

2024-25

Roosevelt Children's Academy District-Wide School Safety Plan



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DISTRICT-WIDE SCHOOL SAFETY PLAN

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District-wide School Safety Plan

Policy Statement

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

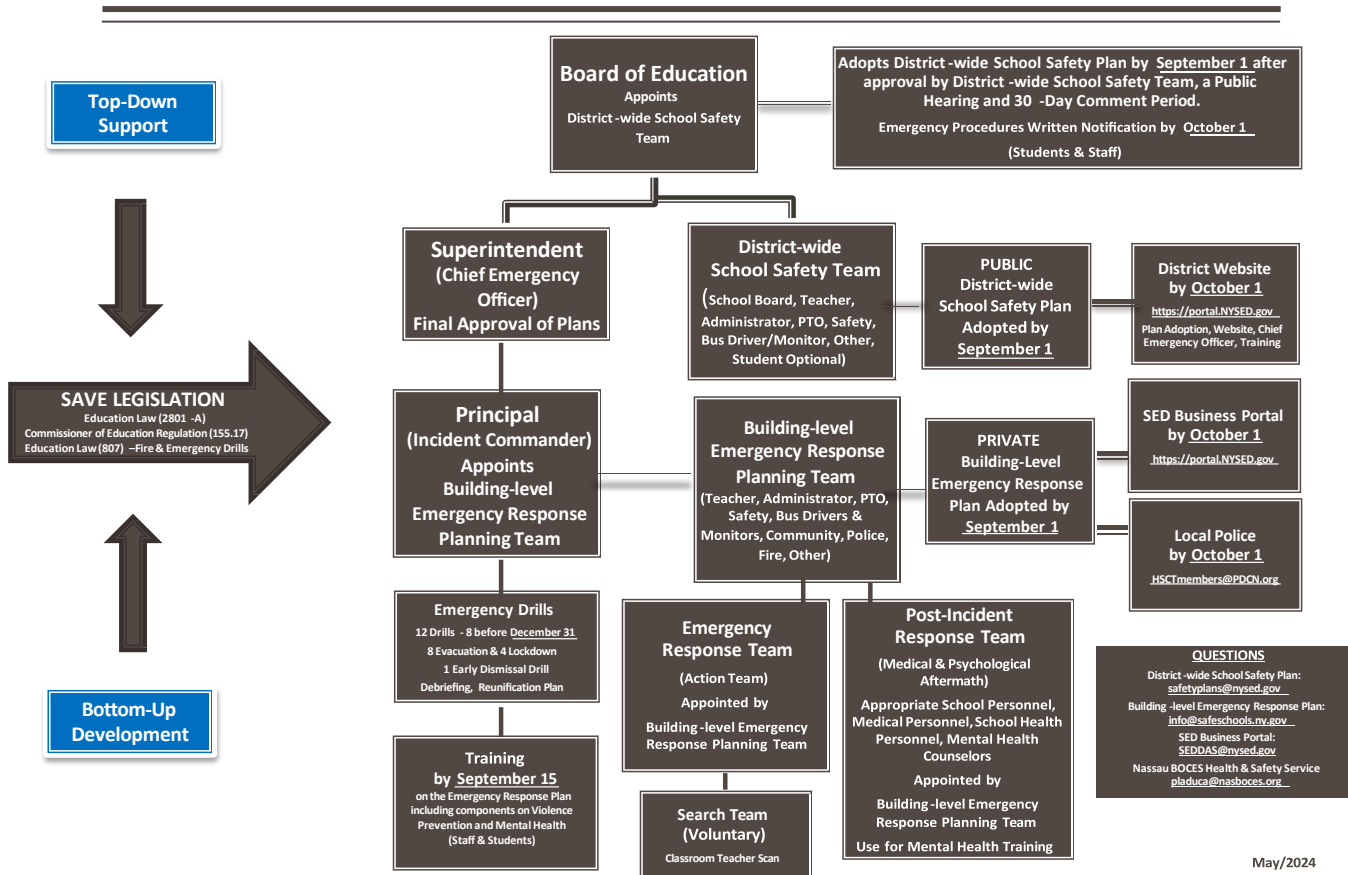
The Board of Education has appointed, under the direction of the Superintendent of Schools, a **District-Wide School Safety Team** to develop, implement, and maintain all provisions of the Plan. This Plan incorporates all **Building-Level Emergency Response Plans** developed by the **building-level Emergency Response Planning 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. Any emergency's nature will dictate the degree of interaction with both State and Local Emergency Response Agencies. If activation of the **building-level Emergency Response Plan** results in the closing of a school building, the Superintendent or designee will notify the Commissioner of Education and the Nassau BOCES District Superintendent. The BOCES Health & Safety Office will assist in developing 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 before its adoption** and provided for the participation of the entire school community. By **September 1st of each school year**, the district-wide and Building-Level Plans are formally **adopted by the School Board after at least one public hearing**. As required by law, the **district-wide School Safety Plan is posted on the school district website by October 1st of each school year** and will be reviewed annually by the District-Wide School Safety Team **by September 1st**. **Building-level emergency Response Plans will be updated by September 1st of each school year** by the **Building-level Emergency Response Planning Team** and **filed with both State and Local Police by October 1st of each school year**.

Compliance Checklist	Date Achieved
Board of Education Appoints District-Wide School Safety Team	7/13/2023
District-Wide School Safety Team reviews/approves District-Wide School Safety Plan	5/8/2024
All Building-Level ERT approves Building-Level ERP/ Enters in Portal	10/1/2024
School Board has at least one public hearing on the District-Wide School Safety Plan	6/13/2024
School Board establishes 30-day public comment period	6/13/2024-7/31/2024
School Board Adopts District-Wide School Safety Plan & Building-Level Emergency Response Plans	8/1/2024
The district-wide school safety plan is posted on the website. The URL is www.rcacs.org	8/1/2024
All Building-Level Emergency Response Plans filed with local police	10/1/2024
Written information on emergency procedures should be provided to all staff and students by October 1 st	9/15/2024
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.	9/15/2024

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 to support this effort. Violence prevention is the responsibility of the entire school community, and we encourage the 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 by 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 the potential for planned sabotage.

Safety Plans - Regulatory Requirements



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

Policies and procedures for:

- Responding to implied or direct threats of violence by students, teachers, other school personnel, and visitors to the school, including threats by students against themselves (including suicide) CR155.17(c)(1)(i)
- responding to acts of violence by students, teachers, other school personnel, and visitors to the school, including consideration of zero-tolerance policies for school violence CR155.17(c)(1)(ii)
- contacting appropriate law enforcement officials in the event of a violent incident CR155.17(c)(1)(iv)
- contacting parents, guardians, or persons in parental relations 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 people in parental relations 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 relations 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 the implementation of article 2-B of the Executive Law* CR155.17(c)(1)(vi)
- the identification of district resources that 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 staffing during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to assist with emergencies* CR155.17(c)(1)(viii)
- a system for informing all educational agencies within such school districts 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 after that, 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 a 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 delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan CR155.17(c)(1)(xi)(a)
- security devices or procedures CR155.17(c)(1)(xi)(b)
- Procedures for review and the conduct of drills and other exercises** to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials CR155.17(c)(1)(xiv)
- Strategies for improving communication** among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence CR155.17(c)(1)(xvi)
- A **description of the duties of hall monitors** and any other school safety personnel CR155.17(c)(1)(xvii)
- A **description of the training** required of all personnel acting in a school security capacity CR155.17(c)(1)(xvii)
- A **description of the hiring and screening process** for all personnel acting in a school security capacity CR155.17(c)(1)(xvii)
- Protocols for **responding to state disaster emergencies involving public health**; districts must adopt a continuation of operations plan in the event the governor declares a public health emergency involving communicable disease; Due April 1, 2021
- The designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to **(a)** coordination of the communication between school staff, law enforcement, and other first responders; **(b)** lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans; **(c)**

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

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

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

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

- The school board may adopt Such district-wide plans **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 after that. 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 specific 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 if 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 two 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 concerning 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 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 delivery under emergency conditions. Suppose a school district would otherwise close due to an emergency, including but not limited to. In that case, if there are extraordinary adverse weather conditions, impairment of heating facilities, insufficient water supply, shortage of fuel, destruction of a school building, or an infectious 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 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 according 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 survey results on student access to computing devices and 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** the installation of Silent Panic Alarms in any school when reviewing and revising 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 emergency requiring a response from local law enforcement.

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

School District Chief Emergency Officer

The **Superintendent of Schools is the Chief Emergency Officer** and, through designated personnel, will provide:

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

Chief Emergency Officer: Philip Leconte

Address: 201 Debevoise Ave, Roosevelt, NY. 11575

Contact # 516-867-6202 Ext 8206

District-Wide School Safety Team

The School District Board of Education appointed the District-Wide School Safety Team. It will always include the representation noted below at a minimum (**Specific information not included for posting purposes**). The primary 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 2024-25 school year. **Minutes will be kept for each meeting, and attendance will be documented (see Appendix B).**

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

Responsibilities of the District-Wide School Safety Team

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

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

Building-Level Emergency Response Planning Team

The School Building Principal appoints the Building-Level Emergency Response Planning Team. The central 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 Bus Monitors
- Community Members
- Law Enforcement

- Fire Officials
- Others

The **Building-Level Emergency Response Planning 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 Planning Team, which is a larger team for 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
 - School Health Personnel
 - Others (Psychologists, Social Workers, etc.)

Prevention and Intervention Strategies/Risk Reduction

Program Initiatives in the School District include:

1) School Violence Prevention and Intervention Training.

All instructional employees and administrators complete at least one training session in school violence prevention and intervention lasting at least two hours containing the content specified by the Project SAVE law. Employees of all the instructional departments in the Roosevelt Children’s Academy attended this session at the onset of the law. Since then, each new employee has been presented with the material during the annual District Superintendent’s Conference Days.

2) Non-Violent Conflict Resolution Training Programs

Designed to teach staff and students comfortable ways to end disputes. This helps students reach a peaceful solution to student conflicts. Programs vary from building to building but involve the active participation of the entire school community. It is not always a formal program but part of everyday activities. Staff training includes Crisis Prevention Institute (CPI) and/or Strategies for Crisis Intervention (SCIP) or Restorative Justice. For middle school students, restorative justice and collegial circles are used.

3) Anger Management, Violence Prevention, and Social Skills Programs

Many Administrators, teachers, and support staff have had formal training in programs such as Quaver and Positive Behavioral Interventions & Supports (PBIS). School psychologists train individual students in anger management techniques. In RSIP, the training takes place with new staff. RSIP may also use one-to-one counseling. Strategies or training used in SPED varies based on the students’ functioning level. The school will implement trauma-informed practices.

4) Peer Mediation

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

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

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

6) Diversity Awareness

Where appropriate for the population, this is an integral part of programs. Employees are trained through Global Compliance Network (GCN), the Agency’s training provider.

7) Confidential Reporting

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

8) Special Education Strategies (Some are also used in other programs.)

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

9) Regional Schools and Instructional Programs Strategies

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

10) Parent Support

Parent groups, programs, resource networks, and training are available as necessary.

11) Education

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

12) Others

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

Training, Drills, and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. After each drill/exercise or actual 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 Planning Team, at a minimum, the following methods may be used:

- a. Trauma-informed Emergency Dismissal Drill (at a time not to occur more than 15 minutes earlier than regular dismissal time) to test communication and transportation. **Parents are to be notified at least one-week prior to drill.**
- b. Trauma-informed live drills include shelter/shelter-in-place, hold/hold-in-place, evacuation/evacuation, lockdown, and secure lockout.
- c. Trauma-informed live drills for specific responses (hostage taking, bomb-threat, etc.)
- d. Trauma-informed Situational Drills
- e. Tabletop exercises may be used as a training resource for staff.
- f. Emergency Response Team exercises
- g. 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 help evaluate all exercises. These agencies may include but are not limited to the Police and Fire Departments, Rescue and Ambulance Services, the Local Office of Emergency Management, and the local BOCES Health & Safety Office. Each school district shall practice emergency response procedures (**evacuation, lockdown, and emergency dismissal drills**) under its District-wide School Safety Plan and each of its Building-Level Emergency Response Plans. **Procedures and timeframes for notification of parents** or persons in parental relations regarding drills and other emergency response training(s) that include students will be developed. Drills conducted during the school day with students present shall be trauma-informed, developmentally, and age-appropriate. **They** shall not include props, actors, simulations, or other tactics to mimic a school shooting or other act of violence or emergency. **When drills are conducted, students and staff shall be informed that the activities being undertaken are drills.** Full-scale exercises shall not be conducted on a regular school day, and such exercises will not include students without written consent from parents or persons in parental relations. Drills shall be completed on **different days of the week** and during **various times of the school day**. Drills shall occur **after annual training in emergency procedures** has been **provided to students and staff**.

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

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

Emergency Drills (Minimum Every School Year):

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

Implementation of School Security

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

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

- Entrance and hall monitors.
- Visitors to the building will be questioned prior to entry into the building as to their business and if they have an appointment. If there is any question, the building principal will be consulted. If this has been confirmed, they will be admitted.
- Visitor badge/sign-in procedures – we utilize a visitor badge system. Upon entry into the building, the visitor must show a photo identification and then receive a badge with their name and identification on it and a picture of the individual. The building staff would immediately question anyone in the building without a badge.
- Security Monitoring Camera System.
- A designated School District Security Director
- On-going security review with the RCA Health & Safety Coordinator and the District Security Director.
- We will employ any other necessary methods 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 recommend 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 appropriate. New employees will receive training within 30 days of hire. **Annual multi-hazard school safety training for staff and students on the Building-Level Emergency Response Plan will be completed by September 15th of each school year** and include:

- h. 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.
- i. 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.
- j. The district will utilize any resources available for violence prevention and mental health training, including those found on the following websites:

<http://www.p12.nysed.gov/sss/documents/MentalHealthResourcesforEducators.pdf>

<http://www.p12.nysed.gov/sss/documents/SVPIRequiredComponents.pdf>.

- k. A description of the school district’s Violence Prevention Program and Safety Plan.
- l. A description of the roles and responsibilities of the Building-Level Emergency Response Planning Team.
- m. The building-level Incident Command System including the roles and responsibilities of designated staff.
- n. The Building-Level Emergency Response Plan procedures for implementing the following emergency response terms: shelter/shelter-in-place; hold/hold-in-place; evacuate/evacuation; secure lockout and lockdown.
- o. The Training, Drills, and Exercises section above notes the procedures for conducting drills.
- p. District and building policies, procedures, and safety programs, including violence prevention and mental health components, are also noted above.
- q. Information on how to report incidents of violence, including threats and verbal abuse.
- r. How to recognize and respond to school security hazards.
- s. Review of measures implemented to prevent school violence, such as the use of security equipment and safety procedures and how to diffuse hostile situations.
- t. How to summon assistance in the event of an emergency.
- u. Special procedures for bomb threats, hostage-taking, intrusions, and kidnapping.
- v. Post-incident procedures, including medical follow-up and the availability of counseling and referral.
- w. Student training will include post-drill or actual event review by classroom teachers.

Other methods for informing parents and students include:

- Cyber Bullying and Internet Safety
- First and Second Step Programs
- School counselor involvement
- School Dean Outreach
- Anger Management programs
- Communication with parents on violence prevention and early recognition
- Conflict resolution programs
- 21st Century Programs.

Records of all participants and their evaluation of the training program will be maintained. 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 are not limited to all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses, and off-site field trips. Specifically defined areas of current concern include:

- Southern State Parkway (Adjacent to Middle School at 200 W Centennial Ave)
- Meadowbrook Parkway (Adjacent to the Elementary Campus at 105 Pleasant Ave)
- Chlorine Storage Pool area (Roosevelt)
-

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)**. We will maintain confidentiality with the realization that employees and students may otherwise be reluctant to come forward. 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 receive and respond to all incident reports, including anonymous reports. Students and staff will be provided information on the reporting process 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 to compile data and evaluate 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 in 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.

- x. Report it to the Police Department – 911 will always be the first emergency contact method.
- y. Secure the area where the disturbance has occurred.
- z. Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- aa. Ensure that the remainder of the building remains appropriately supervised while responding to the incident.
- bb. 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.
- cc. Provide incident debriefing to students/staff as needed. Notify parents.

Investigation:

After the incident, the appropriate Building-Level Emergency Response Team/Threat Assessment Team will conduct a detailed investigation. The Team aims to focus on facts that may prevent recurrence, not find fault. The Team conducting the inquiry will:

- 1) Collect facts on how the incident occurred.
- 2) Record information.
- 3) Identify contributing causes.
- 4) Recommend corrective action.
- 5) Encourage Appropriate follow-up.
- 6) 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 ensures an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on identifying and assessing 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 by 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 from violations of the Code. The Code, which will be communicated to all students/staff and parents, will be a significant component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policy and procedure. A copy of the Code of Conduct will be available to students, parents, staff, and community members. The **Code of Conduct was updated** on June 24, 2024, and 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 a violent incident. These relationships have been established by local response officials' participation in Building-Level Emergency Response Planning Teams. These individuals and appropriate means of contact are documented in the Building-Level Emergency Response Plan.

Internal communication is also essential and will be explicitly defined in the Building-Level Emergency Response Plan. Depending on the nature of the emergency, some 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-Wide School Safety Team will determine appropriate notifications and methods. The Superintendent of Schools recognizes their responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list:

Generally, parent/guardian notification will be conducted utilizing the phone tree of emergency contacts established in each school building or other mass notification system. However, using different means, such as local media, may sometimes be necessary. Prior arrangements have been established with the appropriate media.

The school district recognizes that many emergencies 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 review and update these responses and communicate them to students and staff. The following emergencies 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.
- If necessary, the school principal or designee will issue the appropriate alert 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 during 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) refuses to leave, inform them that they are violating 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 of the 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 in 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) refuses to leave, inform them that they violate the law. And that if they do not go, Law Enforcement will be notified.
- If the situation escalates, an Automated Lockdown procedure will be implemented.
- 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 in a unified command manner.

Kidnapping or Missing Student:

The Building-Level Emergency Response Plan procedures will be followed during 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 utilize the public announcement system.

- The parent/guardian will be notified. If the 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.
- When a student has not arrived at school, a parent or guardian will immediately be contacted during school hours. 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 the student is not located, the police should be notified. Student information and photo ID 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 the student is not located. The school principal or designee should be available for police investigation.
- Ask the parent/guardian to contact the school again if the student is located there.

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 the building Principal.
- Determine the threat level with The CEO of Academics (Activate Threat Assessment Team).
- Contact a law enforcement agency, if necessary.
- Monitor the situation, adjust response as appropriate, and utilize the 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 the building Principal/Superintendent.
- If necessary, initiate lockdown procedures and contact the appropriate law enforcement agency.
- Monitor the situation, adjust response as appropriate, and initiate early dismissal, sheltering or evacuation procedures if necessary.

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

Building	Phone	Fax		Email
RCA Elementary	516-867-6202	516-867-6206	Dr. Reshma Persad	Rpersad@rcacs.org
RCA Middle school	516-867-6202	516-867-6340	Ms. Simone Roberts	Sroberts@rcacs.org

Emergency Assistance and Advice from Local Government

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

District Resources Use and Coordination

Building-Level Emergency Response Plans will address resource identification, availability, and use. This will include procedures for coordinating 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)
- **Emergency Dismissal Drill** (Conditions warrant returning students to their homes)
- **Evacuate/Evacuation** (Conditions in the building are unsafe, warranting relocation)
- **Shelter/Shelter-In-Place** (Conditions warrant movement to a safe place in the building)
 - **Shelter/Shelter-In-Place (weather-related)**
 - **Shelter/Shelter-In-Place (Generic/Non-specific Bomb Threat)**
 - **Shelter/Shelter-In-Place (Specific Bomb Threat)**
- **Hold/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 or immediately around the building)
- **Secure Lockout** (A threat exists outside the school building or in the vicinity)

National Terrorism Advisory System (NTAS)

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

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 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 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:

- CEO of Academics /CFO/COO or Designee
- School Business Official
- Director of Facilities
- Transportation Coordinator
- Food Service Director
- Head Nurse
- Principals
- Others as deemed necessary.

Disaster Mental Health Services

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

Threat Assessment

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

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

The Six Principles of Threat Assessment:

1. Targeted violence is the result of an understandable and often 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. Practical threat assessment is based on facts rather than characteristics or traits.
5. An integrated systems approach guides threat assessment.
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/ussa-averting-targeted-school-violence-2021-03.pdf)

Please see Appendix F – Threat Assessment Guidance.

Multi-Disciplinary Behavioral Assessment Team

Nassau County Threat Advisory Committee (NASTAC)

1. The Nassau County Threat Advisory Committee (NASTAC) comprises select representatives from Participating Member

Agencies (PMA). The NASTAC acts as a central clearinghouse of information flow specific to situations referred to as Threats.



Cases (TC) where the risk of violence is assessed to be imminent, and a cluster of risk factors and warning behaviors commonly associated with elevated risks for targeted violence are present.

2. NASTAC assists PMAs with developing balanced interventions and presenting a case management strategy for TCs to the committee. The NASTAC acts solely as an advisory group. NASTAC cannot mandate PMAs to implement or act on suggested interventions and case management strategies. NASTAC does not dictate policy or procedural changes within PMAs other than the requirements outlined in this PMA agreement.

3. Members of the NASTAC do not act in the capacity of traditional law enforcement taskforce members who have dual responsibilities to follow policies and procedures of the task force sponsoring agency and their agency. The NASTAC member shall maintain its agency's standard protocols and interests and follow all rules and regulations set forth by its agency. For example, members shall comply with matters of confidentiality and sharing of sensitive information in accordance with its agency policies and any applicable laws.

4. NASTAC serves as a resource for the community to improve targeted violence threat response protocols by providing multidisciplinary expert advice and seamless sharing of threat information across systems. NASTAC uses a multidisciplinary restorative approach to prevent acts of targeted violence that balances the safety needs of the public with the health and wellness needs of the person at-risk for committing an act of targeted violence.

5. In addition, Nassau BOCES has an internal Multi-Disciplinary Behavioral Assessment Team. Dr. Jeff Diebold leads it. Don't hesitate to get in touch with him at 516-396-2294 for more information.

Forms and Recordkeeping

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

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

APPENDIX A

Parents/Students/Staff Annual Notification

Roosevelt Children's Academy Charter School

EMERGENCY PLANNING · A GUIDE FOR PARENTS/STUDENTS/STAFF

The Roosevelt Children's Academy has always been serious about preparing for emergencies. The District-wide School Safety Plan and Building-level Emergency Response Plans are reviewed and updated each year to meet New York State regulations. Students and staff are trained on our emergency procedures annually by September 15th of each school year. The plans address an enormous range of issues, from dealing with the onset of a crisis to addressing the psychological and emotional needs of students and adults in its aftermath.

When an emergency occurs, every Roosevelt Children's Academy staff member's first and foremost concern is the safety of the children in our care. This guide briefly describes how the school district will manage an emergency and how RCA parents can support those vital efforts.

GENERAL INFORMATION:

The Roosevelt Children's Academy has established a **District-Wide School Safety Plan** (posted on our website at <https://www.rcacs.org/districtwide-safety-plan>) and a **Building-Level Emergency Response Plan** for each School Building in the District. **The Building-Level Emergency Response Plan is confidential and 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 must wear a temporary badge indicating that an individual is an authorized visitor.

HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?

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

1. **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.**
2. **Shelter/Shelter-In-Place:** Keeps students and staff in their buildings securely when staying inside, safer than going out. Generally, sheltering is for a short time until it is safe to evacuate to another building or send students home. However, the District is prepared to shelter students as long as necessary. This option may even be utilized during a bomb threat if specific procedures are followed.
3. **Hold/Hold-In-Place:** This action is meant to restrict the movement of students and staff within the building while responding to short-term emergencies. Some examples could be a medical emergency or deescalating a situation.
4. **Evacuate/Evacuation:** All building occupants must leave and go to a pre-determined, safe location outside 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 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.
5. **Secure Lockout:** A lockout is a procedure that allows the school to continue on a typical day inside the building but locks out any unauthorized persons. A situation that 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 occurs.**
6. **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 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 occurs.**

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, earthquakes, and air quality.
- Environmental hazards include exposure to hazardous materials, fire, explosions, or plane crashes.
- 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 building through exercises and drills. All exercises and drills are conducted in a **trauma-informed, developmentally and age-appropriate manner**. Parents will be informed of drills or emergency response training that involves students. For an **emergency dismissal drill**, parents/guardians will be **notified of the drill at least one week in advance**, without specific details, to ensure safety. At the time of the drill, **students and staff shall be informed that the activities are a drill**.

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

Not unless directed to do so. While every parent's instinct in an emergency is to go to the school to protect their child, it is essential 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 responding to the emergency, or school buses loading children to evacuate 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 staff's responsibility. Still, a fast-moving situation requiring careful coordination and communication makes keeping track of students more difficult.

HOW WILL PARENTS/GUARDIANS AND STUDENTS BE REUNITED?

In an emergency, the school district has a specific Parent-Student Reunification Plan. An area will be designated for parents to pick up students. Photo identification must be shown to bring a student 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 make every effort to contact you through automated calling systems and our website. The schools have every child's emergency contact information 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 used.

WHAT CAN I DO TO PLAN?

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.**

Administrator CONTACTS:

School	Principal	Phone	EXT	Email
Elementary school	Dr. Reshma Persad	516-867-6202	8115	rpersad@rcacs.org
Middle Schoolhouse	Ms. Simone Roberts	516-867-6202	8335	Sroberts@rcacs.org

APPENDIX B

District-wide School Safety Team Meeting Minutes and Attendance



**District-wide School Safety Team Meeting Attendance and Minutes
September 10, 2024**

Required Attendance

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

Additional Attendance

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

Agenda

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

Minutes

APPENDIX C

Suicide Prevention & Mental Health Resources

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

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

School Mental Health Resource Training Center
(<https://www.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 15th as required by the SAVE legislation can be viewed at:

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

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

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

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

SUICIDE IS PREVENTABLE.

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



WHAT EVERY TEACHER NEEDS TO KNOW:

Recognizing Suicide Risk in Students



CRISIS TEXT LINE

Text "START" to 741-741



www.PreventSuicideNY.org

YOUR ROLE AS A TEACHER IS CRITICAL

Does teaching seem to get harder every year?

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

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

Did you know that according to national data:

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

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

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



Who are these kids?

They're sitting in your classrooms every day.

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

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

So how do you accomplish this?

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

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

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

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

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

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

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

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

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

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

Here's how students describe it:

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

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

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

APPENDIX D

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

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020, as amended by Chapter 30 of the Laws of 2021, which 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 is “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, which were made permanent at the July 2021 meeting of the Board of Regents.¹

EMPLOYEE EXPOSURE PROTOCOL

We have collaborated with our partners to ensure complementary efforts. We have invited representatives from the Nassau County Health Department, Police Department, Department of Mental Health, and others to attend our district-wide school safety Team Meetings. This will allow us to send consistent messages to the school community on pandemic-related issues.

The District Wide Command Center will be at the Business office, 201 Debevoise Ave, Roosevelt, NY. 11575 and will be activated at the direction of the School District Incident Commander. We have established the district Incident commanders Structure to be as follows:

Name	Title	Phone Number
Philip Leconte	COO/CFO	516-532-7104
Simone Roberts	Middle School, Principal	516-867-6202 EXT 8335
Dr. Reshma Persad	Elementary School, Principal	516-867-6202 EXT 8115

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

Consider whether cafeteria, transportation, and 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.

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

. Communication will be important throughout a pandemic outbreak. Communicating with parents, students, staff, and the school community will be necessary. Communication methods may include websites, school postings, general emails, Parent portals, special presentations, phones, cell phones, texting, reverse 911 systems, and the public media. A school district Public Information Officer (PIO), Ella Portero, has been designated to coordinate this effort and act as the central point for all communications. The PIO will retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Operations Director (Mr. Richard Longchamp) to ensure the proper function of all communication systems. This coordination will also help ensure that as many communication systems as possible are available. Upon Approval from the board, when in-person classes are canceled because of inclement weather or other emergencies, a notification will be sent via the district’s school Messenger system, the school app, the parent portal, and the website.

Continuity of Operations and business office functions could be severely impacted by loss of staff. Our plan will include procedures for maintaining essential functions and services. This will include :

. OVERALL OPERATIONS- We have defined the following decision-making authority for the School.

Name	Title	Number and Extension
Philip Leconte	COO/CFO	516-532-7104
Simone Roberts	Middle School, Principal	516-867-6202 EXT 8335
Dr. Reshma Persad	Elementary School Principal	516-867-6202 EXT 8115

The Business Office is essential for maintaining all functions and facilities. Back-up personnel will be necessary to support purchasing and payroll responsibilities. We have defined the following job titles for having backup responsibilities.

Name	Title	Back-Up
Mr. Alberga Harriott	Director of Accounting	Ms. Robin Dillehay
Richard Longchamp	Director of Operations	Mr. Tolsin
Ms. Jacqueline Jean Francois	Director of Technology/Media	Mr. Derrick Dingle

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

Telecommuting Protocol: Technology

Technology & Connectivity for Students - Mandatory Requirements:

- To the extent possible, know 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 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 for non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models where students do not yet have sufficient access to devices and high-speed internet.

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 – page 29.

Depending on the 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 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 workweek.
- Limit or eliminate visitors to the building.

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

A description of the protocol the employer will implement 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 storing 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.
- Other than some fundamental preliminary purchases, procurement will be done on a consolidated basis to ensure that the Agency gets the most for its PPE dollars.
- We have encouraged all staff to utilize their personal face coverings, but we 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 necessary. Those individuals needed to wear N-95 respirators will be fit-tested and medically screened before use to ensure 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 students who cannot provide their own.

Plan for Storage/Access

PPE Supply Management

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

Disposable Face Covering Supplies

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

PPE for High-Intensity Contact with Students

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

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, any common area surface, shared equipment, and employer policy on available leave to receive testing, treatment, isolation, or quarantine.

Consider disinfection protocols, substitute workers, testing, and tracing.

Employee Exposure Protocol

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

- The district-wide command center will be at the administration building, with the alternate at St. Paul’s, and will be activated in the direction of the school district incident commander. We have established our District-wide Incident Command Structure as follows:

Superintendent		
Assistant Superintendent for Business & Finance		
Assistant Superintendent for Human Resources and Leadership Development		
Assistant Superintendent for Curriculum and Instruction		
Facilities Director		
High School Principal		
Middle School Principal		
School Principal		
School Principal		
School Principal		
School Principal		
School Principal		
School Principal		
Private School Principal		
Private School Principal		
Private School Principal		

- 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 valuable training 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 online through the Nassau Schools Emergency Planning Consortium Website at www.nassauschoolemergency.org or FEMA website. We also recommend that key administrators, principals, and nurses take the Johns Hopkins University COVID-19 Contact Tracing Course, offered free of charge at <https://www.coursera.org/learn/covid-19-contact-tracing>.
- The school district has designated the building principals as the Communicable Disease Safety Coordinator (administrator) for each of its schools, whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels. The coordinators shall be the primary contact when identifying infectious 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 infectious 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		
School		
School		
School		
School		
School		

- Communication will be important throughout a pandemic outbreak. Communicating with parents, students, staff, and the school community will be necessary. A school district Public Information Officer (PIO) 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 ensure the proper function of all communication systems. This coordination will also help ensure that as many redundant communication systems as possible are available.
- A loss of staff could severely impact the continuity of operations and business office functions. Our plan will include procedures for maintaining essential functions and services. This will include:

Name	Mrs. Christine D’Amato, CEO of Academics
Name	Mr. Philip Leconte, COO/CFO
Name	Ms. Simone Roberts, Middle School Principal
Name	Dr. Reshma Persae, Elementary School Principal
Name	Mr. Richard Longchamp, Director of Operations.

- Recognizing the need for these essential individuals to communicate frequently, we have established as many redundant communication systems as possible. Communication will be important throughout a pandemic outbreak. Communicating with parents, students, staff, and the school community will be necessary. Communication methods may include websites, school postings, general mailings, e-mails, cell phones, texting, and the public media. Communications has been designated to coordinate this effort and act as the central point for all communication. Email, telephone, radio, X, and mass parent and staff communications are available in the district. We have tested/exercised our communication systems throughout the school year.
 - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be essential to support 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 regarding these essential business office functions. We have also established the ability to keep these crucial functions off-site from remote locations. The district houses a central server for our financial functions and a redundant backup 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 complex with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will inform the business office of such status and 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 functions and cleaning 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 for staff to ensure essential functions were met. Human Resources will work in

Conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the typical 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 the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis. Some alternate learning strategies we have implemented that can be combined as necessary include remote teaching, learning, and support. This may consist of providing devices to those children and staff who require them, as well as professional development and learning standards.
- Online instruction; online resources; online textbooks; Google Classroom, Seesaw.
- Communication modalities for assignment postings and follow-up: telephone, e-mail, automated notification systems, website postings

CDC and NYSDOH Recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection have 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.
- 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 minute), if schools are employing “group level contact tracing,” or
2. They were identified as being exposed because they were in close contact with an infected individual if schools employed “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 conducts 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 many different people, such as light switches, handrails, and doorknobs/handles touch
- 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 killing germs on a surface after cleaning can 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 adhere to them.
- Custodial logs will be maintained, including 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, disposable paper towels, and an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and frequent cleaning and disinfection of high-risk areas used by many individuals and 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 if an individual is confirmed to have an infectious 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 processes 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 ultrasonic waves, high-intensity UV radiation, and LED blue light against the virus that causes COVID-19 or other infectious diseases 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 disseminating information about EAP resources to employees. 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.

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 the disease, identify the population of exposed employees, and facilitate the provision of any benefits available to certain employees and contractors.

Consider daily symptom checks, absences, and supervisor notification.

Hours and Work Locations Protocol

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

See Work Shift and Protocols – page 29.

A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees to contain further the spread of the contagious 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:

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

Other requirements determined by the Department of Health include contact tracing or testing, social distancing, hand hygiene and disinfectant, and mask-wearing.

Department of Health Requirements

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

- Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report* (DMS-485.7/93; HE-112.4/81) and submit to Nassau County Department of Health, Bureau of Infectious Diseases, 240 Old Country Road, Mineola, N.Y. 11501.

- Public Health Consultation and Immediate Reporting: 516-227-9639
- *Coronavirus Hotline: 888-364-3065*
- *Fax: 516-227-9669*
- *Weekend/After-hours Consultation and Reporting: 516-742-6154*

- The Nassau County Department of Health will monitor county-wide communicable disease cases and inform school districts of appropriate actions.

- The **CEO of Academics** will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team, review and approve all recommendations, and incorporate them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. The school district technology director will also be an essential team member because of technology's potential importance in the response effort (communication and notification). 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 implementing the Plan. The *CDC School District Pandemic Influenza Planning Checklist* was reviewed for this determination and has considered issues related to Planning and Coordination, Continuity of Student Learning, Core Operations, Infection Control Policies and Procedures, and Communication.

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

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

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 essential information for planning and responding to any potential Pandemic.

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

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



ROOSEVELT CHILDREN'S ACADEMY



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 SCHOOLS 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 *Sales 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 were a key impetus for establishing school threat assessment programs. In 2008, the agencies released the Bystander Study, a report exploring a key SSI finding that other students knew of the attackers' plans before most attacks. 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 and 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, *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, the threat assessment process effectively ensures 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 alarming safety concerns.
- Everyone has a role 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 behavior or statements.

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

Creating a targeted Violence Prevention PLAN

A threat assessment aims to identify students of concern, assess their risk for engaging in violence or other harm/ul 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 the school, 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 consist of 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, or other violence? Is there a fixation on 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 and desperate, or are they out of options?
- **Violence as an Option:** Does the student think 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 their actions or what others observe? If not, why?
- **Protective Facts:** Are there positive and pro-social 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 completed. 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



APPENDIX E

Remote Instruction Plan and Student Access Survey

SCHOOL SCHEDULES

SCHOOL SCHEDULES REQUIREMENTS

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

IN-PERSON INSTRUCTION SCHEDULE

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

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

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

REMOTE INSTRUCTION SCHEDULE

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

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

DAILY REMOTE SCHEDULE

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

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

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

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

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

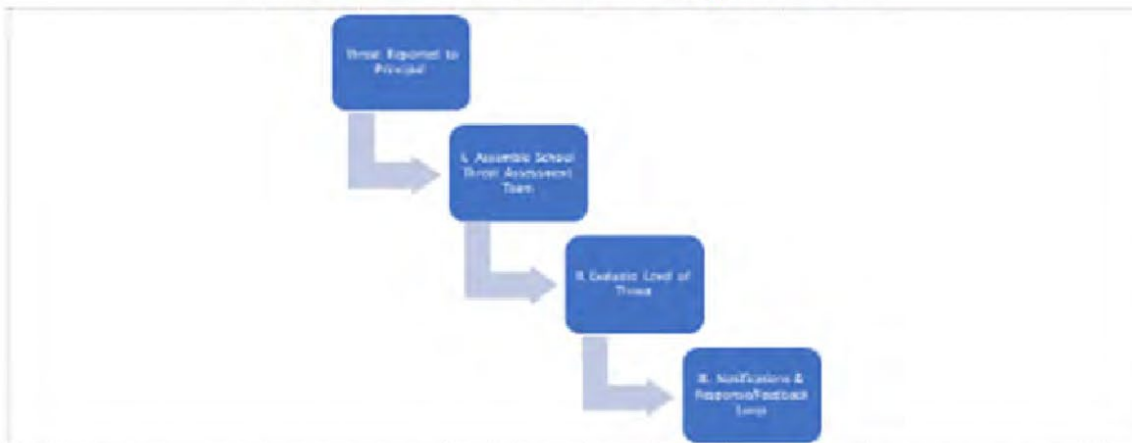
REMOTE DAILY SCHEDULE	
Monday through Friday	
7:40 AM	Staff Sign-in via Microsoft Office FORMS <ul style="list-style-type: none"> • Administrators check-in with staff
7:50 AM	Class Start Time (1st Year Students) <ul style="list-style-type: none"> ▪ Record and report student attendance for the day

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

APPENDIX F

Threat Assessment Guidance

Nassau BOCES Student Threat Response Model



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

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

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

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

THREATENING & DANGEROUS BEHAVIOR IN SCHOOL QUESTIONNAIRE

Retain with Personal Notes

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

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

Date, Time, Location of Incident: _____



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

SCREENING QUESTIONS

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

<<STOP HERE>>

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

1. History

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

2. Situational Factors

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

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

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

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

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

5. Protective Factors

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

6. Collateral Information

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

Student Observations

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

LEVEL OF CONCERN (Mark All That Apply)

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

RECOMMENDED RESPONSE (Mark All That Apply)

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

NOTES:

Administrator/Reviewed _____

Date: _____

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

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



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

An Operational Guide for Preventing Targeted School Violence

National Threat Assessment Center
July 2018

U.S. SECRET SERVICE SCHOOL SAFETY RESEARCH

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

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

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

KEY CONSIDERATIONS

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

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

CREATING A TARGETED VIOLENCE PREVENTION PLAN

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

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

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

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

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

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

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

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

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

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

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

New York State Police Threat Assessment Model, (2007)

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



ROOSEVELT CHILDREN'S ACADEMY

Essential Employee Worksheet

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

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

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

Essential Employee Worksheet

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

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

Info Tech Spec II	Coordination of equipment repairs, emergency cabling work	Necessary to required equipment repairs and cabling projects	8:30-4:00	Timesheet/location log
	Oversight of essential deliveries, including payroll checks and info	Necessary to timely delivery of required financials	8:30-4:00	Timesheet
Electrical Technician	Equipment Repairs	Necessary to repair of electronic equipment needed for remote learning	8:30-4:00	Timesheet
Executive Manager	Oversight of project management, customer care and warehouse matters	Necessary to ongoing operations of project management, customer care and warehouse matters	8:30-4:00	Timesheet
Associate Director	Oversight of project management, customer care, mail deliveries, printing and warehouse matters	Necessary to ongoing operations of project management, customer care, mail deliveries, printing and warehouse matters	8:30-4:00	Timesheet

Essential Employee Worksheet- CIT Reinertsen

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

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

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

Essential Employee Worksheet

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

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

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

Facilities Services Essential Positions

Central Office (cont.)

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

Facilities Services Essential Positions

Central Maintenance

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

Facilities Services Essential Positions

Custodial, Grounds and Warehousing

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

Facilities Services Essential Positions

Custodial, Grounds and Warehousing (cont.)

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

Facilities Services Essential Positions

Security Services

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

Essential Employee Worksheet

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

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

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

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

Essential Employee Worksheet

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

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

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

