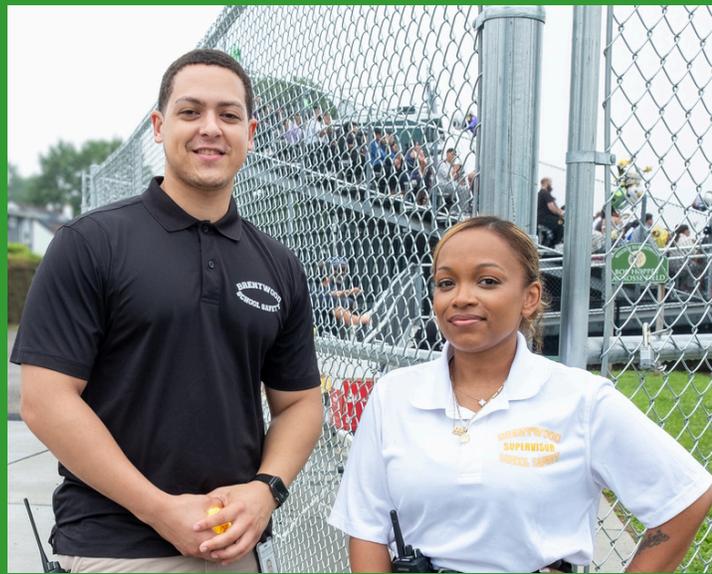


Brentwood Union Free School District

# DISTRICT WIDE SCHOOL SAFETY PLAN

## 2025 - 2026



**Contents**

Introduction: ..... 1

Responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves (including suicide)..... 1

Responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence..... 1

Contacting appropriate law enforcement officials in the event of a violent incident..... 2

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 ..... 2

Contacting parents, guardians, or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves (including suicide) ..... 3

Informative materials will be disseminated regarding the early detection of potentially violent behaviors ..... 3

Collaborative arrangements with State and local law enforcement officials ..... 4

Nonviolent conflict resolution training programs ..... 5

Peer mediation programs and youth courts ..... 6

Extended day and other school safety programs..... 6

Description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies..... 7

    Communication with External Agencies ..... 7

The procedures for obtaining advice and assistance from local government officials..... 8

The identification of district resources which may be available for use during an emergency ..... 8

Description of procedures to coordinate the use of school district resources and manpower during emergencies . 8

    Building-Level Emergency Response Team..... 8

    Leadership: Incident Command ..... 8

    Emergency Response Protocol: Dealing with Trauma after an Emergency Incident..... 9

    Initial Assessment ..... 9

    Call for Pupil Personnel Providers ..... 9

    Pupil Personnel Staff Lead Responsibilities ..... 10

    School-based Crisis and Behavioral Assessment Team ..... 10

    Communications Plan..... 10

    Training ..... 11

        Core Actions of Psychological First Aid for Schools..... 11

A system for informing all educational agencies within such school district of a disaster ..... 13

The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings ..... 13

    Situational Responses ..... 13

        Responses to Threats-direct or implied ..... 13

        Identification of appropriate responses to emergencies..... 14

Hostage Taking .....	14
The use of school safety or security officers and/or school resource officers .....	15
Security devices or procedures .....	15
Procedures for review and the conduct of drills and other exercises to test components of the emergency response plan .....	16
Strategies for improving communication among students and between students and staff.....	17
A description of the duties of hall monitors and any other school safety personnel.....	18
A description of the training required of all personnel acting in a school security capacity .....	19
A description of the hiring and screening process for all personnel acting in a school security capacity .....	19
Protocols for responding to a state disaster emergency involving a communicable disease .....	19
Health and Safety Protocols.....	20
Training .....	20
Physical Distancing Recommendations, Subject to Specific Disease Dynamics.....	20
Handwashing/Cough Etiquette and Cleaning and Maintaining Facilities Suggestions .....	20
Contact Tracing, Isolation and Quarantine Suggestions.....	20
If a Staff/Student become Sick at Work/School:.....	21
Visitor Procedures .....	21
Criteria for Schools or district Closure .....	24
List of Essential Positions and Justifications .....	24
Protocols for Telecommuting.....	25
Personal Protective Equipment for Essential Employees .....	26
Protocol for Employees or Contractors Exposed to a Communicable Disease.....	26
Protocols for Documenting Hours and Work Locations.....	26
The designation of the superintendent or designee as the district chief emergency officer .....	26
Policies and procedures for annual multi-hazard school safety training for staff and students .....	27
Extreme Heat Condition Days .....	28
The district-wide safety plan must be available for public comment at least 30 days prior to its adoption. ....	29
Date of school board adoption.....	29
URL for District-wide Safety Plan:.....	29
Alyssa’s Law .....	30
Appendix I: Job Responsibilities .....	31
Appendix II:.....	34
Human Trafficking Youth Prevention Education Program Human Trafficking School Safety Protocol (For potential victims of human trafficking).....	34
Appendix III: Emergency Remote Instruction (ERI) Plan .....	43
Appendix IV: SRO Memorandum of Understanding.....	46

### **District-Wide School Safety Team**

CR 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, teachers, administrators, parent organizations, school safety personnel and other school personnel. 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 when details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

<b>Name</b>	<b>Title</b>	<b>Office Number</b>
<b>Julia Burgos</b>	First Vice President, Board of Education	631-434-2325
<b>Wanda Ortiz-Rivera</b>	Superintendent of Schools	631-434-2498
<b>Matt Gengler</b>	Assistant Superintendent of Secondary Education	631-434-2498
<b>Ann Palmer</b>	Assistant Superintendent of Elementary Education	631-434-2496
<b>Stacy O'Connor</b>	Assistant Superintendent, Finance and Operations	631-434-2311
<b>Rhonda Young</b>	Assistant Superintendent of Special Services	631-434-2143
<b>Byron McCray</b>	Director, Office of School Safety/Chief Emergency Officer	631-434-2500
<b>Erik Karlund</b>	Director of Operations	631-434-2227
<b>Kevin Coyne</b>	President, Brentwood Teachers Association	631-434-2371
<b>Kate Macrae-Lasky</b>	President, Brentwood Principals and Supervisors Organization	631-434-7000
<b>Dr. Vincent Leone</b>	Director of Programs & Policy	631-434-2498
<b>Vincent Todisco</b>	Coordinator of Funded Programs, Compliance & CIO	631-434-2403
<b>Brianne Talley</b>	President, Brentwood Clerical Association	631-434-2308
<b>Susan Averso</b>	Medical Director	631-434-2401
<b>Miguel Cruz</b>	Director of Facilities III	631-434-2291
<b>Patrick Morris</b>	Vice President, Brentwood Principals and Supervisors Organization	(631)434.2275
<b>Dr. Thomas DiNicola</b>	Director of Information Technology and Libraries	631-434-2308
<b>Candice Cheng</b>	Coordinator of Information Technologies	631-434-2308
<b>Myrna Pierce</b>	Bus Monitor Supervisor	631-513-2179
<b>Evan Hughes</b>	Suffolk Transportation (Bus Driver) Representative	631-704-2183
<b>Liz Cordero</b>	Parent Representative	631-383-6162
<b>Gerri Coleman-Odom</b>	Parent Representative	631-796-2027

CR 155.17(c)(xix) The district-wide team includes 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 evacuate/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

Name	Title	Email	Office Number
Byron McCray	Director, Office of School Safety/Chief Emergency Officer	<a href="mailto:bmccray@bufsd.org">bmccray@bufsd.org</a>	631-434-2500

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

CR 155.17(1) A district-wide school safety plan shall be developed by the district-wide school safety team and shall include, but not be limited to:

<b>Policies and procedures for:</b>	
✓	responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves (including suicide) CR155.17(c)(1)(i)
✓	responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence CR155.17(c)(1)(ii)
✓	contacting appropriate law enforcement officials in the event of a violent incident CR155.17(c)(1)(iv)
✓	contacting parents, guardians, or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal CR155.17(c)(1)(ix)
✓	contacting parents, guardians, or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves (including suicide) CR155.17(c)(1)(x)
✓	the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information CR155.17(c)(1)(xii)
<b>Prevention and intervention strategies, such as:</b>	
✓	collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained,

	including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited CR155.17(c)(1)(iii)
✓	nonviolent conflict resolution training programs CR155.17(c)(1)(iii)
✓	peer mediation programs and youth courts CR155.17(c)(1)(iii)
✓	extended day and other school safety programs CR155.17(c)(1)(iii)

<b>Arrangements and/or Procedures during emergencies for:</b>	
✓	description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies* CR155.17(c)(1)(v)
✓	the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law* <a href="https://www.nysenate.gov/legislation/laws/EXC/A2-B">https://www.nysenate.gov/legislation/laws/EXC/A2-B</a> CR155.17(c)(1)(vi)
✓	the identification of district resources which may be available for use during an emergency* CR155.17(c)(1)(vii)
✓	description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies* CR155.17(c)(1)(viii)
✓	a system for informing all educational agencies within such school district of a disaster* CR155.17(c)(1)(xviii)
✓	the identification of <b>appropriate responses to emergencies</b> , including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings CR155.17(c)(1)(xv)

\* *Except in a school district in a city having a population of more than one million inhabitants*

<b>Policies and Procedures relating to school building security, including, where appropriate:</b>	
✓	<p>The use of school safety or security officers and/or school resource officers</p> <p>Beginning with the 2019-20 school year, and every school year thereafter, every school shall define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct. A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan CR155.17(c)(1)(xi)(a)</p>
✓	security devices or procedures CR155.17(c)(1)(xi)(b)

✓	<b>Procedures for review and the conduct of drills and other exercises</b> to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials CR155.17(c)(1)(xiv)
---	--

✓	<b>Strategies for improving communication</b> among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth- run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence CR155.17(c)(1)(xvi)
---	--

✓	<b>A description of the duties</b> of hall monitors and any other school safety personnel CR155.17(c)(1)(xvii)
---	--

✓	<b>A description of the training</b> required of all personnel acting in a school security capacity CR155.17(c)(1)(xvii)
---	--

✓	<b>A description of the hiring and screening process</b> for all personnel acting in a school security capacity CR155.17(c)(1)(xvii)
---	--

✓	Protocols for <b>responding to a state disaster emergency involving a communicable disease</b> ; districts must adopt a continuation of operations plan in the event the governor declares <b>state disaster emergency</b> involving a communicable disease; Due April 1, 2021 (text revised March 2021)
---	--

✓	<p>The designation of the superintendent, or superintendent’s designee, as the <b>district chief emergency officer</b> whose duties shall include, but not be limited to:</p> <ul style="list-style-type: none"><li>(a) coordination of the communication between school staff, law enforcement, and other first responders;</li><li>(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;</li><li>(c) ensure staff understanding of the district-wide school safety plan;</li><li>(d) ensure the completion and yearly update of building-level emergency response plans for each school building;</li><li>(e) assist in the selection of security related technology and development of procedures for the use of such technology;</li><li>(f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;</li><li>(g) ensure the conduct of required evacuate/evacuation and lock-down drills in all district buildings as required by Education Law section 807; and</li><li>(h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner. CR155.17(c)(1)(xix)</li></ul> <p>Name: Byron McCray <b>Email:</b> <a href="mailto:bmccray@bufsd.org">bmccray@bufsd.org</a> Phone number: 631-434-2500</p>
---	---

✓	<p><b>Policies and procedures for annual multi-hazard school safety training</b> 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. CR155.17(c)(1)(xiii)</p>
---	---

✓	<p>The district-wide safety plan must be available for <b>public comment</b> at least 30 days prior to its adoption. CR155.17(3)(i)</p> <p>Public comment period <u>start date</u>: July 17, 2025  Public comment period <u>end date</u>: August 21, 2025</p>
✓	<p>Such district-wide plans may <b>be adopted by the school board only after at least one public hearing</b> that provides for the participation of school personnel, parents, students and any other interested parties. CR155.17(3)(i)</p> <p>Date of school board adoption: August 21, 2025</p>
✓	<p>Each district shall <b>submit its district-wide safety plan</b> and all amendments to such plan to the commissioner, in a manner prescribed by the commissioner, within 30 days after its adoption. Commencing with the 2019- 2020 school year, such district-wide plans must be submitted no later than October 1, 2019, and each subsequent October 1st thereafter. CR155.17(3)(i)</p> <p>URL for District-wide Safety Plan: <a href="https://www.bufsd.org/departments/security-school-safety/safety-information">https://www.bufsd.org/departments/security-school-safety/safety-information</a></p>

**Brentwood Union Free School District**  
**District-Wide School Safety Plan**

***Introduction:***

Districts are required by the New York State Education Department (NYSED) to develop a comprehensive *District-Wide School Safety Plan* that is designed to prevent or minimize the effects of serious violent incidents and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at every Brentwood Union Free School District (BUFSD) school building.

Every year the district shall appoint members to the district safety team. Members of the team include, but are not limited to, teachers, administrators, school safety and other school personnel, community members, and other local first responders. The district safety committee will be charged with developing the district's safety plan and presenting the plan to the community at an annual public hearing. The approved district safety plan will be posted on the district's website and made available to local emergency agencies.

The *District-Wide School Safety Plan* shall be directly linked to the individual building-level emergency response plans for each school building. Protocols reflected in the *District-Wide School Safety Plan* will guide the development and implementation of individual building-level emergency response plans. Although the building-level emergency response plans are linked to the *District-Wide School Safety Plan*, in accordance with Education Law Section 2801-a, the building-level emergency response plans will remain confidential and not subject to disclosure.

***Responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves (including suicide)***

- Reporting of threats and acts of violence to school authorities
  - Students are required to inform school staff about any threat or acts of violence to themselves, others or property
  - Staff are required to inform administration of any threat of violence to students, themselves, others or property, including threats of suicide
  - Building principals are required to notify the Superintendent's office and the Director of School Safety
  - Parents and visitors are encouraged to tell school staff about any indirect or direct threats and acts of violence towards students, themselves, others or property
  - Students, staff, parents and others will be educated about the importance of reporting threats and procedures of reporting

***Responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence***

- Investigating threats and acts of violence
  - The building administrator will investigate reported threats and acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct

- Serious acts will require the involvement of police personnel (violent offenses in accordance with SAVE requirements)
- Chronic offenders may require a behavior intervention plan and close monitoring by school and safety personnel
- Threats placing students, staff and others in imminent danger require an immediate call to the police
- Allegations of bullying, harassment, and discrimination should be reported to the Dignity Act Coordinator at the building level for investigation
- All schools will develop and operate reporting, referral, and counseling procedures that are designed to identify and work with potentially aggressive and violent students through Pupil Personnel staff and/or building-based teams

***Contacting appropriate law enforcement officials in the event of a violent incident***

- Reporting Incidents
  - As required by SAVE legislation and the Dignity for All Students Act (DASA), incidents of violence as well as material cases of bullying, harassment, and discrimination will be reported to New York State on an annual basis through the VADIR (Violent and Disruptive Incident Report) and report of incidents concerning School Safety and the Educational Climate
  - School administrators must keep a record of serious threats and acts of violence and report them annually to the state through the VADIR system
  - Incidents of violence, serious threats, intimidation, etc., may require involvement of the police
  - Ordinarily district and building administrators are authorized to call the police to respond to the threat or acts of violence. In case of imminent danger, any staff member is authorized to call 911
  - The Public Relations office and the Superintendent’s Office will handle all contacts with the media
  - The Public Relations office and the Superintendent’s Office will provide information to building staff that can be given to parents and concerned others

***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***

- Parents, guardians, or persons in parental relation are responsible for updating emergency contact information in eSchool.
- The district procedure for early dismissal is as follows:
  - Superintendent or her designee decides on an early dismissal
  - Transportation Director is notified to supply busses
  - Central and building administrators are informed
  - Staff and students are informed of closing
  - Parents are notified of the planned early dismissal through multiple contacts (district calendar, ParentSquare, district website ([www.bufsd.org](http://www.bufsd.org)), school-specific websites, and

emergency-outreach messages). The district's hotline telephone number is:  
631-972-1555

- Parents are notified about unplanned early dismissals or violent incidents through ParentSquare; parents of all students will receive a phone call to their regular and emergency phone numbers. When phone calls fail to contact the parent or emergency number, the elementary and middle school student will remain under the supervision of school personnel until parents are notified and pick up the student or until the regular end of the school day, whichever comes first
  - Parents of high school students are notified through ParentSquare and then students are dismissed from school
  - Parents will receive information about the threat or act of violence that determined an early dismissal in their child's school as soon as practical. This information is limited to information the school is allowed to provide by law enforcement officials
- Procedures for contacting parents, guardians, and persons in parental relation to the students of the district in the event of a school cancellation due to weather or other emergencies prior to schools opening
  - Parents are notified through multiple contacts including, ParentSquare, the district website ([www.bufsd.org](http://www.bufsd.org)), the district's social media pages, and announcements through local media: News 12 and WALK

***Contacting parents, guardians, or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves (including suicide)***

- Parents, guardians, or persons in parental relation are responsible for updating emergency contact information in eSchool.
- Reporting of threats and acts of violence to school authorities
  - Students are required to inform school staff about any threat or acts of violence to themselves, others or property
  - Staff are required to inform administration of any threat of violence to students, themselves, others or property, including threats of suicide
  - Building principals are required to notify the Superintendent's office and the Director of Security
  - Parents and visitors are encouraged to tell school staff about any indirect or direct threats and acts of violence towards students, themselves, others or property
  - Students, staff, parents and others will be educated about the importance of reporting threats and procedures of reporting

***Informative materials will be disseminated regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.***

## **Responsibilities of the District Safety Team**

The Brentwood School District, District-Wide Safety Team will act as a Threat Assessment Team with the responsibility to 1) assess the vulnerability of the school district to violence and 2) recommend proactive measures to maintain a safe school environment. The team also has the responsibility for auditing the *District-Wide School Safety Plan* to determine its success in violence prevention. Some of the team's primary responsibilities include:

- Recommending training programs for students and staff in violence prevention and mental health
- Dissemination of information regarding early detection of potentially violent behavior
- Communicating the plan to staff, students and members of their respective organizations
- Developing response plans to acts of violence and address threats made by students against themselves, including suicide

***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

- Training, Drills and Exercises
  - Drills shall be conducted in a trauma informed, developmental and age-appropriate manner. All drills will avoid the use of any props, simulations, or scenarios designed to mimic real-life emergencies or violence. The focus will remain on instruction, preparation, and the development of procedural memory in a supportive and non-threatening manner
  - Drills and training shall not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency
  - Students and staff shall be informed at the time drills are conducted that the activity is a drill, except for evacuation drills, which shall not be announced due to NYS Fire Code requirements. Parents or persons in parental relation shall be notified in advance of all emergency response drills, including evacuation, lockdown, shelter-in-place, hold-in-place, and early dismissal drills. Notification shall occur at least one day and no more than seven days before each drill. The district will use ParentSquare, email, or other appropriate communication channels to ensure timely delivery of this notification. Notification shall include the type of drill and a general timeframe (e.g., "within the next week"), but shall not disclose the specific day or time of the drill. School safety personnel are assigned to ensure the safety of students, staff and building property
  - All security staff must hold a NYS Security Guard license. State law requires training, fingerprinting, and background checks for all licensed Security Guards
  - School safety officers are licensed by NYS and are required to maintain this license to continue employment with the district. They are trained in patrol, crisis prevention, active shooter prevention, etc.
  - All security personnel are hired through the civil service process with job descriptions and acceptable training and experience outlined in the employment postings. Job descriptions are included in Appendix 1

- The BUFSD currently has a Memorandum of Understanding (MOU) for School Resource Officers (SROs) with the 3<sup>rd</sup> precinct
- As required by Section 807 of the Education Law, each school principal must instruct and train their students on how to exit the building in the shortest possible time without confusion or panic. The instruction must include drills or rapid dismissals. Twelve (12) drills must be conducted each school year, eight of which shall be held prior to December 1. Instruction must be given to pupils in the procedure to follow in the event that a fire occurs during a lunch period, unless at least one drill is held during the lunch period. Summer schools must hold at least two drills, one of which must be held during the first week of the summer session
- As required by SAVE legislation (155.17), each school district shall, at least once every school year, conduct one test of its emergency plans, including shelter/shelter-in place or early dismissal, which will be held on the Wednesday before Thanksgiving and is not to occur more than 15 minutes earlier than the regular dismissal
- The BUFSD will have an annual earthquake drill for:
  1. Preparedness: Ensuring quick, effective responses
  2. Muscle Memory: Making actions instinctive
  3. Awareness: Maintaining risk awareness and updated protocols
  4. Weakness Identification: Highlighting and improving gaps in plans
  5. Confidence Building: Reducing panic and confusion
  6. Community Engagement: Promoting a culture of safety and preparedness
- All teachers and other staff receive training on their school’s emergency response plan annually, including the receipt of resources for recognizing the signs of mental health issues. All new staff receive this training within 30 days of being hired
- All school bus monitors are required to:
  - Attend a New York State mandated 13 hour pre-service and basic training class
  - Attend an annual two-hour mandatory refresher course
  - Be fingerprinted
  - Pass a physical performance test

This training includes, but is not limited to, special needs training, bullying prevention, the Dignity for All Students Act (DASA), student safety and bus safety operations, emergency procedures and evacuate/evacuations, incident reporting, gang and active shooter awareness, and epi-pen training.

- Human Trafficking Youth Prevention Education Program - Human Trafficking School Safety Protocol
  - This protocol is intended to ensure the safety of students, educators, and other staff who report human trafficking and other forms of violence; ensure that educators and other staff comply with state mandatory reporting laws; and ensure that students and/or families are connected with service providers and/or programs that will reduce further exposure to violence and victimization. See Appendix II

***Nonviolent conflict resolution training programs***

Removing Violent Individuals

- Aggressively dangerous and violent students should only be restrained by qualified staff (CPI Nonviolent Crisis Intervention Training certified staff). Police or the Crisis and Behavior Assessment Team should be called to remove the student
- Violent adults are to be reported immediately, the authorities are to be called, and said adults are only to be removed by the police
- Schools should be in **lock down** mode during incidents that pose an immediate threat of violence in or around the schools
- Schools should be in **secure lock out** when students and staff remain inside locked and secured school buildings during incidents that pose an imminent concern outside the school
- **hold/hold-in place** refers to the restriction of movement of students and staff within the building while dealing with short term emergencies

### *Peer mediation programs and youth courts*

All schools have programs to promote positive school climate and positive youth development. The following are examples of the programs offered to students to prevent violent behaviors:

- Multi-Tiered Systems of Support (MTSS)
- Positive Behavioral Interventions and Supports (PBIS)
- Multi-Tiered – Stronger Connections Grant (MT-SCG)
- The G.R.E.A.T Program
- The Friendship Club
- Police Athletic League
- Restorative Practices
- Athletes Helping Athletes
- STRONG Youth
- My Brother’s Keeper
- Girls, INC.

### *Extended day and other school safety programs*

All schools have programs to promote positive school climate and positive youth development. The following are examples of the programs offered to students to prevent violent behaviors:

- Multi-Tiered Systems of Support (MTSS)
- Positive Behavioral Interventions and Supports (PBIS)
- Multi-Tiered – Stronger Connections Grant (MT-SCG)
- The G.R.E.A.T Program
- The Friendship Club
- Police Athletic League
- Restorative Practices
- Athletes Helping Athletes
- STRONG Youth
- My Brother’s Keeper
- Girls, INC.

*Description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies*

**Communication with External Agencies**

The Brentwood Union Free School District will obtain assistance from local emergency organizations and local governmental agencies during an emergency. The School District has worked with the Suffolk County Police Department, Suffolk County Fire Department, EMS and other agencies during emergencies. Providers have given approval to the Brentwood Union Free School District to rely on local personnel, resources, and facilities in emergency situations.

<b>List of Governmental Agencies and Community Services:</b>		
<b>Agency</b>	<b>Point of Contact</b>	<b>Telephone Number</b>
<b>Town Supervisor</b>	Angie Carpenter	631-224-5500
<b>Fire Department</b>	Brentwood: Chief Andrew Renison East Brentwood: Chief Frankie Vasquez	631-273-7080 631-273-4560
<b>Third Precinct</b>	Commanding Officer, Vincent Maronski	631-854-8301
<b>Health Department</b>	Dr. Gregson Pigott, MD Commissioner	631-854-0100
<b>Community Mental Health</b>	Cari Faith Besserman Master Director	631-858-8500
<b>American Red Cross</b>	Jose Dominguez, Director Nassau & Suffolk County	516-747-3500
<b>PSEG-GAS</b>	Lou DeBrino, VP Customer Operations	800-490-0045
<b>PSEG-Electric</b>	Rob Scipioni Customer Relations	516-721-9516
<b>American Association of Poison Control</b>	Richard Lippmann, MD	800-222-1222
<b>Suffolk County Youth Bureau</b>	Dana Boyland, Executive Director	631-853-8270
<b>Southside Hospital</b>	Dispatch	631-968-3000
<b>Ambulance</b>	Chief Francisco Martinez	631-273-3701
<b>Suffolk County Water Authority</b>	General	631-698-9800 (business hours) 631-655-0663 (after hours)
<b>Bus Monitor Supervisor</b>	Myrna Pierce	631-513-2179

<b>Suffolk Transportation Representative</b>	Evan Hughes	631-704-2183
<b>BOCES District Superintendent</b>	Dr. Jasmin Varela	631-687-3006

*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:*

<https://www.nysenate.gov/legislation/laws/EXC/A2-B>

- Obtaining Advice and Assistance from Government Offices
  - The arrangements for obtaining assistance during emergencies from local emergency organizations, agencies, and officials responsible for implementation have been made
  - Key officials in local government that can help to develop plans and assist in emergency situations are listed above
  - Government agencies and community services personnel listed above should be contacted as necessary/applicable

*The identification of district resources which may be available for use during an emergency*

Building-level emergency response plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and the chain-of-command.

*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 aid during emergencies.*

**Building-Level Emergency Response Team**

The Building-Level Emergency Response Team is appointed by the school principal. The primary focus of this team is to create, monitor, and update the Building-Level Emergency Response Plan. Each building’s team will include the following representation:

- Teacher
- Administrator
- Parent Organization
- Community Members
- School Safety Personnel
- Law Enforcement Officials
- Fire Officials

**Leadership: Incident Command**

To provide effective direction, control and coordination of an incident, the district Emergency Response Plan will be activated through the implementation of the Incident Command System (ICS).

**Incident Command Post**

<b>Incident Command System: Role/Responsibilities</b>	
<b>Incident Commander</b>	Superintendent of Schools

<b>Safety Officer</b>	Director of School Safety
<b>Deputy Incident Commander</b>	Assistant Superintendent of Secondary Education
<b>Public Information Officer</b>	District Public Relations Officer
<b>Liaison Officer</b>	Assistant Superintendent of Finance and Operations
<b>Planning</b>	Director of Operations
<b>Operations</b>	Director of Operations
<b>Logistics</b>	Coordinator of Facilities
<b>Finance and Administration</b>	Assistant Superintendent of Finance and Operations

Incident Commander (IC): Sets the incident objectives, strategies, and priorities, has overall responsibility for incident response, and coordinates/manages all IC functions.

### **Emergency Response Protocol: Dealing with Trauma after an Emergency Incident**

Our schools are ever-changing as a result of the world around us. Unfortunately, during a school day there may be incidents that take place that have a dramatic emotional impact on both students and staff. These incidents can range from natural disasters, acts of violence or the unexpected death of a member of the school community. Just as it is important that schools remain prepared to deal with issues related to safety; we must be vigilant in preparing to take care of the emotional wellbeing of our students if such an incident takes place. In any event, it is important for staff to remain calm and rely on the guidance of the central administration team and the district’s team of guidance professionals. Having a strategic plan helps us to think through possible scenarios and be more equipped to cope when something unexpected occurs.

### **Initial Assessment**

After a school contacts the superintendent/assistant superintendent to report that a crisis incident has taken place, it is important that an initial assessment of the incident is made. In consultation with the building leader, the central administrative team will determine the extent of the crisis and the potential scope of individuals impacted by the event.

### **Call for Pupil Personnel Providers**

In the event that a crisis may have a significant impact on either a small group or the entire school community, the following protocols should be followed:

- Building principal or lead administrator should contact the Superintendent or one of the Assistant Superintendents
- The Assistant Superintendent of Elementary and/or Secondary Education will reach out to the Coordinator of Psychologists/Social Workers and/or the Coordinator of Guidance to get social workers, psychologists and/or guidance counselors to respond to the school as directed

- The Coordinator of Psychologists/Social Workers and the Coordinator of Guidance will send out a mass email or text message asking for respondents. The first five providers from each group to respond will report to the school/office. The Coordinator of Psychologists/Social Workers and the Coordinator of Guidance will follow up with a message to their groups indicating who has responded and inform the group that no other providers are needed at that time
- Either the Coordinator of Psychologists/Social Workers or the Coordinator of Guidance will report to the school in order to serve as the Pupil Personnel Services (PPS) lead on-site. That individual will be charged with the following responsibilities:

### **Pupil Personnel Staff Lead Responsibilities**

- Establish a command center at the school where PPS providers can report, obtain a briefing on the crisis, and be given directions for deployment
- Identify locations for crisis counseling, i.e., library, cafeteria, auditorium, etc. During a crisis some students may prefer to remain quiet, so it may be necessary to designate a quiet place for them
- Identify staffers who can provide floater support i.e., monitor hallways and common areas looking for students or staff who may be in distress
- Elementary students will remain in their classrooms with teachers, so it may be necessary for providers to push into those classrooms
- Facilitate an end-of-day debriefing with staff. Share information regarding student concerns, discuss any gaps in service, decide on deployment for the following day
- Decide on the on-going composition of the team and determine when it is possible to turn over the command back to the principal. The goal is to return to normalcy as quickly as possible

### **School-based Crisis and Behavioral Assessment Team**

The on-site support team is a critical component of managing any crisis. These individuals have intimate knowledge of the building as well as first-hand knowledge of the students and staff. It is essential to utilize the knowledge of the building-based staff in addressing the crisis.

### **Communications Plan**

The Building Principal or Lead Administrator will serve as the building command for managing the crisis. The Building Command will be responsible for communicating with the PPS Lead to identify areas of need. The Building Command will also be responsible for directing internal and external communications with support from the central office staff. The Building Command should also:

- Develop talking points and ensure that all support staff and security personnel have these points available to them and use them when interfacing with the public
- Work with the central administration team to develop a strategy for talking to parents; additionally, ensure that there is bilingual staff available to communicate with parents
- Direct all media inquiries to the district's public relations office or the office of the Superintendent

## **Training**

It is essential that ongoing training occur for guidance personnel and other staff members. School leaders will be required to offer an annual training on managing trauma related to adverse childhood experiences.

## **Core Actions of Psychological First Aid for Schools**

Core actions are:

- Contact and Engagement

Goal: To initiate contacts or to respond to contacts by students and staff in a non-intrusive, compassionate, and helpful manner.

- Safety and Comfort

Goal: To enhance immediate and ongoing safety and provide physical and emotional comfort.

- Stabilization (if needed)

Goal: To calm and orient emotionally overwhelmed or disoriented students and staff.

- Information Gathering: (Current Needs and Concerns)

Goal: To identify immediate needs and concerns, gather additional information, and tailor *Psychological First Aid for Schools* interventions to meet these needs.

- Practical Assistance

Goal: To offer practical help to students and staff in addressing immediate needs and concerns.

- Connection with Social Supports

Goal: To help establish brief or ongoing contacts with primary support persons or other sources of support, including family, friends, teachers, and other school and/or community resources.

- Information on Coping

Goal: To provide information about stress reactions and coping to reduce distress and promote adaptive functioning.

- Linkage with Collaborative Services

Goal: To link students and staff with available services needed at the time or in the future.

These core actions of *Psychological First Aid for Schools* constitute the basic objectives of providing early assistance within hours, days, or weeks following an event.

The manual stresses the importance of being flexible and devoting the amount of time spent on each core action based on the person's specific needs and concerns.

\* Brymer M., Taylor M., Escudero P., Jacobs A., Kronenberg M., Macy R., Mock L., Payne L., Pynoos R., & Vogel J. *Psychological first aid for schools: Field operations guide, 2nd Edition*. (2012). Los

Angeles: National Child Traumatic Stress Network.

[http://www.nctsnet.org/sites/default/files/pfa/school/1-PFA\\_for\\_Schools\\_final.pdf](http://www.nctsnet.org/sites/default/files/pfa/school/1-PFA_for_Schools_final.pdf)

***A system for informing all educational agencies within such school district of a disaster***

- The Superintendent or superintendent's designee shall inform all educational agencies within the district's boundaries of a disaster
- The list of educational institutions located within the district, the school population and staff numbers, their transportation needs and cell phone, home phone, and personal e-mail address numbers of key officials of each school will be updated annually
- The Superintendent will authorize emergency calls to each educational agency

***The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings***

**Situational Responses**

**Responses to Threats-direct or implied**

- Threats may be received in various forms: by telephone, written messages, email messages, or the discovery of a suspicious package/device in a school or on a school's grounds
  - In the event of a direct bomb threat, contact the police at 911 immediately
  - Initiate the evacuate/evacuation of the building; exit routes may be altered if indicated by a specific threat
  - Provide as much information as possible to law enforcement; minimize the handling of any documents or materials to avoid damaging evidence
  - Work with law enforcement to determine the time required for the investigation so that plans can be made to shelter the students in an alternate site or to dismiss students for the remainder of the school day
- Upon discovery of a suspicious package/device, contact the police at 911 immediately
  - Provide as much information as possible to law enforcement
  - If the decision is made to evacuate the entire building or a specific area, announce the evacuate/evacuation and use the standard evacuate/evacuation procedures with exit routes altered as required
- In the event of an implied/indirect threat
  - Contact police at 911
  - Law enforcement will conduct a threat assessment in consultation with school administration to determine the next steps
  - If indicated, initiate the full/partial evacuate/evacuation of the building using the standard evacuate/evacuation procedures
- Anyone receiving information about an abduction/kidnapping must immediately notify the school building administrator
  - Contact police at 911
  - Provide as much information as possible to law enforcement

- Schools should be in **lock down** mode during incidents that pose an immediate threat of violence in or around the schools
- Schools should be in **secure lock out** when students and staff remain inside locked and secured school buildings during incidents that pose an imminent concern outside the school
- **hold/hold-in place** refers to the restriction of movement of students and staff within the building while dealing with short term emergencies

### **Identification of appropriate responses to emergencies**

Each school building has developed an emergency response plan that provides responses to emergencies that impact the school. The following emergency procedures are outlined:

- Abduction/Kidnapping
- Bomb Threat
- Bus Accident
- Criminal Offenses (Suspected/Potential)
- Death of Student or Staff
- Evacuate/evacuation
- Fire/Explosion in the Building
- HAZMAT-Hazardous Materials
- Intruder/Dangerous Person
  - Medical Emergencies (injuries and illness)
  - Severe Weather-Shelter in Place
  - Suicide
  - Violent Behavior-Student
  - Violent Behavior-Large Group Altercation
  - Terrorism

### **Hostage Taking**

The Building-Level Emergency Response Plan for Missing/Abducted/Kidnapped Student procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

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

### ***The use of school safety or security officers and/or school resource officers***

Beginning with the 2019-20 school year, and every school year thereafter, every school shall define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct. A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan.

### ***Security devices or procedures***

#### **School building safety and security equipment that is available:**

- All district schools have alarm systems
- Surveillance cameras are used in school buildings
- All school buildings have safety equipment to assist in the event of an emergency or evacuate/evacuation, i.e., hand-held stop signs, reflective vests, flashlights, weather radio, “grab-and-go kits”, bull horns

Additionally, all schools maintain evacuate/evacuation plans for students/staff with mobility issues.

- All schools have at least one AED with locations posted at entrances to buildings. Nurses, Security, Physical Education Teachers, Coaches and other staff are trained in CPR/AED
- Staff members wear identification badges so they can be easily identified
- Entrance to the Central Administrative Office is secured by a trained security guard and monitored using an electronic visitor management system, which issues temporary passes to visitors
- A security guard is assigned to each building while school is in session
- Each school building uses an electronic visitor management system for the signing in of visitors in order to control access to buildings

The following proactive security measures have been implemented:

- All schools have monitored entrances, door swipes, cameras, panic buttons, and visitor-management/motion devices during off hours
- Visitors are required to carry identification and to sign in and out of the school
- Hall monitors are used to cover areas frequently used by staff and students; duties may change, but this is up to the discretion of the administrators in the building
- Schools educate students and staff about the importance of school safety

**Procedures for review and the conduct of drills and other exercises to test components of the emergency response plan *including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials CR155.17(c)(1)(xiv)***

All schools must conduct the required drills as follows:

- Frequency of Drills:
  - Each building is required to conduct twelve (12) drills per academic year
  - At least four (4) drills must be lockdown and/or secure lockout drills
  - The remaining eight (8) are evacuation drills
  - The first evacuation drill will occur within the first week of school, per NYS Fire Code
  - Eight (8) total drills must be conducted prior to December 1
  - One early dismissal drill will be conducted on the Wednesday before Thanksgiving and will dismiss students no more than 15 minutes earlier than usual

All drills will be conducted on different days of the week and times of the day, including during lunch or assemblies where feasible, to ensure comprehensive preparation across varied settings.

- Secure Lockout Drills
  - Secure Lockout drills are not required but may be conducted at the discretion of the district. If a Secure Lockout drill is conducted:
    - Parents must be notified within 1 to 7 days in advance;
    - The drill must be clearly announced at the time it occurs (e.g., "This is a drill. Secure lockout. This is a drill.")
- Notification to Parents or Persons in Parental Relation
- Parents or persons in parental relation shall be notified in advance of all emergency response drills, including evacuation, lockdown, shelter-in-place, hold-in-place, and early dismissal drills. Notification shall occur at least one day and no more than seven days before each drill. The district will use ParentSquare, email, or other appropriate communication channels to ensure timely delivery of this notification. Notification shall include the type of drill and a general timeframe (e.g., "within the next week"), but shall not disclose the specific day or time of the drill. Drill Coordination

- Principals or building leadership must ensure all students and faculty are aware of the procedures and locations for both lockout and lockdown drills
- Clear instructions should be given at the start of each drill, outlining the steps to follow
- During the Drill
  - Teachers and staff should follow established protocols for lockout and lockdown situations
  - Students should be guided through the drill in a calm and orderly manner, emphasizing the importance of following instructions
- Post-Drill Review
  - After each drill, conduct a brief review session with staff to assess the effectiveness of the drill and identify any areas for improvement
  - Collect feedback from students and staff to make necessary adjustments for future drills
- Communication
  - Ensure that all communication regarding drills is clear and accessible to staff, parents, and students in both English and Spanish

Each school will maintain records of School Safety Team meetings and building drills and report information to the District Office and to the Chief Emergency Officer.

All schools will develop and implement reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.

The Brentwood UFSD recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management, and the local BOCES Health & Safety Office. The district, at least once every school year, shall conduct one test of its emergency response procedures under each of its building-level emergency response plans, including shelter/shelter-in place, lockdown, or early dismissal. Eight (8) evacuate/evacuation and four (4) lockdown drills will be completed in each school building every school year. Beginning in 2024-2025 and every year thereafter, the BUFSO will have an annual earthquake drill. Debriefings will occur after every drill or actual event.

***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.***

All schools have programs to promote a positive school climate and positive youth development. The following are examples of the programs offered to students to prevent violent behaviors:

- Multi-Tiered Systems of Support (MTSS)
- Positive Behavioral Interventions and Supports (PBIS)
- Multi-Tiered – Stronger Connections Grant (MT-SCG)
- The G.R.E.A.T Program
- The Friendship Club
- Police Athletic League
- Restorative Practices
- Athletes Helping Athletes
- STRONG Youth
- My Brother's Keeper
- Girls, INC.

***A description of the duties of hall monitors and any other school safety personnel***

School monitors guide children safely across streets and intersections; oversee students passing between classes and locker rooms and on school premises immediately before and after school; issue supplies and equipment for locker rooms and swimming pools; aid children in lower grades with wearing apparel; help maintain order in classrooms; may have charge of rest periods; may assist teachers with play supervision and with lunch periods. See Appendix I for descriptions of the duties of other school safety personnel.

***A description of the training required of all personnel acting in a school security capacity***

The Brentwood Union Free School District has implemented strategies for prevention of violent incidents and for identifying and reducing risks, as well as responding to emergencies including weather or loss of utilities or services. Strategies include:

- Training of school-based staff during Superintendent’s Conference Days, faculty meetings, and other professional development opportunities
- All security staff annually participate in a minimum of eight hours of approved professional training in topics such as:
  - Non-Violent Crisis Intervention Prevention Training
  - Bullying Prevention
  - Emergency Response Training
  - CPR/AED
- In addition to the mandated training, the security department also offers training in the following areas:
  - Gang Awareness and Prevention
  - Trauma Wounds Training
  - Crisis Management

***A description of the hiring and screening process for all personnel acting in a school security capacity***

- School safety personnel are assigned to ensure the safety of the students, staff and building property
- All security staff must hold a NYS Security Guard license. State law requires training, fingerprinting, and background checks for all licensed Security Guards
- School safety officers are licensed by NYS and are required to maintain this license to continue employment with the district. They are trained in patrol, crisis prevention, active shooter prevention, etc.
- All security personnel are hired through the civil service process with job descriptions and acceptable training and experience outlined in the employment postings. Job descriptions are included in Appendix 1.

***Protocols for responding to a state disaster emergency involving a communicable disease; districts must adopt a continuation of operations plan in the event the governor declares state disaster emergency involving a communicable disease: Due April 1, 2021 (text revised March 2021)***

As a school district, we are committed to ensuring the physical safety, health and welfare of all students and staff. In order to address the challenges brought on by the pandemic, the district’s Safety Committee established some guidelines for preventing the spread of any communicable disease in our school buildings and offices.

## **Health and Safety Protocols**

The district will maintain health and safety protocols and policies to support the individual needs of students and staff.

- Strategies will follow current New York State guidance and may change as a result of updates

## **Training**

- At the beginning of the school year nurses will be trained on how to recognize the symptoms of any communicable disease

## **Physical Distancing Recommendations, Subject to Specific Disease Dynamics**

- Table and/or desk spacing will be maintained as much as possible
- Students will have assigned seating
- At the secondary level, desks will be cleaned after each class
- Staggered arrival/dismissal time may be instituted
- Signage will continue to be displayed to remind students and staff to maintain as much physical distancing as possible
- Signage will continue to be posted at entrances and hallways. One-way traffic patterns will be identified in some hallways and on stairs to maintain physical distancing
- All visitors will need to call their child's school to schedule an appointment to meet with the building principal and/or teacher
- Students will eat in their classroom, cafeterias or a designated indoor or outdoor space that allows for physical distancing
- Schools will be cleaned and sanitized according to adopted procedures
- Contact tracing will be conducted by the BUFSD contact tracing team with the NYS Health Department, when necessary

## **Handwashing/Cough Etiquette and Cleaning and Maintaining Facilities Suggestions**

- The district will continue to work with the local health department to provide vaccinations to educators, staff and students, if eligible
- Teachers will promote frequent hand washing in their classrooms
- Washing of hands will continue to be required before or after each meal, return of recess and use of restroom
- Hand sanitizer will be placed in specific areas for students and staff to use
- Classrooms, cafeterias, door handles, light switches and railings will be cleaned and sanitized by custodial staff throughout the day

## **Contact Tracing, Isolation and Quarantine Suggestions**

The district will implement a contact tracing system to identify persons who may have been exposed to emergency-level communicable disease. The district's team of contact tracers will be

required to participate in training related to infectious contact and timeline for public health intervention through contact tracing.

- Teachers will maintain accurate seating charts for the purpose of contact tracing, if necessary
- The school may take the temperature of students and staff when there is a reason to believe the individual is ill. Daily temperature screening is not required
- Schools will continue to isolate students and staff if they test positive
- Building principals will identify the location(s) and procedures for isolation
- Determination on the length of quarantine and isolation time will be determined by Department of Health's guidelines
- Contact tracers consult with the District's Chief Emergency Officer and the Suffolk County Department of Health as needed
- The district's medical director maintains records on all individuals who have been trained on these protocols

**If a Staff/Student become Sick at Work/School:**

- The staff member or student would be sent to the health office or contact the nurse practitioner on call if the nurse is not in the building
- The staff member or student would be assessed by the health practitioner
- The staff member or student would be required to isolate and be sent home to follow-up with their health care provider
- The staff member or student will return to school pursuant to CDC and DOH guidelines

**Visitor Procedures**

We have established guidelines for accessing the building via the security vestibule. These guidelines are vital for maintaining safety and ensuring a smooth entry process for everyone.

Visitors' access to school buildings will be restricted during instructional time.

**1. Employee Entry**

- All employees must enter through the designated access point located opposite the security vestibule.
- Upon arrival, employees should swipe their ID cards at the card reader positioned next to the entrance, which allows for immediate access.
- Employees who have their ID cards are not required to use the security vestibule.
- If an employee does not have their ID card, they must go through the security vestibule for verification.
- Employees are not to allow visitors to enter a building as they are entering.

**2. Student Sign Out:**

- It is recommended that parents/guardians phone the main office to alert staff that they are picking their child(ren) up early.

- Upon arrival, parents/guardians will use the call button/intercom system to contact the main office.
- Photo identification must be presented and verified before releasing a student.
- Student sign-out must be documented through the main office and/or the safety kiosk.
- To maximize instructional time, parents/guardians are discouraged from picking their child(ren) up before regularly scheduled dismissal time. As part of our ongoing efforts to enhance the safety and efficiency of our dismissal processes, students should not be signed out within 15 minutes of dismissal unless it's an extreme emergency.

### **3. Security Vestibule Usage**

- At no point should both doors of the security vestibule be opened simultaneously to maintain security.
- If the exterior door is open for entry, the interior door must remain secured until the exterior door is completely closed. Only after the exterior door closes can the interior door be opened.
- School safety personnel or authorized staff members will monitor the security vestibules to ensure strict adherence to these guidelines.

### **4. Visitor Entry**

- When a visitor arrives, they must ring the bell located adjacent to the security vestibule entrance.
- School safety personnel or authorized staff members will buzz the visitor into the vestibule.
- The visitor is to be asked the name of the student in the school.
- All visitors, including parents, guardians picking up students for emergencies (such as medical situations) or those with scheduled appointments, must present valid government issued identification upon arrival.
- The identification will be passed to District staff via the window within the vestibule.
- A District staff member will verify the identification using the visitor management system to ensure that the individual is authorized to enter the building.
- An administrator or front office staff member will confirm that the person presenting credentials is authorized to pick up the student. If verified, the visitor will be issued a visitor pass and be allowed access to the front office.
- Note: anyone entering the building must go through the visitor management system.

### **5. Assistance**

- The school safety director or designee will be available to assist with any questions or concerns related to the entry process.

### **6. Addressing Threats in the Security Vestibule**

- In the event that a potential threat is identified within the security vestibule, it is critical to follow these guidelines listed below (7, 8 & 9) to ensure the safety of all individuals in the building.

**a. Assessment**

- Remain calm and assess the situation discreetly.
- Determine the nature of the threat (e.g., aggressive behavior, weapons, unauthorized individuals).

**b. Make Notifications**

- Immediately notify school safety dispatch, front office and, if a weapon is involved, dial 911 through the nearest communication device (e.g., radio, intercom, phone).
- Provide clear and concise information about the situation, including the location and nature of the threat.

**c. Initiate Lockdown Protocol**

- If a weapon is involved initiate the lockdown procedure if the threat is deemed imminent. Follow the district and building safety plans.

**7. Escort & Access restrictions:**

- Visitors shall be restricted to approved areas and may be escorted by staff if necessary.
- Any unauthorized movement within the building could result in removal from the premises.

**8. Exit & Check-Out:**

- Visitors shall be required to return their badge and sign out through the main office prior to exiting the building.
- Security personnel or office staff may escort them out if necessary.

**Tailgating procedures for handling situations where unauthorized individuals attempt to follow closely behind someone authorized to enter the school building.**

**1. To ensure the safety and security of our students and staff by effectively managing situations where unauthorized individuals attempt to enter the school building.**

- Be Observant
- Stay alert at all entry points.
- Watch for individuals attempting to follow closely behind authorized personnel without signing in.

**2. Unauthorized Individuals**

If you notice someone tailing an authorized person, approach them calmly and politely.

Use the following script:

- Hello! May I assist you? Are you here for an appointment or to visit someone?

**3. Assess the Individual’s Response**

- If the individual can provide a valid reason for entering (e.g., scheduled appointment), guide them to sign in at the front desk.
- If they are unable to provide a valid reason or refuse to cooperate, inform them they cannot enter the building.
- Communicate with School Safety or Administrator If the individual does not comply or if you feel uneasy, immediately contact school safety or administrator.
- Clearly state your location and the situation to ensure a prompt response.

**4. Prevent Tailgating**

- Do not to hold doors open for others. We should not allow anyone to enter behind you without proper identification.

**5. Document Incidents**

- If an unauthorized individual attempts to enter, make detailed notes of the incident, including:
  - Date and time
  - Description of the individual
  - Preventive measures used
- Send this documentation to school safety and administrator for tracking and follow-up investigation.

**Criteria for Schools or district Closure**

Byron Mc Cray and/or Sue Averso in consultation with the local health department will assist Ms. Wanda Ortiz-Rivera, Superintendent of Schools, to determine if a particular school or the district needs to be closed. Some factors that will be used to decide are:

- The number of cases associated with the school
- The number of current cases in Suffolk County
- Updates on the CDC guidelines

**List of Essential Positions and Justifications**

Position	Justification
Superintendent	Must maintain command of district including disseminating information, communicating with stakeholders and providing direction to district staff.
Assistant Superintendents	Responsible for implementing directives of superintendent.

Assistant Superintendent of Special Services	Responsible for ensuring that all students with Individualized Educational Plans receive their mandated services.
Director of Operations	Responsible for communicating with transportation, supporting food services and supervising purchasing of essential supplies.
Director of School Safety	Responsible for monitoring facilities and building usage.
Director of Informational Technology & Libraries	Responsible for maintaining the district's infrastructure, devices, and digital subscriptions.
Human Resources and Payroll Manager	Responsible for all personnel and payroll functions.
Food Services Manager	Responsible for providing food services to students.
Coordinator of Attendance and Registration	Responsible for registering new students, monitoring student attendance in remote environments and updating student information.
Principals	Responsible for supervising teaching and learning, providing guidance to the school community, developing instructional plans for staff, communicating with families and coordinating the distribution of materials.
Assistant Principals	Responsible for assisting the principals in executing all school-related tasks.
Department Heads	Responsible for supervising and supporting teachers under their supervision.
Curriculum Coordinators and Assistant Coordinators	Responsible for organizing curriculum and units of study for on-line learning.
Head and Chief Custodians	Responsible for securing district facilities.
Front Office Clericals	Responsible for communicating with families and assisting supervisors.
Medical Director	Responsible for communicating with the Department of Health (DOH) and monitoring compliance with all the DOH guidelines.
Compliance & Chief Information Officer	Communicate critical information effectively to the public and prepare information for distribution.

### **Protocols for Telecommuting**

All district non-essential employees including teachers, teacher assistants, monitors and selected clericals and contractors may be expected to work remotely. In order to facilitate staff working remotely, the district shall:

- Maintain the Microsoft Teams network and One Drive so that all staff members can access files needed for work
- Provide all clericals with the access to the relevant software for their computers
- Arrange for office calls to be rerouted to the Microsoft Teams application

- Maintain the IT help desk to assist staff with technology issues
- Host virtual staff meetings through Microsoft Teams, the district's official platform
- Maintain attendance for all virtual staff

### **Personal Protective Equipment for Essential Employees**

The district will develop a list of the number and location of all essential employees and order PPE supplies for each staff member. The district will order at least two sets of face masks and gloves for each essential employee. These materials will be stored in one of the district's warehouses. In the event of a long-term closure, these materials will be distributed to essential employees by the Buildings and Grounds staff.

### **Protocol for Employees or Contractors Exposed to a Communicable Disease**

The district will implement a contact tracing system that will identify persons who may have been exposed to a confirmed case of a communicable disease. In the event of a communicable disease emergency, the district's Chief Emergency Officer will consult with the Suffolk County Department of Health. If an employee or contractor is exposed to a communicable disease, that staff member will be directed to inform the district's Medical Director and Director of School Safety who will then consult with the Suffolk Department of Health. The Suffolk County Department of Health will determine whether the district shall conduct contact tracing and whether or not staff or students should be quarantined.

### **Protocols for Documenting Hours and Work Locations**

In the event the district goes to fully remote instruction the district will implement the following procedures for documenting precise hours and work locations for essential employees and contractors in order to aid in contact tracing.

- Certificated essential workers will maintain a log of their hours at their work location in the main office.
- Non-certificated essential workers will use the time clock to indicate their hours and sign-in at each new work location.

### ***The designation of the superintendent or designee as the district chief emergency officer***

whose duties shall include, but not be limited to:

- *coordination of the communication between school staff, law enforcement, and other first responders;*
- *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;*
- *ensure staff understanding of the district-wide school safety plan;*
- *ensure the completion and yearly update of building-level emergency response plans for each school building;*
- *assist in the selection of security related technology and development of procedures for the use of such technology;*

- *coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;*
- *ensure the conduct of required evacuate/evacuation and lock-down drills in all district buildings as required by Education Law section 807; and*
- *ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner. CR155.17(c)(1)(xix)*

**Name:** Byron McCray

**Email:** [bmccray@bufsd.org](mailto:bmccray@bufsd.org)

**Phone number:** 631-434-2500

*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.*

**Dates of training:** 9/3/2025 – 9/30/25

**Description of training (topics, format):** Training programs for school staff, students, and parents on various safety protocols, including emergency response, evacuate/evacuation drills, active shooter preparedness, awareness of potential hazards, cyber threats, bullying, substance abuse, location/use of panic buttons, building egress, procedures to submit safety concerns and mental health crisis response.

## **Identification of Potentially Dangerous/Hazardous Sites**

- District personnel has identified and located areas of potential emergencies in and around each building. These sites have been mapped or outlined for each building. Potentially hazardous areas around the district are as follows:
  - The Brentwood Union Free School District sits within the confines of the Long Island Expressway, the Sagtikos Parkway, Motor Parkway and the Southern State Parkway. In the event of an emergency, these routes would be main thoroughfares and would be subject to traffic congestion
  - The Long Island Railroad runs through the center of the district. In the event of a disaster, the northern section of the district could be shut off from the southern section
  - Brentwood is within the flight path of aircraft heading to and coming from MacArthur Airport and Republic Airport
  - The Third Precinct of the Suffolk County Police Department is located within the boundaries of the Brentwood School District
  - There are a variety of factories and industries located within the school district boundaries. PSEG, National Grid and Synergy have facilities within the district. Additionally, high voltage power lines run through sections of the district
- Fire inspections are done annually by the Brentwood Fire Department and/or qualified inspector with district staff
- Potentially dangerous sites are checked regularly by district staff
- In the case of Central Administration, the following are identified as potential issues that would impair normal operations:
  - Power failure/loss of utilities

### ***Extreme Heat Condition Days***

As required by Education Law section 409-n, the Board of Education adopted policy 8113 to address the health and safety of students and employees on *extreme heat condition days*. “Extreme heat condition days” are defined by law as when occupiable educational and support services spaces are eighty-two degrees Fahrenheit or higher. Under the law, “support services spaces” do not include kitchen areas used in the preparation of food for consumption by students. The law requires room temperature to be measured at a shaded location, three feet above the floor near the center of the room.

Air conditioners, where available, may be used to keep temperatures from reaching eighty-two degrees, or to lower the temperature once it does. Evaporative cooling techniques may be feasible in some situations.

### **Actions to be Taken at Eighty-Two Degrees**

When the temperature of an occupiable educational or support service space reaches eighty-two degrees Fahrenheit, the district will take actions to relieve heat-related discomfort (consistent with fire and building codes), including but not limited to the following:

1. Turning off the overhead lights;

2. Opening classroom doors and windows to increase circulation;
3. Pulling down shades or blinds;
4. Turning on fans;
5. Turning off unused electronics that produce heat, and not utilizing electronic equipment to the extent practicable]; and
6. Providing water breaks.

The Superintendent of Schools, Director of Facilities, and Building Principals will determine which actions to take, when to take them and in what order, and who will take them (consistent with applicable collective bargaining agreements).

***The district-wide safety plan must be available for public comment at least 30 days prior to its adoption.***

**Public comment period start date: July 17, 2025**

**Public comment period end date: August 21, 2025**

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.

***Date of school board adoption: August 21, 2025 (anticipated)***

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.

***URL for District-wide Safety Plan: <https://www.bufsd.org/departments/security-school-safety/safety-information>***

### *Alyssa's Law*

On June 23, 2022, Governor Hochul signed Alyssa's Law, Chapter 227 of the Laws of 2022, which amends Education Law 2801-a to require schools to consider silent panic alarm systems when reviewing and amending district and school safety plans.

Byron McCray, the district's Director, Office of School Safety/Chief Emergency Officer, proposed the installation of the alarms to district leadership after their successful implementation in his previous district of employment. This proposal was approved, and these alarms were installed in the classrooms of each school building within the Brentwood Union Free School District in 2022.

Details about the actual function of these alarms are incorporated in the appropriate portions of the district's confidential building-level emergency response plans.

## ***Appendix I: Job Responsibilities***

**POSITION:** Director of School Safety – (non-certificated) Civil Service

### **Position RESPONSIBILITIES:**

Under the direct supervision of the Assistant Superintendent for Finance and District Operations, is responsible for the supervising of the Security Department; maintains all appropriate records in accordance with state law and district policy.

- (a) Assists in developing and implementing NYSCSS District-Wide School Safety Plan
- (b) Enforces all legal regulations regarding fire safety, security, disaster preparedness, and crisis handling
- (c) Trains, assigns and supervises all school security personnel
- (d) Detects and investigates incidences of suspicious or violent behavior and reports same to parents/guardians and/or authorities as required
- (e) Detects and investigates unsafe practices and conditions, including identification of hazardous/toxic materials, and reports same as required
- (f) Conducts evacuate/evacuations in the event of terrorism-related threats, such as biological, radiological, or chemical attacks
- (g) Plans and directs all school district safety training, including safety seminars for students and parents/guardians
- (h) Plans responses to national color-coded alert system
- (i) Conducts studies, drills and tests of effectiveness of building safety plans
- (j) Inspects and monitors district security and safety systems
- (k) Acts as liaison with local police department and other authorities
- (l) Collects and prepares evidence for case disciplinary proceedings and criminal court
- (m) Maintains records of safety and security incidents and prepares related data and reports

### **QUALIFICATIONS:**

- (a) Graduation from a New York State or regionally accredited college or university with a bachelor's degree in Criminal Justice or Occupational Health and Safety, or related field(s), plus two (2) years of supervisory or managerial experience in security and safety operations in a school setting or:

Graduation from a New York State or regionally accredited college or university with a bachelor's degree in Criminal Justice or Occupational Health and Safety, or related field(s), plus two (2) years of experience as a police officer which included assignments or in-service training relating to violence in schools, juvenile justice or other areas directly related to issues affecting school districts.

GUARD 7078

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class patrols the buildings and grounds in a school district to enforce school rules and ensure the safety of students, staff and visitors; and to prevent damage to school facilities. The incumbent is expected to establish a rapport with students in order to provide an atmosphere that is safe and conducive to the proper functioning of the school; and to assist students or refer them to proper staff members for assistance with any problems. Employees may be expected to provide classroom instruction directed at increasing awareness, personal safety and an understanding of applicable laws. Work requires the exercise of independent judgment and is performed under the general supervision of the building principal. Does related work as required.

TYPICAL WORK ACTIVITIES

Patrols all areas of school buildings and grounds including halls, stairwells, rest rooms, courtyards, entrances and parking lots to prevent trespassing, loitering, and class cutting, and to protect persons and property, maintain order, and assure compliance with all rules and regulations;

Assists students with problems and refers them to proper staff members;

May conduct classroom presentations to provide information and answer questions regarding personal safety, crime and violence prevention techniques and applicable laws including drug laws, traffic laws, etc.;

Questions unauthorized persons on or around school premises, advises as to school rules, and either directs visitors to the principal's office, or asks them to leave;

Restrains persons engaged in disorderly conduct;

Reports, to the building principal, any problems, incidents, and conditions affecting the security of the school buildings and grounds so that the building principal can contact the police if necessary;

Assists police in calming disturbances if necessary;

Assists when emergencies occur within the school building;

Watches for illegal drug use and accompanies school administrators on locker searches for drugs, weapons, or explosive devices.

FULL PERFORMANCE KNOWLEDGES SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of laws, rules and regulations applicable to a school district and necessary for promoting and maintaining proper conduct, and ensuring the safety of students, staff and visitors; good knowledge of crisis intervention and conflict resolution techniques; good knowledge of crime and violence prevention techniques; ability to provide related educational information to students through classroom presentations; ability to identify illegal drugs and detect signs of use; ability to diffuse potentially dangerous situations; ability to follow directions; ability to develop a rapport with students; ability to explain rules and regulations in a way that will be understood and obeyed; tact; good judgment; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS

#### OPEN COMPETITIVE

Either:

(a) Graduation from a college with federally authorized accreditation or registration by NY State with a Bachelor's Degree in Criminal Justice or a related field, and one (1) year of experience as a police officer, which includes or is supplemented by one (1) year of experience involving substantial contact with youth in recreation, education or community settings, or;

(b) Graduation from a standard senior high school or possession of a high school equivalency

## *Appendix II:*

### *Human Trafficking Youth Prevention Education Program Human Trafficking School Safety Protocol (For potential victims of human trafficking)*

**This protocol is intended to ensure the safety of students, educators, and other staff reporting human trafficking and other forms of violence; ensure that educators and other staff comply with state mandatory reporting laws; and ensure that students are connected with service providers and/or programs that will reduce further exposure to violence and victimization. If a student is determined to be a potential victim of human trafficking, as defined below, or at risk of violence, immediately notify appropriate school personnel that has received in-depth training under the HTYPE program and on this protocol such as the Human Trafficking Prevention Counselor (See Appendix B for contact information), School Counselor, School Social Worker, or School Psychologist. For the purposes of this protocol, these personnel are considered the appropriate, trained Brentwood Union Free School District staff to meet with potential victims of human trafficking and complete the steps listed below.**

**The Trafficking Victims Protection Act defines “severe forms of trafficking in persons” (22 U.S.C. § 7102) as sex trafficking and labor trafficking.**

**Sex Trafficking:** The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act which is induced by force, fraud, or coercion. Any child under the age of 18 who has been subjected to a commercial sex act is a victim of trafficking regardless of force, fraud, or coercion.

**Labor Trafficking:** The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

**The Brentwood Union Free School District (BUFSD) definition for potential victim of human trafficking is provided below.**

**Potential Victim of Human Trafficking:** Any individual who is reported as being a victim of a severe form of trafficking in persons as defined in the Trafficking Victims Protection Act or is suspected of being a victim of human trafficking. Students may be determined to be potential victims of human trafficking through student self-disclosures, reports from educators and other staff, reports from peers, etc.

### **ALL STAFF PROCEDURES if a student is a potential victim of human trafficking:**

- ❑ **Step 1:** Notify appropriate/trained BUFSD staff (as defined on Page 1) to meet with the student.
  - ❑ The student whereabouts are unknown; a report has been filed with appropriate agency.
- ❑ **Step 2:** If appropriate, walk the student to that staff person's office.

All staff should address student self-disclosures or peer disclosures in a culturally and linguistically responsive, trauma-informed, person-centered manner that prioritizes the student's well-being. For example:

- Facilitating the ability for the student to use their primary language when disclosing;
- Reminding the student that they are not in trouble;
- Offering the student choice in which trained BUFSD staff to meet with and when they meet;
- Explaining to the student applicable mandated reporting requirements; and
- Validating the student's and/or peer's willingness to disclose this information.

BUFSD staff, including building administrators, teachers, registered nurses, doctors, psychologists or psychiatrists, and all other employees who come in contact with students and have reasonable cause to suspect child abuse shall immediately notify the building principal/administrator. Under New York Social Services Law Section 413, school employees are required to report suspected abuse to Child Protective Services (CPS). A school employee who possesses a reasonable suspicion that abuse has occurred and who reports the suspected abuse to the principal must ensure that CPS is also notified. **Only one report from the school is required. If a report has been made by BUFSD staff prior to the youth meeting with the Human Trafficking Prevention Counselor, School Counselor, School Social Worker, or School Psychologist (per Step 1), please communicate that with the appropriate trained staff that will be meeting with that youth.** Please refer to the BUFSD Child Abuse and Maltreatment Policy in the district website. Direct link: <https://www.bufsd.org/board-of-education/boe-policies/policy-details/~board/boe-policies/post/5460-child-abuse-outside-the-educational-setting>

### **HUMAN TRAFFICKING PREVENTION COUNSELOR, SCHOOL SOCIAL WORKER, OR SCHOOL PSYCHOLOGIST PROCEDURES:**

- ❑ **Step 1:** Appropriate/trained BUFSD staff (as defined on Page 1) to meet with the student.
  - ❑ The student whereabouts are unknown; a report has been filed with appropriate agency.
- ❑ **Step 2:** If it has not already been completed, trained BUFSD staff is to fill out the "Brentwood Union Free School District Human Trafficking Indicator Tool (see Appendix A)". This Tool can be completed utilizing information provided directly by the student or from other sources such as school personnel, peers, and/or parents/guardians.
  - ❑ No indicators were identified during the completion of the BUFSD Human Trafficking Indicator Tool. (Do not proceed to additional steps. Refer to the BUFSD child abuse reporting policy if other forms of child abuse or maltreatment are suspected.)

- Indicators were identified during the completion of the BUFSD Human Trafficking Indicator Tool. (Proceed to Step 3)
- Step 3:** If there are concerns for the student’s immediate mental health or physical health, communicate this with the parents/guardian (if appropriate) to assure that the student is taken to be evaluated or examined by appropriate medical or mental health professional as soon as possible.
  - There are **no** concerns for the student’s **immediate** mental or physical health.
  - There are immediate health concerns, but parent contact is not appropriate at this time due to suspicions or confirmation that the student has been abused or maltreated by their parent/guardian/caregiver. (Proceed immediately to Step 5.)
- Step 4:** If appropriate and in consultation with the student, contact the parent/guardian/caretaker and address any concerns identified through the “Brentwood Union Free School District Human Trafficking Indicator Tool.” If applicable and appropriate, discuss options for reporting any potential crimes and acts of violence that have occurred to the Suffolk County Police Department. Empower the student’s and caregivers to report this information and offer them support in the reporting process.
  - Diligent efforts have been made to contact the parent/guardian; however, they could not be reached.
  - Parent contact is not appropriate at this time (if the reason for this is not listed under step 5, please explain the reason): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.
- Step 5:** If there are suspicions or confirmation that a student under the age of 18 has been abused or maltreated by their parent/guardian/caregiver or the parent is the alleged trafficker, the building principal/administrator is to be notified and a phone call must be placed to the New York State Central Register on Child Abuse and Maltreatment (1-800-635-1522). Refer to the BUFSD child abuse reporting policy (<https://www.bufsd.org/board-of-education/boe-policies/policy-details/~board/boe-policies/post/5460-child-abuse-outside-the-educational-setting>). Consider including information collected through the “Brentwood Union Free School District Human Trafficking Indicator Tool” when reporting possible abuse or maltreatment.
  - There are no current concerns that student is being abused or maltreated by their parent/guardian/caretaker.
  - The student is over the age of 18 and there are suspicions or concerns that the parent/guardian/caretaker is the trafficker. Contact Suffolk County Safe Harbour (631-439-0480) if appropriate and in consultation with the student.
- Step 6:** If appropriate and with consultation with the student, involve Suffolk County Police Department/School Resource Officer 631-854-8300, dial 911 if need be). If a crime has occurred, law enforcement is able to follow up on the report, regardless of who the alleged perpetrator is; therefore, they could address cases in which the alleged perpetrator is not a

parent/caregiver. In the event that CPS was contacted, coordinate with CPS agency before involving local law enforcement.

- Local law enforcement involvement is not required at this time.
- (From Step 4): The student and/or their parent/caregiver has reported the potential crime to the police.

**Step 7:** Trained BUFSD staff is to refer the student/family to community-based services. Please refer to the “BUFSD Community Based Services for Potential and Confirmed Victims/Survivors of Human Trafficking, or Other Forms of Violence.”

- The student qualifies for assistance for foreign national youth (see Appendix C) and a request has been submitted. (Note: Do not ask the youth about their status.)
- Step 8:** Trained BUFSD staff is to set up regular contact with the student for counseling as appropriate to the student’s current situation/needs (see “Appendix D” for Student Follow-Up Tracking Form). Trained BUFSD staff is to maintain communication, as needed, with out-of-school agencies (e.g., child welfare, service providers, etc.) that the student is engaged with to ensure school personnel have a continued understanding of their role in addressing any reintegration, safety, or case plans involving the student and to provide any updates on the student’s educational needs in relation to these plans.
  - Student cannot be contacted/student’s whereabouts are unknown at this time. Appropriate agency has been notified.
- Step 9:** Investigate potential impact on school campus, such as harassment, recruitment, or threats to school safety and notify appropriate agency if need be. Information collected is to be noted in the eSchool Guidance Journal.
- Step 10:** Information collected by Prevention Counselor or other trained BUFSD staff is to be documented in the “Guidance Journal” on the eSchool system (assure confidentiality). Please note confidentiality disclosure below. Completed physical copies of the HTSSP and/or the Human Trafficking Rapid Indicator Tool will be stored in a secure location in the Prevention Counselor’s office.

**Confidentiality Disclosure:** All reports, written materials, and documentation obtained or submitted regarding any student while following this protocol is to be kept confidential and may not be disclosed, except to law enforcement authorities involved and/or Child Protective Services agency conducting an investigation regarding said student. Any other parties must provide BUFSD with a HIPAA release form or a pertinent consent of release of information form signed by the parent and/or student.

### Referrals Made and Agencies/Organizations Contacted

<p><b>Law Enforcement</b>  <b>For emergencies dial 911</b>                  Police Dept./Precinct: _____                   Officer Name: _____                   Phone: _____                   Email: _____</p>	<p><b>Child Protective Services</b>  <b>Mandated reporter: 1-800-635-1522</b>  <b>Public: 1-800-342-3720</b>                  Case Number: _____                   Caseworker Name: _____                   Phone: _____                   Email: _____</p>
<p><b>Community Service Provider</b>                   Organization Name: _____                   Contact Person: _____                   Phone: _____                   Email: _____</p>	<p><b>Other Service Provider/Agency</b>                   Organization Name: _____                   Contact Person: _____                   Phone: _____                   Email: _____</p>

Assure that referrals that are being made are suitable to the student's (and family's) needs, person centered, trauma informed, and linguistically and culturally appropriate and/or refer to the BUFSD Community Based Services for Victims/Survivors of Human Trafficking.

For immediate onsite mental health crisis intervention contact Suffolk County Crisis Response: **631-952-3333**  
 Suffolk County Safe Harbor for victims and survivors of human trafficking: **631-439-0480**

Additional comments or information:

---



---



---



---



---

Name of person filling out this form: \_\_\_\_\_

Phone/Extension: \_\_\_\_\_

**Brentwood Union Free School District  
Human Trafficking Rapid Indicator Tool**

*To identify students who may be human trafficking victims or are at risk of being human trafficking victims*

**Name of staff:** \_\_\_\_\_

**Name of student:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

The following is a list of “Red Flags” that indicate a child may be at risk of or experiencing human trafficking (sex and/or labor).

- **Do not directly ask the student or family the questions.**
- **The child may be at risk of or experiencing human trafficking if the answer is “Yes” to any of the indicators below.**

	<b>Yes</b>
Are there signs of sexual abuse, and/or servitude and reason to believe that the child, parent/guardian, or other person(s) facilitating the abuse, was given, or promised anything in return for the sexual abuse or servitude of the child?	
Is there reason to believe there are photographs, social media posts, or other recordings of instance(s) of sexual abuse of the child?	
Has the parent/guardian been a victim of human trafficking or is there concern that the parent/guardian has been a victim?	
Does the child have a history of multiple runaways or episodes of homelessness?	
Does the child have tattoos that show, imply, or suggest ownership and/or that he/she/they does not have an explanation for? (e.g., daddy’s girl, property of someone’s name, symbols, etc.)	
Does the child have, or has he/she/they had, a family member, relative, romantic partner who is controlling and/or whom the child appears to be afraid of or very attached to?	
Does the child have a history of multiple or chronic sexually transmitted infections, multiple pregnancies/abortions, or report multiple anonymous sexual partners?	
Does the child have money, a cell phone, hotel keys, or other items that he/she/they does not have the resources to obtain and cannot account for, or in the other extreme not being provide with basic needs?	
Has a gang affiliation been disclosed, reported, or suspected?	
Is someone else other than the child’s parent or guardian in control of his/her/their identification or passport?	
Is there reason to believe that the child’s employment is violating labor and/or child labor laws?	
Are there signs that the child is engaged in illegal activities or informal services for the benefit of a potential trafficker?	
Does the child appear compelled or manipulated in any way to provide labor or services (this can be also mask as “volunteer” work or services)?	
Do you have any other reason to believe the child may be a be at risk of or experiencing human trafficking? If so, explain below.	

**If “Yes” was answered to any of the above questions, follow the steps outlined in the HTSSP for suspected human trafficking. If the alleged trafficker is a parent/caregiver, a report of suspected abuse must be made to CPS.**

Other: \_\_\_\_\_

**Prevention Counselor’s Role:** To facilitate the implementation of the HTYPE Program and assist with meeting the following program objectives:

- Provide human trafficking prevention education to educators and other staff that equips them to identify and respond to students who are experiencing human trafficking or are at high risk, to report concerns in accordance with the HTSSP, and to respond to student disclosures in a culturally and linguistically responsive, trauma-informed, person-centered manner;
- Deliver human trafficking prevention education to students that addresses risk factors and is designed to build resilience to labor trafficking and sex trafficking by strengthening students’ knowledge and skills, increasing their perception of risk, and encouraging the adoption of healthy behaviors;
- Train qualified individuals employed by the LEA (Local Educational Agency) to implement and replicate project activities throughout the school district or identified target area(s); and
- Develop and implement the HTSSP in consultation with local law enforcement that facilitates reporting trafficking concerns to the appropriate authorities (e.g., child welfare, law enforcement); notifying parents, guardians, and caregivers, when appropriate; and referring students to supportive, person-centered, trauma-informed, culturally responsive, and linguistically appropriate services.
- Provide specialized training to the following positions: School Counselor, School Social Worker, or School Psychologist. These trainings will include education on the use and completion of the HTSSP, how to use Human Trafficking Rapid Indicator tool, and making referrals to and working with local service providers.

Human Trafficking Prevention Counselor’s Contact information:

Wendy Gudema

[wendy.gudema@bufsd.org](mailto:wendy.gudema@bufsd.org)

631-434-2394

## Foreign National Youth Requirements to Report and Request Assistance

- There are concerns of possible forced labor or commercial sex at any point in the minor's life.
- The minor is currently under the age of 18 and is currently located in the United States.
- The minor is a non-U.S. citizen and non-lawful permanent resident.

### Steps to request Assistance

Step 1. Create an account in [Shepherd](#), OTIP's online case management system.

<https://shspfm.gss.acf.hhs.gov/eaasidentityserver/Identity/Account/Login/LoginSelection/>

Shepherd User Guide:

[https://www.acf.hhs.gov/sites/default/files/documents/otip/Shepherd\\_RFA\\_User\\_Guide.pdf](https://www.acf.hhs.gov/sites/default/files/documents/otip/Shepherd_RFA_User_Guide.pdf)

Step 2. Submit a Request for Assistance to OTIP in Shepherd.

Step 3. Check your emails and log back into your account for updates and to submit additional information to OTIP.

### Determination Types

- ***Eligibility Letter***  
Request for Assistance indicates clear trafficking concerns or information gathered during period of Interim Assistance indicates clear trafficking concerns. Letter issued to the minor immediately or following the period of Interim Assistance that provides the minor the ability to apply for benefits and services to the same extent as a refugee. This letter does not expire.
- ***Interim Assistance Letter***  
Request for Assistance indicates possible concerns of trafficking. Letter provides 90 to 120 days of benefits before a Denial or Eligibility Letter is issued.
- ***Denial of Assistance***  
Request for Assistance did not indicate any possible concerns of trafficking. Internal denial response in Shepherd explaining why there was not enough information to provide Interim Assistance or Eligibility.
- ***Denial of Eligibility Letter***  
Request for Assistance and additional information and consultation during Interim Assistance period do not indicate clear trafficking concerns. Letter issued to the minor after the period of Interim Assistance explaining that the minor is no longer eligible for assistance as a victim of trafficking.



*Appendix III: Emergency Remote Instruction (ERI) Plan*

**1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction.**

**§155.17(c)(1)(xxi)(a)**

The Brentwood Union Free School District Board of Education Policy #4527 details the issuance, maintenance, and replacement of electronic devices to ensure students will have the means to participate in synchronous instruction.

**2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity.**

**§155.17(c)(1)(xxi)(a)**

The goal of the Brentwood Union Free School District is to ensure that all students receiving remote instruction will have access to internet connectivity. The district will continuously work to identify internet service providers to provide cost free internet connectivity under emergency conditions for students to support synchronous instruction.

**3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction.**

**§155.17(c)(1)(xxi)(b)**

All school staff of the Brentwood Union Free School District will follow their respective local contracts to support synchronous and asynchronous instruction on days of remote instruction under emergency conditions.

**4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.**

**§155.17(c)(1)(xxi)(c)**

The Brentwood Union Free School District will provide educational materials to those students for whom remote instruction by digital technology is not available or appropriate.

**5. A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education.**

**§155.17(c)(1)(xxi)(d)**

In the case of a district/school closure, the remote model will provide a consistent schedule of synchronous and asynchronous learning that supports the needs and abilities of individual students. We will document the programs and services offered and provided to students with disabilities as well as communications with parents as required by NYSED Commissioner's Part 200 and 201 Regulations. These Regulations are available at: <http://www.p12.nysed.gov/specialed/lawsregs/part200.htm>. Documentation will include:

- Continue to follow district diagnostic assessment and progress monitoring plan and schedule as described in Teaching and Learning
- Utilization of Cleartrack (IEP software program) progress notes and monitoring tools
- Continue to follow goal progress monitoring (schedule and frequency) as per individual students' IEPs
- Maintain monitoring of goals regardless of in person, hybrid, or remote learning models
- We will address meaningful parent engagement in the parent's preferred language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA
- Utilize a clear communication plan to both parents and students in order to provide clarity and continuity of the learning expectations. Educators will provide parents with information about how to contact the administration and/or teaching staff to answer questions about their child/children's learning or the technology they are using
- Regular communication with families via phone, Office 365 Team, letters, email
- Maintain schedule of team meetings, review meetings, annual reviews and reevaluation meetings, etc. as per identified in individual students' IEPs via Office 365 Teams
- Conduct requested reviews, initial CSEs following state guidelines via Office 365 Teams
- Collaboration and communication with Brentwood Special Education SEPTA representatives and meetings
- The district will provide training on the primary technology tools being used to support learning

In order to provide collaboration between the committees on preschool special education (CPSE) and committees on special education (CSE) and program providers representing the variety of settings where students are served to ensure there is an understanding of the provision of services consistent with the recommendations on individualized education programs (IEPs), plans for monitoring and communicating student progress, and commitment to sharing resources we will:

- Communicate with outside agencies, BOCES, nonpublic, private/parochial schools regarding status of their reopening plans and impact on Brentwood School District students attending those schools or accessing services

- Survey parentally placed students' families with IEPS if that student will continue to attend individual setting under reopening plans

We will ensure access to the necessary accommodations, modifications, supplementary aids and services, and technology (including assistive technology) to meet the unique disability related needs of students by:

- Team meetings

- Maximizing staff to ensure student access to accommodations, modifications, aids, services, and technology

- Regular scheduled meetings of District Special Education Leadership Team which includes:

- Administrative representation from each building

Special Education Team Leader from each building

Building Psychologist

Assistant principal overseeing K-12 mental health

Director of Student Services

- Regular scheduled meetings with

Special education teachers

Psychologists

Related Service Providers

Assistive Technology Team

- Consistent scheduled parent communication at CSE and building level

Communicate with building level teams to ensure that students have access to differentiated and appropriate materials in any learning model (ex. access to leveled text remotely, hands on materials at home, hard copy of material when screen not appropriate)

- Students with identified accommodations and modifications to be provided according to their section 504 plan

**6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.**

**This provision allows for districts to determine the number of hours per day that the district plans to provide instruction during emergency remote learning.**

The Brentwood Union Free School District intends to claim an estimated 6 hours for State Aid purposes for each day spent in remote instruction due to emergency conditions.

*Appendix IV: SRO Memorandum of Understanding*

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into on August 14th, 2023 between Brentwood Union Free School District, hereinafter referred to as the "School District," and Suffolk County Police Department, hereinafter referred to as "SCPD," collectively known as the "Parties."

WHEREAS, the School District recognizes the importance of maintaining a safe and secure learning environment for its students, staff, and visitors;

WHEREAS, the School District acknowledges the valuable role played by the School Resource Officer (SROs) in ensuring the safety and security of school premises;

WHEREAS, the SCPD acknowledges the significant responsibility associated with assigning an SRO to the School District;

NOW, THEREFORE, the Parties agree to the following terms and conditions:

1. **PURPOSE:** The purpose of this MOU is to establish a cooperative framework for the placement and supervision of an SRO within the School District with the overarching goal of ensuring the safety and well-being of all individuals present on school grounds.
2. **APPOINTMENT AND DUTIES:** SCPD agrees to assign qualified and trained SROs to the School District, subject to availability and budgetary constraints. The appointed SRO(s) shall serve as a valuable resource to the School District by fostering positive relationships, providing guidance, and maintaining a safe school environment.
3. **TRAINING:** The School District agrees to collaborate with the SCPD to provide ongoing training and professional development opportunities for SROs. This includes equipping SROs with the necessary knowledge and skills to engage effectively with students, manage crisis situations, and address issues such as diversity, mental health, and conflict resolution.
4. **COMMUNICATION AND COLLABORATION:** The School District and SCPD acknowledge the importance of regular and effective communication. The Parties agree to establish and maintain open lines of communication to ensure the seamless coordination of efforts related to school safety and security.
5. **CONFIDENTIALITY:** The Parties recognize the importance of maintaining the confidentiality of sensitive student information. The School District shall provide necessary training to SROs regarding confidentiality requirements and ensure that they handle all student-related information in compliance with applicable laws and regulations.

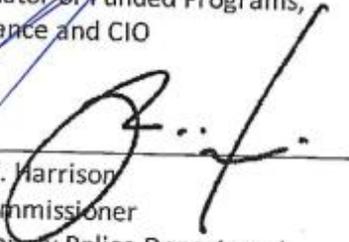
6. TERM AND TERMINATION: This MOU shall commence on the date of execution by all Parties and remain in effect until terminated by either Party with written notice provided to the other Party at least 3 (three) days in advance.

IN WITNESS WHEREOF, the Parties have executed this MOU as of the date first above written.

Brentwood Union Free School District:

By:   
Byron McCray  
Director of School Safety  
Chief Emergency Officer

By:   
Vincent Leone  
Coordinator of Funded Programs,  
Compliance and CIO

By:   
Rodney K. Harrison  
Police Commissioner  
Suffolk County Police Department