

*SOUTH HUNTINGTON UNION FREE SCHOOL
DISTRICT
Huntington Station, New York*



*DISTRICT-WIDE EMERGENCY
RESPONSE PLAN*

2023/2024 SCHOOL YEAR

District-wide School Safety Plan Introduction

The District-wide School Safety Plan is established to provide for the safety, health, and security of students, staff and visitors. This plan is the result of a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of potential emergency situations.

In accordance with "Safe Schools against Violence in Education" (SAVE), the Board of Education has appointed the District-wide School Safety Team to develop, implement and maintain all provisions of the District-wide School Safety Plan and coordinate with the District-wide Emergency Response Team. The district level plan provides emergency data relevant to the entire district and incorporates each Building-level Emergency Response Plan as developed by the Building-level Emergency Response Team. In the event of any emergency, the initial response at an individual school building will be the responsibility of the Building-level Emergency Response Team. In any emergency, the Superintendent of Schools and appropriate emergency response agencies will be promptly notified. The nature of a situation will dictate the degree of interaction with emergency response agencies.

The district-wide and building-level plans are formally adopted by the Board of Education. The District-wide School Safety Plan as well as the Building-level Emergency Response Plans are reviewed annually by their respective Teams. The District-wide School Safety Plan is filed with the Commissioner of Education and the Building-level Emergency Response Plans are filed with the appropriate local law enforcement agency and State Police.

Implementation of this plan addresses efforts to prevent violent incidents from occurring and establishes standard operating procedures when dealing with various types of emergencies. The District does not tolerate weapons, violence or threats of violence. This plan requires the prompt reporting of all weapons, violent incidents or threats, and assures that victims or reporters of incidents of violence will not be discriminated against. The District encourages participation of the entire school community in support of this effort.

A copy of the District-wide School Safety Plan is available on the district's website homepage. Although the Building-level Emergency Response Plans are linked to the district plan, in accordance with Education Law, the building-level plan will remain confidential and not be subject to disclosure.

Although the committees diligently incorporate the most current school safety strategies and efficiencies into these plans, it is critical to consider that the exact actions taken by the District and Building Response Teams must depend on the specific circumstances of a given situation.

The District-wide School Safety Team is comprised of a Board of Education member, central office administrator, building administrator(s), Building and Grounds Supervisor, Transportation Supervisor, parent organization representative, various association/union representatives, District architects, NYSIR representative as well as Police and Fire department representatives. A student representative may also be appointed to the Team. The Team can invite and schedule guests, particularly those with areas of expertise as it relates to School Safety, to attend meetings.

RESPONSIBILITIES OF THE DISTRICT'S CHIEF EMERGENCY OFFICER:

The Superintendent or Superintendent's Designee is appointed as the District's Chief Emergency Officer, responsible for:

1. Coordinating communication between school staff and law enforcement and first responders;
2. Ensuring that all District staff understand the District-Wide Safety Plan;
3. Ensuring Building-level Safety Plans are completed and reviewed annually and updated, as needed.

RESPONSIBILITIES OF THE DISTRICT-WIDE SCHOOL SAFETY TEAM

The District-wide School Safety Team will meet annually and as needed to act as a threat assessment team with responsibility to assess the vulnerability of the school district to emergency situations and recommend to the Superintendent of Schools and Board of Education necessary preventative measures and improvements to the plan. The committee will annually audit the District-wide School Safety Plan.

RESPONSIBILITIES INCLUDE:

1. Gather input from the Building-level Emergency Response Teams.
2. Recommend training programs for students and staff in violence prevention and emergency response procedures for various emergency situations.
3. Disseminate information regarding early detection of potentially violent behavior.
4. Develop plans to defuse potentially violent behavior and respond to acts of violence.
5. Develop procedures to communicate the district wide safety plan to staff and students.
6. Review previous incidents of violence and examine existing records to identify patterns to be addressed.
7. Review other district emergencies and identify additional procedures for future improvements to the district response.
8. Arrange for annual district security analysis and recommend improvements.
9. Survey staff and students to identify potential for violent incidents.

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.) as well as threats made by students, staff or visitors against themselves, including suicide should be reported immediately and be documented. The District will maintain confidentiality where appropriate. There will be no reprisal for reporting incidents. Incidents will be reported as follows:

School Building Principal Administrator or Designee will be responsible for receiving and responding to reports including anonymous reports. Information on the reporting process for students and staff are provided as part of the violence prevention training program. Incidents of violence will be reported to and evaluated by the District-wide School Safety Team to compile data and evaluate violence prevention efforts.

Relationships will be established with local law enforcement officials and emergency response agencies at the building and district levels.

REPORTING

Once an incident of violence or threat of physical harm made by students, staff or visitors against themselves has been reported, and based on its severity, the Building Principal/Administrator or designee will:

- Report to the local Police Department.
- Activate the Building Response Team.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety of students and staff in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine if it is safe to remain. If necessary, initiate appropriate emergency protocol (evacuation, lockdown, lockout, hold in place, shelter in place).
- Provide incident debriefing to students/staff as needed.
- Notify the Superintendent or Superintendent's Designee.
- Notify parents.

INVESTIGATION

After an emergency or violent incident, the Superintendent or Superintendent's Designee will review what has occurred and determine the appropriate level of investigation and follow-up. Depending on the situation, the Superintendent, Superintendent's Designee or Chief Emergency Officer may convene the District-wide School Safety Team to conduct a debriefing, focusing on facts that may prevent recurrence, not to find fault. The investigation will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.
- Consider changes in controls policy and procedures.

FOLLOW-UP

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

EVALUATION

The District-wide School Safety Team is responsible for ensuring that school building security analysis are periodically re-evaluated. These physical evaluations will focus on the identification and assessment of security issues and address necessary improvements. These evaluations will consider the potential for different types of violent incidents including bomb threats, hostage taking, intrusions, kidnapping, & threats made by students, staff and visitors against themselves including suicide. Professionals from local emergency services and private experts may be consulted as necessary.

DISCIPLINARY MEASURES

The School District Code of Conduct is the basis for determining the appropriate disciplinary measures.

CODE OF CONDUCT

The School District has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors, and the disciplinary actions resulting for violations. A copy of the Code of Conduct can be obtained on the district's website.

RISK REDUCTION/PREVENTION AND INTERVENTION

PREVENTION/INTERVENTION STRATEGIES

- **Prevention and Intervention**
 1. Responsibility of staff to report any suspicious packages or activities. They should also close, secure and lock their windows and doors when leaving for the day.
 2. Staff should check to see that exterior doors are not propped open.
 3. Custodians and Security personnel should secure all areas and check for locked doors and windows.
- **Program Initiatives** – Student risk reduction, prevention and intervention themes are listed below. Schools are encouraged to develop strategies that will best fit their needs.
- **Themes** – Character Education, Digital Citizenship, Awareness and Healthy Decision-Making, Inclusivity and Acceptance, Social-emotional Well-being

TRAINING, DRILL AND EXERCISES

The District trains students and staff on emergency response procedures through required annual drills and exercises in each building including lockdown, lockout, sheltering, early release, fire and evacuation. The District also performs table top and functional exercises. The District evaluates drills and exercises for improved response procedures and invites local agencies to participate in and to help evaluate exercises as needed.

SCHOOL SECURITY

School security personnel will assist in implementing aspects of the District-wide School Safety Plan. District security staff receives appropriate training and required certification. Appropriate school building security procedures will be determined by the Superintendent and/or designee, Chief Emergency Officer and building administration with guidance from the District-wide School Safety Team and Building-level Emergency Response Team. Measures may include:

- Entrance safety officers, guards and monitors
- One point of entry for all visitors
- Visitor badge/sign in procedures
- Video surveillance
- Random searches
- Academic testing areas are prescreened during regents and advanced placement examinations and entering and egress is confined to a single door under the control of a monitor. Students do not have access to lockers.
- Other means as necessary

SCHOOL DISTRICT INFORMATION

Each Building-level Emergency Response Plan will contain vital information such as building schematics, location of students/staff with disabilities, staff listing and contact information, transportation needs, and telephone numbers of key personnel.

- Copy of Building Plans (each building) will be sent to the appropriate local law enforcement and State Police.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIOR

The District-wide School Safety Team will periodically review and make recommendations for appropriate training for students and staff in violence prevention as needs arise. Training will include early warning signs of potentially violent behavior and early intervention strategies. Training may be conducted by in-house staff, local agencies, or others as deemed appropriate.

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 directly impact their school. Such sites may include buildings, playgrounds, adjacent properties, off-site locations, athletic field houses, buses, and off-site field trip locations.

EMERGENCY RESPONSE PROTOCOLS

NOTIFICATION AND ACTIVATION

Effective communication between the emergency response team and the local emergency responders is essential in the event of a violent incident or emergency situation. Building-level Emergency Response Teams will establish these partnerships and document emergency contacts in the building-level plan. The District does not prohibit any staff, students or visitors from calling 911 in an emergency.

INTERNAL COMMUNICATION

During an emergency, all phones and other communication devices are for emergency use only. Internal communication is specifically addressed in the Building-level Response Plan. Depending on the situation, communication methods may include, but are not limited to telephone, walkie-talkie, fax, e-mail, radio, intercom, alarm system, cell phone, text messaging, Apps, bullhorn and other means as they become available. District uses plain language rather than codes when making emergency announcements. The district also participates in the SAVE Hotline which connects each building directly to the Second Precinct.

Report Incidents to the Local Police Department (Calling 911):

- Identify yourself.
- Give the school location and your location in the building.
- Identify the nature of the situation.

PARENT/GUARDIAN NOTIFICATION

Parents/guardians will be notified in a case by case basis in the event of violent incidences, threats of violence against oneself and other emergencies.

Parent/guardian notification will generally be conducted by means of the telephone emergency contact information maintained at each school. In some cases, it may be necessary to use the automated communication system, internet, media, electronic communication or other means as determined by the Superintendent of Schools and/or designee.

- **Notification to Parents and Guardians**

The phone numbers are updated at least annually and whenever changes become necessary. Parents are notified via District website and automated notification system when an early dismissal is necessary as the result of evacuating a school building and for an emergency school closing. The Superintendent and/or designee may utilize, but are not limited to, the following media sources:

WINS (1010 AM) WHLI (1100 AM) WBZO (103.1) WGSM (740 AM) WALK (97.5 FM)
WOR (710 AM) WBAB (102.3 FM) Cablevision/Channel 12 News FiOS I News Long
Island

RESPONSE PROTOCOLS

The District recognizes that many different types of emergency situations may arise resulting in the need for specific or combined emergency response protocols. A detailed listing of emergency responses is included in each Building-level Emergency Response Plan. Each Building-level Emergency Response Team is responsible for reviewing and updating these responses and communicating them to students, staff and visitors. Each building-level plan is required to be updated annually to include possible changes in student population, staffing, location of staff and students with special needs and building schematics; as well as any district changes to safety protocols. These changes must be submitted to the Superintendent, in writing, for authorization and to maintain continuity with the building plans throughout the district.

All building administrators are required to familiarize themselves with the proper procedures for all types of emergencies that are identified in their Building-level Emergency Response Plan so appropriate decisions may be made and immediate response taken. Situational Responses Multi-Hazard Responses

ABDUCTION OR MISSING STUDENT

Building administrators will familiarize themselves with procedures to be followed in the event of an abduction or missing student.

- 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 will search the building and also utilize the public announcement system.
- If the student is not found, the Superintendent, parent/guardian and the police will be notified. The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- During school hours, when a student has **not** arrived at school, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located. If a student is not legally absent, he/she could be lost, a runaway or truant (determine if any friends are also missing). The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The Superintendent will be notified.
- The Principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.

- Parents will be notified immediately if the student is located.
- After school hours, when a student has **not** arrived at home, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if student is not located. School Principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

BOMB THREATS

Building administrators will familiarize themselves with "Bomb Threat" procedures identified in their Building-level Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the threat. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are to be addressed in the building-level plan.

CIVIL DISTURBANCE

At the beginning of an actual or potential civil disturbance, obtain the following information:

- Where, specific location?
- When, time begun?
- How many persons involved?
- What is taking place?
- Purpose or intentions of the group.
- Identifies of participants, if known.
- Notify Superintendent and implement policy directives.
- Notify staff and students and move them away from areas where confrontations are or may be occurring.
- Consider closing of school if conditions warrant.
- Consult with police, community leaders and other appropriate parties prior to reopening of school.

HOSTAGE TAKING

Building administrators will familiarize themselves with "hostage taking" procedures to be followed in the event of a hostage situation.

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

INTRUSIONS

Building administrators will familiarize themselves with procedures to be followed in the event of an intrusion. Main entrance monitors and hall monitors are to be included in intruder awareness training.

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 they are in violation of the law, and the police will be notified. Dial 911 or other appropriate emergency notification. If the situation escalates, a public address system announcement, "Lockdown", will be utilized. The 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.

MEDICAL EMERGENCIES

EPIDEMIC/PANDEMIC

- Identify the problem.
- Notify Public Health Officials.
- Follow directives of the School Physician and Public Health Officials.

FOOD POISONING

- Identify the problem.
- Notify Public Health Officials
- Follow directives of the School Physician and Public Health Officials.

SCHOOL BUS ACCIDENT

- Relocate pupils away from danger area.
- Render first aid to injured persons.
- Request emergency assistance from Police Department and Fire Department Rescue Squad.
- Notify School District Administration. If needed, request spare vehicle to transport uninjured pupils.

NATURAL WEATHER RELATED HAZARDS

- Monitor National Weather Service advisories and media reports.

EARTHQUAKE

- Monitor any National Weather Service Watch/Warning.
- If Indoors: DROP to the ground; take COVER by getting under a sturdy table and HOLD ON until the shaking stops. Stay away from glass, windows, outside doors and walls. Stay inside until the shaking stops and it is safe to go outside. ~ DO NOT use the elevators. If Outdoors; stay there. Move away from the building, streetlights and utility wires.

FLOOD

- During periods of flood watches, monitor NOAA Weather Radio or AM/FM radio for updated information.
- Based upon National Weather Service, buildings and roads most vulnerable to flooding should be identified. Make plans for school closings and/or selections of alternate routes.
- Emergency response will be activated based on the advice of the Weather Service and the Local Emergency Management Office. "Go Home" or "No School" decisions will be communicated to the media in standard fashion, the County Emergency Management Office, the community officials, and BOCES District Superintendent. ~ Decision to reopen school should be made in coordination with the Local Emergency Management Office and the community's chief elected official, and communicated through the media in standard fashion.

HURRICANE/TROPICAL STORM

- If Hurricane/Tropical Storm Warning is issued, consult District Superintendent and local Emergency Management Office to coordinate cancellation of school session. Implement "Go Home" plan, if appropriate.
- Take actions to protect school physical plants, as advised by County Emergency Management Office and National Weather Service.
- After the storm's impact, assess damage to property. Reopen school after coordination, if necessary, with BOCES, the County Emergency Management Office and local officials.

THUNDERSTORM/LIGHTNING STORM

- Monitor National Weather Advisories.
- Curtail all outdoor activities if thunder is heard, lightning seen or sky threatening.
- Summon all persons into building(s). Take shelter if warning issued. Make sure glass doors and windows are avoided. If the possibility of a tornado exists, see "Tornado" procedure.
- Continue monitoring of storm. If damage is sustained, ensure that County Emergency Management Office and BOCES District Superintendent are informed.

TORNADO

- Monitor any National Weather Service Tornado Watch/Warning. Have spotters take positions if a watch is issued.
- If a tornado is sighted or a Tornado Warning is issued for the County, curtail all outdoor activities. Take shelter in hallways at the lowest floor of the building possible, away from windows and out of large rooms such as cafeterias and gyms.
- Continue to monitor outside weather conditions. When "Warning" is rescinded or "all clear" advice is given, organize to resume normal activities if there is no damage to school property. Coordinate further actions with County Emergency Management Office.
- If building has sustained damage, refer to "Structural Failure" procedure. Also ensure that County Emergency Management Office and BOCES District Superintendent are informed of damage.

WINTER STORM

- If school is in-session, monitor weather and road conditions.
- Consider appropriate response actions.
- Cancel School
- Early Dismissal Procedure
- Provide Shelter if decision for emergency actions is made, inform BOCES District Superintendent, Local Emergency Management Office. Implement standard media notification.
- Monitor weather and road conditions.
- When conditions permit, reopen school and, if appropriate, utilize standard media notification.

ENVIRONMENTAL AND TECHNOLOGICAL HAZARDS

AIR POLLUTION

- Upon being notified of a problem, follow directions of the local health or environmental agency.
- Implement school cancellation or emergency early dismissal plan. Utilize standard media notification.
- Monitor situation with local health and environmental officials and through media.
- Resume classes once local health and environmental officials recommend doing so.
- Provide standard media notification.

GAS LEAK

- Upon discovery or detection of a gas leak:
 - Notify Buildings and Grounds Supervisor
 - Notify Building Administrator
- Evaluate problem to degree possible, and access expert help from Fire Department or local gas supplier.
- Notify Superintendent
- Curtail or cease building operation, as appropriate. Notify staff, parents and students
- Evaluate problem and commence appropriate remedial action.
- Once safety assurances are given by Fire Department and Gas Supervisor, resume normal activities.

HAZARDOUS MATERIAL -OFF SITE

- Upon being notified of a problem, follow directives of the Local Emergency Management and Fire Department. In the event of shelter recommendation, close off all outside air intakes and curtail all outdoor activities.
- If evacuation is recommended, institute emergency early dismissal procedure.
- Monitor situation through the media and with Local Fire and Emergency Management Officials. Resume classes after approval of Fire and Emergency Management Officials. When conditions permit, reopen school and, if appropriate, utilize standard media notification.

HAZARDOUS MATERIAL - ON SITE

Call 911 (county procedure) upon discovery or detection of any spill of a hazardous substance or petroleum product. Notify the Local Fire Department and Superintendent. Based on advice of the Fire Department, curtail or cease building operations, as appropriate. Notify staff and students, evacuate using pre-plan. Notify parents through media. Evaluate problem, with assistance of Fire Department Officials:

- Determine cause.
- Notify NYS DEC Spill Hotline.
- Meet with NYS DEC Spill Officers; develop a plan for cleanup in coordination with the Department of Environmental Conservation and the Fire Department. Hire a firm to clean and decontaminate the area. Follow DEC instructions.
- After consulting Fire and Environmental Officials, resume classes.

POWER OUTAGES

- Power outages should be immediately reported to PSEG- LI.
- If the power outage also includes wires down or arching, immediately call 911 or the Fire Department

direct at (631) 385-3434. Area should be properly secured.

- Generators are available for use and the Facilities Department will coordinate use, if necessary.
- Generators should be maintained throughout the year in anticipation of emergency use

RADIOLOGICAL INCIDENT

- Upon being notified of a problem, follow directions of the County Director of Emergency Management and County Chief Elected Official. Institute appropriate action(s).
- As advised, institute shelter or emergency early dismissal procedures. Notify students, staff and the public.
- Resume normal activities when so advised by Local Emergency Management Office.

EMERGENCY REMOTE INSTRUCTION PLANS (ERI)

FULLY REMOTE MODEL

- Live Remote Learning (ie. Google Meet) will be implemented daily to introduce and support new learning. All students will be provided with a device.

Direct Instruction

- Google Meet (primary form)
- Video conferencing
- Use of videos to support instruction
- Google Classroom/Google Suite/Google Hangouts (to be used in combination with live interaction)

ELL, Life Skills and Self-Contained Classroom Settings

Within the remote setting, the need to provide a more structured setting for students within the ENL or Special Education population is paramount. In cases where we can maintain social distancing protocols, students within these settings will be provided a more intensive academic program:

- **Life Skills/Self-Contained:** In cases of remote learning, students within the Special Education program will follow the following schedule:
 - o Self-contained teachers will create a class section via Google Classroom. Lessons will be created based on the curriculum, the individual student needs, and their IEP goals.
 - o Daily instruction will be scheduled and delivered via Google Meet.
 - o Contact will be made regularly with each individual student via phone calls and emails.
 - o Teacher assistants will help provide direct support with individual students in the Life Skills and Self-contained classes two to three times weekly.
 - o Teacher assistants will have 1:1 weekly contact with students in the 15:1:1 and 8:1:1 setting to monitor progress and reteach when necessary.
- **ELL:** ELL/SIFE students will be provided with similar intensive academic instruction as well, during remote learning.

Social & Emotional/Counseling Center Support

- Social Workers, Psychologists, and School Counselors will schedule all their groups and individual student sessions outside of student academic periods whenever possible. School counselors will also utilize the normal school day meetings with students (scheduling, college process, academic interventions). Parents can contact student services personnel or counseling staff at any time during the school day via phone or email. Students struggling emotionally will be provided the ability to speak with someone through the coordination of clerical staff.

Technology Issues/Chromebook Repair

Students or faculty who experience any Chromebook repair issues or damaged devices can go to the James Kaden Administrative Offices located at 60 Weston Street, Huntington Station, New York, 11746.

HYBRID LEARNING MODEL

Concept: To comply with social distancing guidelines, we will operate with approximately 50% capacity of our student population in person, as the other 50% attend classes remotely. The schedule will assist parents with child care scheduling by providing set days within the week when students are in-school and at home (2 each), with an alternating day to be shared amongst both student groups.

In-Person (Hybrid) Learning Day

While maintaining social distancing, students will follow their schedule to all periods of instruction.

Remote (Hybrid) Learning Day

Students will follow their periods of instruction at their regularly scheduled times utilizing specific forms of direct instruction.

- In all learning models, attendance will be regularly taken to ensure all students are present within the classroom. Attendance will be recorded in all types of learning scenarios via Google classroom, various classroom activities and procedures (do now, exit ticket, Google Meets, etc). In all cases these attendance procedures are to ensure that students are active during their scheduled classroom time through these timed activities.

Instructional Expectations

- In order to address NYS Learning Standards and the instructional continuum of a full school year, *the use of live conferencing of new material is prioritized as the main method of instruction.*
- If teachers are able to ensure that NYS Learning Standards as well as the instructional continuum of a full school year are addressed, the following instructional tools may be utilized in place of the live conferencing:
 - a. **Pre-Recorded Lesson:** The lesson is recorded in advance by the teacher and will be posted at the start of the student's class to ensure attendance. Students will then work on posted assignments via Google Classroom.
 - a. **Video Recording of the Live Classroom Lesson:** All recording of classes must be posted by mid-period of the assigned class. In this scenario an introductory activity (Do Now) must be given to ensure student engagement and attendance.

ENL, Life Skills and Self-contained Classroom Settings

Within the hybrid setting, the need to provide a more structured setting for students within the ENL or Special Education population may be required. In cases where we can maintain social distancing protocols, students within these settings will be provided a more intensive academic program:

- **Life Skills Vocational Program:** In the hybrid model, students within the Life Skills program will be given the opportunity to follow their everyday physical schedule for "in person" classes. This schedule will allow all core subject areas, electives and related services, to be provided to the students within the Life Skills program within a normal school setting.
- **ELL (Newcomer)-** Students identified with learning deficiencies such as SIFE will be provided everyday physical instruction, when possible.
- **Self-Contained:** In cases where we are able to, ENL and Special Education students will be provided everyday physical instruction.

Utilization of “In-Class” Support Personnel (Teaching Assistants/Paraprofessionals)

The classroom teacher will continue to instruct the “in-person” students while support personnel will work on learning activities with the “remote” students.

Remote activities include:

- Google Meets
- Live Conferencing

Classroom Protocols

All classrooms and study halls:

- In an effort to ensure a safe and sanitary learning environment, all students comprising each day’s roster will be separated within the classroom, spacing themselves out between the desks. ‘X’s’ will be placed on desks that are NOT to be used in the classroom.

Gymnasiums and Music rooms:

- As set by NYS, the minimum safe distance for students to be in classes such as physical education or music classes is 12 feet (percussion and string players can remain masked the entire time thus, placing them back to the standard 6 foot mark).
- In response to this, all physical education classes will be focusing on activities that are non-contact (physical fitness, yoga, calisthenics, etc.).
- Instruments cannot be shared. All instruments will be sanitized by students at the end of each period of use.
- Chorale students may go outside.
- Specific guidelines and procedures will be provided by each department, outlining acceptable methods of student learning/engagement.

Lunch:

- Both the breakfast and lunch plans came about through direct collaboration between the building administration and the School Lunch Office.

Bathrooms:

- To ensure student safety, bathroom usage and cleanliness will be closely monitored.
- All normal scanning and entry procedures will remain the same.
- Social distancing markers outside of bathrooms will indicate where students should stand while waiting on line

Dismissal

- During the dismissal procedure, specific hallways within the building will be dismissed every minute to gain access to their bus. This will allow students to be staggered during the dismissal process with a greater ability to social distance the student population

Social/Emotional Support

- Those in the building can access staff as they would typically during the school year. Those not in the building will be provided with appropriate channels through which to reach support, similar to the remote learning model.

IMPLIED OR DIRECT THREATS OF VIOLENCE

Response actions in individual building-level plans will include:

- Use of staff trained de-escalation techniques
- Inform Building Principal
- Determine level of threat with Superintendent
- Contact law enforcement
- Monitor situation, adjust response as appropriate, and utilize Building-Level Emergency Response Team, if necessary

ACTUAL ACTS OF VIOLENCE

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

- Determine the level of threat
- Inform building Principal and Superintendent
- Contact Police Department (911)
- Isolate the immediate area
- If necessary, initiate LOCKDOWN procedure
- Monitor the situation, adjust response as appropriate

GENERAL RESPONSE PROTOCOLS

Response protocols to specific emergencies may vary but could include the following:

- Identification of emergency situation
- Safeguard students and staff through protective actions
- Notification of administrators and emergency services.
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

ASSISTANCE FROM LOCAL EMERGENCY RESPONSE AGENCIES

Depending on the nature of the emergency, buildings may need to obtain assistance from local government agencies and/or emergency responders. During an emergency, the District will contact 911 to obtain emergency services. All emergency contact numbers are clearly delineated within each Building-level Emergency Response Plan.

- District Resources Available for Use in an Emergency;

The following resources are available:

- Transportation - School Buses
- Generators
- Trucks (maintenance and security vehicles)
- Portable Pumps for Flooding
- Portable Compressors

PROTECTIVE ACTION PROTOCOLS

Each Building-level Emergency Response Plan will address the following response protocols as determined by the nature of the situation:

- Evacuation
- Lockdown
- Lockout
- Hold in place
- Shelter in place

Each Building-level Emergency Response Team will provide emergency procedure material that is aligned to the District-wide School Safety Plan. This building specific guide is distributed to all staff and is updated annually. It may include, but not be limited to, quick reference information on:

Daily Precautions - Early Dismissal - Lockdown - Emergency Contact Information - Lockout -Medical and Fire Emergency - Shelter in Place/Off Site - AED Location - Weather Alert - Media Management.

DISTRICT SUPPORT FOR BUILDINGS

The Building-level Emergency Response Teams will be supported in their efforts by all available in-district resources as appropriate to the nature of the emergency. County and State resources will be obtained as necessary.

DISASTER MENTAL HEALTH SERVICES

District-wide School Safety Team will respond in crisis situations to help obtain and provide disaster mental health services. Depending on the scope of the situation, the Suffolk County Emergency Management Office or Suffolk County Department of Health Services, or BOCES may be contacted for support.

The post incident response team for mental health should consist of:

- Student Services Department Administrator
- District Psychologists
- District Social Workers
- District Guidance Counselors
- Behaviorists
- School Nurses

SAFETY AND COMPLIANCE TRAINING

Training will be conducted annually or to new employees within thirty (30) days of hire. Topics may include, but not be limited to:

- School District Code of Conduct.
- Written information on early detection of potentially violent behavior, violence prevention & mental health.
- Information on how to report incidents of violence, including threats, verbal abuse, Internet threats, etc.

- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage takings and abductions.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.
- Incident Command Training for all District Administrators.