emergency (Commissioner), Suffolk County Department of Mental Health, Eastern Suffolk BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district's resources, the Suffolk 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
- School Business Official
- Director of Facilities
- Transportation Coordinator
- Food Service Director
- Head Nurse
- Others as deemed necessary

### **Disaster Mental Health Services**

The **Building-Level Emergency Response Team** will designate the **Post-Incident Response Team** in each school building to respond in crisis situations and help provide disaster mental health services as outlined in our **Building-Level Emergency Response Plan**. Depending on the scope of the situation, the Suffolk 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 \(secretsservice.gov\)](https://www.secretservice.gov/uss-sa-averting-targeted-school-violence-2021-03.pdf)

Please see Appendix F – Threat Assessment Guidance

## Forms and Recordkeeping

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

<https://www.nyscfss.org/>

# APPENDIX A

## Parents/Students/Staff Annual Notification

### Sayville Public Schools

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

Our School District is 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 focus of every staff member is on the safety of your children. This guide provides a brief description of how the school district manages emergencies and how Sayville parents can support those vital efforts.

#### GENERAL INFORMATION:

A **District-Wide School Safety** and a **Building-Level Emergency Response Plan** is in place for each School Building in the District. **The Building-Level Emergency Response Plans are confidential documents that cannot be shared with the public.** Each plan 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. 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?

In the event of an emergency, the Superintendent of Schools or Designee may implement one or more of the following emergency response procedures:

1. **Emergency Dismissal:** Returns students to their homes and family as quickly as possible. Schools maintain the names and contact numbers of family/guardians, and identify students with special needs. **No student will be released to an empty home. They will be kept in school in a safe location under adult supervision.**
2. **Shelter in Place:** Keeps students and staff in their buildings in a secure location when it is safer to stay inside than go out. Generally, sheltering is for a short time until it is safe to either evacuate to another building, or to send student's home. However, the District is prepared to shelter students as long as necessary. This option may even be utilized during a non-emergency (ex. Loss of power in the building) 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?**

**Please refrain from picking up your child until you received proper notification via Shout point notifications via email, text, or voice.** 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 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 Shout Point notifications via email, text, or voice. 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:**

Sayville High School	Ronald Hoffer	631-244-6600
Sayville Middle School	Joseph Castoro	631-244-6650
Cherry Avenue Elementary	Lisa Ihne	631-244-6700
Lincoln Avenue Elementary	Dominick Armano	631-244-6725
Sunrise Drive Elementary	James Foy	631-244-6751

\_\_\_\_\_ **Sayville Public Schools, 99 Greeley Avenue, Sayville NY 11782** \_\_\_\_\_  
Superintendent, Dr. Marc Ferris (631-244-6500)

**APPENDIX B**  
**District-wide School Safety Team Meeting Minutes and Attendance**

**Approved Minutes and Attendance for the meeting dates are available upon request at  
Central Administration**

**Sayville Public Schools**  
**District-wide School Safety Team Meeting Attendance and Minutes**  
**May 31, 2023**

**Required Attendance**

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

**Additional Attendance**

<b>Organization or School</b>	<b>Name</b>	<b>Title</b>

**Agenda**

1. Review and Adoption of Minutes
2. Security
3. Capital Bond Update
4. Buildings & Grounds
5. Old Business/New Business

**Minutes**

## APPENDIX C

### Suicide Prevention & Mental Health Resources

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

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

School Mental Health Resource Training Center  
(<https://www.mentalhealthdnys.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](https://nyscfss.org)



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

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

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

### SUICIDE IS PREVENTABLE.

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



Office of  
Mental Health

## WHAT EVERY TEACHER NEEDS TO KNOW:

### Recognizing Suicide Risk in Students



**CRISIS TEXT LINE**

Text "START" to 741-741



www.PreventSuicideNY.org

# YOUR ROLE AS A TEACHER IS CRITICAL

Does teaching seem to get harder every year?

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

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

**Did you know that according to national data:**

*Almost 30% of 9th through 12th grade students have felt 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 the 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.

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



## APPENDIX D

### Communicable Disease - Pandemic Plan

#### Sayville Public Schools

#### 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.*

Essential Position Type
See below: Appendix G

***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.***

<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- 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.*

### Personal Protective Equipment (PPE) Protocol

#### PPE & Face Covering Availability:

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

### Plan for Storage/Access

#### PPE Supply Management

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

#### Disposable Face Covering Supplies

Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students	2,700 Masks per Week	32,400	16,200	8,100	1 Disposable Mask per Week per Student (supplements parent provided)
Teachers/Staff	500	6,000	3,000	1,500	5 Disposable Masks per Week per Teacher
Nurse/Health Staff	60	720	360	180	10 Disposable Masks per Week per School Nurse

PPE for High Intensity Contact with Students			
Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 per Week per Staff
Disposable Gowns	10	120	10 per Week per Staff
Eye Protection	1	n/a	2 Re-usable per Staff
Face Shields	1	n/a	2 Re-usable per Staff
Waste Disposal Medium	1	n/a	1 Unit per Staff Total

***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		
<p>We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Suffolk 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.</p>		
<ul style="list-style-type: none"> <li>The District-wide Command Center will be at Central Administration with the alternate at Sayville High School and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:</li> </ul>		
Superintendent	Dr. Marc Ferris	631-244-6510
Assistant Superintendent for Curriculum	TBD	
Assistant Superintendent for Business	Rhonda L. Meserole	631-244-6533
Director of Facilities	Mr. Danny Castellano	631-244-6550
<ul style="list-style-type: none"> <li>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 Suffolk Schools Emergency Planning Consortium Website at <a href="http://www.Suffolkschoolemergency.org">www.Suffolkschoolemergency.org</a> 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 <a href="https://www.coursera.org/learn/covid-19-contact-tracing">https://www.coursera.org/learn/covid-19-contact-tracing</a>.</li> </ul>		

- 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.

<i>School/Program</i>	<i>Communicable Disease Safety Coordinator</i>	<i>Contact #</i>
High School		
Middle School		
Cherry Avenue		
Lincoln Avenue		
Sunrise Drive		

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. A school district Public Information Officer (PIO) **Dr. Marc Ferris** has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. Our communication system and notification method available in the school district is Parent Square. We have tested/exercised our communication systems.
- 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
Assistant Superintendent for Curriculum
Assistant Superintendent for Business
Assistant Superintendent for Human Resources
Director of Facilities

- Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; school postings; general mailings; e-mails; phones and cell phones, texting and the public media. Dr. Marc Ferris has been designated to coordinate this effort and act as the central point for all communication. Available in the district are email, telephone, radio, twitter and mass parent and staff communications. We have test/exercise our communication systems throughout the school year.
  - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in these areas: Purchasing, accounts payable, payroll, benefits, and Treasurer. The district maintains employee redundancy as it pertains to these essential business office functions. We have also established the ability to maintain these essential functions off-site from remote locations. The district houses a main server for our financial functions, and a redundant back-up server offsite. In addition, employees serving essential business functions were issued a district laptop to facilitate remote access to their primary job functions.
  - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for



repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms.

- Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. The Assistant Superintendent for Human Resources provided cross training of staff to ensure essential functions. Human Resources will work in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal workday such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Human Resources Department will help to decide if schools need to be closed.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include remote teaching, learning and support. This may include providing devices to those children and staff who require them, as well as professional development and learning standards.
- On-line instruction; on-line resources; on-line textbooks, Google classroom, Seesaw.
- Communication modalities for assignment postings and follow-up: telephone; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of these strategies and have tested these methods on Friday December 18, 2020.

#### **CDC and NYSDOH Recommendations:**

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

#### **Notifications:**

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

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

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

## Disinfection Protocol

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface. Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

### **Routine cleaning of school settings includes:**

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

### **Disinfecting:**

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

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

### **Hand Sanitizing:**

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

### **Trash removal:**

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



**Alternate Cleaning Methods:**

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

**Employer Policy on Available Leave to Receive Testing, Treatment, Isolation, or Quarantine****Employee Assistance Program (EAP)**

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

**Staff Absenteeism**

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

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

***Consider daily symptom checks, absences, and supervisor notification.***

**Hours and Work Locations Protocol**

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

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

## Emergency Housing Protocol

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

1. La Quinta Inn & Suites by Wyndham, Islip – MacArthur Airport (631)881-7700
2. Clarion Hotel & Conference Center-3845 Veterans Memorial Hwy., Ronkonkoma (631)820-6585
3. Hilton Garden Inn Islip/MacArthur Airport- 3485 Veterans Memorial Hwy., (877)782-9444
4. Rodeway Inn Mac Arthur Airport -3055 Veterans Memorial Hwy., (855)835-5970
5. Homewood Suites by Hilton, Lake Ronkonkoma (631)585-0080

Suffolk County School Districts have also established school building shelter sites across the County in cooperation with the Suffolk 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 Suffolk County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:

- Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Suffolk County Department of Health, Public Health Emergency Preparedness, 360 Yaphank Avenue, Yaphank, N.Y. 11980.

- Public Health Consultation and Immediate Reporting: 631-852-5080
- *Coronavirus Hotline: 800-311-3435*
- *Fax: 631-852-5028*
- *Weekend/After-hours Consultation and Reporting: 631-852-4820*

- The Suffolk County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.

- The **Superintendent Dr. Marc Ferris** 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* will be reviewed by the team annually to and consider any issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.

- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.

- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

Definitions included in the legislation are provided below.

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

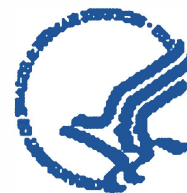
*Personal protective equipment: all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.*

*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.*

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

## SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



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

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

Further information on pandemic influenza can be found at [www.pandemicflu.gov](http://www.pandemicflu.gov).

### 1. Planning and Coordination:

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



### 1. Planning and Coordination (cont.):

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

### 2. Continuity of Student Learning and Core Operations:

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

### 3. Infection Control Policies and Procedures:

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

### 4. Communications Planning:

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



#### 4. Communications Planning (cont.):

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



## APPENDIX E

### Remote Instruction Plan & Student Access Survey

*Should the Sayville Public Schools need to transition to remote instruction due to unforeseen circumstances, the following plans will be initiated:*

#### Sayville Elementary Schools

**Remote Instruction** – Students will follow the typical elementary school day from 9:00 to 3:15. Each classroom teacher will follow their specific academic schedule utilizing a combination of synchronous and asynchronous instruction depending on the grade level. Students will need to adhere to the District Remote Learning Etiquette policy. Students in grades K-2 will have longer asynchronous periods of time. All Teachers of students in grades K-5 will use ZOOM. Special area teachers, AIS providers and related service providers will maintain a schedule for students requiring these services. All teachers will report to their respective buildings and will provide remote instruction from their classroom.

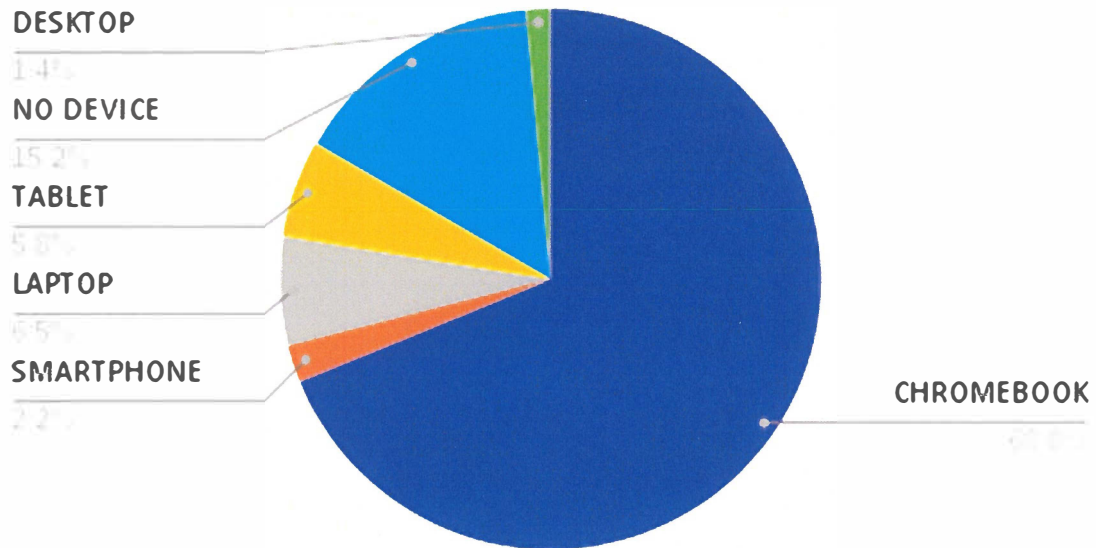
#### Sayville Middle School Schedules and Teaching and Learning

**Remote Instruction** – Students will follow a typical 9-period schedule and connect with their teachers remotely utilizing their personal mobile device. The scheduled passing time between periods will be kept allowing students time to get prepared for their next class. All instruction will be synchronous (real time). Students will need to adhere to the District Remote Learning Etiquette policy. All teachers will report to the Middle School and will instruct remotely from their classroom using their personal mobile device. All teachers will utilize Zoom.

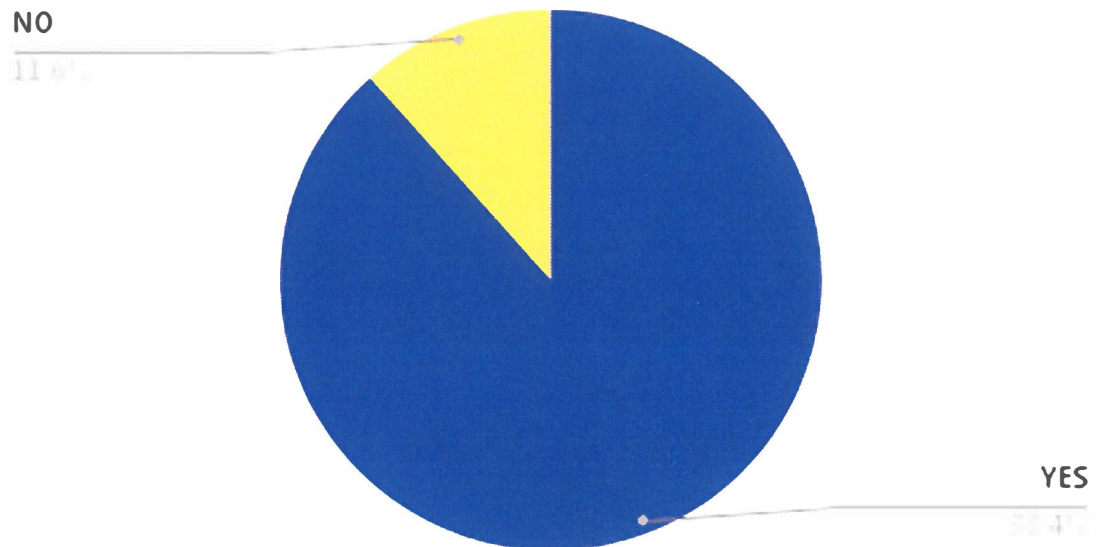
#### Sayville High School Schedules and Teaching and Learning

**Remote Instruction** – Students will follow a typical 9-period schedule and connect with their teachers remotely utilizing their personal mobile device. The scheduled passing time between periods will allow students time to get prepared for their next class. All instruction will be synchronous (real time). Students will need to adhere to the District Remote Learning Etiquette policy. Extra-help sessions will be scheduled according to the teachers' contract. All teachers will utilize Zoom.

1 What is the device your child uses most often to complete learning activities away from school? (This can be a school-provided device or



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



3 Who is the provider of the primary learning device identified in question 1? (This can be a school-provided device or another device, whichever the student is most often using to complete their schoolwork)

**NO DEVICE**

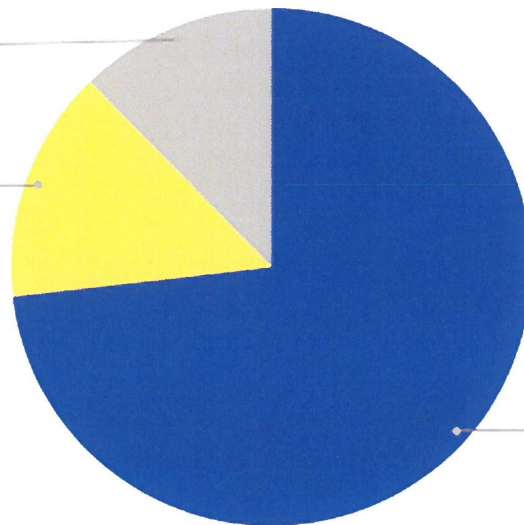
12.3%

**PERSONAL**

14.5%

**SCHOOL**

73.2%



4 Is the primary learning device (identified in question 1) shared with anyone else in the household?

**NO DEVICE**

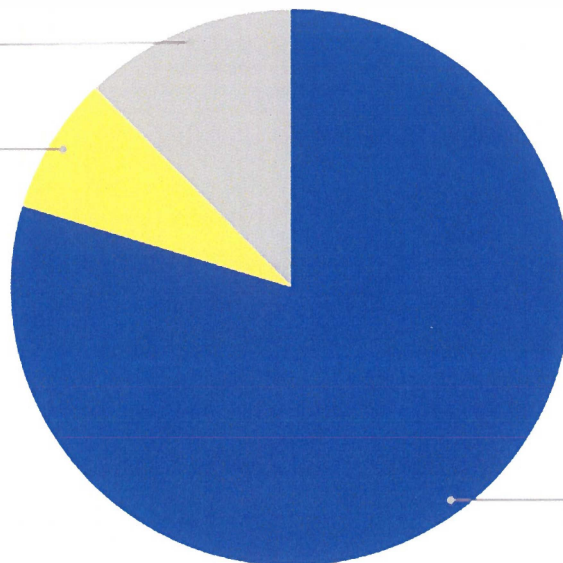
12.3%

**SHARED**

7.7%

**NOT SHARED**

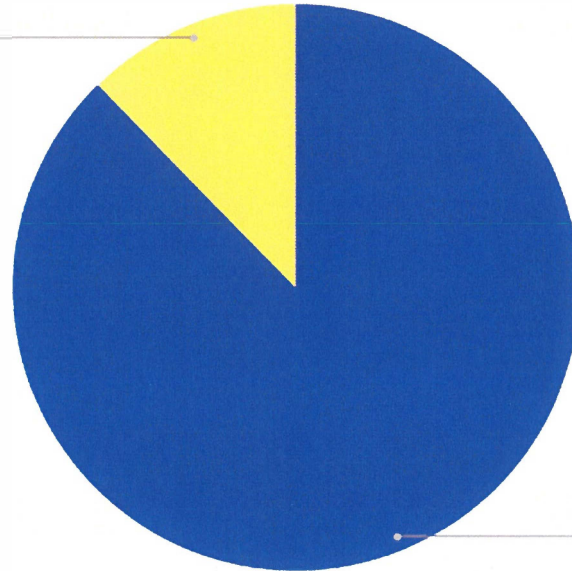
79.7%



5 Is the primary learning device ((identified in question 1) sufficient for your child to fully participate in all learning activities away from school?

NO

12.9%



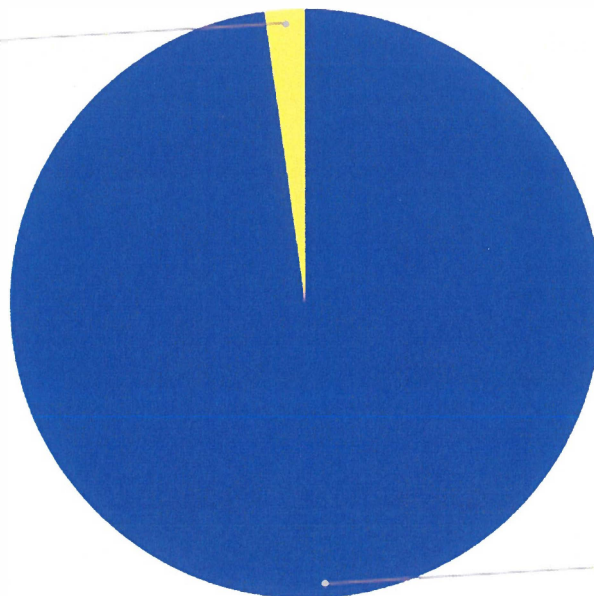
YES

87.1%

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

NO

2.2%

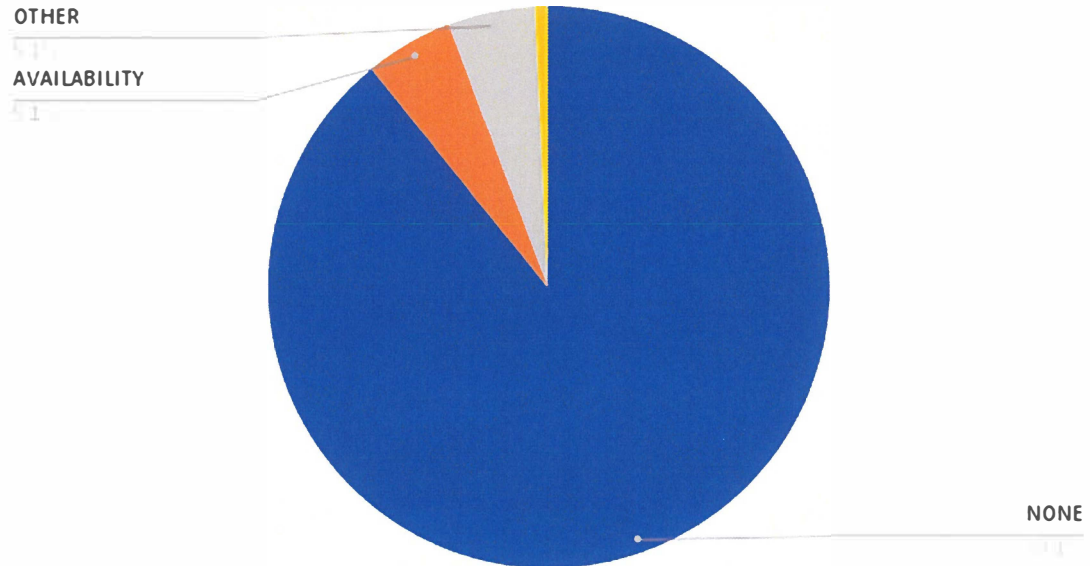


YES

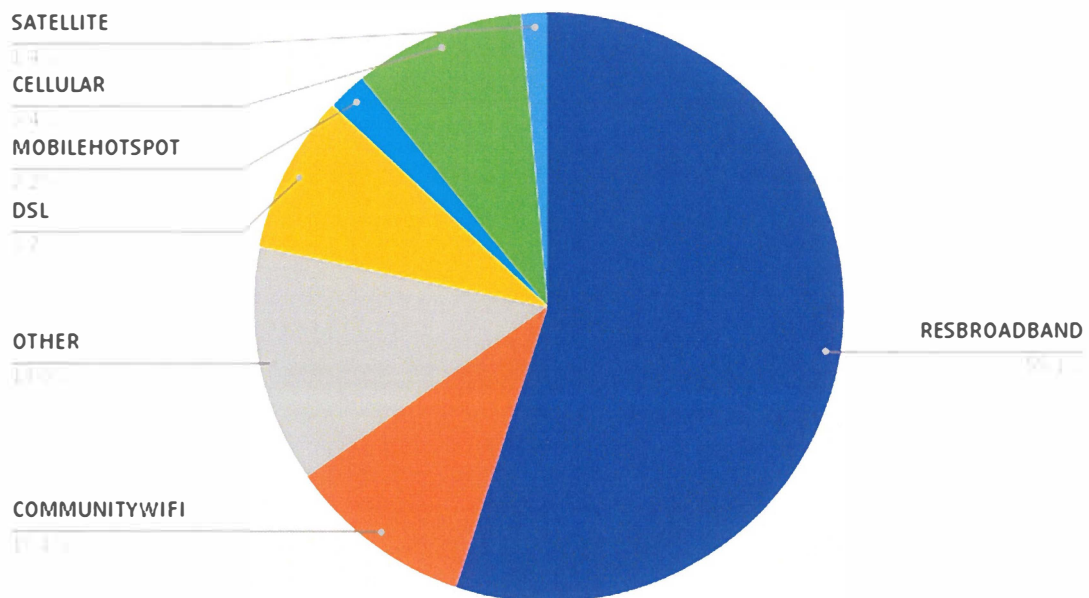
97.8%



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



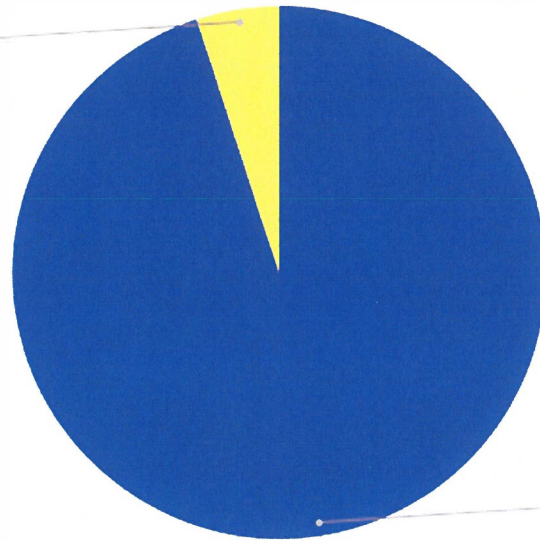
8 What is the primary type of internet service used in your child's primary place of residence?



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?

NO

5%



YES

95%

# 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.

U. S. Secret Service Recommendations	NYS Requirements & Guidelines
<b>Step 1: Threat Assessment Team</b> District-wide or School Building Team Variety of Disciplines Specific Designated Leader Protocols and Procedures Meet on a Regular Basis	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-section representation of the school community with specific leadership. Teams are encouraged to meet at least 4 times annually and many meet monthly.
<b>Step 2: Define Prohibited &amp; Concerning Behaviors</b> Threatening or Violent Actions; Weapons; Bullying/Harassment; Criminal Behavior. Performance Decline; Absenteeism; Withdrawal/Isolation Change in Behavior or Appearance; Drug/Alcohol Use; Depression or other Emotional/Mental Health Symptoms Threshold for Intervention should be Low. Identify Other Concerning Statements or Actions.	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</b> sets the Standard.
<b>Step 3: Create a Central Reporting Mechanism</b> Establish One or More Reporting Mechanisms (on-line, email, phone, etc.) Promote and Provide Training on Reporting System. Make sure everyone knows their roles. Establish monitoring and response protocols. Establish anonymous reporting procedures. Act quickly, appropriately and maintain confidentiality.	Reporting systems exist and anonymous reporting is encouraged. In New York State schools are encouraged to adopt the concept <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.
<b>Step 4: Threshold for Law Enforcement</b> <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>	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.
<b>Step 5: Establish Threat Assessment Procedures</b> <ol style="list-style-type: none"> <li>a. Standardized Incident Form.</li> </ol>	School districts use standardized incident reporting forms which become the basis for the annual School Safety and the Educational

<ul style="list-style-type: none"> <li>b. Consider different sources of information.</li> <li>c. Examine online social media, desks, lockers.</li> <li>d. Examine academic, disciplinary, law enforcement and other formal records.</li> <li>e. Establish rapport with student and guardian.</li> <li>f. Evaluate the behavior in the context of age and social/emotional development.</li> <li>g. 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> </ul>	<p>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> <ul style="list-style-type: none"> <li>a. Individualized Management Plan.</li> <li>b. Need for Monitoring or Guidance.</li> <li>c. Available Resources.</li> <li>d. Removal and its impact on monitoring and maintaining connection.</li> <li>e. Notify law enforcement immediately if student is thinking about or planning to engage in violence.</li> <li>f. Address the safety of any potential targets.</li> <li>g. Create a situation that is less prone to violence.</li> <li>h. Remove or redirect the student's motive.</li> <li>i. Reduce the effect of stressors.</li> </ul>	<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> <ul style="list-style-type: none"> <li>a. Build culture of safety, respect, trust and social/emotional support.</li> <li>b. Encourage teachers/staff to build positive, trusting relationships with students.</li> <li>c. Break down "codes of silence."</li> <li>d. Help students feel connected to the school community and classmates.</li> <li>e. Identify clubs or teams at school.</li> <li>f. Support Positive Behavioral Interventions and Supports (PBIS) programs.</li> <li>g. Encourage student involvement.</li> </ul>	<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> <ul style="list-style-type: none"> <li>a. School safety is everyone's responsibility.</li> <li>b. All employees require training.</li> <li>c. Students need training on the threat assessment process, reporting process, breaking the code-of-silence and confidentiality.</li> <li>d. Parents need training on their role in the threat assessment process.</li> <li>e. Law enforcement can provide training and should also be aware of the threat assessment process.</li> </ul>	<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.



## CREATING A TARGETED VIOLENCE PREVENTION PLAN

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

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

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

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

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

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

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

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

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

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

# 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>	<b><i>Eleven Key Areas</i></b>
<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

## **APPENDIX G**

### **Essential Employee Worksheet**

Job Title	Essential	Description	Justification
<b>Office of the Superintendent</b>			
Superintendent of Schools	X	Responsible for all aspects of School District Operations. Directly supports the Board's vision and direction in the implementation of an educational program.	Chief executive officer responsible for all operations.
Senior Office Assistant	X	Supports all administrative functions of the Superintendent.	Necessary support for the Superintendent to perform all tasks.
District Clerk	X	Responsible for all administrative functions in support of the Board of Education.	BOE still functions requiring connectivity in support of the Board and Superintendent.
<b>Curriculum Office</b>			
Assistant Superintendent for Curriculum & Instruction	X	Responsible for the facilitation, preparation, planning, development and assessment of K-12 curricula.	All instruction will continue remotely requiring the full functions of this role. Access to resources in the District Office are critical.
Office Assistant	X	Supports all administrative functions of the Assistant Superintendent.	Necessary support for the Assistant Superintendent to perform all tasks.
<b>Finance Office</b>			
Assistant Superintendent for Business	X	Responsible for the financial and accounting operations, purchasing, facilities operations and maintenance, risk management, transportation services, nutrition services, community services, technology and information services.	All responsibilities related to the financial functions of the district continue. Access to resources in the District Office are critical.
Senior Office Assistant	X	Supports all administrative functions of the Assistant Superintendent.	Necessary support for the Assistant Superintendent to perform all tasks.
Accountant/District Treasurer	X	Responsible for all accounting operations necessary to sustain the fiduciary actions of the district.	All finance operations continue to run and require access to resources in the District Office to be completed.

Principal Account Clerk	X	Responsible for clerical work involving the application of bookkeeping principles and practices in the supervision and/or maintenance of financial records and accounts.	All finance operations continue to run and require access to resources in the District Office to be completed.
Purchasing Agent	X	Responsible for clerical work involving the application of bookkeeping principles and practices in all aspects of purchasing supplies.	All finance operations continue to run and require access to resources in the District Office to be completed.
Account Clerk, School District Treasurer	X	Responsible for clerical work involving the application of bookkeeping principles.	All finance operations continue to run and require access to resources in the District Office to be completed.
School Transportation Coordinator	X	Responsible designing and implementing a transportation plan for pupils in regular programs and special and alternative education.	Special education and other out of district may continue despite closure of the District schools.

<b>Student Services Office</b>			
Director of Student Services	X	Responsible for the implementation, leadership and support, scheduling and assignments, professional development, and the evaluation of pupil personnel workers.	Support of remote learning CSE meetings and other facets of special education requirements. This position operates in coordination with the Superintendent and Assistant Superintendent of Curriculum.
Senior Office Assistant	X	Supports all administrative functions. Responsible for clerical work involving all financial aspects of special education grants and services.	Necessary support for the Director to perform all tasks.

<b>Athletic Office</b>			
Coordinator for Physical Education, Health and Interscholastic Sports	X	Responsible for all athletic programs, sports and physical education curricula.	Planning and resourcing for sustainment of physical education during at-home learning and all facets of Planning for potential re-opening.
Senior Office Assistant & Office Assistant	X	Supports all administrative functions.	Necessary support for the Coordinator to perform all tasks.



**Personnel Office**

Assistant Superintendent for  
Human Services

X

Responsible for the administration of all facets  
of management of all District employees.

All personnel matters continue to run and require  
access to resources in the District Office to be  
completed.

Senior Office Assistant (2)

X

Supports all administrative functions.

Necessary support for the Assistant Superintendent  
to perform all tasks.

**Buildings and Grounds Office**

Director of Facilities III

X

Responsible for the leadership, development,  
and execution of a variety of programs,  
projects, and activities related to maintenance,  
custodial, grounds keeping, and building system  
functions.

Essential people are in the building still requires  
health of building and infrastructure to support IT  
staff.

Senior Account Clerk

X

Responsible for clerical work involving all  
financial aspects of facilities management.

Necessary support for the Director to perform all  
tasks.

**Technology Office**

Director of Technology

X

Responsible for the design, definition,  
installation, maintenance, security and  
integrity of moderate to large scale computer  
relational database systems.

Required to maintain the technology health and  
operations of the district network to support  
remote learning.

Office Assistant

X

Supports all administrative functions.

Required to maintain the technology health and  
operations of the district network to support remote  
learning.

Network and Systems Specialist II  
[multiple]

X

Responsible for generally supervised and independent  
work supporting a large LAN/WAN/Telephony  
network, including wireless devices and accounts,  
and providing guidance to technical support  
personnel engaged in a wide variety of technical  
support activities such as the design,  
installation, testing, modification, enhancement  
and maintenance of a school-based or centralized  
wireless system and wireless computer networks.

Required to maintain the technology health and  
operations of the district network to support remote  
learning.

## Maintenance Facility

### Grounds Department

Driver/Messenger	X	Performs maintenance and construction work involving school grounds and play area.	All facilities must be maintained regardless of building occupancy.
Groundskeeper I (3)	X	Supports for the day-to-day service center operations related to facilities maintenance and repair.	All facilities must be maintained regardless of building occupancy
Grounds Leader	X	Responsible for reviewing and assigning maintenance work requests to the appropriate trades workers for completion.	All facilities must be maintained regardless of building occupancy

### CHERRY AVENUE / LINCOLN AVENUE / SUNRISE DRIVE ELEMENTARY SCHOOLS

Principal	X	Responsible for administering and supervising the total school program and providing educational leadership for the students and staff members consistent with the educational goals of the community.	Management and oversight of full remote learning requires access to building office resources for connectivity with teachers and students.
Senior Office Assistant	X	Supports all administrative functions.	Necessary support for the Principal to perform all tasks. Support of attendance, bookkeeping, requiring access to building resources.
Office Assistant / Attendance Aide	X	Supports all administration functions.	Necessary support for the Principal to perform all tasks.
Teacher Aide School Monitor		[ Not Essential Staff ]	
Nurse	X	Promotes a safe and healthy community in which the students will be encouraged to become life-long learners, self-managers and self-advocates for health, education and other issues.	Promotes a safe and healthy community in which the adults will be encouraged to become life-long learners, self-managers and self-advocates for health, education and other issues.
Head Custodian	X	Responsible for the day-to-day cleaning of the school building as a whole. Their duties include vacuuming, sweeping, mopping, cleaning bathrooms, emptying trash, etc.	All facilities must be maintained regardless of building occupancy.

Custodial Work I [multiple]	X	Responsible for the day-to-day cleaning of the school building as a whole. Their duties include vacuuming, sweeping, mopping, cleaning bathrooms, emptying trash, etc.	All facilities must be maintained regardless of building occupancy.
Security Guard	X	Responsible for maintaining a safe and secure learning atmosphere for staff and students.	Security needs are critical with limited access to facilities.
Cook	X	Responsible for the preparation and serving of food to the entire school.	Meals are still required for free meal distribution
Food Service Worker	X	Performs a variety of duties related to preparing and serving food for a school.	Meals are still required for free meal distribution.

<b>SAYVILLE MIDDLE SCHOOL</b>			
Principal	X	Responsible for administering and supervising the total school program and providing educational leadership for the students and staff members consistent with the educational goals of the community.	Management and oversight of full remote learning requires access to building office resources for connectivity with teachers and students.
Assistant Principal	X	Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community.	Management and oversight of full remote learning requires access to building offices for connectivity with teachers and students.
Senior Office Assistant	X	Supports all administrative functions.	Necessary support for the Principal to perform all tasks. Support of attendance, bookkeeping, requiring access to building resources. Necessary support for the Principal to perform all tasks.
Office Assistant / Attendance Aide	X	Supports all administration functions.	
Teacher Aide School Monitor		[ Not Essential Staff ]	
Nurse	X	Promotes a safe and healthy community in which the students will be encouraged to become life-long learners, self-managers and self-advocates for health, education and other issues.	Promotes a safe and healthy community in which the adults will be encouraged to become life-long learners, self-managers and self-advocates for health, education and other issues.

Chief Custodian	X	Responsible for the day-to-day cleaning of the school building as a whole. Their duties include vacuuming, sweeping, mopping, cleaning bathrooms, emptying trash, etc.	All facilities must be maintained regardless of building occupancy.
Custodial Worker I [multiple]	X	Responsible for the day-to-day cleaning of the school building as a whole. Their duties include vacuuming, sweeping, mopping, cleaning bathrooms, emptying trash, etc.	All facilities must be maintained regardless of building occupancy.
Security Guard [multiple]	X	Responsible for maintaining a safe and secure learning atmosphere for staff and students.	Security needs are critical with limited access to facilities.
Cook	X	Responsible for the preparation and serving of food to the entire school.	Meals are still required for free meal distribution
Food Service Worker [multiple]	X	Performs a variety of duties related to preparing and serving food for a school.	Meals are still required for free meal distribution.

<b>SAYVILLE HIGH SCHOOL</b>			
Principal	X	Responsible for administering and supervising the total school program and providing educational leadership for the students and staff members consistent with the educational goals of the community.	Management and oversight of full remote learning requires access to building office resources for connectivity with teachers and students.
Assistant Principal (2)	X	Under direction of the principal, assists with administering and supervising the total school program and providing educational leadership for students and staff members consistent with the educational goals of the community.	Management and oversight of full remote learning requires access to building offices for connectivity with teachers and students.
Senior Office Assistant [multiple]	X	Supports all administrative functions.	Necessary support for the Principal to perform all tasks. Support of attendance, bookkeeping, requiring access to building resources.
Office Assistant / Attendance Aide [multiple]	X	Supports all administration functions.	Necessary support for the Principal to perform all tasks.
Teacher Aide			

School Monitor		[ Not Essential Staff ]	
Nurse	X	Promotes a safe and healthy community in which the students will be encouraged to become life-long learners, self-managers and self-advocates for health, education and other issues.	Promotes a safe and healthy community in which the adults will be encouraged to become life-long learners, self-managers and self-advocates for health, education and other issues.
Chief Custodian	X	Responsible for the day-to-day cleaning of the school building as a whole. Their duties include vacuuming, sweeping, mopping, cleaning bathrooms, emptying trash, etc.	All facilities must be maintained regardless of building occupancy.
Custodial Worker I [multiple]	X	Responsible for the day-to-day cleaning of the school building as a whole. Their duties include vacuuming, sweeping, mopping, cleaning bathrooms, emptying trash, etc.	All facilities must be maintained regardless of building occupancy.
Director of Food and Nutrition	X	Responsible for creating a menu that meets state nutrition standards, ordering the food and managing all monies taken in and spent by the nutrition program.	Meals are still required for free meal distribution.
Cook	X	Responsible for the preparation and serving of food to the entire school.	Meals are still required for free meal distribution.
Food Service Worker [multiple]	X	Performs a variety of duties related to preparing and serving food for a school.	Meals are still required for free meal distribution.
School Resource Officer	X	Responsible for maintaining a safe and secure learning atmosphere for staff and students.	Security needs are critical with limited access to facilities.
Security Guard	X	Responsible for maintaining a safe and secure learning atmosphere for staff and students.	Security needs are critical with limited access to facilities.