

*DISTRICT-WIDE SCHOOL SAFETY TEAM*

The Bay Shore Union Free School District Board of Education, upon recommendation by the Superintendent of Schools, appoints the District-Wide School Safety Team for 2017/2018.

Michael Krieger (or Representative) BSCTA	Carlton Brown (or Representative) Principal, Gardiner Manor School
Regina Vorwald (or Representative) Principal, Brook Avenue School	Dr. Steven J. Maloney Asst. Superintendent For Curriculum, Instruction and Administration
Charlotte Wilson (or Representative) Principal, Fifth Avenue School	Chris Holmes, Clerical - SHS
Peter Raio Assistant Principal, Middle School	Dr. LaQuita Outlaw (or Representative) Principal, Middle School
Richard Gallagher Transportation Director	Parent Representative Parent Representative
Leticia Garcia (or Representative) Principal, Mary G. Clarkson School	Vicki Zimolka Guidance
Dianne Miranda MDS Clerical	Member of Board of Education Susan Gargan
Johnna Grasso (or Representative) Principal, South Country School	Michael Sutch Security Resource Officer
Joseph J. Hodosky Director of Security	Robert A. Torres Director of Student Services & Central Reg. Chairman, District Safety Committee
Mr. Robert Pashkin (or Representative) Principal, Senior High School	Student Representative Student Representative

The District-Wide Safety Team is charged with the development and yearly review of the School Safety Plan, as well as, Code of Conduct and Dress Code.

# **BAY SHORE UNION FREE SCHOOL DISTRICT**

## ***DISTRICT-WIDE SCHOOL SAFETY PLAN***

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 Bay Shore District-Wide School Safety Plan and must be implemented by each program/building. This plan is general in nature and forms the framework for Bay Shore School District Safety Program when implemented in conjunction with individual school building safety plans and appropriate school specific disaster management plans.

### **I. IMPLIED OR DIRECT THREATS OF VIOLENCE BY STUDENTS, STAFF, & VISITORS**

#### **A. Building Level School Safety Plans**

Each building shall develop a Building Level School Safety Plan 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 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 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 communication 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 other 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 measures prior to a crisis. These measures shall be practiced on a daily basis by all personnel.

- 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.
- After school begins, all entrances should be locked, except those monitored or where access is controlled.
- All visitors must report to the main office to obtain a visitor's pass and all visitor passes must be returned to the main office at the end of the visit.

## **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.

### **A. Cancellation Prior to the Start of School**

The Superintendent of 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.

### **B. 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.
- Students, staff, and visitors are to proceed to the right of the corridor in single file with minimum talking.
- 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.
- If evacuation is to be extended, follow *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.

### C. General Go-Home Plan

This plan shall be used when it is necessary to return students to their homes as rapidly as possible.

- 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. Before any one is permitted to leave, a check shall be done to see that all students designated to ride the bus are aboard.
- 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*.

### D. General Shelter Plan

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

#### 1. *Shelter-In-Place*

- In the event of imminent danger due to natural or man-made disasters, students, staff, and visitors should be notified to "Shelter-In-Place."
- Students, staff, and visitors will move to the main corridor outside the classroom. Classroom doors are to be closed.
- If conditions deteriorate, follow "*In-Building Shelter*" procedures.

#### 2. *In-Building Shelter (Safe Areas)*

Each building shall determine Designated Safe Areas to be used for shelter when conditions allow the safe movement of students, staff, and visitors through the building.

#### 3. *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.
- Building should make prior arrangements with 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 is available through the American Red Cross Program.

#### **E. 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 the Building Level School Safety Plan.

#### **F. 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.

#### **G. 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 School Safety 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.

#### **H. Re-Occupancy of a School Building**

After a building has been cleared by law enforcement or fire department personnel, 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: (1) reoccupy the building and resume classes; (2) relocate the building occupants to another facility (sheltering); or (3) activate the plan for early dismissal.

### **III. APPROPRIATE PREVENTION AND INTERVENTION STRATEGIES**

#### **A. Staff Shall Be Trained in Compliance With Project SAVE Legislation**

- The District trains students and staff on emergency response procedures through required annual drills and exercises in each building including lockdown, lockout, shelter-in-place, early release, fire and evacuation.
- All Bay Shore School District buildings shall refer to the Code of Conduct Procedures and Guidelines
- Bay Shore School District shall review, on an annual basis, the feasibility of extended day programs for its student population.
- All Bay Shore School District buildings shall adhere to the District Dignity for all Students Act Policy.
- The Student Assistance anti-violence program shall provide informational resources to assess the climate in each

building, identify strengths and gaps, and suggest possible programs. The program will develop four different model surveys, which will be modified to suit individual building needs and distributed to staff, students, parents, and bus drivers.

## **B. Student Transportation Safety**

Bay Shore School District acknowledges that a 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
- each building shall have a bus driver/aide orientation program which includes anti-violence procedures and warning sign to be delivered the first week of school
- a building liaison shall be identified during orientation for the bus driver to contact to report all bus issues/incidents
- bus supervisors shall be trained to recognize, identify, and handle a potential crisis using anti-violence procedures and shall review this information with all new transportation staff hired during the school year
- in the event there is a problem before or after the students' school day, the appropriate contact person shall be: Building Principal, Director of Transportation, District Office Administrator, School District Security

## **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.

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

### **Student Notification**

Building administrators shall develop policies and procedures for contacting parents or guardians in the event of violent incidents and crisis situations. All procedures shall be in accordance with Bay Shore School District's 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.

## **VI. SCHOOL BUILDING SECURITY**

### **Building Safety/Security**

Bay Shore 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 Bay Shore School District property. Bay Shore School District shall ensure that each facility is physically secure by:

- installing building alarms, fire alarms, property lighting, and appropriate locking systems
- conducting ongoing visual inspection and systematic maintenance of security alarms, fire alarms inside and outside doors, and locking devices
- establishing procedures for building access which limit entrances, with all other entrances locked from the outside

Bay Shore 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. Bay Shore 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 will review the security needs of their facilities and make recommendations to implement the required changes.

Bay Shore 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, cameras (internal/external), metal detectors (handheld wands), two-way radios, detection alarms, phones (regular/cell phones), proximity identification card access, and intercom systems.

Bay Shore 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 on an anxiety state in a student results in eliminating up to 85% of a potential crisis. Therefore, personnel involved with Bay Shore School District students shall receive training on warning signs and symptoms of suicide and violent behavior.

- Building administrators will coordinate training in conjunction with social workers, psychologists, and guidance counselor.

## **VIII. ANNUAL SCHOOL SAFETY TRAINING FOR STUDENTS AND STAFF**

## **A. Safety Training**

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. Bay Shore School District shall implement a staff development program in order to assure that all staff incorporates 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**

- right-to-know training (as required by law)
- bloodborne pathogen training (as required by law)
- cyber bullying (annually)
- sexual harassment (annually)
- violence prevention training on regular conference days (annually)
- school violence prevention and intervention training including initial non-violent crisis intervention training (CPI training) and refresher courses
- additional building-based training based on site discretion and needs
- knowledge of Bay Shore School District Board Policies related to safety and security
- knowledge of School Safety Plan and specific roles related to plan
- videotapes related to security and crisis situations
- training in the use of security devices as needed

### **2. Students/Staff**

- annual review of student handbook and Code of Conduct as early in the school year as practical
- fire drills as required by law and at least one each of bomb treat drills, intruder drills and evacuation drills
- classroom and/or assembly orientations on security and safety issues approximately twice per year
- nonviolent conflict and peer mediation where appropriate
- minimum of one safety program such as DARE

## **IX. PROTOCOLS FOR RESPONDING TO BOMB THREATS, HOSTAGE-TAKINGS, INSTRUCTIONS, AND KIDNAPPINGS**

*See Appendix for Procedures on How to Respond to Multi-Hazard Emergencies*

## **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 hot line to central office or school, outside agency, suggestion box, etc.).

Building administrators shall conduct an opening day meeting with all students and staff to:

- 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

Bay Shore School District shall create an agency-wide policy regarding bullying, violence and harassment, which 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
- Each building shall create clear and concise enforceable consequences for all inappropriate behaviors which follow the Code of Conduct

All students shall be made aware of the signs and symptoms of violence using the APA-MTV or a comparable warning sign video. As a follow up to the video, the information must be processed by the appropriate personnel (counselors, social worker, etc.) to all students in each building as appropriate.

## **XI. DUTIES OF SCHOOL SAFETY PERSONNEL, PERSONNEL TRAINING, AND THE HIRING SCREENING PROCESS OF SCHOOL SECURITY PERSONNEL**

### **School Safety Personnel-Duties, Training, Hiring and Screening:**

#### **A. School Building Hall Monitor**

A hall monitor will work in an atmosphere that is closely related to the educational process with a 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 Bay Shore School District school buildings. Hall monitors shall be Teacher Aides or Teacher Assistants, and the number of hall monitors and their working hours shall be determined by building site/population needs. The duties shall include:

- greet visitors and may distribute passes
- direct hall traffic (check all passes)
- patrol hallway
- patrol lavatories (not clean them)
- door security
- alert building administrator or his/her designee about altercations/situations
- interaction/intervention as required
- report vandalism and unsecured areas to 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:***

- site-specific training (minimum half-day initial training/ongoing/annual refresher) including review of all manuals (e.g., Bay Shore School District policies, School Safety Plan, Staff Handbook, etc.)
- right-to-know training
- bloodborne pathogen training
- cyber bullying
- sexual harassment

## **B. Safety/Security Officer**

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

- enforce Bay Shore School District policies (i.e., smoking, weapons)
- assist building administrators 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 hallway
- 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 with 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 including initial non-violent crisis intervention training (CPI training) and refresher courses
- site-specific training (minimum half-day initial training/ongoing/annual refresher) including review of all manuals (e.g., Bay Shore School District Policies, School Safety Plan, Staff Handbook, etc.)
- right-to-know training
- bloodborne pathogen training
- cyber bullying
- sexual harassment

## **COMPREHENSIVE PLAN FOR PANDEMIC ILLNESS**

### **Background**

While the Bay Shore School District maintains a comprehensive emergency management plan in compliance with New York State Education Law, such plans do not provide for emergencies that might involve the closing of all schools for any extended period of time. The possible threat of a worldwide avian flu pandemic requires specific plans, both for the protections of our students, employees, and facilities, and for the uninterrupted delivery of instruction and other educational services to our students.

### **Key Concepts Concerning Pandemic Planning and Containment**

The Bay Shore School District Plan for Pandemic Illness relies on the application and enforcement of a few basic principles. These principles include Self-Sufficiency, Continuity of Education, Responsibility and Cooperation, Hygiene, Isolation, and Protection.

1. Self-Sufficiency: The District's ability to fulfill the provisions of its pandemic plan with minimal reliance on governmental agencies (local, state and federal).
2. Continuity of Education: The uninterrupted delivery of instruction to the students of the District.
3. Responsibility and Cooperation: all District stakeholders assume personal responsibility for avoiding unprotected exposure to the Pandemic Illness, and for meeting the mission(s) of the pandemic plan. All District stakeholders must cooperate in a selfless manner, doing whatever is necessary and safe, in order for the pandemic plan to serve our children effectively.
4. Hygiene: Hygiene involves strict protocols regarding the washing/disinfecting of hands, and the control/containment of coughing and sneezing.
5. Isolation: The concept of isolation as applied to schools may involve the closing of schools as a strategy to minimize the spread of the Pandemic Illness among groups of children and adults. As applied to working groups, isolation implies a minimum of physical contact between members of the same working group, so as to avoid exposing the whole group to an infected member.
6. Protection: All parties (employee-employee, student-employee, or small group) involved in any required person-to-person contact shall be provided and required to use protection (e.g. masks) appropriate to the interaction.

### **Mission Statements**

The Bay Shore school District Plan for a Pandemic Illness shall be guided by the following statements of mission:

- maintaining uninterrupted delivery of instruction and monitoring of student progress.
- preventing the spread of the Pandemic Illness between and among students, employees, and other District stakeholders.
- preserving the sovereignty and autonomy of the school district.
- maintaining the professionalism and effectiveness of the school district's governance.
- compliance and cooperation with directives and/or guidelines issued by appropriate local governmental agency.
- maintaining the viable, productive, and effective employment of school district employees.
- maintaining a sense of community and a corporate identity among the stakeholders of the school district.

### **Uninterrupted Education**

The delivery of uninterrupted instruction to all Bay Shore students will require the use of whatever methods, modes, and media are and may be available to the school district. These may include the following:

1. Direct instruction: While the traditional method of instruction (i.e., direct instruction of students in a classroom) will be suspended if schools are closed, some direct instruction may yet be necessary, either with individual students, or for certain lessons (such as certain testing or science lab demonstration). In either case, all parties to direct instruction shall take precautions of hygiene and isolation appropriate to the level of interaction, including wearing protective masks, keeping appropriate distance between all persons involved, avoiding physical contact, and appropriate measures of hygiene relative to the exchange of papers, supplies, etc.
2. Bay Shore School District Website: The District may use its website to deliver instruction directly to students and to monitor student progress. Software will be reviewed for this purpose and additional hardware may be necessary for appropriate delivery.
3. Bay Shore School District Internet E-Mail: When possible, teachers will be responsible for maintaining regular contact with all students in their charge. In addition to the District's website, e-mail will be a mainstay for this purpose, particularly for the posting and retrieval of assignments where no formal instruction is involved.
4. Messenger: Some instruction as well as some student work may not lend itself to website/e-mail posting, and may require the physical exchange of material between teachers and students. As such, an informal "routing" system may be developed, utilizing district personnel to distribute instructional material.
5. Cable Television: The school district may secure time on public access TV. This mode of instruction will be utilized for certain large group lessons, and for general communications with the residents of Bay Shore.
6. Regular Mail: If conditions are such that schools are closed, the District may rely on the use of regular mail as a method of delivering instruction.
7. Telephone Contact: Not for direct instruction, but teachers may contact students directly by phone as a method of checking up on their assignments or to answer questions that students might have.

## **Duties of Employees**

Schools are organized around a traditional classroom setting of delivering direct instruction to students. Delivering instruction to all students in non-traditional settings, such as electronically may render much of the traditional division of labor of school personnel temporarily obsolete. In order to deliver effective instruction in the event that schools are closed due to an Avian Flu pandemic, and to maintain viable employment, all employees may have to assume non-traditional duties. The exact nature of these duties will likely quickly evolve with experience during any extended school closing.

## **Hygiene, Isolation, Protection**

Strict protocols of hygiene should be enforced prior to and throughout any Pandemic Illness. Such procedures will be developed utilizing school nurses, custodial personnel and other personnel to be reinforced at the classroom level. They will include such things as hand-washing, coughing and sneezing, handling materials, maintaining hygienic space between people, and disinfecting facilities.

Students and employees will be trained in these protocols as soon as possible or prior to any verified onset of avian flu. The District will begin immediately to stockpile appropriate hygienic supplies and materials, including various levels of tissues, masks, air filters, antimicrobial hand cleaning solutions, and specialized disinfectant cleaning agents for use in District facilities. Maintenance and custodial staff will be trained/re-trained in the use of special disinfectants, if necessary.

Hygiene security levels: The District will provide and require hygiene protection and isolation as appropriate to the level of exposure and risk associated with assigned work and activities. Levels of such protection will be assigned accordingly. These levels will be developed in greater detail within the next few months.

Level-I will include information only, and will be generally available to employees, students, parents, and residents. Level-II will include pre-pandemic preventative supplies and training, such as hand-cleaning gels, tissues, disinfectants, control of coughing and sneezing, etc. Level-III will include low-exposure pre-and-during pandemic protective supplies, equipment, and training, such as masks, cleaning agents, and handling of materials exchanged between persons. Level-IV will add to these measures pandemic control materials and training under the conditions of closed schools, including isolation guidelines, non-prescription medicines, and the decontamination of working environments.

## **Benchmarking**

In order to monitor the effectiveness of the Bay Shore School District Plan for Pandemic Illness, benchmarks will be identified for all areas covered by the plan. These will include regular checkpoints for such things as student contacts, the completion of assignments by students, the completion of assigned duties by employees, the levels of contamination in key District facilities, the inventory of hygienic supplies. These benchmarks will be monitored constantly, summarized, and reported to the appropriate supervisory personnel on a daily, weekly, and monthly basis as appropriate.

## **Pandemic Flu Plan Sub-Committee**

While it is not possible to develop and/or implement emergency plans in a completely democratic/shared decision making manner, the provisions of the Bay Shore School District Plan for an Pandemic Illness could benefit from a review by a representative focus group of the District's stakeholders. Such a review will be scheduled on an as needed basis by the Pandemic Illness Plan sub-committee of the Bay Shore School District Safety Committee. Members of this group may include representation from the following: the Bay Shore Board of Education, District Office administration and personnel, school building administration and personnel, parents and students.

## **Medical Inspectors**

The District will make formal arrangements with its medical inspectors to assure their availability and service prior to and during any Pandemic Illness. Such expanded service may include advice and involvement in any program of mass vaccination, testing of personnel during any pandemic. The Bay Shore School District has an a memorandum of understanding with the Suffolk County Department of Health which designates the Bays Shore High School as a mass dispensing site for neighboring residents in the event of a public health emergency.

## **Reference and Archival Library**

The District may establish two sets of archival collections of all textbooks used in the Bay Shore School District to be used as needed in the event of an outbreak.

## **Pre-Pandemic Planning and Preparations (L1)**

A number of items recommended in this plan require immediate attention. These include:

1. Review and adoption of policies authorizing the plan as well as specific provisions of the plan including, for example, the purchase of supplies such as masks, air filters, anti-microbial hand cleaning gel, and computer hardware and software and the emergency exclusion of students and employees who may show signs of infection.
2. The purchase of supplies, material, hardware, and software, etc.
3. Secure District TV cable access.
4. Transfer/download student information for central access.
5. Add pandemic button to District website.
6. Prepare and distribute parent information.
7. Train staff and students in required pandemic hygiene requirements.

8. Develop procedures for mass inoculation in anticipation of the availability of vaccine.
9. Various departments will develop detailed plans relative to their areas of responsibility, beginning immediately. These plans shall undergo review and revision as appropriate prior to their implementation.

### **Pre-Pandemic Preventative Measures (L2)**

If and when avian flu is confirmed to be in North America (L2), the following actions may take place:

1. Closing of District outdoor facilities, including athletic fields and playground. The avian flu may be present in the droppings of migrant fowl.
2. Implement required pandemic hygiene requirements among students and staff.
3. Conduct drills of all pandemic instructional delivery systems.

### **Centers of Responsibility During a Pandemic Illness (L3)**

During any period when schools are closed for an extended period of time relative to a pandemic (L3), the organization and operation of the District shall be restructured as outlined in this section of the plan. These changes are considered temporary and do not alter the traditional and official structure of governance, administration or table-of-organization of the district. All authority and policies of the District shall remain in full force during any such change in the organization and operation of the District. The duties of all employees (including administrators, teachers, etc.) may change from current duties, and may vary between similar categories of employees, and may change during any implementation of this plan as necessary to meet the plan's mission. The Centers of Responsibility include:

1 Administration Building: The Administration Building will consist of the Board of Education and the Superintendent. As the school district cannot officially be governed without at least three Board members, and therefore the risk of infection of the whole group by one of its members should be minimized, the Administration Building may operate, where state law permits, on a decentralized basis. Operations will be facilitated by the use of cell phones, e-mail, fax and courier by Board of Education members and the Superintendent of Schools.

If current state law regarding Board meeting and voting is not suspended during any pandemic, any meeting requiring the physical presence of Board members shall be conducted under permissible protocols of isolation (e.g., in a large room, with Board members and central administration sitting at least six feet apart from one another. Public attendance at any such meeting shall be either electronically (e.g. closed circuit television) or with physical barrier to airflow, but allowing for visual and auditory observation.

The authority, function, and general conduct of business and meetings of the Board of

Education (Administration Building) will remain unchanged from the present.

2 Command Center: The Command Center will consist of the Superintendent of Schools, The Assistant Superintendent for Curriculum, Instruction, and Administration, the Assistant Superintendent for Business, the Executive Director for Human Resources, the District Technology Administrator, the High School Principal and the Director of Student Services and Central Registration. These individuals shall exercise the principle of isolation wherever possible. The Command Center will oversee all phases of the implementation of the pandemic plans, monitor, on a daily basis, the benchmarks associated with each of the other Centers of Responsibility, and will report to the Administration Building, on at least a weekly basis, a summary of the status of these benchmarks. The Superintendent of Schools will chair the weekly benchmark meetings.

3 Information and Communications Center: The Information and Communications Center will consist of the Superintendent of Schools, the Assistant to the Superintendent for Curriculum, Instruction, and Administration, and, as appropriate, the Public Relations Officer. The Superintendent of Schools shall serve as the spokesperson for the District. The Assistant to the Superintendent for Curriculum, Instruction, and Administration will prepare the daily benchmark meeting agenda and prepare a summary of all such meetings. The Public Relations Officer will be responsible for ferreting out all rumors, and providing clarification and control of same. The Communications Center will report to the Command Center, on a daily basis, the status of its benchmarks.

4 Instructional Center: The Instructional Center will consist of the Superintendent of Schools, the Assistant Superintendent for Curriculum, Instruction, and Administration, the Executive Director of Pupil Personnel Services, the District Technology Administrator, the High School Principal and the Executive Director for Pupil Personnel Services. The Instructional Center will oversee the delivery of all phases of instruction and monitoring of student work and progress during any pandemic. The Instructional Center will direct, schedule, and monitor the delivery of instruction by all modes, including direct instruction by teachers, internet instruction, televised instruction, and correspondence instruction. The Instructional Center will coordinate the scheduling and supervision of teaching staff with the building administrators and monitor the instructional benchmarks on a daily basis. To the extent that the District's school buildings will continue to be under the control of the District (and not commandeered by some higher governmental agency), and unless directed otherwise by their immediate supervisors, all school personnel will report to their normal work stations as per their normal work schedules.

5 Financial Center: The Financial Center will consist of the Superintendent of Schools, and the Assistant Superintendent for Business. The Financial Center will be responsible for maintaining the business operations of the District as normal, including purchasing, payroll, receivables, and budget development. The Financial Center will, also, oversee the facilities, security, and decontamination functions under the direction of the Directors of Buildings and Grounds and Student Services and Central Registration. The Financial Center will also oversee the logistic function, which will be responsible for delivering and picking up instructional material to all students. The Financial Center will also be responsible for the oversight of the hygiene and health function, which will be responsible for the enforcement of hygienic supplies and protocols, under the direction of the Directors of Health, Physical Education and Athletics.

## **Recovery (L4)**

The provisions of this plan, including disinfection, command structure, flexibility of work assignments and schedules shall remain in effect through a period of recovery. The duration of any such recovery period will depend on information received at that time from the Suffolk County Department of Health and Eastern Suffolk BOCES. It should be noted that the provisions of this plan may be implemented, lifted, and implemented again, on a monthly and/or yearly basis, as the cycle of any Avian Flu pandemic may require.

Upon return to school from any extended closing, provisions will be made to assess the status of student skills and knowledge relative to the District's established learning standards. At such time, remedial services may be provided as necessary and appropriate for students.

## **Evaluation of the Bay Shore Plan for a Pandemic Illness**

This plan shall undergo continuous evaluation to determine the effectiveness of all of its components. Modification to the plan shall be made immediately as necessary during any phase of its implementation.