

Middle Country Central School District DISTRICT-WIDE SCHOOL SAFETY PLAN 2026-2027

In accordance with Chapter 181 of the Laws of New York 2000 (commonly referred to as Project SAVE, Safe Schools Against Violence in Education Act), the following policies and procedures comprise the Middle Country Central School District-Wide School Safety Plan and must be implemented by each building. This plan is general in nature and forms the framework for the Middle Country Central School District Safety Program when implemented in conjunction with individual school building safety plans and appropriate school specific disaster management plans. Any updates to the Building Level Emergency Response Plans based on required annual review or otherwise, shall be forwarded to the Superintendent's designee at Central Office. The Superintendent's Chief Emergency Officer or designee shall forward updated plans to applicable local response agencies (i.e. Suffolk County Police Department, Centereach and Selden Fire Departments).

I. IMPLIED OR DIRECT THREATS OF VIOLENCE BY STUDENTS, STAFF AND VISITORS

A. Building Level Emergency Response Plan

Each building shall update its Building Level Emergency Response Plan annually prior to September and shall provide instruction to students, staff, and visitors to prepare them to respond to disaster and emergency situations in a practical way during the normal school hours and after school programs and activities. It shall be standard operating procedure for staff and students to be familiar with the Building Level Emergency Response Plan to ensure each individual knows what to do in an emergency and how to do it should the need arise. Building Level Emergency Response Plans are filed with the State Police and local law enforcement annually and updated when changes are made. Building Level Emergency Response Plans shall identify potential sites of emergency including, but not limited to, buildings, grounds, buses, field trips, and work sites and shall contain the following elements:

- Procedures for the safe evacuation of students, staff and visitors in the event of a serious violent incident or other emergency.
- Designation of an emergency response team comprised of school personnel, local law enforcement officials and representatives from local, regional and/or State Emergency Response Agencies, other appropriate incident response teams and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident.
- Procedures for assuring that crisis response and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area.
 - Establishment of internal and external communications systems in emergencies.
 - Definition of the chain of command in a manner consistent with the National Interagency Incident Management System/Incident Command System.
- Coordination of the School Safety Plan with the statewide plan for disaster mental health services to assure that the school has access to federal, state and local mental health resources in the event of a violent incident.
- Procedures for review and the conduct of drills and the exercises to test components of the emergency response plan.
- Policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property.

B. General Daily Prevention Measures

The implementation of the District-Wide School Safety Plan begins with the adoption of basic preventative measures prior to a crisis. All personnel shall practice these measures on a daily basis.

- Each teacher/staff member who occupies a room or area must scan the room or area upon first entering.
- The building administrator or his/her designee should be notified immediately if anything looks suspicious.
- After opening the room, staff should key the door in the locked position, if possible.
 - When leaving the room vacant, staff should lock and close the door, where applicable.
- After school begins, all entrances should be locked, except those monitored or where access is controlled.
- All visitors must obtain a visitor's pass. All students, visitors and staff must adhere to District and building level identification (I.D.) and visitor pass policies and procedures.

Secondary students shall use their ScholarChip I.D. cards to authorize and record entry to the building upon arrival.

Visitors to the Schools

The following policy excerpts apply to all Visitors in the School:

1240 VISITORS TO THE SCHOOLS

Regulation Info: 1240R

To promote effective communication between the citizens of the community and the school system, the Board of Education encourages parents and other citizens to visit their schools periodically during the course of the school year.

All visitors shall be required to show photo ID (identification) to appropriate school personnel and record their name and purpose of visit. Upon the completion of said requirements the visitor will be provided with a visitation pass. All visitors must remain in the visitor registration area until such a time as the party they are visiting arrives to receive them unless otherwise directed by the building principal or designee. The Superintendent, or designee, shall develop guidelines for the implementation of this policy.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

Visits to school buildings are to be in accordance with Board regulations. All visitors are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated. A violation of the visitation policy shall be prosecuted pursuant to New York State law.

5300.65 CODE OF CONDUCT- VISITORS TO SCHOOLS

Visitors to the Schools

The Board recognizes that the success of the school program depends, in part, on support by the larger community. The Board wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must enter through the designated single point of entry upon arrival at the school and show picture identification, sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the Principal's office before leaving the building.
- Visitors attending school functions that are open to the public, after school hours such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents who wish to observe a classroom or social activity while school is in session are required to arrange such visits in advance with the classroom teacher(s), and Building Principals, so that class disruption is kept to a minimum. The duration of each visit shall be determined by the building principal.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.
- Blue Strobe Light Alerts

Arriving visitors who observe activated Blue Strobe Lights should be aware that the building has an internal emergency and is not accepting visitors. Please retreat to a safe location off of the property and go to the District website or contact the District Administrative Office at 631-285-8000 for support.

II. ACTS OF VIOLENCE BY STUDENTS, STAFF AND VISITORS

Plans of Action

To account for the variable character of disaster emergencies and the extent of advance warning, there are four differing plans of action to ensure the health and safety of students, staff and visitors: Cancellation Prior to the Start of School, General Evacuation (including evacuation of handicapped individuals), General Go-Home, and General Shelter. Details of these plans are covered in each building's Building Level Emergency Response Plan.

1. Cancellation Prior to the Start of School

The Executive Officer or his/her designee(s) shall make the decision to close schools/offices for the health, welfare, and safety of students, staff, and visitors. Notice will be given to parents and students through the use of the District Website, email, Connect-ED voice and text message as well as other appropriate procedures. Each building shall establish and implement a telephone notification chain for staff. As a general statement, staff is expected to report for service as usual unless specifically relieved via the telephone notification chain.

2. General Evacuation

This plan shall be used as a guideline when conditions within a building present an immediate health or safety risk to the occupants and vacating the building would reduce or eliminate those risks.

- Upon notification to evacuate, students, staff, and visitors are to immediately leave their building according to the fire exit plan posted near each door or as directed, and in accordance with specific building procedures for evacuation of handicapped or those with disabilities.
- Students, staff, and visitors are to proceed through the corridor, with minimum talking, as per building procedure.
- Students and staff are to remain together in designated areas outside the building. Staff members are responsible for supervision of students and taking attendance, in order to be certain that all students have left the building. Any student unaccounted for shall be reported to the Principal's designee.
- If evacuation is to be extended, follow the General Shelter Plan.
- In the case of a bomb threat, follow Bomb Threat Plan.
- Each building will determine the location of their Incident Command Center.

3. General Go-Home Plan

This plan shall be used when it is necessary to return students to their homes as rapidly as possible and in coordination with the Transportation Departments procedures for implementing emergency bussing/transportation support.

- Students shall remain in their classrooms until called for bus loading. Classroom instruction should be continued whenever possible.
- When appropriate, contact shall be made with parent/legal guardian or emergency drop off address to certify that an adult will be at home to receive the child.
- Teachers and administrators shall assist in bus loading and safety of walkers and pick-up areas. Before any bus is permitted to leave, a check shall be done to see that all students attempting to board the bus are safely aboard. Walkers should proceed in accordance with building walker procedures.
- Staff shall remain in the building until dismissed by an administrator. Upon leaving, all doors are to be closed and lights extinguished. Administrators shall be responsible for the final building check before leaving and locking doors.
- In some instances, this procedure may result in delays before students reach their homes. Therefore, it might become necessary to implement the General Shelter Plan.

4. Shelter Plans

These plans shall be used in crisis situations when it has been determined that being inside a building is safer than being outside. The plan consists of three parts: Shelter-In-Place, Hold-In-Place, and Off-Campus Shelter.

Shelter-In-Place

Used to shelter students and staff inside the building.

- Listen for instructions about the situation and your actions.
- Students in hallways should return to their assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Move away from windows, if the situation warrants.
- If instructed, move out of the classroom to a designated safe area. Stay together at all times.
- Take attendance.
- Listen for updates.

Hold-In-Place

Used to limit movements of students and staff while dealing with short term emergencies.

- Listen for instructions about the situation and your actions.
- Students in hallways should return to their assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Listen for updates.

Off-Campus Shelter

This plan shall be used when it becomes necessary to move students, staff and visitors off campus completely and immediately.

- Upon notification to evacuate, students, staff and visitors shall immediately leave their building according to the Fire Drill Exit Plan posted near each door and/or as directed.
- Staff shall lead their students to a location determined by the building administrator.
- The Central Office has an agreement with Suffolk County Community College - Selden Campus for a sheltering space. The Central Office shall coordinate if a large-scale off-site sheltering is needed.

Off Campus Shelter

Suffolk County Community College

Ammerman Campus

533 College Road, Selden,

New York, 11784

5. Evacuation of Disabled Students, Staff, and Visitors

Each Building Level School Safety Plan shall include evacuation procedures for all disabled persons and shall identify assigned responsibilities and procedures to assist the disabled. Each building administrator shall work with local emergency responders to ensure their understanding of the protocols included in their Building Level School Safety Plan.

6. Evacuation Areas

Evacuation areas must be identified in the Building Level School Safety Plan, and staff should know the location of the evacuation areas where students will be taken during emergencies. Students and parents should only be notified of evacuation areas as needed, due to security considerations and confidentiality. Students shall remain in designated evacuation areas until dismissal or parental/guardian pickup.

7. Weather Conditions and Evacuation

The possibility always exists that students and staff may have to evacuate a building during inclement weather conditions. The Building Level Emergency Response Plans should address procedures for prolonged outdoor exposure; therefore, administrators at each school must determine how best to provide temporary shelter should the time outside be prolonged.

8. Re-Occupancy of a School Building

After law enforcement or fire department personnel have cleared a building, the building administrator or his/her designee shall be responsible for making the decision to reenter the school building. Based upon information received, one of three decisions shall be considered by the building administrator, after consultation with the superintendent or designee: (1) reoccupy the building and resume classes; (2) relocate the building occupants to another facility (sheltering); or (3) activate the plan for early dismissal.

9. Incident follow-up: implied and direct threats will be handled as follows....

1. Student -implementation of disciplinary action consistent with Code of Conduct
2. Teachers -as per existing protocol, then per Staff Code of Conduct
3. Visitors-via coordination with Security Staff

III. APPROPRIATE PREVENTION AND INTERVENTION STRATEGIES

A. Staff Shall Be Trained in Compliance with Project SAVE Legislation

- All **Middle Country Central School District** buildings shall refer to the Code of Conduct Procedures and Guidelines.
- **Middle Country Central School District** shall review, on an annual basis, the feasibility of extended day programs for its student population.
- **Middle Country Central School District** shall provide informational resources to assess the climate in each building, identify strengths and gaps, and suggest possible programs.

B. Student Transportation Safety

Middle Country Central School District acknowledges that a bussed student's day begins the minute the student boards the bus until he/she steps off of the bus at the end of the day. Therefore, to ensure student safety:

- All buses are staffed by personnel knowledgeable about the students and their needs and are trained accordingly
- All personnel involved in a student's day are a member of the student's team
 - The bus driver/aide annual safety meeting will include anti-violence procedures and warning signs
- A building liaison shall be identified during orientation for the bus driver to contact so he/she can report all bus issues/incidents
- Bus supervisors will be trained to recognize and identify a potential crisis. They will be advised as to the proper procedures to follow. This information will be reviewed with new hires during the school year.

IV. CONTACTING LAW ENFORCEMENT OFFICIALS IN THE EVENT OF A VIOLENT INCIDENT

Student Safety

Each building administrator shall establish an ongoing rapport with local law enforcement officials in order to develop appropriate safety and security policies and procedures. These departments/officials support both building level and District level Safe Schools/Emergency Planning Meetings and are our contacts for assistance during emergencies, and to coordinate resources.

Centereach Fire Department
9 S Washington Avenue
Centereach, NY 11720

Selden Fire Department
44 Woodmere Place
Selden, NY 11784

Suffolk County Fire Rescue
Emergency Services
Yaphank, NY 11980

Suffolk County Police Department -4th Precinct
Hauppauge, NY 11788

Suffolk County Police Department 6th Precinct
Selden, NY 11784

New York State Police
Troop "L" Headquarters
Farmingdale, NY 11735

V. CONTACTING PARENTS, GUARDIANS IN THE EVENT OF A VIOLENT INCIDENT

Student Notification

Building administrators shall develop procedures for contacting parents or guardians in the event of violent incidents and crisis situations. All procedures shall be in accordance with the Middle Country Central School District Code of Conduct and New York State Law, and all anti-violence policies and procedures shall be presented to staff and students annually in a clear and concise format. When a student is involved in any violent situation, a parent or guardian shall be contacted. The following resources are utilized as needed to support the communication effort: media notification, posting of emergency information on District Website, School Building Websites and the Connect-ED Notification System (voice and text message).

VI. SCHOOL BUILDING SECURITY

Building Safety/Security

Middle Country Central School District shall provide the necessary physical environment, security devices, security personnel and procedures/policies to ensure the safety of all students, staff, and visitors who lawfully enter **Middle Country Central School District** property. **Middle Country Central School District** shall monitor that each facility is physically secure by:

- Reviewing building alarms systems, fire alarms systems, proper lighting, and appropriate locking systems for possible improvements

Conducting ongoing visual inspection and systematic maintenance of security alarms, fire alarms, inside and outside doors and locking devices to ensure they are working properly

- Establishing procedures for building access which limit entrances, with all other entrances locked from the outside

Middle Country Central School District shall identify staff members who will be responsible for the effective administration of safety/security regulations and shall provide the necessary time and resources to those employees. Supervisor of Buildings and Grounds/Security responsible for the screening and hiring and deployment of Security Staff at all schools. **Middle Country Central School District** shall establish and implement an ongoing mechanism to provide schools with the availability of school safety/security personnel for appropriate security in the hallways, entrances, exits, and parking lots. Building administrators and building safety teams will review the security needs of their facilities and make recommendations to implement the required changes. Supervisor of Buildings and Grounds/Security coordinates with Superintendent and Building Principals when for times of heightened security, evaluate security guard performance, and redeploy staff as needed.

Middle Country Central School District shall provide appropriate staff, security devices and training available to all sites to ensure the safety and security of students, staff, and visitors. Security devices include, but are not limited to use of, cameras (internal/external), handheld metal detectors, lockdown buttons, classroom door emergency deadbolts (red), two-way radios, detection alarms, phones (regular/cell phones), intercom systems, and coordination with local law enforcement for special services which may include building walkthroughs by the Canine Unit. The District is also enrolled in the Safe Suffolk Rave Facility/Smart 911 Program.

Obtaining an Employee RAVE Smart 911 Cell Phone App: Contact your building Principal who will coordinate with the Middle Country District Office to register your Smartphone.

Middle Country Central School District shall provide an ongoing avenue for the effective review of safety and security concerns of students, staff, and visitors.

VII. DISSEMINATION OF MATERIALS REGARDING EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

Student Management Issues

Early detection of an anxiety state in a student result in eliminating up to 85% of a potential crisis. Therefore, personnel involved with **Middle Country Central School District** students shall receive training on warning signs and symptoms of suicide and violent behavior. Resources are the MCCSD DASA Program, the District's Crisis Intervention Team and the District Code of Conduct.

VIII. ANNUAL SCHOOL SAFETY TRAINING FOR STUDENTS AND STAFF

Safety Training

Staff shall receive annual school safety and school violence prevention training by September 15th of the new school year. In order to provide and maintain a safe and secure environment for all personnel, it is imperative to establish policies and procedures for annual school safety training. **Middle Country Central School District** shall implement a staff development program in order to assure that staff incorporate the necessary knowledge and skills to assure their own safety, as well as the safety of students and visitors. Training shall be implemented as follows:

1. Staff

- All staff receive safety training annually including school safety components of mental health.
- Right-to-know training (as required by law).
Blood borne pathogen training (as required by law).
- School violence prevention and intervention training.
- Additional building-based training conducive to on site discretion and needs.
- Knowledge of **Middle Country Central School District** Board Policies related to safety and security.
- Knowledge of School Safety Plan and specific roles related to plan.
- Training in the use of security devices as needed.
- Training on how to recognize the signs of Sudden Cardiac Arrest, responding appropriately, and the location of the automated external defibrillators that are all clearly labeled and stored properly.
- Offer staff the opportunity to register their cell phones into the District's RAVE 911 Smartphone App.

2. Students/Staff

- Annual review of student handbook and Code of Conduct as early in the school year as practical.
- Evacuation drills, lockdown drills, early release drill and bus drills as required by law
- Classroom and/or assembly orientations on security and safety issues.
- Nonviolent conflict and peer mediation where appropriate.
- Conduct school safety programs.

IX. PROTOCOLS FOR RESPONDING TO BOMB THREATS, HOSTAGE-TAKINGS, INTRUDERS AND KIDNAPPINGS

See Middle Country Central School District Emergency Response First Steps Manual and Building Safety Plans for Procedures on How to Respond to Multi-Hazard Emergencies.

All emergencies reported to District Office are evaluated by the Superintendent, communicated to the Administrative Cabinet, and Central Staff along with available Leadership Team Members are deployed to the scene to meet with the School and local Agency Incident Commander to assume management and mitigation roles including - Perimeter Control, Student Accounting, Parent/Visitor/On-looker Management, Mobile Communications etc...

Post-Incident Response teams are outlined in Building Safety Plans, and additional support is provided through the Office of Pupil Personnel along with coordination of local and regional Disaster Mental Health Teams when needed (BOCES, Suffolk County).

X. IMPROVING COMMUNICATION AMONG STUDENTS AND BETWEEN STUDENTS AND STAFF AND REPORTING OF POTENTIALLY VIOLENT INCIDENTS

Using student and staff input, each building shall establish an appropriate mechanism for the anonymous reporting of school violence and harassment that will meet the needs of their student population (e.g., Internet, telephone hotline to central office or school, outside agency, suggestion box, etc.).

Building administrators shall ensure that the following tasks are covered during the first month of the school year:

- Inform students of the proper procedures to access staff
- Inform students that staff will be available to discuss any concerns/problems
- Advise students of appropriate staff members to contact in the event of a conflict on the bus

The Middle Country Central School District has created District-Wide policies regarding bullying, violence and harassment that shall be disseminated to all staff and students on the first day of school.

All staff members must be trained in recognizing and effectively dealing with these behaviors, review all related material distributed, and coordinate with counselors, psychologists and social workers as needed.

- Please contact your school building main office and school DASA coordinator to communicate or report concerns or warning signs that could impact your child's school building.

XI. PROCEDURES FOR REPORTING HEALTH AND SAFETY IMPACTS OF A STUDENT

This procedure needs to be followed when a teacher or staff member witnesses a student engaging in behaviors which are deemed violent or a precursor to violence.

Elementary

- The teacher notifies administration the day of the incident.
- Administration investigates. If the incident is deemed violent, then it is recorded. The Social Worker, Guidance Counselor and/or School Psychologist will be notified.

Secondary

- The teacher notifies administration the day of the incident. The Social Worker, Guidance Counselor and/or School Psychologist will be notified as well.
- If the incident involves technology and the viewing of violent/inappropriate content, then the point person in the District's Technology Department will be notified by the Administrator.
- The incident, if deemed inappropriate, gets recorded in an Incident Folder.

* If the student has had several incidents in school whether it be the present year or years past, the teacher/staff member of record will be given access to the Incident Folder.

HIRING SCREENING PROCESS OF SCHOOL SECURITY PERSONNEL

School Safety Personnel-Duties, Training, Hiring and Screening

1. School Building Hall Supervision

A hall monitor will work in an atmosphere that is closely related to the educational process in constant contact with the student population. They will provide a sense of smooth transition and security while students, staff and visitors move about the halls in the **Middle Country Central School District** school buildings. The number of hall monitors and their working hours shall be determined by building site/population needs. The duties shall include:

- Ensure exterior doors are securely locked and have not been propped open.
- Greet visitors and may distribute passes.
- Direct hall traffic (check all passes)
- Monitor the traffic and use of hallways and corridor lavatories.
- Door security.
- Alert building administrator or his/her designee about altercations/situations.
- Interaction/intervention as required.
- Report vandalism and unsecured areas to the building administrator or his/her designee.
 - Other duties specific to security purposes as determined by the building administrator.

Required training and required knowledge shall include (Building Principals and Safety Teams that require support or resources to assist with the implementation of training can contact the Business Office or Buildings and Grounds for further assistance):

- Table-top Exercise- A table-top exercise is an activity in which school emergency teams gather to discuss simulated emergency situations in order to test and improve emergency management and response strategies.
- 8 School Emergency Evacuation Drills are required annually. One is required in the first two weeks of school. Four of the eight are required by December 31st. Four lockdown drills are required annually. Two are required by December 31st. One early dismissal drill is required annually. Three bus drills are required annually. The first drill to be conducted during the first seven days of school, the second between November 1st and December 31st and the third to be conducted between March 1st and April 30th.
- School violence prevention and intervention training
- All Building Safety Teams meet at least once per year with Police/Fire/EMS to review and update procedure and plans, including multi-hazard scenarios and scenarios that staff and students have recent concerns about the results of these meetings are used for information and training to building staff at periodic staff meetings.
- Annual site-specific training including review of all manuals (e.g., **Middle Country Central School District** Policies, School Safety Plan, Staff Handbook, etc.).
- Right-to-know training
- Blood Borne Pathogen training

2. Safety/Security Officer

Safety/security officers regularly encounter a wide variety of safety and security related problems as they patrol **Middle Country Central School District** buildings and grounds to prevent the endangerment of students, staff, and visitors who lawfully enter **Middle Country Central School District** property. Safety/security officers shall be hired and managed by **Middle Country Central School District** or contracted through an outside company, and the number of safety/security officers and their working hours shall be determined by building site/population needs. The duties may include:

- Ensure exterior doors are securely locked and have not been propped open
- Provide protection for students, staff, and visitors
- Enforce **Middle Country Central School District** policies (i.e., smoking, weapons)
- Assist building administrators/building safety teams in developing Building Level Safety Plans • Patrol parking lots, outside entrances and doorways, outside walkways and secured areas (e.g., automotive corrals)
- Control flow of campus traffic, particularly at bus arrival/dismissal, oversee parking
- Conduct periodic checks of doors, windows and parking areas to prevent trespassing and vandalism • Interaction/intervention with students, buses, etc. as required
- Direct hall traffic (check all passes)
- Greet visitors and distribute passes
- Provide information and directions as may be required
- Patrol hallways and patrol lavatories
- Intervene in the event of disturbances and contact appropriate officials
- Restrain persons engaged in disorderly conduct and/or make civilian arrests
- Respond to emergencies such as bomb threats and building evacuations
- Assist in calming disturbances and crowd control
- Assist law enforcement officers in the performance of their duties
- Work with police and rescue personnel during medical emergency situations
- Bring any fire hazards and building safety problems to the attention of the building administrator
- Alert building administrator about altercations/problems
- Report vandalism and unsecured areas to building administrator
- Perform other duties specific to security purposes as determined by site

Required training and required knowledge shall include:

- State certification
- School violence prevention and intervention training
- Annual site-specific training including review of all manuals (e.g., **Middle Country Central School District Policies**, School Safety Plan, Staff Handbook, etc.)
- Right-to-know training
- Blood Borne Pathogen training

Middle Country Central School District
Public Health Emergency/Communicable Disease
Continuation of Operations Plan

Essential Employees

Employee <u>Type/Position</u>	Rationale	Schedule
Superintendent	Planning & management	Rotation with Cabinet for in-person and remote whenever possible.
Deputy/Assistant Superintendents	Planning & management	Rotation with Cabinet for in-person and remote whenever possible.
Administrative Staff	Planning & management	Rotation/Remote and in-person on an as needed basis.
Unaffiliated	Planning & management	Rotation/Remote and in-person on an as needed basis.
Food Service	Food preparation & distribution	Rotation with Food Service Staff as required
Custodial/Operations/ Heads & Chiefs	Cleaning & sanitation	In-person/rotation with Custodial Unit Members
Maintenance	Repair	In-person/Rotation and in-person with Maintenance Staff
Technology	Technology Support	In-person/remote
Nurses	Health/Testing If needed	Remote and in-person on an as needed basis.

Non-Essential Employees

<u>Employee Type/Position</u>	Rationale	Schedule
Teachers (Includes all instructional staff)	Work Remotely	Work Remotely. Will be required to come when work is essential.
PPS Staff	Work Remotely	Work Remotely. Will be required to come when work is essential.
Teaching Assistants/Aides	Work Remotely	Work Remotely. Will be required to come when work is essential.
Clerical	Work Remotely	Work Remotely. Will be required to come when work is essential.
Transportation	No Transportation of Students needed. Other transportation responsibilities will require in-person work	Will be required to come when work is essential.

Technology/Telecommute Plan**Technology and Connectivity****Students**

Adequate access to computing devices and high-speed broadband is essential to ensuring educational equity. With that in mind, the District provides all students in grades K–12 with a Chromebook to support continuity of instruction during emergency shutdowns or remote learning situations. Pre-Kindergarten students receive Chromebooks during the late winter or early spring.

Staff

Instructional staff and necessary instructional support staff are provided with Chromebooks to ensure continuity of instruction and operations during remote learning situations. In addition to physical hardware, staff receive professional development focused on effective remote instruction and digital learning practices. Remote learning strategies will continue to be incorporated into current and future professional development opportunities.

Professional Development and Instruction in Digital Learning

The District established an Instructional Delivery Design Committee to support the effective integration of technology into teaching and learning. The committee focuses on providing professional development for teachers and administrators in designing and delivering effective online and remote learning experiences.

Professional development opportunities are delivered through professional periods, faculty and staff meetings, Superintendent's Conference Days, and other training activities.

Students and families are also provided with guidance, instruction, and resources related to the effective use of instructional technology and appropriate participation in remote learning environments.

Technical Support

The District provides ongoing technology support for both staff and students. The District also works closely with technology vendors to ensure continued access to necessary hardware, software, and related services needed to support remote instruction and District operations when necessary.

Troubleshooting, Repairs, and Replacements

All District technology devices are repaired and replaced through the District Computer Center, which is staffed by District personnel and augmented by Arctiq staff procured through BOCES. Computer Center staff are able to respond to requests for assistance from onsite staff and students, as well as staff, students, and families participating in remote learning.

Both District staff and District families have access to technical assistance provided by the District Computer Center.

How to Request Help

Middle Country utilizes IncidentIQ as its technology ticketing system. All District users are able to submit technology support requests and track ticket progress from creation through resolution. District Google credentials are used to access the system.

<https://mccsd.incidentiq.com>

Communication

District-Wide Communication Plan for Parents:

- a. Live plans on each school website
- b. Connect-Ed calls/emails/texts to regularly update parents/guardians

Communication Plan for Staff-

- c. Live plans on each school website
- d. Connect-Ed calls/emails/texts to regularly update parents/guardians

Other Communication Tools:

- Regular Phone Lines
- Emergency Phone Chains/cell phones
- Remote access to the District network and email
- Google Meet and Google Share

- School and District Push messaging via Blackboard Connect
- School and District Homepage Web Posts and Updates

Work Schedules

To the greatest extent possible all employees will be on a staggered work schedule allowing for the least amount of employees to be physically present at the buildings. However, there will be times when employees will need to be physically present. In terms of staggering those employees who must rotate in, like custodial and food service, the employees will be on staggered schedules such as an A/B schedule where employees work for 1 or 2 weeks physically and then remotely for the following 1 or 2 weeks. The length of time an employee will need to be present will depend on how many employees need to be present and how many people are in the department. The schedules will be built so that there will be the least amount of overlap amongst employees and where employees do not need to interact with each other only to the greatest need possible to limit cross contamination.

School Building in-person vs remote work schedules can be confirmed through the School Building Main Office/Principal's Office.

District Wide in-person vs remote work schedules can be confirmed through the office of the Department Administrator/Supervisor.

Health Attestation and Resources Created for Reporting to School:

Staff - Door swipes and manual sign-in sheets

Visitors - Appointments and sign-in sheets

Students -Daily attestation tickets

Return to School Plan for Infected Individuals

Personal Protective Equipment

The District will always maintain an adequate supply of personal protective equipment. The management of the supply & ordering is managed by the Director of Physical Education, Health and Athletics. Each location is given a specific amount of PPE and as the locations need more, they directly communicate their needs to the Directors office. The Director maintains a log to ensure that all buildings receive an adequate supply and ensure that the supply is depleted as is expected and not sooner. The ordering is completed by the Business Office. The Purchasing Agent has multiple ways of securing PPE so that the District employees will always have an adequate supply of PPE. Contractors are required to provide their safety protocols prior to entering our buildings and provide their own PPE.

Mask Wearing/PPE

Students:

- Generally should supply their own masks daily.
- Additional masks will be available in the event a student forgets to bring a mask or is in need of a new one.
- Adult Masks and Face Shields will be available for all staff.

Gloves:

- Gloves will also be provided as needed.

Supply:

- PPE inventory will be maintained at the District and building level and distributed as needed. Medical gowns will be provided for nurses and be available for a staff member as required. Proper use of PPE Videos will be available for students and staff to ensure proper use of all PPE.

Nurse's Office:

- Isolation Room or Area.
- All nurse's offices will have an isolation room or area for students who are sick or exhibiting any potentially contagious symptoms.

Protocols for Communicable Disease Protocol Cases/Exposures/Symptoms

Attached are the protocols for COVID-19 which are to be used as the template for future communicable diseases. Modifications and changes would be needed as the District would follow suggestions from the Department of Education and local Health Department.

Communicable Disease Protocol

Cleaning

All of our buildings are cleaned as per individual building plans and disinfected each night. If there is a need for an imminent disinfection due to a positive case or a person with symptoms, the custodial staff will be called immediately and use the disinfectant spray to disinfect the area.

Water Fountains

- a. Reduce number of usable fountains
- b. Ensure greater usage of no touch water bottle filling station
- c. Regularly clean/disinfect

Cleaning & Disinfecting Procedures

- a. Multiple times throughout the day, high-touch, high-use areas including door knobs, handrails and bathroom sinks/toilets will be cleaned using an approved disinfectant.
- b. Cafeteria tables will be sanitized after every scheduled meal time. At the end of the day they will be disinfected.
- c. Non-alcohol-based hand sanitizer will be available at building entrances, classrooms and gymnasiums.
- d. Alcohol based hand sanitizer will be available in staff only areas.
- e. Nighttime staff will clean and disinfect every desktop as well as doorknobs, handrails and light switches.
- f. Nighttime staff will utilize a spray mister to disinfect/sanitize all utilized areas of the building.
- g. EPA-approved products for disinfecting and sanitizing include the following:
 - i. Spray misters: TBX and Clorox 350 disinfectant
 - ii. E22 and E23 disinfectant and E15 Sanitizer
 - iii. E31 is a multi-surface PH neutral cleaner for floors, walls, fixtures, etc.

Ventilation

1. Open windows as much as possible
2. Keep doors open as much as possible
3. All air handlers District-Wide were professionally disinfected by an outside organization.

Emergency Location Sites: Centereach High School Gym and Newfield High School Gym will be made available if emergency housing is required.

Tracking

All staff members are required to use their employee swipe badges to sign in and out of each location. In addition, employees must sign in and out of each location to ensure contact tracing can be completed.

In addition, all contractors are required to schedule days/times they are coming to the buildings. In addition, they are required to provide a list of those employees who are scheduled to be at the buildings.

Contractors shall receive prior approval from the Buildings & Grounds Department/Facilities Director for each visit. Contractors shall then check into the Main Office or Custodial Office as directed, upon scheduled arrival, for attendance tracking and health attestations.

Workplace Violence Prevention Program (WVPP)

(in connection with MCCSD Policy 8130.2 WORKPLACE VIOLENCE PREVENTION)

INTRODUCTION

This Middle Country CSD Workplace Violence Prevention Program is designed to prevent, minimize and respond to any workplace violence incidents in accordance with Labor Law 27-b and Code Rule 800.6, "Public Employer Workplace Violence Prevention Programs."

This Employee Workplace Violence Prevention Plan, in connection with the District-Wide Safe Schools Plan & Continuation of Operations & Emergency Remote Learning Plan, is located at **District-Wide Safe Schools & Violence Prevention Plan**. The District's Policy for Workplace Violence Prevention is located on the District's website, under Board of Education Policies,

MCCSD POLICY 8130.2

WORKPLACE VIOLENCE PREVENTION

<https://go.boarddocs.com/ny/mccsd/Board.nsf/Public#>

Workplace Violence is defined as any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury;
- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

WVPP RISK FACTORS

Middle Country CSD has evaluated its workplaces to determine the presence of factors or situations in such workplaces that might place employees at risk of workplace violence. An evaluation of relevant records including past reports of workplace violence incidents and injuries to identify patterns in the type and cause of injury as well as in particular workplaces, operations or individuals was conducted. A review of relevant policies, work practices and work procedures that may impact the risk of workplace violence was also completed. Lastly, an evaluation of the physical workplaces was completed to determine the presence of factors which may place employees at risk of workplace violence.

Below is a list of the risk factors identified as a result of the workplace examinations;
... some examples below - to be determined by the results of the committee review...

- Violence directed at employees by students.
- Violence directed at employees by parents or guardians of students.
- Violence against coworkers, supervisors, or administrators by a present or former employee.
- Violent acts by criminals who have no other connection with the workplace but enter to commit a crime.
- Violent acts by approved contractor or visitor to the workplace upon an employee.
- Violence at the workplace by a non-employee, but who has a personal relationship with an employee, this includes domestic violence related incidents that occur at the workplace

- Employee vulnerability varies across the workplaces and is based on a number of factors. Workplaces with increased vulnerability include work practices that can involve;
 - Working alone or in small numbers
 - Working late after typical operating hours
 - Working early morning hours
 - Working evening shifts
 - Working in high risk locations or job duty functions with known previous security problems or vulnerabilities

WVPP Workplace Violence Prevention

Methods used to prevent the occurrence of workplace violence incidents include but are not limited to;

- enforcing existing workplace Policies and procedures,
- training to increase employee awareness of the signs/effects of workplace violence,
- the importance of swift reporting of workplace violence incidents and injuries,

- making high-risk areas more visible to more people,
- ensuring sufficient external lighting,
- adequate security camera coverage in common spaces (corridors, stairwells, entrances, exterior parking lots),
- providing training in conflict resolution and nonviolent self-defense responses,
- establishing and implementing reporting systems for incidents of workplace violence

WVPP

Hierarchy of Controls

In situations where the risk associated with a potential workplace violence hazard cannot be completely eliminated, control measures can be used to reduce the risk to employees. A hierarchy of controls to adhere to are as follows; engineering controls, work practice controls, and personal protective equipment.

- i. Engineering Controls reduce the hazard through substitution or design. An example of an engineering control would be the installation of a physical barrier to protect employees from a member of the public (security vestibule, greeter windows, deep counters). Engineering controls are not always feasible. If engineering controls are not feasible, then consideration is given to work practice controls.
- ii. Work Practice Controls reduce the hazard by changing organizational policies and procedures. An example of a work practice control would be requiring check-in procedures and/or itineraries to account for employees who work alone and are not under the direct supervision of administrators.
- iii. Personal Protective Equipment (PPE); For the most part, this type of intervention is not relevant to workplace violence prevention. However, there can be some job duties PPE would be appropriate; body armor for law enforcement personnel or armed security guards, or in some cases aids could don specific PPE based upon student anticipated behaviors.

Policies, plans and procedures applicable to workplace violence prevention, hazard mitigation and notification are consistent with the above control methods.

WVPP

Hazard Mitigation

Hazard mitigation includes the methods and means by which the employer shall address each specific risk identified in the workplace evaluation. Middle Country Schools has conducted school threat assessments, and with the support of the District Wide Safe Schools Committee, and in coordination with Building Level Safe Schools Committees, a list of risk factors have been compiled for employees across the school district, w/control measures and hazards identified to continuously monitor and improve employee safety.

WVPP Incident Reporting

If the workplace violence situation warrants a response from emergency services, all building occupants are authorized to request via established and available communication tools. Additionally, all incidents of workplace violence, whether they result in physical harm or not, are to be reported in accordance with the [insert the notification process in its entirety herein making sure it complies with the notification process identified in the WPV Policy Statement, MCCSD uses the existing Employee Injury/Illness Report Forms, OSHA/PESH log and VADIR logs to develop the report of workplace violence must be in writing and maintained for the annual program review.

All personnel are responsible for notifying their Supervisor and Building Administrator of a workplace violence incident. The notification process at a minimum shall entail completing an Employee Injury/Incident Report and providing to their Supervisor. Subsequently, the notification process for that Report form shall be followed.

This policy shall be enforced in accordance with applicable laws and regulations, collective bargaining agreements, and the Code of Conduct, as may be necessary.

The report must include at a minimum;

- Workplace location where incident occurred;
- Time of day/ shift when incident occurred;
- A detailed description of the incident, including events leading up to the incident and how the incident ended;
- Names and job titles of involved employees;
- Name or other identifier of other individual(s) involved;
- Nature and extent of injuries arising from the incident; and
- Names of witnesses.

If the case is a "privacy concern case" as defined below, a Workplace Violence Incident Report as set forth above is still required. However, before sharing a copy of such Report, the employer shall remove the name of the employee who was the victim of the workplace violence and shall instead enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name.

The employer shall treat incidents involving the following injuries or illnesses as privacy concern cases:

- An injury or illness to an intimate body part or the reproductive system
- An injury or illness resulting from a sexual assault
- Mental illness
- HIV infection
- Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material
- Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the Report.

Potentially violent student behavior is reported via the MCCSD DASA Program and substantially Violent and Disruptive Student Incidents are captured on NYSED required VADIR reports.

All other potentially violent incidents (threats or incident involving non-students, other employees, visitors, or from the public) are to be reported on Employee Incident Form. Significant Employee Injuries resulting from violence incidents are captured and reported consistent with NYS Department of Labor OSHA/PESH Annual Workplace Employee Accident and Injury Reporting requirements and forms.

WVPP Employee Training

Each employee must be provided with information and training on the risks of workplace violence in their workplace(s). Training must be provided at the time of the employee's initial assignment and at least annually thereafter. Information as necessary shall be provided to affected employees whenever significant changes are made to the workplace violence prevention program.

At a minimum training shall address the following:

- The requirements of the workplace violence regulations, described here, and the risk factors that were identified in the risk evaluation determination;
- Measures that the employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented to protect employees, such as incident alert and notification procedures, appropriate work practices, emergency procedures and the use of security alarms and other devices;
- The location of the written workplace violence prevention program and how to obtain a copy

The training and information will be shared to all employees in accordance with the regulation and also annually at the start of each school year prior to Sept. 15th.

Annual Review

The Workplace Violence Prevention Program shall be reviewed and updated on at least an annual basis as an additional charge to building-level and District-Wide Safety Team. The employer, with the participation of the authorized employee representative(s), shall also conduct a review of the Workplace Violence Incident Reports, at least annually, to identify trends in the types of incidents in the workplace and review of the effectiveness of the mitigating actions taken.

Confirmation of the annual review shall be documented in the Annually Updated Public Posting of the District-Wide Safety Plan at mccsd.net.

Disclosure

Nothing in this plan or Code Rule 800.6 shall require the disclosure of information otherwise kept confidential for security reasons. Such information may include information which, if disclosed:

- Would interfere with law enforcement investigations or judicial proceedings;
- Would deprive a person of a right to a fair trial or impartial adjudication;
- Would identify a confidential source or disclose confidential information relating to a criminal investigation;
- Would reveal criminal investigative techniques or procedures, except routine techniques and procedures; or
- Would endanger the life or safety of any person.

WVPP

LIST OF RISKS AND MITIGATION EFFORTS

Specific Risk Mitigation topics strengthened and coordinated with the District's District Wide Safety Committee, included:

- Incorporating the Emergency Remote Learning and the Continuation of Operations Plan.
- Updating of bus capacities and availability in an emergency for temporary sheltering & evacuation.
- Coordinated access of law enforcement to camera systems
- Installation of automated alarms to the Suffolk County Police Department, 2-way integration with school lockdown systems.
- Streamlined school access for emergency responders and law enforcement.
- Heightened focus on employee & student accounting and reunification procedures.
- School building walkthroughs, assessments of violence prevention strategies in coordination with the Homeland Security School Threat Assessment Program.

Examples of other Risks evaluated and improved upon during Risk Evaluation

- enforcing existing workplace Policies and procedures including the Code of Conduct, Safety Plans
- training to increase employee awareness of the signs/effects of workplace violence, the importance of swift reporting of workplace violence incidents and injuries,
- making high-risk areas more visible to more people;
- installing external lighting;
- security camera coverage in public spaces (corridors, stairwells, entrances, exterior parking lots),
- providing training in conflict resolution and nonviolent self-defense responses; and
- establishing and implementing reporting systems for incidents of workplace violence. Violence directed at employees by students.
- employee training on school conduct, child abuse, DASA, emergency intervention/crisis response, school violence prevention, emergency response protocol, CPI training, etc.

- Providing security and supervision in common spaces by both personnel and use of security cameras
- expanding phones & two-way radios for immediate communication and notification for crisis response and/or emergency services
- Use of RAVE app for additional emergency service notification

WVPP

Annual Employee Safe Schools & Violence Protection Topics

That upon reopening of each new school year, all school staff are aware; where to reference in more detail, who to contact for more detail, and how to contribute to safe and secure schools through the School Building-Level Emergency Response Plan and Teams. The annual training and information shall include:

1. Emergency Response Procedures: School building emergency response procedures are detailed in the School Building-Level Emergency Response Plan:

- The Building-Level Emergency Response Plan contains building level emergency response procedures, and is available at the School's Main Office. The plan identifies the Principal and Building Level Safety Team members who meet annually to update the plan, and can be utilized as contacts regarding emergency response procedures and roles and responsibilities outlined in the plan. Stay tuned each year for building level detail at September staff and faculty meetings, know who comprises your building level emergency response team, and as always, contact the Principal/Main Office of your school for more information.
- The District's Emergency Response Chart, distributed annually, outlines the 5 basic emergency response protocols as well as the critical first steps to take if and when one of the responses might be necessary.
- SUFFOLK COUNTY SCHOOL RAVE PANIC BUTTON APP for your school: With the push of a button, the Rave Panic Button app immediately dials 9-1-1 and law enforcement, while simultaneously sending notifications to school and District officials. Contact your building Principal or School Safety Team for more information if interested.

2. Violence Prevention Procedures: The key resource for violence prevention procedures is the Building-Level Emergency Response Plan, which includes the protocols for the following:

- Coordination with law enforcement agencies to address the daily role of law enforcement officers in and around school.
- How to make sure the building is physically secure.
- How to get students to and from school safely (including traffic control and pedestrian safety).
- How to keep prohibited items out of school.
- How to respond to threats identified by the behavioral threat assessment teams.
- The written District-Wide Safe Schools Plan, including the Continuation of Operations & Emergency Remote Learning Plan, and the Employee Workplace Violence Prevention Program is located at District-Wide Safe Schools & Violence Prevention Plan.

3. Mental Health Support: Your school's Building-Level Emergency Response Plan is the resource for mental health support contact information, procedures, and resources including:

- The courses of action that the school will implement to address emergency medical (e.g., first aid), public health, and mental health counseling issues.
- How the school coordinates these efforts with the appropriate emergency medical services, public health, mental health, law enforcement, fire department, and emergency management representatives.
- Mental Health resources, guidance, and contacts for support can also be found on the District's Website at the Social Worker Department Page: <https://www.mccsd.net/Page/238>

Contact the Main Office of your school for access to the Building-Level Emergency Response Plan, for more information on how to contribute to safe and secure schools through the School Building-Level Emergency Response Plan, the SCHOOL RAVE 911 App, and your school's Building-Level Safety Team.

(END WVPP)

District-Wide Safety Plan Appendix References

Appendix A

Resources for Parent /Student Distribution: (Improving Communication/Resources)

- District Finalsite Connect Ed Notification System (phone and text)
- District Calendar to all parents/guardians communicates:
 - Emergency Information Process
 - Availability of Guidance & Counseling Services
 - Availability of Social Work & Psychological Services
 - Project SAVE/and Safe School Zone Programs
 - Security (24 Hour Hotline for reporting) & Visitor Badges
 - Code of Conduct Availability
 - Code of Conduct Summaries
- Crisis Hotline: Response Hotline is open 24 hours a day/7 days a week, 631-751-7500. Calls are free, confidential and anonymous.

Appendix B

Vital Educational Agency Information

The district accounts for key contact/personnel/demographic information regarding other educational institutions in the vicinity of Middle Country CSD. This information is used for planning purposes and as a reference tool at the time of emergency. The list is to be used to contact these agencies and inform them of an emergency/disaster in the Middle Country CSD, as well as to coordinate resources (i.e. Sheltering, Transportation).

Appendix C

Hazard Identification

Potential sites:

Immediate:

1. School Building Threats
2. Transportation Depot- 25 N. Bicycle Path, Fuel Tanks, Bus Storage
3. Suffolk County Community College
4. SUNY at Stony Brook

Moderate:

1. Shoreham Power Plant
2. Brookhaven National Lab
3. McArthur Airport
4. Smithaven Mall