

# Middle Country Central School District DISTRICT-WIDE SCHOOL SAFETY PLAN

Proposed 2023-2024 (Public Comment)

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 Building Safety 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).

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

### A. Building Level School Safety Plans

Each building shall update its Building Level School Safety 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. It shall be standard operating procedure for staff and students to be familiar with the Building Level School Safety 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 School Safety 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 Schools...*

#### 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 the Board regulations posted in conspicuous places. 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.

## **CODE OF CONDUCT- VISITORS TO SCHOOLS**

Code 5300.65

### **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 or visitors 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.

### **Acceptable Forms of Visitor Identification:**

The Visitor System accepts U.S. Government issued IDs such as Drivers Licenses, Passports, Military ID, Green Card and all International ID's, Drivers Licenses, National ID Cards and Passports.

### **Visitor Blue Strobe Light Awareness:**

Arriving visitors who observe activated Blue Strobe Lights should be aware that the building has an 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.

## **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 radio and television stations and 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.
- Contact shall be made with Transportation to evaluate bus sheltering options. The District has the capacity to shelter 680-1020 students onto District buses, with possible expanded capacity for up to 49 more non-district buses to shelter another 2156-3234 students.
- The Central Office shall coordinate large scale off-site sheltering if needed. The Central Office shall coordinate with SUNY Stony Brook and Suffolk County Community College for approval of possible parking lot or indoor sheltering space.
- Buildings should make prior arrangements with the area hotels, motels, firehouses, churches, theaters, halls, etc. to serve as Designated Off-Campus Shelter Sites in the event indoor shelter is required. Additional housing may be available through the American Red Cross Program. These arrangements should be documented in the Building Level Emergency Response Plan along with the contact name and phone number of the potential host facility.

#### Off Campus Shelter

SUNY @ Stony Brook

Suffolk County Community College

## **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

## **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.

## **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.

Suffolk County Police Department  
6th Precinct  
Selden, NY 11784

Suffolk County Fire Rescue  
Emergency Services  
Yaphank, NY 11980

Suffolk County Police Department  
4th Precinct  
Hauppauge, NY 11788

Centereach Fire Department  
Centereach, NY 11720

Selden FD Coordinator  
Office Board of Commissioners  
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 Hotlines, District and School Building Websites, PTA Phone Chains and the Blackboard Connect Notification System.

## 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, panic buttons (classrooms/offices), 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.

## DISSEMINATION OF MATERIALS REGARDING EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

### Student Management Issues

Early detection of an anxiety state in a student results 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.

## 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

- Annually by September 15th of each year, training in the following safe schools components:
  - Emergency Response Procedures
  - Violence Prevention
  - 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.
- Offer staff the opportunity to register their cell phones into the District's RAVE 911 Smartphone App. Contact your building Principal who will coordinate with the Middle Country District Office to register your Smartphone.

## 2. Students/Staff

- Annual review of student handbook and Code of Conduct as early in the school year as practical.
- Schools as required by law, are to conduct drills and exercises to test components of the Emergency Response Plan, including the regular school year and during the regular school day:
  - Eight evacuation drills and four lock-down drills each year, eight of the required drills must be completed by December 31st of each school year.
  - Four of the required drills must be through the use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress.
  - Conducting drills at different times of the school day.
  - Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly.
  - At least one early dismissal drill each school year that is no more than 15 minutes before the normal dismissal time, including:
    - Notifying parents and guardians at least one week prior to the drill and testing the usefulness of the communications, student accounting & reunification and transportation system during emergencies.
- Classroom and/or assembly orientations on security and safety issues.
- Nonviolent conflict and peer mediation where appropriate.
- Conduct school safety programs.
- Please also visit the District's New Wellness web page at <https://www.mccsd.net/wellness> for additional resources.

## **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).

## **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.

## 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

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.
- Drills and exercises to test components and roles as part of the emergency response plan.
- Annually by September 15th of each year, training in the following safe schools components of Emergency Response Procedures, Violence Prevention and Mental Health.
- 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

- 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 and Emergency Remote Learning Plan

**Essential Employees**

<b><u>Employee Type/Position</u></b>	<b><u>Rationale</u></b>	<b><u>Schedule</u></b>
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**

<b><u>Employee Type/Position</u></b>	<b><u>Rationale</u></b>	<b><u>Schedule</u></b>
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 a computing device and high-speed broadband is essential for educational equity. With that in mind, the District is ensuring that all students in grades K-12 have been provided with a Chromebook in order for them to continue their education during an emergency shutdown. Pre-Kindergarten students that need them, are expected to receive Chromebooks by the end of January. At this point, all students PreK-12 will have a District assigned Chromebook. The District has an ongoing monitoring program to identify and resolve any student with unmet needs.

The District surveyed the community, took requests passed from classroom teachers, and took direct requests from households that did not have a household internet service provider. These families were provided a cellular hotspot that District devices were able to connect through. We will continue to use all available resources to ensure that all students are afforded equal access to technology.

### ***Staff***

Instructional and necessary instructional support staff that need them have been provided with a Chromebook so that they can continue their jobs educating students. In addition to the physical hardware, staff have received professional development on how to teach and assist via a remote setting. Remote learning will be included in current and future professional development for staff. All essential and non-essential staff needed to continue the operations of the District have all been provided with computer set-ups from their remote location. All new employees are set-up remotely to ensure all staff who are involved in planning/managing/operating the District remotely can do so immediately.

### ***Professional Development and Instruction in Digital Learning***

The District established an Instructional Delivery Design committee that is addressing the use of technology, particularly to provide professional development for teachers and leaders on designing effective online/remote learning experiences. These experiences will be delivered through a combination of professional development during professional periods, staff and faculty meetings, superintendent's conference day, and other training activities.

Students and families will be provided instruction and resources on the effective use of instructional technology and appropriate participation in remote learning. This instruction and associated 16 resources are being developed by a digital literacy curriculum committee, formed for this purpose.

### ***Technical Support***

The District has always offered IT support to staff and students when in the District. As of COVID-19, the District's Computer Center has expanded its support offerings to staff, parents, and students on not only District devices, but also personal devices and household internet.

During a shutdown, a technology support center is accessible via a drive thru/limited physical access set-up to ensure anyone who needs technology support can receive it so they can continue with their learning. A continuation plan has been developed to ensure as new grades enter the school system, that any new students with unmet technology needs shall be provided with these resources, they too shall receive a Chromebook. The District works with specific vendors to ensure there is access to the technology we need to continue operations including the Hardware and Software.

### ***Troubleshooting, Repairs, and Replacements***

All District technology is repaired and replaced by the District Computer Center, which is composed of district staff that is augmented by Dyntek staff procured through BOCES. The Computer Center staff is able to respond to requests for help from onsite staff and students, as well as staff, students, and parents that may be working remotely from home.

Both District staff and district families (students and parents) have access to help provided by the District Computer Center:

### **Staff Help**

Middle Country utilizes GetHelp as its staff ticketing system for technology problems. Staff submit their own technology tickets and are able to check their progress from creation to close. Tickets are submitted at the following URL: <https://mccsd.gethelphss.com/Login/landing>

### **Student/Parent Help**

Requests for help from students and parents are processed a little differently than those from staff, depending upon the type of problem and whether or not they are doing in-person instruction or virtual.

The following is taken from the District website under 'Student/Parent Technology Helpdesk' - <https://www.mccsd.net/techhelpdesk>:

### Computer Center Technology Helpdesk

#### Student/Parent Help

If you need help with your **Google ID username/password** or you need your password reset:

- Students in Grades PreK-6: Please contact your/their teacher or your/their school's main office. They will be able to tell you your password.
- Students in Grades 7-12:
  - If a student does not know their password they should fill out this form: <http://www.mccsd.net/studentpasswordreset>
  - New students and students that know their password and want to change it can do it online at: <http://www.mccsd.net/passwordreset>

- Click the following link: [Middle Country Self-Service Password Reset Portal](#) , to access the Middle Country Self Service Password Reset Portal choose 'Change Password' option on the screen.

**For Students using a District Issued Chromebook, once you login back into your Chromebook with your new password, you will get the follow message:**

- "To unlock and restore your local data, please enter your old Chromebook password."
  - To bypass this, Click on "**Forgot your old password?**"
  - The next screen will say "You may proceed, but only your synced data and setting will be restored. All local data will be lost"
  - Click on "**Proceed anyway**"
- If you have a **student 1:1 Chromebook** and you are having an issue with the hardware please fill out this form: <http://www.mccsd.net/studentchromebookhelp>
- If you are a family in need of either a **loaner device** or **help with internet access**, please email the principal of the school building that your child attends. We are trying to help families achieve a 1:2 ratio of devices - one device for every two children.
- If you are a Virtual Student/Parent with a **technology issue** not covered by the choices above, please contact your/their teacher first and if you still need assistance fill out this form: <https://www.mccsd.net/vepstudenttechhelp>

## **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**

Go to [www.MCCSD.net](http://www.MCCSD.net) for the District's Reopening Plan, School Reopening Plan, Covid 19 Case Protocols and Covid 19 Clearance Protocols.

## **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**

Go to [www.MCCSD.net](http://www.MCCSD.net) for Mask Wearing PPE Protocol updates.

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) COVID-19 symptoms.

## **Protocols for COVID Cases/Exposures/Symptoms**

Attached are the protocols for a positive case:

### **COVID Case 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

Go to [www.MCCSD.net](http://www.MCCSD.net) for updates to the District Wide Re-entry Plan.

- 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

- f. Open windows as much as possible
- g. Keep doors open as much as possible
- h. All air handlers District-Wide were professionally disinfected by an outside organization.

## COVID Leave

Employees may be eligible for New York State Paid COVID Leave.

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

## Tracking

Go to [www.MCCSD.net](http://www.MCCSD.net) for updates to the District Wide Re-entry Plan.

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.

## **Student School Meal Access Options for 23/24 per NYSED (April '23)**

The New York State Education Department has received State-level waiver authority from the United States Department of Agriculture (USDA) to approve the following operational flexibilities that may be needed to provide meals to students required to learn virtually due to an unanticipated school closure during the remainder of the 2022-2023 school year.

**Non-Congregate Meal Service:** Upon approval from NYSED, allows students to consume meals outside of school settings.

**Meal Service Times:** Upon approval from NYSED, this waives the meal service time requirements.

**Parent/Guardian Meal Pickup:** Upon approval from NYSED, meals may be provided to a parent/guardian to take home to their children.

**Offer Versus Serve:** Upon approval from NYSED, allows senior high schools to not implement offer versus serve at lunch.

Food Service shall coordinate with CN representative with any questions regarding this information or in the event that your SF A needs to utilize these waivers to support emergency operations and student meal access via:

NYSED: National School Lunch Program and School Breakfast Program

## Appendices

### Appendix A.

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

- District Blackboard Connect Notification System

District Hotline: 631-285-8088 used for posting Emergency Information that is readily available to concerned parents and community during emergency, including scope of emergency, student sheltering and pick-up procedures/areas, etc...

- 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.
- Wellness Resources are located at <https://www.mccsd.net/wellness>

### 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
5. Local Fuel Stations
6. Nicolls Rd. & Middle Country Rd. Overpass

##### Moderate:

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

## Appendix D.

### District-Wide School Safety Team, Plan Review and Public Comment

The committee's charge is to recommend updates to the District-Wide Safety Plan.

The plan is posted on the District website, under the "District" tab and then under the "Community Resources" link and also under "important School Resource Information".

The District Wide Safe Schools Committee met during the school year 2022-2023. A multitude of topics were addressed including strategies to strengthen building safety and security throughout the District, including:

- Incorporating the Emergency Remote Learning and the Continuation of Operations Plan.
- Updating of bus capacities and availability in an emergency.
- Coordinated access of law enforcement to camera systems.
- Installation of Lockdown/Lockout Blue Strobe Light System and Suffolk County Police Department integrated Panic Button and Lockdown systems. Implementation of automated Lockdown alarms and Panic device systems.
- Streamlined school access for emergency responders and law enforcement.
- Heightened drill focus on student accounting and reunification procedures.
- School building walkthroughs, assessments and improvements in coordination with the Homeland Security School Threat Assessment Program.

A copy of the updated District Wide Safety Plan is also available for public review and comment at the MCCSD District Administrative Office as well as on the District website.