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## 2024-25 DISTRICT-WIDE SCHOOL SAFETY PLAN

UPDATED May 2024

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Requirement	Required Action	Date	Check when Completed
The District-Wide School Safety Team was <b>appointed by the Board of Education</b> . <sup>1</sup>	<b>Appointed by the Board of Education on:</b>	7/1/23	<input checked="" type="checkbox"/>
The District Chief Emergency Officer is: <sup>2</sup> <b>Dr. Phyllis Harrington, Superintendent,</b> <b>pharrington@oceansideschools.org, 516-678-1215</b>	<b>District Chief Emergency Officer Appointed on:</b>	7/1/13	<input checked="" type="checkbox"/>
The District-Wide School Safety Team conducted <b>annual review and updates</b> to the District-Wide School Safety Plan: <sup>3</sup>	<b>Annual Review and Updates completed on:</b>	6/17/24	<input checked="" type="checkbox"/>
The District-Wide School Safety Plan was <b>made available for public comment at least thirty days prior to its adoption</b> by the Board of Education: <sup>4</sup>  It is recommended that a <b>DRAFT</b> version of the plan be <b>posted on the district website for the 30-day comment period</b> (watermark is suggested)	<b>Public Comment Period <u>Start Date:</u></b> <b>Public Comment Period <u>End Date:</u></b>	6/17/24 7/17/24	<input type="checkbox"/>
At least one <b>public hearing</b> that provided for the participation of school personnel, parents, students, and any other interested parties, was held prior to adoption of the plan. <sup>5</sup>	<b>Date of Public Hearing/Adoption (by September 1st):</b>	5/22/24	<input checked="" type="checkbox"/>
District-wide plan must be <b>submitted to the commissioner</b> within 30 days after its adoption, and <b>no later than October 1st</b> . <sup>6</sup>	<b>District plan submitted in the NYSED business portal (no later than October 1st):</b>	[DATE]	<input type="checkbox"/>
The date the <b>Board Adopted District-Wide School Safety Plan was posted on District Website</b> : <sup>7</sup> <b>Within 30 days from adoption and no later than October 1st.</b>	<b>Date Posted (no later than October 1st): (add url when available) of District-wide</b>	[DATE]	<input type="checkbox"/>

<sup>1</sup> District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board.

<sup>2</sup> 155.17(c)(1)(xix) the designation of the superintendent, or superintendent’s designee, as the district chief emergency officer

<sup>3</sup> 155.17(a) Each district-wide school safety plan and building-level emergency response plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.

<sup>4</sup> 155.17(c)(3) Each board of education, chancellor or other governing body shall make each district-wide safety plan available for public comment at least 30 days prior to its adoption.

<sup>5</sup> 155.17(c)(3) Such district-wide plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties.

<sup>6</sup> CR155.17(3)(i) Each district shall submit its district-wide safety plan and all amendments to such plan to the commissioner, in a manner prescribed by the commissioner, within 30 days after its adoption. Commencing with the 2019- 2020 school year, such district-wide plans must be submitted no later than October 1, 2019, and each subsequent October 1st thereafter.

<sup>7</sup> District-wide School Safety Plan Self-Assessment and Planning Tool, Within 30 days from adoption, and no later than October 1, each district must post their District-Wide Safety Plan on their district website. The URL must be submitted to the Education Department to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption.

	<b>School Safety Plan on District Website</b>  <b>URL was verified/checked to be sure the link is working</b>		
<b>Date training was provided to staff on Building-level Emergency Response Plans, school violence prevention and mental health by September 15th:</b> <sup>8</sup>	<b>Date of Training:</b>	[DATE]	<input type="checkbox"/>

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<sup>8</sup> 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;

PURPOSE

Emergencies in schools are defined as undesirable events that occur and have the potential to cause injury or illness to members of our school community or disrupt the orderly educational process. They range from acts of bullying or harassment to catastrophic natural or man-made events. Emergency management is the discipline of dealing with and avoiding risks. It is a discipline that involves preparing for an emergency situation or disaster before it occurs as well as supporting and rebuilding from the emergency after natural or human-made disasters have occurred.

Emergency management in our schools is the continuous process by which our staff, students, administrators, parents, school groups, emergency responders and our community manages hazards in an effort to avoid or mitigate the impact of disasters resulting from hazards. Preventive measures and good planning will reduce the likelihood that emergencies will occur and allow us to address those that do in an expeditious and effective manner.

Districts are required to develop district-wide school safety and emergency management plans designed to prevent and effectively manage such events to minimize the effects of serious incidents and emergencies. These plans also facilitate the coordination of the District with local and county plans and resources when incidents and emergencies occur.

The district-wide plan is responsive to the needs of all schools in the District and is consistent with the more detailed building-level emergency plans. Districts are vulnerable to a wide variety of acts of violence; and natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (S.A.V.E.) law. Project S.A.V.E. is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Oceanside School District supports the S.A.V.E. legislation. As such, the Superintendent of Schools, Board of Education, and the entire District staff encourages and advocates on-going district-wide cooperation in support of Project S.A.V.E.

SUPERINTENDENT'S DIRECTIVE

The Superintendent or Designee (see [State Requirements](#)), will serve as the District's Chief Emergency Officer (CEO)<sup>9</sup> whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;<sup>10</sup>

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<sup>9</sup> 155.17(1)(c)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:

<sup>10</sup> 155.17(c)(1)(xix)(a) coordination of the communication between school staff, law enforcement, and other first responders;

2. Leading 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;<sup>11</sup>
3. Ensuring staff understanding of the district-wide school safety plan;<sup>12</sup>
4. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the Commissioner for each school building<sup>13</sup>. The CEO will require each building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17(2). Each plan should be updated annually with the assistance of the Building Emergency Response Team (BERT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, fire and other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators. These plans shall be submitted to the District's Safety Team for incorporation into the overall District-wide Safety and Emergency Management Plan.
5. Assisting in the selection of security related technology and development of procedures for the use of such technology;<sup>14</sup>
6. Coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the district-wide school safety plan and building-level emergency response plan;<sup>15</sup>
7. Ensuring the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807;<sup>16</sup> and
8. Ensuring the completion and yearly updates of Building level emergency response plans by the dates designated by the commissioner.<sup>17</sup>
9. Ensures protocols for responding to a declared state disaster emergency involving a communicable disease are substantially consistent with the provisions of Section 27-C of the Labor Law.

## IDENTIFICATION OF SCHOOL TEAMS

The District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner's Regulation 155.17(b)(13) and NYS Education Law 2801-a.<sup>18</sup> At the direction of the Board of Education and under the direction of the Superintendent, a District-wide Safety Team will be utilized for

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<sup>11</sup> 155.17(c)(1)(xix)(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

<sup>12</sup> 155.17(c)(1)(xix)(c) ensure staff understanding of the district-wide school safety plan

<sup>13</sup> 155.17(c)(1)(xix)(d) ensure the completion and yearly update of building-level emergency response plans for each school building

<sup>14</sup> 155.17(c)(1)(xix)(e) assist in the selection of security related technology and development of procedures for the use of such technology

<sup>15</sup> 155.17(c)(1)(xix)(f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the district-wide school safety plan and building-level emergency response [plan] plan(s);

<sup>16</sup> 155.17(c)(1)(xix)(g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807

<sup>17</sup> 155.17(c)(1)(xix)(h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner

<sup>18</sup> 2801-a Each district-wide school safety team shall be appointed by the board of education, or the chancellor in the case of the city school district of the city of New York, and shall include but not be limited to representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel including bus drivers and monitors.

emergency management within the District<sup>19</sup>. The Safety Team shall include, but is not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel such as bus drivers and monitors.

At the discretion of the board of education, a student may be allowed to participate on the safety team. If the Board appoints or selects a student to participate on the safety team, in accordance with Regulation 155.17(b)(14), no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

The duties of the team shall include the development, review, and update of the District-wide Safety and Emergency Management Plan in compliance with Commissioner of Education Regulation 155.17. The District Safety Team should meet regularly throughout the year to conduct the following business:

1. Assess and review the District-wide Safety and Emergency Management Plan annually.
2. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
3. Conduct training sessions as necessary.
4. Meet with, oversee, and help guide the Building-level Emergency Response Planning Teams at each school as necessary.
5. Meet as needed with the District's Emergency Management Consultant to review protocols and procedures as well as receive training and instruction.
6. Meet with local government and emergency service organization officials to develop procedures for obtaining guidance and for emergency situations that exceed the expertise and/or resources of the District. These procedures may then be incorporated into the District's Emergency Management Plan.
7. Conduct all other business as deemed necessary.

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<sup>19</sup>155.17(b)(14) District-wide school safety team means a district-wide team appointed by the Board of Education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, parent organizations, school safety personnel, and other school personnel including bus drivers and monitors.



Members listed here may be removed from the “additional emergency numbers” table

REQUIRED MEMBERS	NAME	TITLE	OFFICE PHONE	ALTERNATE NUMBER (optional)
School Board	T.B.D.	Board of Education President	5166781200	
	Michael D’Ambrosio	Board of Education Member	5166781200	
	Robert Transom	Board of Education Member	5166781200	
Teacher	Robert Rovegna	Teacher Representative	5166787582	
Administrator	Dr. Phyllis Harrington	Superintendent of Schools	5166781215	
	Dr. Jerel Cokley	Assistant Superintendent for Business	5166781209	
	Erin Marone	Principal - School 2	5166787557	
	Beth Castiello	Principal - School 3	5166787564	
	Jaclyn Graham	Principal - School 4	5166787582	
	Michele Mastrande	Principal - School 5	5166787585	
	Julie McGahan	Principal - School 6	5165942345	
	Dr. Frank Zangari	Principal - School 8	5166788503	

<sup>20</sup> 155.17(b)(14) District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, parent organizations, school safety personnel, and other school personnel including bus drivers and monitors. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

	Joslyn McPherson	Principal - School 9E	51667885 10	
	Franky Simmons	Castleton HS Principal	51667875 93	
	Damian Trum	Assistant Principal - School 9M	51667885 18	
	Keith Mekeel	Assistant Principal - School 7	51667875 276	
Parent Organization	Tara Brasch	Parent Representative	51667812 00	
School Safety Personnel	Sean Sharkey	Altaris Security Coordinator	51659232 1	
Bus Driver	Rachael Blackman	Transportation Liaison	51667812 11	
Bus Monitor	Christine Ruggiero	Guardian Bus Company		
*Student (optional)				
<b>Other School Personnel (below)</b>				
	Mark Montemarano	Director of Facilities	51659423 33	
	Tishura Dalrymple	Nassau BOCES	51639625 00	
	Peter LaDuca	Nassau BOCES	51639625 00	
	Matthew Martin	Oceanside Fire Department	51641682 65	
	John S. Zanni	Nassau County Police Officer	51657364 00	
	Maria Bavaro	Supervisor - Dept. of Comm. Activities	51659423 36	
	Greg O'Neill	Nassau County Homeland Security		
	Anthony Depperman	Security - School 2	51667875 57	
	Theresa O'Sullivan	Nurse - School 9M	51667885 18	

	K Lamparello	Chief Psychologist	51667885 18	
	Jovanny Rodriguez	Head Custodian Representative	51667885 18	

### CONCEPTS OF OPERATION

1. The District-wide School Safety and Emergency Management Plan will be directly linked to individual Building-level Emergency Response Plans for each school. Protocols developed in the District-wide School Safety and Emergency Management Plan will guide the development and implementation of Building-level Emergency Response Plans.
2. All District building plans have been standardized to the extent possible so that leadership decisions are consistent and leaders may be interchangeable as necessary. The training and expectations set at the district level are applicable to all building team members.
3. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building Emergency Response Team.
4. Once the Superintendent and/or their designee are notified, the District Emergency Response Team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the emergency management protocols and practices outlined in the National Incident Management System (NIMS) and will practice Incident Command System (ICS) techniques to better manage these events.

### PLAN REVIEW & PUBLIC COMMENT

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team. The District Safety Team shall review the plan annually before making it available for a 30-day comment period, a public hearing, and, finally, adoption by the Board of Education before September 1st of each year.<sup>21</sup>
2. On June 23, 2022, Governor Hochul signed Alyssa’s Law, Chapter 227 of the Laws of 2022 (Chapter 227) which became effective immediately. Chapter 227 amends Education Law § 2801-a to require that district-wide school safety teams of public schools, boards of cooperative educational services, and county vocational education extension boards consider the usefulness of silent panic alarm

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<sup>21</sup> 155.17(a) Every board of education of a school district, every board of cooperative educational services and county vocational education and extension board and the chancellor of the City School District of the City of New York shall adopt by July 1, 2001, and shall update by July 1st for the 2002-2003 through the 2015-2016 school years and by September 1st for the 2016-2017 school year and each subsequent September 1st thereafter.

systems when reviewing and amending district-wide safety plans. The District has installed these panic systems at each school building.<sup>22</sup>

3. Building-level Emergency Response Plans shall be confidential and not subject to disclosure under Article 6 of the Public Officers Law or any other provision of law in accordance with Education Law Section 2801-a.
4. Full copies of the District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department on or before September 1st of each year or within 30 days of adoption.
5. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(c)(3).<sup>23</sup> This plan will be made available for public comment at least 30 days prior to its adoption.
6. Building-level Emergency Response Plans will be supplied to the New York State Police, County Police and all local police departments covering the District, by October 1<sup>st</sup> of each year or within 30 days of adoption.<sup>24</sup>

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<sup>22</sup> 2081-a(2)(f) District-wide school safety teams shall consider, as part of its reviews of the comprehensive district-wide safety plan, the installation of a panic alarm system. For purposes of this paragraph, "panic alarm system" shall mean a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from local law enforcement or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the superintendent of state police and may include one or more of the following: wired panic button or buttons, wireless panic button or buttons or a mobile or computer application; The New York State Register, December 2022, <https://dos.ny.gov/system/files/documents/2022/12/122822.pdf> (page 12)

<sup>23</sup> 155.17(c)(3) Each board of education, chancellor or other governing body shall make each district-wide safety plan available for public comment at least 30 days prior to its adoption. Such district-wide plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Each district shall file a copy of its district-wide safety plan with the commissioner and all amendments to such plan shall be filed with the commissioner no later than 30 days after their adoption.

<sup>24</sup> 155.17 (c)(3)(ii) Each board of education, chancellor or other governing body or officer shall ensure that each building-level emergency response plan and any amendments thereto, is submitted to the appropriate local law enforcement agency and the State Police within 30 days of its adoption, but no later than October 15th for the 2016-2017, 2017-2018, 2018-2019 and 2019-2020 school years and for the 2020-2021 school year and thereafter, such building-level emergency response plans must be submitted no later than October 1, 2020, and each subsequent October 1st thereafter. Building-level emergency response plans shall be confidential and shall not be subject to disclosure under article six of the Public Officers Law or any other provision of law

## SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

### PREVENTION AND INTERVENTION STRATEGIES<sup>25</sup>

The District utilizes a variety of intervention strategies to reduce risk and prevent critical incidents; prevention initiatives include but are not limited to:

- Non-violent conflict resolution training programs.
  - Peer mediation programs.
  - Mentors (AIM) for students concerned with bullying/violence.
  - As part of the process of exercising emergency plans (lockdown, sheltering, evacuation, etc.) all students are educated on the reasons for testing emergency plans and are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations.
  - Monthly Buildings and Grounds newsletter includes safety tips.
  - The Fire Department conducts annual training in all school buildings.
  - Anti-bullying programs.
  - Social Workers conduct assemblies for students on social and emotional growth.
  - Social Emotional Learning (SEL) programs,
  - CPR/AED trainings
  - Dignity for All Student (DASA) trainings
1. The District utilizes trained multidisciplinary Threat Assessment Teams (*a.k.a. Behavioral Assessment Teams*) at each building to evaluate threats and implement the appropriate mitigation strategies. The District provides support and record keeping for the activities of each team.
  2. The District has established a building-level multidisciplinary Behavioral Assessment Team which assesses whether certain exhibited behaviors or actions need intervention or other support. The Behavioral Assessment Team convenes annually to conduct staff training sessions on the safety and emergency procedures of such team<sup>26</sup>
  3. The District utilizes a multidisciplinary Behavioral Threat Assessment Team provided by The Altaris Consulting Group that assesses whether certain exhibited behaviors or actions need intervention or other support. The Behavioral Threat Assessment Team is available to the district whenever a threat is identified and requires evaluation.

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<sup>25</sup> 155.17(c)(1)(iii) appropriate prevention and intervention strategies, such as:(a) 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;(b) nonviolent conflict resolution training programs;(c) peer mediation programs and youth courts; and(d) extended day and other school safety programs

<sup>26</sup>155.7(4)(1)(iii)(b) the establishment or participation of school or district staff in a multidisciplinary behavioral assessment team to assess whether certain exhibited behaviors or actions need intervention or other support, including a school or district level behavioral assessment team or, if available, a county or regional threat assessment team. Where utilized, the district-wide school safety plan shall provide a description of the school, district, or county team and its purpose. Annual staff training on safety and emergency procedures shall include information regarding the purpose and procedures of such team.

4. The District Safety Team engages in table top exercises to discuss their roles during an emergency and their responses to a sample emergency situation.<sup>27</sup>
5. Any utilized school safety officers and other security personnel are trained annually with the assistance of one or more of the following collaborative relationships:
  - Emergency Responders
  - Regional BOCES
  - District Consultants
3. Training for school staff working in an incident control capacity may include:
  - Individual and group de-escalation techniques
  - Non-violent conflict resolution skills and
  - Peer mediation
4. The District may provide de-escalation techniques and nonviolent conflict resolution training to other staff annually. Each building has some staff trained in nonviolent conflict resolution.
5. Training may be available during staff development sessions, on conference days and via on-demand web-based training modules.
6. Procedures relating to building security including utilization of staff and security equipment are as follows:<sup>28</sup>
  1. All staff members are expected to wear District-issued photo identification badges.
  2. After the designated start time of the school day, each school will be appropriately secured.
  3. All visitors must report to each building's designated single point of entry and sign in before proceeding further into the building.
  4. All deliverables and delivery personnel must first be authorized by buildings & grounds personnel, prior to delivery. An exception for regular food service deliveries may be made after the vendor has been authorized for the school year.
  5. All contractors assigned to work in any building must first be authorized by the Facilities Department to receive an identification badge, which must be visible at all times when workers are on school property. All deliverables and delivery personnel must first be authorized by the Facilities Department, prior to delivery. An exception for regular food service deliveries may be made after the vendor has been authorized for the school year.
  6. The District has executed Memorandums of Understanding (MOU) with Security Providers as required by NYS Regulation<sup>29</sup>.

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<sup>27</sup>155.15(4)(1)(xiv)(2) Tabletop exercises may be utilized by school and district safety teams as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting-type setting to discuss their roles during an emergency and their responses to a sample emergency situation.

<sup>28</sup> 155.17(b)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

<sup>29</sup> 2801-a A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter

7. Extended day and other school safety programs - The district school buildings and facilities provide a valuable resource to our students and community after the conclusion of the school day. The following are strategies utilized during after-school hours:
  1. To the degree possible, access to areas of the school building is limited to only those needed for activities.
  2. Some buildings may use a modified point of entry.

The District continually investigates other security measures and conducts staff development training to ensure schools are as safe as possible. Security measures include:

- a. Security personnel
- b. Surveillance cameras
- c. Door-lock (buzzer) entry systems
- d. Portable Radios
- e. Alarm Systems
- f. Swipe entry systems
- g. Single or limited points of entry

#### IMPROVING COMMUNICATION WITH STUDENTS

Each of the schools within the district provides a wealth of school safety-related initiatives aimed at improving communication among students, between students and staff, and between administration and parents or persons in parental relation.<sup>30</sup> These programs may include the establishment of youth-run programs, creating a forum or designating a mentor for students, peer mediation, bullying prevention, conflict resolution, social skills development, managing emotions and components of character education. Students are involved in a wide variety of safety activities through both their classes as well as through work with school counselors, social workers, and school psychologists. By October 1st of each school year, the superintendent and chief school administrator have provided written information to all students and staff about emergency procedures.<sup>31</sup>

Each building has established a mechanism for the anonymous reporting of school violence and harassment and has communicated this to students and parents.<sup>32</sup>

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school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan.

<sup>30</sup> 155.17(4)(3)(xvi) strategies for improving communication among students, [and] between students and staff and between administration and parents or persons in parental relation regarding 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;

<sup>31</sup> 155.17(g) By October 1 of each school year, the superintendent and chief school administrator have provided written information to all students and staff about emergency procedures.

<sup>32</sup> 155.17(c)(1)(xvi) 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;

The school district’s Code of Conduct is accessible to parents and students and reviewed with all students in the beginning of the school year. During the review with students, bullying, discrimination, harassment and violations of the Code of Conduct, along with consequences are discussed.

All staff members are trained in recognizing and effectively dealing with these behaviors, as outlined in the Code of Conduct.

In addition, each school has a wide range of programs and supports that impact school safety. These may include offering a variety of clubs, classroom lessons, small group lessons and/or individual counseling sessions, school-wide meetings, morning meetings in classrooms, assemblies, mindfulness rooms, yoga and movement breaks, and a variety of wellness opportunities.

### REPORTING THREATS OR ACTS OF VIOLENCE

Students, staff, parents and others are informed annually about the importance of reporting threats or acts of violence and the procedures of reporting.

The District has developed a system for reporting threats and actual acts of violence. The procedure for reporting is as follows:

- Students are instructed to report threats and acts of violence to staff members.
- Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instruction on issues of school safety is provided to all employees each year.
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### TRAINING, DRILLS AND EXERCISES

#### DRILLS AND EXERCISES:<sup>33</sup>

Drills conducted during the school day with students present shall be conducted in a trauma-informed<sup>34</sup>, developmentally, and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency.<sup>35</sup>

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<sup>33</sup>155.17(c)(1)(xiv) 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, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At their discretion, schools and districts may participate in full-scale exercises in coordination with local and county emergency responders and preparedness officials

<sup>34</sup> 155.17(b)(20-22) Trauma means an emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss. Trauma-informed means an understanding of trauma and how it affects the physical, emotional, and mental health of students and adults. Trauma-informed drills means avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.

<sup>35</sup> 155.17(4)(xiv)(1) Drills conducted during the school day with students present shall be conducted in a trauma-informed, developmentally, and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency.



At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill.<sup>36</sup>

The District will conduct emergency management drills and exercises annually including, but not limited to:

**EVACUATION AND LOCKDOWN DRILLS:**<sup>37</sup> Evacuation and lockdown drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September – June). The first eight (8) drills are conducted prior to December 31st of each school year. Eight of all such drills shall be evacuation drills. Four of all such required drills shall be lockdown drills. Prior to the first annual drill, staff shall review emergency response procedures and drill requirements with students during class time. Students are also provided the opportunity to ask questions on any procedure that they are not clear on. The appropriate Fire Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding effective building evacuation in the event of a fire. Four of the required drills must be through use of the fire escapes on buildings *where fire escapes are present* or through the use of identified secondary means of egress.<sup>38</sup> The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the lockdowns drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted at different times of the school day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies. Instruction in drill procedures, including during lunch periods and assemblies, is conducted annually by staff.<sup>39</sup> At least two additional drills must be held during summer school in buildings where summer school is conducted, one must be held during the first week of summer school.<sup>40</sup> Unplanned evacuations or false alarms do not count as a required drill. Evacuations made necessary by the unplanned activation of the fire alarm system or by any other emergency shall not be substituted for a required evacuation drill.<sup>41</sup>

Prior to the commencement of each school year, the Building-Level Emergency Response Planning Team shall conduct an inventory of any special needs students. Appropriate accommodations for the school year will be incorporated into each Building-Level Emergency Response Plan.

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<sup>36</sup> 155.17(4)(xvi)(1) ...At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill.

<sup>37</sup> EL §807.1 eight evacuation drills and four lock-down drills each year, eight of the required drills must be completed by December 31 each school year

<sup>38</sup> EL §807.1 four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress

<sup>39</sup> EL §807.1 Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly

<sup>40</sup> EL §807.1-a at least two additional drills must be held during summer school in buildings where summer school is conducted, one must be held during the first week of summer school.

<sup>41</sup> 401.7 [New York State Fire code](#) (pg 59)

**EARLY DISMISSAL DRILL<sup>42</sup>:** The District will conduct an Early Dismissal drill annually wherein students are dismissed no more than 15 minutes before the normal dismissal time. Parents will be notified of these drills at least one week prior. Transportation Officials and District staff may also take place in conducting and evaluation of this drill. This drill also allows the District to test the usefulness of the communications and transportation system during emergencies.<sup>43</sup>

**SHELTER-IN-PLACE DRILLS AND/OR LOCKOUT DRILLS:** While not required, each school in the District may conduct Shelter-in-Place and/or Lockout drills in addition to those drills required by New York State regulation. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

In addition to post-drill debriefings conducted by each building-level emergency response planning team, each building will complete a drill evaluation form that will be submitted to the district-wide safety team for periodic review, which includes observations from the drill as well as any additional feedback obtained from building personnel. Changes to procedures are made as needed. The district-wide safety team should evaluate communications and transportation systems during emergencies.<sup>44</sup>

Each Building-level Emergency Response Planning Team and representatives of the District administration engage in tabletop exercises facilitated by the district's emergency management consultant. Emergency response agencies are encouraged to participate in these exercises. The district may opt to conduct functional exercises with emergency response agencies to involve staff, students and parents in realistic drills. Such exercises may not include students without written consent from parents or persons in parental relation.<sup>45</sup> The school board will ensure that information about drills be provided in the teacher's manual or handbook.<sup>46</sup>

Parents and persons in parental relation will receive timely notification regarding drills and any other emergency response training(s) that include students.<sup>47</sup>

A summary of drill procedures are detailed in each of the Building-Level Emergency Response Plans.

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<sup>42</sup> 155.17(c)(2)(h) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

<sup>43</sup> 155.17(h)(2) Such drills shall test the usefulness of the communications and transportation system during emergencies.

<sup>44</sup> 155.17(h)(2) Such drills shall test the usefulness of the communications and transportation system during emergencies.

<sup>45</sup> 155.17(4)(xiv)(3) Schools and districts that opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency shall not conduct such exercises on a regular school day or when school activities such as athletics are occurring on school grounds. Such exercises may not include students without written consent from parents or persons in parental relation.

<sup>46</sup> EL §807.2 the school board will ensure that information about drills be provided in the teacher's manual or handbook.

<sup>47</sup> 155.17(4)(1)(xiv) 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, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At their discretion, schools and districts may participate in full-scale exercises in coordination with local and county emergency responders and preparedness officials

## STAFF DEVELOPMENT TRAINING:

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to September 15<sup>th</sup> of each school year or within 30 days of joining the district. This training will be conducted as a District-offered workshop, online or a combination of both.<sup>48</sup>

The District will provide advanced training for each Building-level Emergency Response Planning Team and District-wide Safety Team annually. The training will include practices and procedures to educate, evaluate, update and review all Emergency management protocols and procedures the teams perform including, but not limited to Lockdown, Lockout, Evacuation, Shelter-In-Place, Hold-in-Place and Early Dismissal. The District may involve local emergency responders to participate in this training.

Additional training may include but is not limited to:

- De-escalation training
- Warning signals for violence and mental health concerns
- Non-violent conflict resolution
- Student School Emergency Response Procedures Training

## PROACTIVE BUILDING SECURITY MEASURES

1. The District buildings use limited points of entry. All doors are locked. Visitors sign-in at the reception/security desk at each school. Main doors are controlled by a remote “buzzer” entry.
2. All schools have monitors or office staff members just inside the entrance to each school in the District. These individuals ensure visitor sign-in procedures and help supervise building traffic flow. The building principals are responsible for supervision of the monitors and other staff.
3. Staff members are required to wear visible identification badges.
4. Visitors are required to sign in and wear visitor identification.
5. Visitor access is limited to specific areas of the school building.

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<sup>48</sup> 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district’s existing new hire training program, whichever is sooner;

## VITAL EDUCATIONAL INFORMATION<sup>49</sup>

Information on each building's student and staff, transportation needs, and the telephone numbers of key officials are outlined in each Building-level Emergency Response Plan. The purpose of including such information in the Building-level plan is to ensure coordination or coverage in the event of a serious incident.

## EARLY DETECTION OF POTENTIALLY DANGEROUS BEHAVIOR<sup>50</sup>

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

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

Other methods for informing parents and students include:

- School social worker outreach.
- School counselor involvement.
- Anger Management programs.
- 21st Century program.
- Conflict resolution programs.

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<sup>49</sup> 155.17(h)(i) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

<sup>50</sup> 155.17(c)(1)(xii) policies and procedures for 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, school personnel including bus drivers and monitors, parents [and] or other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;

- PASS (Parent & Staff Seminars) meetings.

#### POLICE AGENCIES

The District buildings fall within the jurisdiction of the following police departments:

<u>Agency</u>	<u>Phone Number</u>
Nassau County Police Department 4th Precinct	516-573-6400
Nassau County County Police	516-573-6100
New York State Police	631-756-3300

#### HAZARD IDENTIFICATION

##### IDENTIFICATION OF POTENTIALLY DANGEROUS OR HAZARDOUS SITES:

Each school will identify and locate areas of potential emergencies in and around its building. The Director of Facilities and building custodians will locate these sites.

1. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.
2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and District personnel.
3. Potentially dangerous sites indicated below which are contained within the boundaries on the Oceanside Union Free School District include but are not limited to:
  - Sunrise Highway and Merrick Road.
  - LIPA Barrett Plant – 1 McCarthy Road, Island Park – Electrical Power Plant
  - National Grid Barrett Plant – 4005 Daly Boulevard, Oceanside – Gas Turbine Substation
  - LIRR Substation – Lawson Boulevard & Riverside Avenue, Oceanside – Electrical Power Substation
  - Oceanside Pool – 3800 Mahlon Brower Drive, Oceanside – Public Pool (Chlorine Storage)
  - Safe-T-Swim – 3194 Lawson Boulevard, Oceanside – Indoor Swimming Facility (Chlorine Storage)
  - Friedberg JCC – 15 Neil Court, Oceanside – Indoor Swimming Facility (Chlorine Storage)
  - The Golf Club at Middle Bay – 3600 Skillman Avenue, Oceanside – Golf Course (Ammonium Nitrate Storage)
  - South Nassau Communities Hospital – 1 One Healthy Way, Oceanside – Hospital (Radiation Equipment)
  - South Nassau Dermatology Lab – 3678 Oceanside Road W, Oceanside – Medical Laboratory (Chemical Storage)
  - Patriot Recycling – 3631 Hampton Road, Oceanside – Landscaping & Wood Recycling Facility

- Grenelefe Recycling – 3550 Hampton Road, Oceanside – Paper & Cardboard Recycling Facility
- IROC Recycling – 55 New Street, Oceanside – Landscaping & Wood Recycling Facility
- LOMA Recycling – 56 New Street, Oceanside – Landscaping & Wood Recycling Facility
- Cousins Metal Industries – 460 Brown Court, Oceanside – Scrap Metal Recycling Facility
- King Metal – 70 New Street, Oceanside – Scrap Metal Recycling Facility
- Service Scrap Metal – 3425 Hampton Road, Oceanside – Scrap Metal Recycling Facility
- Town of Hempstead Landfill – 3737 Long Beach Road, Oceanside – Refuse Landfill & Landscape Transfer Station
- Flood zone and canals.

## SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING<sup>51</sup>

### ALLOCATIONS

- A. There is a single point of entry for visitors at each building which is staffed by District personnel. Visitors to each school building must be buzzed into the building, sign in and receive an identification badge/lanyard issued by a monitor/greeter. Staff in the building all wear district-produced identification badges which must be worn at all times. Staff is trained to report to the main office any person they observe who is not wearing a badge. In addition, personnel are assigned to areas throughout the building for monitoring/security.

### HIRING

The interviewing and hiring of safety personnel follows the district’s practices for hiring of new staff. All new staff employed by the District must be fingerprinted in order to be employed.

### DUTIES AND TRAINING

#### Monitors

- staffed at elementary school buildings
- staffed during regular school hours
- primarily responsible for enforcement of the visitor protocols
- provide escorts for parents and students when needed
- provide information to building-level emergency response planning teams as needed

#### School Security Monitors (Interior)

- staffed at middle school and high school
- actively monitor the building and support the staff with student safety and traffic
- provide student supervision
- check that school procedures are being adhered to
- guide the arrival and dismissal processes
- escort students if needed

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<sup>51</sup> 155.17(c)(1)(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;

- provide information to building-level emergency response planning teams as needed

#### **School Security Monitors - All Levels (Exterior)**

- perform perimeter patrols and ensure doors are closed/locked
- detection of hazards
- deter and report unlawful activity
- provide escorts for parents and students when needed
- provide information to building-level emergency response planning teams as needed

#### **District-Wide District Security (4 full-time staff members)**

- provide evening and 24-hour weekend/holiday coverage
- maintain a current NYS security guard license
- patrol all district buildings
- perform safety checks - boilers operating, report broken windows/glass
- check doors and windows
- be guided by camera monitoring of private vendor
- complete daily reports

#### **Required training includes:**

- School violence prevention and intervention training
- Site-specific training including review of all manuals (e.g., school district policies, Code of Conduct, District-wide School Safety Plan, School Handbook, etc).
- Right-to-know training (if applicable)
- Blood borne pathogen training (if applicable)

## SECTION III    RESPONSE

### NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

#### INTERNAL

After receiving the information from the Incident Commander at the scene, an email will be sent from the Superintendent's office to all administrators and administrative offices alerting them to the nature and status of any incident in the district. The mass communication system may be used to provide information as deemed appropriate by the Incident Commander. Portable radios will also be used when possible. Superintendent and Assistant Superintendent will provide onsite support; Assistant Superintendent and Director of Data, Assessment & Administrative Services will remain at District Office to handle coordination and Assistant Superintendent for Human Resources will support before/after-school matters as well as make operational-related phone calls/communications.

#### EXTERNAL

Anyone with knowledge of an emergency event is encouraged to immediately call 911.

The District's mass communication system will be used to provide information to parents/guardians and emergency contacts. The District website may also be used to provide updated information throughout an incident as deemed appropriate by the Incident Commander. Schools may also use their websites, groups, and hotlines for announcements or updates as directed by the Incident Commander.

When an emergency requires notification of staff, the Superintendent or his designee will provide updated information to parents and students through the emergency notification system. Additional information may also be found on the District's website: <http://www.oceansideschools.org/>

During an emergency, all contact with the media will be handled either by the Superintendent or their designee. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or their designee. Students, staff and parents should refer all questions and requests for information to the Superintendent in order to assure the release of factual and current information. The Superintendent may refer such requests to the Public Information Officer for response.

By definition, emergency events are unforeseen and unpredictable. The safety of students and staff is the primary focus of all activities surrounding an emergency event. Every effort will be made to contact parents and the general public once the situation has stabilized.



## SITUATIONAL RESPONSES

### MULTI-HAZARD RESPONSE

In the event of an emergency, a Command Center will be set up at a safe location in collaboration with emergency responders. Each building has specific plans for dealing with a wide range of hazards. Specific response procedures are sensitive in nature and therefore are contained within each confidential building-level emergency response plan.

In each emergency, the building's administrator will contact the District office for assistance. The District office will provide support as appropriate and deemed necessary by the Incident Commander on the scene (i.e. sending additional mental health resources). The Superintendent or their designee will be the sole contact person for releasing information to the media and for communicating the status of the emergency with other District schools, out-of-district schools, private schools, and outside agencies.<sup>52</sup>

### RESPONSE PROTOCOLS

Written information on emergency response procedures is disseminated to parents, age-appropriate students and staff via email by October 1st annually. This non-sensitive information may also be found on the district website.

### SCHOOL CANCELLATION

- The Superintendent or their designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- The Director of Data, Assessment & Administrative Services will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.

### EARLY DISMISSAL

- The Superintendent or their designee will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- The Assistant Superintendent for Business will designate people to arrange transportation for students.
- The Director of Data, Assessment & Administrative Services will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.
- The Assistant Superintendent for Business will notify each of the building principals.

### EVACUATION

- The Superintendent or their designee will determine the level of the threat.

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<sup>52</sup> 155.17(c)(1)(xviii) in the case of a school district, except in a school district in a city having more than one million inhabitants, a system for informing all educational agencies within such school district of a disaster;

- The Assistant Superintendent for Business will contact the transportation supervisor to arrange transportation. They will also arrange for student-parent reunification.
- The Building Principal's designee will clear all evacuation routes and sites prior to evacuation.
- Principal(s) will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. They will report to the superintendent or their designee any missing staff or students.

#### SHELTERING SITES (INTERNAL AND EXTERNAL)

- The Superintendent or their designee will determine the level of the threat and communicate with building principal(s) who are affected by the emergency.
- Principal(s) will move all staff and students to pre-arranged sheltering sites as outlined in building plans. They will report to any missing staff or students.
- The Assistant Superintendent for Business will make appropriate arrangements for human needs in the event of a long-term situation.
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#### PROTOCOLS FOR RESPONDING TO BOMB THREATS, HOSTAGE-TAKINGS, INTRUDERS, ABDUCTION, AND OTHER EMERGENCY SITUATIONS<sup>53</sup>

The District has procedures and provides training for emergencies. Specific response steps are confidential and contained within each Building-level Emergency Response Plan. Emergencies include but are not limited to the following situations.

- Abduction
- Armed Intruders / Active Shooters
- Bomb Threats
- Cyber Security Annex
- Early or Alternate Emergency Dismissal
- Elopement
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Disease
- Severe Weather
- Student-Made Threats
- Swatting
- Suicidal Students

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<sup>53</sup> 155.17(c)(1)(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;

- Suspicious Package Protocol
- Suspicious Persons

#### RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE<sup>54</sup>

1. Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others or school property.
2. Staff members are required to immediately inform the Principal or their designee of any direct or implied threat of violence or actual act of violence by students, teachers, other school personnel including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which shall include suicide. The Principal or their designee decides whether to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
3. The district disseminates educational material, including but not limited to emails and formal brochures, encouraging parents and visitors to tell school staff about any direct or implied threat of violence or actual acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves.
4. After considering the specificity/generality of the threat or severity of the violent act, the Principal or their designee will determine whether to immediately contact the Superintendent of Schools or the Assistant Superintendent to advise them of the threat, obtain assistance to determine the severity of the threat or report the violent act. The Principal will have the discretion to report minor incidents to the Superintendent verbally and/or in memorandum form after the situation has been resolved.
5. Each building has the availability of a Threat Assessment Team. This is a multi-disciplinary team that uses a nationally recognized evidence-based model to evaluate threats and implement the necessary mitigation steps to help prevent a threat from escalation to an act of violence.
6. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct.

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<sup>54</sup> 155.17(c)(1)(i) policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which for this subdivision shall include suicide;

1. The Principal or their designee will determine whether to contact law enforcement personnel. **Threats or actions placing students, staff and others in imminent danger require an immediate LOCKDOWN protocol followed by a call to the police and the District Superintendent (if safe to do so).** Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.
2. The Principal, and/or their designee then determine the appropriateness of directing the Building-level Emergency Response Team to be activated.
3. The Building-level Emergency Response Planning Team consisting of trained staff and school personnel may assist with an Evacuation, Lockout, Shelter-in-Place, Hold-in-Place, or Early Dismissal and will follow the appropriate protocol (see appendices for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building-level teams, District leadership, and responding agencies.
4. If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all BERT members) are required to Lockdown in the nearest lockable space and await further instruction, or in some situations, evacuate the campus.
5. Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal are detailed in each building-level emergency plan. The use of the District's mass communication system is typically utilized.
6. Aggressively dangerous and violent students, teachers, other school personnel, bus drivers and monitors, or visitors shall be managed as outlined by the procedures detailed in the district Code of Conduct.
7. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct.
8. School administrators must keep records of serious threats and acts of violence and report them annually to the state.
9. Prompt contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on Building-Level Emergency Response Planning Teams. These individuals and appropriate means of contact are documented in each Building-Level Emergency Response Plan.<sup>56</sup>
10. The district has a zero-tolerance policy for acts of school violence.

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<sup>55</sup> 155.17(c)(1)(ii) policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors as well as visitors to the school, including consideration of zero-tolerance policies for school violence;

<sup>56</sup> 155.17(c)(1)(iv) policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;

## PROTOCOLS FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

*The following procedures provide a general overview of the District's response to a State Disaster Emergency and may require modification during an actual event based on a number of factors. The District will follow current guidance from the County Department of Health, State Department of Health and the State Education Department related to masking, distancing, quarantines, and other health-related requirements.*

### BACKGROUND

In September 2020, Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The new legislation will constitute New York State Labor Law [Section 27-c](#), and serves as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-C, the following section was added to [2801-a of the Education Law](#) that required additions to the District Plan.

### PROTOCOLS

1. In the event of a state-ordered reduction of the District's in-person workforce, the following is a list of **essential** employees.

Essential Position	Description
Superintendent	CEO
Asst Superintendents/District Wide Administrators	Leadership Team
Director of Facilities @ Staff	Responsible for Buildings (cleaning, sanitizing, etc)
Technology Staff	Responsible for ensuring technology for online remote learning is functioning
Food Service Staff	All applicable staff for food distribution, as needed.
Security Team	Director of Security and all assigned security as needed
District Wide Clerical Staff	

2. The Oceanside School District will employ systems to ensure knowledge of the level of access to devices and high-speed internet students and teachers have in their places of residence.
  - All grades K-12 students and teachers will be provided a district loaned device for use at school and in their home. Specifically:
    - Grades K, 7 and 8 will maintain a 1:1 iPad model

- Grades 1-6, and 9-12 will maintain a 1:1 Chromebook model
- Under the guidance of the Director of Technology:
  - An internet access and connectivity survey for families and teachers will be designed and administered at the school building level to determine regular and unimpeded access to high-speed internet.
  - Analysis of responses to identify those in need of consistent and reliable connectivity will take place. Those in need will be provided high speed internet Altice service via MAC address or Kajeet service via MiFi devices.
- Social workers and School Counselors will reach out to vulnerable students and their families i.e. homeless, economically disadvantaged etc. to determine any technology deficits that are impeding participation in instruction and serve as liaison to the identified individual in the OSD Technology Department responsible for addressing WiFi needs. The Director of Technology will maintain all information necessary to follow up with families who were provided internet service via the district.
- It is expected that the above actions will assure that all students will have the means to participate in learning and demonstrate mastery in the remote or hybrid model.

**Technology Support:**

- The OSD Technology Department has established a [Technology Support Website](#) for students, staff, and families. The site contains a video library and index with video tutorials and articles to fix technology issues encountered. In addition, a live support line has been implemented and will provide students and staff access to a school building technology assistant who will answer questions or guide the individual towards remediating a technology issue.
  - In the event that we are in a remote environment, the Director of Technology will guide and monitor a repair/exchange depot out of School #6. Parents/Guardians/Staff will be invited to make an appointment to have a repair done on the devices and/or receive a loaner.
3. In order to reduce student density, Oceanside High School and Middle School will group students by “A” or “B” cohorts (Blue and White). These cohorts of students will alternately attend school resulting in 5 days of in person attendance every 2 weeks which reduces capacity by 50 percent in those buildings. Additionally:
- Teachers are encouraged to utilize the outdoor spaces as instructional spaces allowing for enhanced social distancing and opportunities for mask breaks.
  - Lockers will not be utilized to eliminate students congregating in those areas.

- Cafeterias at Oceanside Middle School and Oceanside High School will be redesigned to accommodate social distancing. Auxiliary cafeterias will be established to accommodate students.
  - Physical education classes will be held outside whenever feasible.
  - Traffic within hallways and other common areas will be redesigned in order to minimize the density of individuals. Appropriate signage and staff will redirect individuals to adequately distance and ensure safety.
  - Additional entry and exit ways will be established in each school to minimize the density at those points.
  - Visitor access will be limited to essential individuals only. All visitors will be required to complete a health screening before they enter the school building. A visitor log will be maintained in the event that contact tracing is required.
  - The district will limit parent drop-off of materials and establish a procedure for essential items.
  - Parent meetings will be conducted virtually as much as possible to limit visitation to buildings.
4. A quantity of personal protective equipment (PPE), sufficient to provide all essential employees, will be procured, stored, and managed as follows:
- The Facilities Department will maintain an inventory of PPE in accordance with NYS Education Department guidelines, and continually restock the same as needed.
  - Storage of personal protective equipment will be on campus and comply with the manufacturer’s storage recommendations for each item.
  - PPE equipment will be readily available, if needed.

**The Oceanside UFSD adheres to the following NYS Education Department guidelines:**

**DISPOSABLE MASKS: *Initial recommended quantities per 100 individuals per group per school***

Group	Quantity per 100 per group	12-week Supply at 100% Attendance	12-week Supply at 50% Attendance	12-week Supply at 25% Attendance	Assumptions
Students	100 masks per week	1,200	600	300	1 disposable mask per week per student (to supplement the cloth masks provided by parent/guardian).

Teachers and other staff	500	6,000	3,000	1,500	5 disposable masks per week per teacher.
School nurses and health providers	1,000	12,000	6,000	3,000	10 disposable masks per week per school nurse.

**MATERIALS FOR STAFF MEMBERS WHO MAY BE IN HIGH-INTENSITY CONTACT WITH STUDENTS OR HANDLING WASTE MATERIALS**

*Initial recommended quantities calculated per 1 staff (e.g. nurses, custodians, and some special education teachers and other staff)*

Item	1-week Supply for 1 Staff	12-week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 pairs disposable nitrile gloves per week, per staff.
Disposable Gowns	10	120	10 disposable gowns per week, per staff.
Eye Protection	2	n/a	2 re-usable eye protection per staff total.
Face Shields	2	n/a	2 reusable face shields per staff total.
Waste Disposal Medium	1	n/a	1 unit per staff total.
N-95 Ventilating Masks*	10	120	10 N-95 masks per week, per

**Note: N-95 masks are recommended only if staff will be in contact with a suspected communicable disease and/or performing aerosol-generating procedures**

- The Oceanside UFSD is committed to creating a learning environment that protects student and staff health, safety and privacy. Our district will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. These procedures include:



- Each principal will be designated as the COVID-19 Resource Person and will work closely with the school nurse and district physician.
- The district physician will serve as a resource to assist our nursing and administrative staff on critical issues.
- The district will distribute a written protocol to instruct parents to observe signs and symptoms in their children that require them to stay home from school.
- All staff members will be required to complete a daily health screening.
- Parents will be required to conduct daily health and temperature screenings of their children and periodically complete the screening protocol. Periodic reminders will be sent to parents.
- Additional communication methods will be routinely utilized to remind parents to assess students before reporting to school.
- The district will implement a written protocol developed in collaboration with the district physician and nursing staff to instruct all staff members to observe the symptoms of COVID-19.
- Protocols will be implemented to follow up on staff and students who are absent and experiencing symptoms.
- An ancillary nurse's office will be established and dedicated to students and staff experiencing symptoms consistent with COVID-19.
- The school nurse will be responsible for the supervision and care of students within both nurses' offices, and a supplementary staff member at the elementary level will be dedicated to assisting in this function.
- If a student requires a respiratory treatment, such as a nebulizer, it will be conducted utilizing enhanced protocols.
- Symptomatic individuals will be sent to the designated nurse location and will be assessed by the school nurse and sent home for a follow-up evaluation with a healthcare provider.
- Students who display symptoms will be escorted outside the school building and picked up by a responsible adult.
- The district will follow written protocols for actions to be taken if there is a confirmed case of COVID-19 in the school.
- The district will follow a Chain of Command and inform the appropriate agencies and

constituencies of confirmed cases of COVID-19.

- The district will implement mandates and recommendations for isolation of specific groups or schools based upon the directives of the Nassau County Department of Health.
- The district will assist local public health departments to trace all individuals who have had contact with a confirmed case of COVID-19.
- The district will utilize a written protocol that complies with CDC guidance for the return to school of students and staff following illness or diagnosis of confirmed cases of COVID-19.
- The district will implement a written protocol to clean and disinfect schools following CDC guidance. In the event of possible exposure in the school, the custodial staff will implement appropriate disinfection procedures.

### **Future Considerations**

- The district will implement plans to transition to an at-home model if community factors dictate in accordance with local and state authorities.
- The district will monitor school operations and incrementally work to phase in a return to typical procedures and occupancy.

### **Cleaning**

The district will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health (DOH) in addition to the following:

- Classroom and office spaces will be provided with appropriate cleaning /disinfection supplies for self-cleaning of shared and frequently touched surfaces.
- The custodial staff of each building will perform frequent cleaning of high touch surfaces throughout the school day, including:
  - door handles
  - rails
  - counters
  - tabletops
  - bathroom fixtures
  - trash cans
  - phones
  - cash register counters
  -
- Daily cleaning log checklists will be completed for each area of the building

- Registered disinfectants identified by the **Environmental Protection Agency (EPA)** as **effective against COVID 19** will be utilized.
- Logs will contain the following at a minimum:
  - Date of cleaning
  - Time of cleaning
  - Scope of cleaning (checkboxes)
- The head custodian of each building will be responsible for maintaining all completed cleaning logs, making sure they are completed properly, which a copy will be forwarded to the Director of Facilities on a weekly basis.
- Staff will be required to use applicable personal protective equipment to perform cleaning and disinfecting.
- If buildings are closed for seven days or more, normal routine cleaning will be performed. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.
- Cleaning and Disinfecting training will be provided to all employees (see **Training** section) including:
  - Hazards of the cleaning chemicals used in the workplace in accordance with OSHA’s Hazard Communication standard
  - Cleaning and disinfection protocol for suspected and positive cases
  - Personal Protective Equipment (PPE)
    - When to use PPE
    - What PPE is necessary
    - How to properly don (put on), use, and doff (take off) PPE
    - How to properly dispose of PPE

The terms *cleaning*, *sanitizing*, and *disinfecting* are sometimes used interchangeably, which can lead to confusion and result in cleaning procedures that are not effective<sup>[1]</sup>.

For example, if there is visible soil on a surface, *clean* it with detergent and water before spraying the surface with a sanitizer or disinfectant. Using a sanitizer or disinfectant as this “first step” is not effective because the purpose of the solution is to either *sanitize* or *disinfect*. Each term has a specific purpose, and there are many methods that may be used to achieve such purpose.

Task	Purpose
Clean	To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.

Sanitize	To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations.
Disinfect	To destroy or inactivate most germs on any inanimate object, but not bacterial spores.

*Note: The term “germs” refers to bacteria, viruses, fungi, and molds that may cause infectious disease. Bacterial spores are dormant bacteria that have formed a protective shell, enabling them to survive extreme conditions for years. The spores reactivate after entry into a host (such as a person), where conditions are favorable for them to live and reproduce.<sup>[2]</sup>*

Only the U.S. Environmental Protection Agency (EPA)-registered products that have an EPA registration number on the label can make public health claims that can be relied on for reducing or destroying germs. The EPA registration label will also describe the product as a *cleaner, sanitizer, or disinfectant*. In addition, some manufacturers of *cleaning* products have developed "green cleaning products". As new environmentally-friendly cleaning products appear in the market, check to see if they are 3rd party certified by Green Seal: <http://www.greenseal.org>, UL/EcoLogic: <http://www.ecologo.org>, and/or EPA's Safer Choice: <http://www.epa.gov/saferchoice>. Use fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution (6). If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered (7). All products must be used according to the manufacturer's instructions. The following resource may be useful: [Green Cleaning, Sanitizing, and Disinfecting: A Toolkit for Early Care and Education](#).

Employers should provide staff with hazard information, including access to and review of the Safety Data Sheets (SDS) as required by the Occupational Safety and Health Administration (OSHA), about the presence of toxic substances such as cleaning, sanitizing and disinfecting supplies in use in the facility. The SDS explains the risk of exposure to products so that appropriate precautions may be taken.

6. Essential employees use a card swipe access which has a time stamp feature allowing the district to see what time they entered specific buildings. Additionally some employees sign in and out of a daily log.
7. In the event of an emergency that required housing the District would open larger venues (OHS & OMS) for temporary shelter which provide enough space for social distancing. Furthermore the district would work with local hotels to assist essential employees in acquiring shelter if it was needed for a longer term.
8. OTHER: Any other requirements determined by the Dept of Health such as contact tracing or testing, physical distancing, hygiene and disinfectant, or mask wearing.

## IDENTIFICATION OF DISTRICT RESOURCES WHICH MAY BE AVAILABLE FOR USE DURING AN EMERGENCY<sup>57</sup>

District resources are available in each building and stored in a central location. Each building will designate a Command Post. The list, which is not meant to be inclusive, requires the following items:

- Copy of District-Wide School Safety Plan
- Building-level Emergency Plan
- Quick reference Emergency Management Procedures
- List of emergency telephone numbers
- Building floor plans
- Telephones
- Radio communications
- Weather radio
- Flashlights
- Photocopier
- Computer
- Student rosters
- List of individuals with special needs and specific evacuation plans
- Telephone numbers for parents/guardians Information about emergency needs (e.g. students/staff that require medications, vehicular transportation issues, etc.)
- School and staff census information

## COORDINATION AND SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES<sup>58</sup>

The District will, as appropriate, utilize all available manpower during an emergency. Within each building, schools may use the Staff All Call response protocol, that quickly summons all available staff members to a staging area for assignments. Coordination of available employees is typically performed by the Principal or their designee. Specific job duties will be assigned based on the type of emergency and in compliance with the appropriate district and building emergency response procedure. Additional district resources may be requested by any building administrator or designee as needed. The Superintendent or their designee will call in all available maintenance and custodial staff to provide support during an emergency as needed. Assistance from outside government agencies may also be requested. A specific list of available resources may be found in Appendix 4 of this plan.

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<sup>57</sup> 155.17(c)(1)(vii) except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;

<sup>58</sup> 155.17(c)(1)(viii) except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;

INCIDENT COMMAND SYSTEM: SCHOOL BUILDING CHAIN-OF-COMMAND TABLE

ASSIGNMENT OF RESPONSIBILITIES

A chain of command consistent with the National Interagency Incident Management System (NIMS)/Incident Command System (ICS) will be used in response to an emergency. Members of the School, Emergency Response Team, will be part of this system. In the event of an emergency, the response team will adopt NIMS/ICS principles based on the size, scope, and character of the emergency.

1. All administrators and Building-level Emergency Response Planning Teams members shall complete the incident command training level one.
2. All District Emergency Response Team members shall complete incident command training level one and level two.

School Building	IC #1	IC #2	IC #3
O.H.S	Brendon Mitchell	Keith Mekeel	Joelle Hennessy
O.M.S	Allison Glickman-Rogers	Damian Trum	Ina Leventhal
Florence A Smith #2	Erin Marone	Joanne Friedman	Andrea Marzano
Oaks School #3	Beth Ann Castiello	Christine Galetta	TBD
South Oceanside #4	Jaclyn Graham	Christine Dinolfo	Rob Rovegna
North Oceanside #5	Michelle Mastrande	Dolly Bhat	TBD
Kindergarten Cnt #6	Julie McGahan	Michael Quartararo	Tara Alonso
Fulton Ave #8	Frank Zangari	Susan Keilson	Barbara Benedetti
Walter Boardman 9E	Josh McPherson	TBD	Betzaida Nieves
Castleton HS	Franky Simmons	Francis Gillespie	Kristi Geissler
Dept. of Com. Act (DOCA)	Jill DeRosa	Maria Bavaro	

ICS POSITIONS

The number of ICS positions filled will be dependent upon the scope of the incident.

- **Incident Commander** – Responsible for the direction of the building response in a building-level emergency (Building Administrator/designee).

- **Public Information Officer** – Compiles and releases information to the news media.
- **Safety Officer** – Monitors the response to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- **Liaison** – Represents the District by working with responding agencies (law enforcement, fire department, EMS, utilities, etc.) and other school districts that may be involved in the incident.
- **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- **Operations** – responsible for directing the implementation of action plans and strategies for incident resolution.
- **Logistics** – Responsible for providing all resources (personnel, equipment, facilities and services) required for incident resolution.
- **Planning/Intelligence** – Responsible for collecting, evaluating, and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- **Administration/Finance** – Responsible for all cost and financial matters related to the incident.

## EMERGENCY REMOTE INSTRUCTION

### Overview

The District may offer remote instruction days to students in the event-of-an-emergency condition, including, but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak.

When making decisions about remote instruction, the District will consult with students, parents, teachers, administrators, community members, and other stakeholders as appropriate. When implementing remote instruction, the District will ensure that it is complying with applicable teaching and learning requirements.

### DEFINITIONS

- A. "Asynchronous instruction" means instruction where students engage in learning without the direct presence (remote or in-person) of a teacher.
- B. "Non-digital and/or audio-based instruction" means instruction accessed synchronously and/or asynchronously through paper-based materials where the student to teacher interaction occurs via telephone or other audio platforms.
- C. "Remote instruction" means instruction provided by an appropriately certified teacher who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher.
  - 1. Remote instruction will encompass synchronous instruction provided through digital video- based technology and may also include asynchronous instruction intended to complement synchronous instruction. Digital video-based technology includes online technology and videoconferencing technology.
  - 2. Remote instruction may encompass non-digital and audio-based asynchronous and/or synchronous instruction where this instruction is more appropriate for a student's educational needs.
- D. "Synchronous instruction" means instruction where students engage in learning in the direct presence (remote or in-person) of a teacher in real time.

### FORMATS AND METHODS OF REMOTE INSTRUCTION

Remote instruction may be delivered through a variety of formats and methods. Determinations about how to best deliver remote instruction will take into account a variety of factors including, but not limited to, the number of students involved, the subject matter, the students' grade levels, and technological resources of both the District and students. Consideration will also be given to whether accommodations need to be made for students with disabilities or English language learners. Each school's Building-level Emergency Response Plan will contain this confidential information in the Continuity of Instruction Plan (COIP) section.



## INSTRUCTIONAL OPTIONS

The District may engage students in synchronous and asynchronous learning on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction. When remote instruction by digital technology is unavailable, appropriate special accommodations for students will be made to aid their learning.

## COMPUTER AND CONNECTIVITY ACCESS FOR STUDENTS

The District will ensure that students have the necessary equipment at home to participate in remote instruction.<sup>59</sup> No later than June 30th of each school year, the Superintendent will report to the Commissioner of Education the results of the survey on student access to computing devices and access to Internet connectivity on a form and format prescribed by the Commissioner.<sup>60</sup> The information received from the survey will aid in the development/updates to the detailed Continuity of Instruction Plan in each school's Building-level Emergency Response Plan.

## MINIMUM INSTRUCTIONAL HOURS

Remote instruction provided on days when the District would have otherwise closed due to an emergency condition may be counted toward the annual hourly requirement for the purpose of state aid. The Superintendent will certify to the New York State Education Department, on a form prescribed by the Commissioner, that an emergency condition existed on a previously scheduled school day and that the District was in session and provided remote instruction on that day and indicate how many instructional hours were provided on that day and certify that remote instruction was provided in accordance with the District's emergency remote instruction plan.

## REMOTE INSTRUCTION SUPPORT

As necessary, the District will provide instruction on using remote instruction technology and IT support for students, teachers, and families. The District will also work to ensure that teachers and administrators are provided with professional development opportunities related to designing an effective remote instruction experience.

## COMPLIANCE WITH DISTRICT POLICIES, PROCEDURES, AND THE CODE OF CONDUCT

Teachers and students are required to comply with any and all applicable District policies, procedures, and other related documents as they normally would for in-person instruction. Examples include, but are not limited to, the District's policies and procedures on non-discrimination and anti-harassment, acceptable use, and copyright. Students will also be required to abide by the rules contained within the *Code of Conduct* at all times while engaged in remote instruction. Violations of the *Code of Conduct* and/or

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<sup>59</sup> 155.17(xxi)(a) ensure computing devices will be made available to students

<sup>60</sup> 155.17(f)(2) Beginning in the 2022-2023 school year, each chief executive officer shall report to the Commissioner, no later than June 30 of each school year, on a form and format prescribed by the Commissioner, the results of the survey on student access to computing devices and access to internet connectivity

engaging in prohibited conduct may result in disciplinary action as warranted.

#### PRIVACY AND SECURITY OF STUDENT AND TEACHER DATA

The District will take measures to protect the personally identifiable information of students and teachers from unauthorized disclosure or access when using remote instruction technologies in compliance with law, regulation, and District policy. Examples of these measures include, but are not limited to, minimizing the amount of data shared to only that which is necessary, de-identifying data, and using encryption or an equivalent technical control that renders personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons when transmitted electronically.

## SECTION IV COMMUNICATION WITH OTHERS

### Obtaining assistance during emergencies from emergency service organizations and local government agencies<sup>61</sup>

1. The district continues to work closely with local police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives helped in the development of this plan, have assisted in emergency drills, and provided technical assistance. Providers have given approval to the district to rely on local personnel, resources, and facilities in emergency situations.
2. The district maintains an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The superintendent or their designee will initiate the contact when needed.

### Obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law<sup>62</sup>

1. The district maintains an updated list of local and county emergency organizations, agencies, and government officials responsible for implementation of Article 2-B of the Executive Law. The superintendent and their designee will initiate the contact when needed.
2. The key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are listed in Appendix 4. Key government agencies are listed below:

1. Nassau County Police Department
2. Nassau County Police Department Precinct #4
3. Oceanside Fire Department
4. New York State Police
5. Nassau County OEM
6. Red Cross
7. Nassau BOCES Health & Safety

### Contacting Parents, Guardians or Persons in Parental Relation to the Students of the District in the Event of a Violent Incident or an Early Dismissal<sup>63</sup>

In the event of violent incidents or crises, or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Superintendent or their designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a

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<sup>61</sup> 155.17(c)(1)(v) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

<sup>62</sup> 155.17(c)(1)(vi) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

<sup>63</sup> 155.17(c)(1)(ix) policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;

student involved in disciplinary situations shall be consistent with the Code of Conduct and New York State law, and shall be presented clearly and concisely to staff and students each year.

When a student is involved in any violent situation, or an implied or direct threat of violence by such student against themselves, including suicide, parent or guardian shall be contacted as soon as practicable.<sup>64</sup> Administration shall utilize school mental health resources when necessary.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

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<sup>64</sup> 155.17(c)(1)(x) policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;

## SECTION V RECOVERY

### CONTINUITY OF OPERATIONS

This district maintains continuity of operations at both the district and building-level to ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of instruction. Specific continuity plans are contained within each Building-level Emergency Response Plan.

### CONTINUITY OF INSTRUCTION

The District offers a suite of online instructional tools that can be used to support remote instruction and communication. General instructional tools for communicating with students include online services including:

- Google Drive with shared folders
- GSuite (Docs, Sheets, Slides, Forms, Classroom, Sites)
- Gmail
- Flipgrid
- Seesaw
- Screencastify

Detailed grade-specific remote instructional procedures are contained within each building-level emergency plan.

*Note: The local public Library online resources are available remotely and can be accessed by students who have a library card.*

### DISTRICT SUPPORT FOR BUILDINGS

When the Chief Emergency Officer is notified that an emergency exists, he/she will respond accordingly.

Members of the District Safety Team will assist as needed either at their respective Building Command Posts or by responding where directed by the Incident Commander(s). The District Safety Team will assign such other personnel as deemed necessary to meet the needs of the situation.

The District Safety Team members will remain at their assigned posts until the Incident Commander(s) has determined that the emergency is over, or it is unsafe, or no longer necessary to remain, or need to relocate.

Should the incident involve a single building, at the discretion of the District Safety Team leader in consultation with that building's administrators and Building Emergency Response Team (BERT), other school buildings may be called to support the Building Emergency Response Team in that building.

Should the incident involve multiple buildings, at the discretion of the District Safety Team leader, in consultation with building administrators, additional mental health support from the County Crisis Team and local area hospitals may be solicited to support the Emergency Response Teams in the affected building(s).

In any case, a “debriefing”, or post-incident analysis, will be facilitated by the District Safety Team. This process will include a review of the actual incident, the Team’s response to the incident, and post-traumatic incident debriefing.

District clinicians (or, mental health professionals from outside agencies if they have been involved) will provide ongoing as-needed support to the Team members, and will monitor post-traumatic stress symptoms in team members. As appropriate, team members may be provided with a referral to EAP and/or with information regarding private mental health providers in the area.

Principal(s) are expected to consult with the District administration in composing letters to parents following any emergency. The District’s Public Information Officer will assist in sending mass communication messages to affected groups. The District’s Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary services following any emergency.

#### DISASTER MENTAL HEALTH SERVICES

The Assistant Superintendent for Human Resources will communicate with outside agencies, such as the County Health Department, to provide necessary mental health services following any emergency. District mental health providers may be temporarily reassigned to assist in the recovery process.

## APPENDIX 1 - LISTING OF SCHOOL BUILDINGS

### District Office

145 Merle Avenue  
Oceanside, NY 11572  
Phone: 516-678-3431

### Oceanside High School #7

3160 Skillman Avenue  
Oceanside, NY 11572  
Phone: 516-678-7526

### Oceanside High School Castleton #6

25 Castleton Court  
Oceanside, NY 11572  
Phone: 516-678-7593

### Pre-K & Kindergarten Center #6

25 Castleton Court  
Oceanside, NY 11572  
Phone: 516-594-2345

### Florence A. Smith Elementary School #2

2745 Terrell Avenue  
Oceanside, NY 11572  
Phone: 516-678-7557

### Oaks Elementary School #3

2854 Fortesque Avenue  
Oceanside, NY 11572  
Phone: 516-678-7564

### South Oceanside Road Elementary School #4

3210 Oceanside Road  
Oceanside, NY 11572  
Phone: 516-678-7581

### North Oceanside Road Elementary School #5

2440 Oceanside Road  
Oceanside, NY 11572  
Phone: 516-678-7585

Fulton Avenue Elementary School #8

3252 Fulton Avenue  
Oceanside, NY 11572  
Phone: 516-678-8503

Boardman Elementary School #9E

170 Beatrice Avenue  
Oceanside, NY 11572  
Phone: 516-678-8510

Oceanside Middle School #9M

186 Alice Avenue  
Oceanside, NY 11572  
Phone: 516-678-8518



## APPENDIX 2 – BUILDING-LEVEL EMERGENCY RESPONSE PLANS

Due to the sensitive safety and security information contained in each Building-level Emergency Response Plan, these plans are confidential and not available for public dissemination. Copies of plans are maintained at each school building and the District office.

### APPENDIX 3 – MEMORANDA OF UNDERSTANDING

Any applicable Memoranda of Understanding relevant to implementation of the District-wide and Building-level Emergency Response Plans are on file in the district office.

## APPENDIX 4 – DISTRICT RESOURCES – CONTACT INFORMATION

TITLE	NAME	OFFICE PHONE
Superintendent of Schools	Dr. Phyllis S. Harrington	516-678-1215
Asst. Superintendent, Business	Dr. Jerel Cokley	516-678-1209
Asst. Superintendent, Human Resources	Dr. Jill DeRosa	516-678-1213
Asst. Superintendent, Instruction & Curriculum	Diane Provvido	516-678-1221
Transportation Specialist	Rachael Blackman	516-678-1211
District Clerk	Justan Kraemer	516-678-1215
Public Information Officer	Donna Kraus	516-678-7525
Director of Facilities	Mark Montemarano	516-594-2333
Supervisor of Operations	Alfredo Vega	516-594-2333
Athletic Director, Supervisor of PE & Health	Tom Lehman	516-678-7530
Food Services	T.B.D.	516-678-7548
Department of Community Activities	Maria Bavaro	516-594-2336
Oceanside Fire Department	Matthew Martin	516-766-2717
Altaris Consulting Group - Safety Coordinator	Sean Sharkey	516-594-2321
<b>Nassau County</b>		
County Executive	Bruce Blakeman	516-571-3131
County Health Dept.	Dr. Irina Gelman	516-227-9697
Nassau County Police Dept - 4th Precinct	Jarred Ruff, POP Officer	516-573-6470
Nassau County Police Dept - Homeland Security	Gregory O'Neill	516 382-8386
Red Cross Emergency Services		516-747-3500

## APPENDIX 5 – SECTION 155.17 REGULATION COMPLIANCE REFERENCE

- **155.17(b)(14)** District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, parent organizations, school safety personnel, and other school personnel including bus drivers and monitors. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.
- **155.17(c)(1)(i)** policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which for this subdivision shall include suicide;
- **155.17(c)(1)(iii)** appropriate prevention and intervention strategies, such as: (a) 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; (b) nonviolent conflict resolution training programs; (c) peer mediation programs and youth courts; and (d) extended day and other school safety programs;
- **155.17(c)(1)(iv)** policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;
- **155.17(c)(1)(v)** except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- **155.17(c)(1)(vi)** except in a school district in a city having a population of more than one million inhabitants, the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;
- **155.17(c)(1)(vii)** except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;
- **155.17(c)(1)(viii)** except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- **155.17(c)(1)(ix)** policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;
- **155.17(c)(1)(x)** policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;
- **155.17(c)(1)(xi)** policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

- **155.17(c)(1)(xii)** policies and procedures for 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, school personnel including bus drivers and monitors, parents [and] or other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;
- **155.17(c)(1)(xiii)** policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;
- **155.17(c)(1)(xiv)** 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, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At their discretion, schools and districts may participate in full-scale exercises in coordination with local and county emergency responders and preparedness officials;
- **155.17(c)(1)(xv)** the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- **155.17(c)(1)(xvi)** 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;
- **155.17(c)(1)(xvii)** a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- **155.17(1)(c)(xix)** 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.
- **155.17(c)(2)(h)** Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including

sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

- **155.17(h)(i)** Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.