

**MOUNT SINAI SCHOOL  
DISTRICT**



**2023-2024**

**DISTRICT-WIDE  
SCHOOL SAFETY PLAN**

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# Mount Sinai School Union Free School District

## District-Wide School Safety Plan

### **INTRODUCTION**

The Mount Sinai School District-Wide School Safety Plan has been developed to provide for the safety, health, and security for all staff and students in the event of a serious violent incident or emergency. This plan is required by the SAVE Law – Safe Schools against Violence in Education – and is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery to a variety of emergencies that may occur in the Mount Sinai School District and its three school buildings. The plan detailed within is consistent with the required more detailed School Building Level Emergency Response Plans. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE. Due to Labor section 27-c approved 9/8/2020, requirements to have an Operational Plan in response to a health crisis due to communicable disease, have been added throughout this plan in the appropriate sections.

### **GENERAL CONSIDERATIONS**

#### **A. Purpose**

The Mount Sinai School District –Wide Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Superintendent of the Mount Sinai School District a District-Wide School Safety Team was formed which will act in an advisory capacity, responsible for assessing the vulnerability of the Mount Sinai Schools to violence and recommend preventive actions that they feel are necessary. The District-Wide Safety Team will meet periodically to discuss issues related to district safety and the yearly updates and revisions to this plan.

#### **B. Identification and Purpose of District-Wide School Safety Team**

The District-Wide School Safety Team members will include the personnel in the following assigned positions:

- Superintendent
- Executive Assistant to the Superintendent
- Director of Physical Education, Health, Athletics, Nurses, Building and Grounds, ○ First Alternate Chief Emergency Officer, On Site Situation Coordinator

- Principal, Middle School ○ Second Alternate Chief Emergency Officer, Coordinator of the Safety Plan annual updates
- Principal, High School
- Principal, Elementary School
- School Social Worker
- School Nurse
- Board member
- Parent Representative from Site-based group

### **C. Concept of Operations**

- The District-Wide School Safety Plan is implemented in each building as a matter of protocol. The activation of the plan triggers the notification of the chain of command and the assessment of the activation of elements of the plan.
- The District-wide School Safety Plan was developed through analysis of the local environment, emergency potential, and available resources. The plan was developed to address the specific needs of the Mount Sinai School District and the community.
- In the event of an emergency or a violent incident, the initial response to all emergencies at an individual school will be by the Building-level Safety Team. The building Principal is responsible for notifying the Superintendent of Schools or the highest ranking person in the chain of command. This notification will be accomplished through the use of telephone or the district's radio network. All responses are outlined in each building emergency plan.
- Upon the activation of the Building-level Safety Team, the Superintendent of Schools or his/her designee shall be notified and, where appropriate, local emergency officials shall also be notified.
- County and State resources supplement the school district's emergency action planning in a number of ways:
  - State and local law enforcement can provide building reviews and employee training
  - Local law enforcement and emergency services participate in planning and training exercises and develop strategies for managing building-level emergencies.
  - A protocol exists for the school district to use certain facilities for sheltering during times of emergencies.
  - A protocol exists for the use of community mental health resources during post-incidence response.

- A protocol exists for the continuity of operations during a health crisis involving a communicable disease as per Labor Law 27-c which is posted on the district website and details the following:
  - Justification and denotation of essential and non-essential employees by title/position
  - Staggering of work schedules for On Site shifts and/or telecommuting work logs and locations
  - Use and distribution of telecommuting devices and Personal Protective Equipment
  - Return to work clearance

**D. Plan, Review and Public Comment**

- This plan shall be made available for public comment and shall be adopted by the Board of Education pursuant to Commissioner’s regulations.
- Full copies of the District-Wide School Safety Plan and any amendments shall be made available to the New York State Department via the District’s website or upon request.
- This plan shall be reviewed periodically and updated by the District-wide School Safety Team. The required annual review and its adoption by the Board of Education shall be completed on or before September 1<sup>st</sup> of each new school year.

**E. Mission and Goals**

A. The mission of the Mount Sinai School District in an emergency/disaster is to:

1. Protect lives and property
2. Respond to emergencies promptly and properly
3. Coordinate with local emergency operations plans and community resources
4. Aid in recovery from disasters
5. Continue operation in as safe a manner as possible, even if remotely during a pandemic health crisis.

B. The goals of the Mount Sinai School District are to:

1. Provide emergency response plans, services, and supplies for all facilities and employees
2. Ensure the safety and supervision of students, faculty, staff and visitors to the school
3. Restore normal services as quickly as possible
4. Coordinate the use of school personnel and facilities

5. Provide detailed and accurate documentation of emergencies to aid in the recovery process

## **RISK REDUCTION/PREVENTION AND INTERVENTION**

### **A. Prevention/Intervention Strategies**

Program initiatives in the Mt. Sinai School District include:

- Information and policies posted on the District Website
  - Bullying Prevention
  - Dignity for All Students Act Policy (including Cyberbullying)
    - Dignity Act Complaint/Reporting Form
    - Name and Contact Information for Dignity Act Coordinators
    - Student Abuse of Social Media/Cyberbullying, Harassment, and Bullying Prevention and Intervention
    - Suicide Prevention Policy
    - Student Code of Conduct
- In district psychologists (1/building) and social workers (1/building)
- Extra shared psychologist dedicated to implementing Mental Health curriculum as per NYS Law (K-12)
- District Code of Conduct
- Peer Mediation (MS/HS)
- Bucket Fillers and Catch a Kid (ES)
- Police Smart and anti-bullying and personal safety curriculum (ES)
- School Resource Officers assigned to all buildings
- Special Assemblies from outside organizations focused on cyberbullying (MS)
- Intervention Counseling by Pupil Personnel Services
- Staff In-service providers/modular unit Supt. Conference Day training (NYSED/MHANYS/NYCFSS/SCOPE/BOCES/ADMIN/SCPD)
- Superintendent Conference Days/Faculty Meetings – overview and training staff about DASA responsibilities (September)
- Health curriculum

- Back to School building principal safety and security grade level meetings within first month of school
- See Something, Say Something Initiative
- Building Principals and Assistant Principals encouraged to complete the Emergency Management Institute FEMA online Introduction to Incident Command System course (IS-200) and provide documentation to District Office.
- Adult Ed program for community offered training such as AED/CPR and Stop the Bleed classes

## **B. Facilities Initiatives**

The school has enhanced security measures at each of the buildings and campus through a number of initiatives, including the following:

- Badge Pass visitor sign in procedures at all buildings that require the use of visual ID badges and check of NYS Driver's license or passport.
- Each school has a single point of access for visitors, entrance permitted via a buzzer system.
- The schools use an employee identification badge system with picture and color coded tags for ES, MS, HS, District Office areas.
- Electronic security camera devices are installed in all buildings with central monitor system in Main Offices. There are security cameras aimed at all entrance and exit doors both inside and outside the buildings.
- Teachers leave classroom doors secured when unoccupied and do a visual check of room upon entering.
- Each building is to station hall monitors near the exterior doorways to perform periodic door checks and near bathrooms to monitor student usage. Any security discrepancies or unusual student behaviors are to be reported to building administration immediately. Other specific duties are outlined in the SBL-ERP for each building.
- The building administrator will be notified if anything looks suspicious.
- An armed security guard is posted at the entrance to each building. An additional two armed security guards roam the campus and are a visible presence during bus arrival/dismissal and during ES/MS recess periods. Armed guard will be on campus during afterschool athletics and late bus dismissal.
- Screening for employment as a security guard is conducted by the Pro Protection Agency with the school district reserving the right to investigate the background



and qualifications of any guard as needed. All guards must be 21 years of age, are either active or retired police officers, and must pass a drug test.

- As a result of a Security Audit, the perimeter of the property was reinforced with fencing and gates for increased security.
- An armed guard is posted at the South entrance to campus in a newly installed Security Booth. During the school day, it serves as the only means to enter campus and visitors produce an ID and are announced ahead of arrival to buildings.
- Periodic door checks are done in all school buildings at various times during the school day.
- During outdoor activities involving students, security guards are present in vicinity.
- Each building principal is to assemble Crisis Kits to be housed in their building and a second one to be kept an alternate location other than their own building. The Crisis Kit shall include current class rosters, most recent yearbook (if available) with students photos, maps of building, staff rosters, Health Considerations listing, and bus rosters at a minimum.
- North entrance gate is closed from 9:30am to 1:45pm to eliminate through traffic and create one point of entry onto campus. Visitors produce an ID and are announced ahead of arrival to building.

**C. Program Initiatives**

The district has developed a number of programs and activities to aid in risk reduction. These initiatives span from Kindergarten through 12<sup>th</sup> grade:

<b>Grade Levels</b>	<b>Character Education</b>	<b>Social Skills Development</b>	<b>Positive Decision Making</b>
K-4	<ul style="list-style-type: none"> <li>➤ Character Traits Acrostic Monthly</li> <li>➤ Assembly Programs</li> <li>➤ Bulletin Boards</li> <li>➤ Library Books Labelled</li> </ul>	<ul style="list-style-type: none"> <li>➤ Bucket Filler Program</li> <li>➤ Caught Being Good Photos/P.A.</li> <li>➤ Unity Day</li> <li>➤ Buddy Classrooms</li> <li>➤ Social Worker push in to classrooms as needed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Red Ribbon Week</li> <li>➤ Positive and Growth Mindset Bulletin Board displays</li> <li>➤ Police Smart</li> <li>➤ Social Worker Push in to classrooms as needed</li> </ul>

5-8	<ul style="list-style-type: none"> <li>➤ Guidance Counselor push in to Gr. 5 &amp; 6</li> <li>➤ Assembly Programs</li> </ul>	<ul style="list-style-type: none"> <li>➤ Student of the Month</li> <li>➤ Peer Leadership</li> <li>➤ Community Outreach Club</li> <li>➤ Human Awareness Club</li> </ul>	<ul style="list-style-type: none"> <li>➤ Cyberbullying and Internet Safety</li> <li>➤ SRO Presence in building</li> <li>➤ Conflict Mediation</li> <li>➤ Mt. Sinai Junior Honor Society</li> </ul>
9-12	<ul style="list-style-type: none"> <li>➤ Embedded in all curriculum areas with a focus on Health, ELA and Physical Education classes</li> <li>➤ Grade level meetings/ assembly programs</li> </ul>	<ul style="list-style-type: none"> <li>➤ Project Adventure</li> <li>➤ Mentoring</li> <li>➤ GSA and DEI Club/Committee Initiatives</li> <li>➤ Interact Club Best Buddies</li> </ul>	<ul style="list-style-type: none"> <li>➤ Red Ribbon Week</li> <li>➤ SADD Club</li> <li>➤ Athletes Helping Athletes</li> <li>➤ National Honor Society</li> </ul>

In addition:

- The District Code of Conduct
- Athletic Code of Conduct
- DASA training for all employees
- Crisis Intervention and Response Plans
- Age appropriate in-class lessons on Mental Health issues (ie: suicide prevention, depression, positive behavior development, mindfulness)
- Reimplementation of Mental Health web-based district initiative during remote learning period (Mindfulness Mondays, Wellness Wednesdays and K-12 P.S.I Love You Day)
- In-district psychologists, social workers (ES, MS, HS)
- Wellness Committee Meetings that include student representatives and psychologists from each building
- Student Council (ES, MS, HS)
- Drug and Alcohol Awareness

**D. Training, Drills and Exercises**

The best means to train students and staff on emergency response procedures is through annual drills and exercises in each school building. The district has established

policies and procedures for school safety training for students and employees. Training includes:

- Annual Early Dismissal Evacuation Drill to test evacuation and sheltering procedures.
- Each building conducts bus, fire, and lockdown/lockout drills throughout the course of the year in compliance with SED annual schedule:
  - 8 conducted between September 1 and December 1
  - 8 of the drills to be evacuation (fire) drills ○ 4 of the drills to be lockdown/out drills
  - All drills to be unannounced and conducted at different times during the school day
- Staff Training:
  - Blood borne pathogen training (as required by law)
  - CPR/AED training (staff previously trained on Supt. Conf. Day; recommend updated training for coaches and teachers)
  - Active Shooter training (2019-2020)
  - Mental Health Awareness of Potential Violent Behaviors (2019-2020)
  - Stop the Bleed training (2018-2019)
  - Annual review of SBL-ERP and District-wide Safety Plan
  - Additional building-based training related to security and crisis situations
  - Newly hired teacher security and mental health awareness updates by building principals on Supt. Conf. Day
  - NY Dept of Mental Health training module (Sept 2022 and Sept 2023)
- Students/Staff Training:
  - Annual review of Code of Conduct and Student Handbook within first two months from start of school
  - Classroom and/or assembly orientations on security and safety issues
  - Conflict and peer mediation as necessary

## **E. Hazard Identification**

As part of each Building-Level Emergency Response Plan, sites of potential emergencies that may impact their individual building have been identified and documented with photographs. Such sites may include but are not limited to all buildings facades,

playground areas, properties adjacent to schools, shared public access roads, and athletic fields.

## **F. Assumptions and Limitations**

This District-wide School Safety Plan includes the following assumptions:

- It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- A single site emergency, i.e. fire, gas main breakage, etc, could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from your local response agencies. Action is required immediately to save lives and protect school property.
- Rapid and appropriate responses will reduce the number and severity of injury.
- Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for the school to be prepared to carry out the initial emergency response on an independent basis.
- The schools' readiness to deal with emergency situations is improved by creating a positive school environment, scheduling regular fire inspections, conducting periodic drills, as well providing focused and relevant training initiatives for staff and students.

The Mount Sinai School District acknowledges that limitations of the District-wide School Safety Plan exist and it is not a perfect response system. As personnel and resources may become overwhelmed during incidences, the District can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time. Post incident case studies will be conducted which are not to be viewed punitively but rather serve only as a means to improve future responses by all individuals.

## **G. Notification and Activation (Internal and External Communication)**

Each building has established contact protocols with Suffolk County Police Department through their individual Building Level Emergency Response Plans. Each school building is equipped with two Panic Buttons linked directly to the SCPD that are tested annually (minimally) or quarterly (recommended). In addition to calling 911, the Superintendent of Schools has direct dial capability to the local police department commander. Phone

contact numbers are updated yearly with other external organizations as outlined in the plan. Internal communication is delineated in the plan in notification and activation of the Incident Chain of Command by use of school phones, cell phones and two-way radio devices. Notification to parents and community member will occur through the use of School Messenger Emergency Communication System, local radio and television stations, and the District Website.

#### **H. Response to Acts of Violence: Implied or Direct Threats**

Any incident of implied threat is to be reported to the building Principal or their designee who shall then inform the Superintendent. Protocols and responses to Bomb threats, Intrusions, and other violent acts are specifically detailed in the Building Level plans. Notification of parents/guardians will occur through the use of School Messenger Emergency Notification System in the event of a violent incident or an early dismissal.

Reports of potential violent threats to an individual or building will be treated with the utmost confidentiality in order to ensure accuracy and timeliness. There will be no reprisals for those who do come forward to report concerns. All reports will be treated with expediency, investigated thoroughly and outcomes documented, including anonymous reports. Students and staff are to be made aware of the reporting process as part of violence prevention programs in each building.

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will:

- Report it to the Police Department immediately by calling 911
- Secure the area where the disturbance has occurred
- Inform the Superintendent
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised
- If school or area is deemed unsafe, follow protocol in the Building Level Emergency Response Plan to relocate staff and students.
- Provide debriefing to staff and students as soon as possible.
- Arrange for mental health/grief/guidance counseling services following the incident to both staff and students as needed

- Superintendent to provide follow up to parents via School Messenger or letter to community residents on website.

## **I. Early Detection of Potentially Violent Behavior**

The District-wide Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs for potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as the use of security system (Badge Pass ID tags, security guards etc.)
- How to summon assistance in the event of an emergency
- Post incident procedures including medical follow-up and the availability of counseling and referral

Other methods for informing parents and student include:

- School Social Worker Outreach
- School counselor involvement
- Anger Management and Conflict Resolution programs
- Gang Awareness via SCPD

## **J. Emergency Assistance and Advice from Local Government**

Depending on the nature of the emergency, Mt. Sinai School District may need assistance from local government agencies. During an emergency, the Superintendent or Building Principal/designee will contact 911 to obtain emergency services (police or ambulance). Other agencies that may be contacted to obtain assistance may include the Mt. Sinai Fire Department, the Red Cross, Suffolk County Department of Mental Health, Suffolk BOCES Superintendent, and Private Industry Group, Pro Protection.

For specific assistance beyond the scope of the Mt. Sinai School District's resources, the Suffolk County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are outlined in the School Building-Level Plans. For any future health pandemic, all directions pertaining to school operations will be taken from the NYS Governor's Office, Center for Disease Control, and Suffolk County Department of Health.

## **K. District Resources**

The school district does not have transportation assets and will rely on Suffolk County Bus Company resources for movement of students. Other resources include:

- Three concrete/brick school buildings with large group gathering areas
- Maintenance equipment such as lawn mowers, snow blowers, and snow plow attachments for (2) pick-up trucks and other vehicles such as (2) motorized golf carts and (1) SUV
- Two way radio and portable microphone systems (each building)
- Security cameras in strategic locations front and rear of each building as well as inside main hallways/exits
- Three large capacity parking lots with light posts
- AED equipment (4 mounted in various locations in each building)
- Assorted medical equipment and supplies (wheel chairs, first aid kits, Stop the Bleed Kits, hand sanitizer and PPE, OTC medication)

## **OPERATIONAL GUIDANCE**

### **A. Initial Response**

The Mt. Sinai School District will endeavor to respond to emergency situations effectively and efficiently. Response operations are intended to resolve an emergency situation quickly, minimizing casualties and property damage. Response activities include warning, first aid, evacuation, shelter in place, and some light search and rescue.

### **B. Emergency Plan Chain of Command**

To provide for effective direction, control and coordination of an incident, the District-Wide School Safety Plan will be activated through the implementation of the Incident Command System (ICS). Staff are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned

based on training and qualifications. The Superintendent will serve as the Incident Commander and Public Information Officer. The Superintendent shall designate individuals to fill district level responsibilities in the following areas: Planning, Liaison, Safety, Operations, Logistics, Finance and Administration. In all incidences but depending on the actual event, the School Building Emergency Response Plan Incident Command roles will be initiated by the Building Principal once incident reported to Superintendent.

### **C. Emergency “Go Home” Plan**

An Emergency “Go Home” will take place if it is determined by the Incident Commander Superintendent that it is safe to remove students from the buildings in a coordinated and systematic approach. The Superintendent will initiate communication with the local bus transportation dispatcher to determine the staggered dismissal times for each of the three buildings. The order of dismissal for the entire district will be High School, Middle School and end with the Elementary School. All staff shall be maintained until dismissed by the Building Principal. Student Emergency Contact information will be used to determine the manner in which a child will be released by the Building Principal. Three options include 1.) send home by bus; 2.) send home child with parent or 3.) send home child with parent’s designee.

### **D. Emergency Evacuation Plan**

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger. The decision to shelter on-site or off-site will depend on the situation and will be determined by the Superintendent or Incident Commander. Refer to the School Building Level - Emergency Response Plans for specific evacuation routes, transportation needs and site considerations. Other consideration in plan should include the following:

- Specific language and directions to initiate “shelter in place” plan via Public Address system announcement
- Preplan for off-site locations and communication abilities that offer adequate protection from the elements



- Utilize public transportation (First Student Bus Co.) when able. If unable, students are to walk in orderly fashion under the direct supervision of a staff member.
- The Incident Commander will make the decision when it is safe to return to the building.
- In the event that emergency response services (Police, Fire, EMS) are called, the Incident Commander may transfer incident command to the appropriate authority, who will then make the decision to allow students and staff to return to the building or grounds.

#### **E. Emergency Shelter Plan**

Shelter-in-Place is initiated when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado). Refer to the School Building Level - Emergency Response Plans for specific actions and considerations to include the following:

- Specific language and directions to initiate “shelter in place” plan via Public Address system announcement
- Turn off utilities and ventilation systems (heating, ventilation and air conditioning) if appropriate
- Prepare to shelter-in-place for extended periods including arrangements for food/water, sleeping, hygiene, medical needs, etc. Activate Annex (es) appropriate to respond to the situation.
- Notify all concerned parties when the Shelter-in-Place is lifted.

#### **F. Emergency School Cancellation Plan**

An Emergency School Cancellation Plan will be initiated when there is an incident that leaves the building facilities unusable due to structural damage by natural or physical causes, including loss of utilities such as electric, or water. Post Covid-19 pandemic closures will incorporate a Remote Learning Plan for K-12 continuity of instruction until return to physical buildings is regarded as safe to do so. Cancelling school prior to start means notifying students, faculty and staff, transportation, and facility managers that school will not be open on a specific day(s). Procedures will be as follows:

- The Incident Commander or Superintendent designee will notify the building principals that school is to be cancelled or that reporting times have been changed.
- The Incident Commander or Superintendent designee will notify local media to publish to community.
- The Incident Commander or Superintendent designee will initiate a School Messenger to staff and community of school closure and further information to be found on the District Website as needed.

## **ORGANIZATION and ASSIGNMENT OF RESPONSIBILITIES**

### **A. The School Board**

- Establish objectives and priorities for district and school safety
- Provide general policy guidance on issues related to the established objectives and priorities
- Authorize expenditures for purchase of outside services and materials needed for school safety and security
- Annually review and approve the District-Wide School Safety Plan (August Board meeting)

### **B. The Superintendent**

- Initiate, administer and evaluate safety programs and plans to ensure the coordinated response of all schools within the system
- Assign resources (personnel and materials) to various sites for specific needs. This may include assignment of school personnel from other school or community sites such as community emergency shelters.
- Authorize the expenditure of resources needed for the management of emergency situations
- Coordinate use of school building(s) as public shelters for major emergencies occurring in the city or county.
- Coordinate emergency assistance and recovery

### **C. The Director of Technology**

- Shall inform the Superintendent of technology issues as they occur or develop
- Contact the proper authorities in the event of a Ransomware cyber attack
- Ensure security of personnel and student personal identifying information and in the event of a compromise, ascertain the breadth of the breach
- Direct building level technicians in assessment of problems and development of solutions
- Ensure students and staff are prepared with remote access and equipment in the event of a complete shutdown of facilities
- Assess data security frequently to ensure safe operations continue post-incident.

### **D. Data Protection and Student Privacy Officer**

- Keep Superintendent informed of NYS Education Law section 2-d requirements
- Prepare and update the district's Data Security and Protection Plan yearly
- Coordinate staff trainings to the importance and ways of protecting Personal Identifiable Information
- In the event of a security breach, follow the specific communication and document use to notify affected stakeholders during each step of the incident response as outlined in the Incident Management Principles

### **E. The Principals**

- Have overall decision-making authority in the event of an emergency his/her school building until emergency services arrive
- Ensure that the School Building Emergency Response Plan aligns with the district's plans and policies
- Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
- Conduct drills and initiate needed plan revisions based on outcomes of drills ○ Assign school emergency responsibilities to staff as required. Such responsibilities include but are not limited to:
  - Provide instruction on any special communications systems used to notify first responders (Building Panic Button)
  - Appoint staff to assist in proper evacuation
  - Ensure that all exits are operable at all times while the school is occupied

- Ensure a pre-planned area of rescue assistance for students and other person with disabilities within the building readily accessible to rescuers
- Organize the school's safety program and identify personnel, equipment, and facility needs
- Complete the FEMA Emergency Management Institute online course, Introduction to Incident Command System (IS-200)
- Update the School Building-Level Emergency Response Plan yearly and provide updated copies to local police and fire departments, District Office, and NYSED.
- Maintain building emergency Crisis Kits with quarterly updates or more regularly as students enter or leave district.

#### **D. The Teachers**

- Participate in trainings, drills, and exercises.
- Direct and supervise student's en-route to pre-designated safe areas with the school grounds or to an off-site evacuation shelter.
- Visually check rooms and areas along the exit for teachers or students who may have not received the evacuation notice. This process should not interrupt the free flow of students out of the building expediently
- Maintain order while in student assembly area.
- Verify the location and status of every student through the use of a class roster of names. Report to Principal or designee on the condition of any student that needs additional assistance.
- Establish a buddy system for teachers and students with disabilities.
- Remain with assigned students throughout the duration of the emergency, unless otherwise assigned in another capacity, or until every student has been released to parent/guardian.

#### **E. The School Nurses**

- Participate in trainings, drills and exercises
- Administer first aid or emergency treatment as needed
- Supervise administration of first aid by those trained to provide it
- Organize first aid and medical supplies
- Execute assignments as directed by the Incident Commander

- Provide CDC and DOH guidance to Principal and other members of Building Safety Team members and staff/students

#### **F. The School Social Workers**

- Assess and assist students in a crisis and post crisis as needed
- Provide parents a list of community mental health resources for crisis prevention, intervention and counseling services
- Post Covid -19 pandemic school closure, arrange for mental health surveys to assess faculty/staff wellness and provide data and counseling as needed

#### **G. The Maintenance and Grounds Crew**

- Participate in trainings, drills and exercise.
- Survey and report building damage to the Incident Commander
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use and disbursement of supplies and equipment
- Control locks and physical security as directed by the Incident Commander
- Keep Incident Commander informed of the condition of the school (Post covid-19 pandemic closure, logs and information regarding disinfecting and sanitizing methods for daily/weekly/monthly recurring cleaning)
- Execute assignments as directed by the Incident Commander

### **RECOVERY**

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition back to the normal learning systems and keep the school community aware of the transition process.

# Appendix A – Operational Plan for Public Health Emergency

## Operational Plan for Public Health Emergencies Involving Communicable Diseases

### as per Labor Law Amendment to section 27-C

- I. Purpose: To ensure that public employees are better prepared for the next global health pandemic to safeguard their health and welfare during the continuation of organizational operations.
  
- II. Background: During the 2020 Covid-19 pandemic, the NYS Governor’s office issued clear guidance to the private sector as to a reduction in work force by deeming some workers as “essential” and others as “non-essential.” Essential workers are those who need to work on site and be physically present to complete their job while Non-essential workers are those people who can work remotely off site to perform their job and do not have to be physically present. Government buildings, offices, schools, businesses and transportation were shut down as people were told to remain under quarantine conditions. The public sector essential workers, who reported to work every day, were true heroes during this health crisis and included medical staff, military, police and firefighters, teachers, and many others in similar service industries. Discrepancies arose after the economy was shut down for weeks and certain industries began to open up after the infection rate “peak” and when New York saw a “flattening of the curve.” Public sector workers returned to their offices, stores, and other work locations at the discretion of their employers in a somewhat haphazard manner. Some workers worked remotely while others did not. Some employees were given PPE while others were not. Work schedules were staggered for some and not others. There was no established protocol for returning to work if you had contracted and recovered from the virus. Those issues are the impetus behind the development of this operational plan so that all Mt. Sinai School District employees can be prepared and know how and when the return to work can be initiated safely.
  
- III. Essential Employees: Essential worker does not mean some employees are more valued than others. It means that the jobs of these employees can only be done by being on the premise of their worksite, whether it be an office, school, or other public subdivision of NYS government entity. For the purposes of this operational memo, in the Mt. Sinai School District, the following positions will be designated as “Essential” to the continuity of operations of the school and district during a future closure or shutdown period due to a health crisis pandemic of a communicable disease:
  - Superintendent of Schools
  - Assistant Superintendent of Schools for Business
  - Executive Director for Educational Services
  - Executive Assistant to the Superintendent

- All Building Administrators
- All Directors
- Custodial, Maintenance, and Ground crew staff
- Clerical Staff
- Technology staff (Director and all building assigned personnel)
- Security Staff (outside sourced)
- Nursing Staff

While these positions are deemed essential, that does not necessarily mean that all the above individuals in these positions have to report to work every day. A staggered or rotating work schedule based on the tasks that need to be accomplished on a daily or weekly basis can be developed internally to share responsibilities and curtail exposure to the communicable disease by limiting contact with other essential employees. The justification for these positions being deemed essential as noted above are due to the following areas of responsibility which include:

- Leading and decision making
- Public information
- Evaluation and dissemination of information from NYSED, CDC, and DOH
- Budget and payroll
- Purchasing and distribution of PPE
- Internet and Wi-Fi connections, including remote access and telecommuting
- Student Management System
- Communication to staff members (CSEA and MSTA)
- Campus and building security
- Cleaning, disinfecting and sanitizing work spaces
- Prepare routine correspondence

IV. Non Essential Employees: Non-essential employees are valuable to the Mt. Sinai School District but they are not required to be on the premises to complete their work and may be offered the opportunity to telecommute. For the purposes of this operational plan, the following positions will be deemed non-essential and do not require the person holding these positions to be present for work on a daily or weekly basis:

- Teachers (5 days of remote instructional responsibilities)
- Guidance Counselors
- Non Instructional Aides
- Nursing Staff (only while school remains closed)

Staff noted above are still required to perform their duties and work to the same capacity as if they were reporting to school each day. For example, teachers will have to instruct remotely according to the District Remote Learning Plan. Directors and Guidance Counselors will still have to communicate with staff and parents as necessary to ensure students are meeting their obligations to learn outside the classroom. Non instructional aides, while so vital to the operation of the school when in session, for purposes of continuity of operations during a health crisis, do not have specific tasks that can be done remotely. They are to remain ready to return to work upon reopening of schools and the return of teachers and students in the buildings. Having the expectation of a job to return to or if the district continues to pay their salary while district remains closed is the reason why they would be ineligible

to file for unemployment benefits. If an employee is furloughed, then unemployment can be collected.

- V. Telecommuting: To the greatest extent possible, and being mindful to potential network security breaches, non-essential workers noted above will be provided the means if needed to work remotely upon such notice of a health pandemic emergency closing. Requests should be made to building principals immediately and prior to future closure so that an assessment can be made of the required devices to have available. Access to computers and drives, and software platforms such as Power School, or others inherent to their positions will be coordinated through the Director of Technology. In preparation for a future time such as covid-19 presented in March 2020, the district will develop a list of personnel by position and the software programs or data they use on a daily basis. Computer equipment will be loaned for working remotely on an as needed basis. Request for devices will be coordinated through each building principal and the Superintendent in regard to their staff member's needs. The transfer of office phone lines to personal cell phones will be at the discretion of the Superintendent in coordination with the Director of Technology and the building principals. Remote access to the voice answering machines is the preference over the redirecting of lines. At the end of the health crisis after which telecommuting is not permitted any longer, all remote computer devices loaned to non-essential employees will be returned to the coordinating members noted above.
  
- VI. Documenting Remote Hours and Locations: While in a telecommuting situation, all non-essential workers will document their work hours, location, and task completion on a daily basis. Salaried and hourly employees will be held to the same high expectations in the performance of their duties as if they were in their respective buildings and positions. If at any time, there is a lapse in work being completed, whether it be a lack of instruction and communication to a parent/student or a task from a CSEA staff member, the employee's direct supervisor will communicate to the person, investigate the situation, and see about bringing a positive change without negative consequences being necessary. If negative consequences are determined to be necessary, union representation will be notified before any action is initiated. Work locations and other off site visits will be utilized for contact tracing as deemed necessary by the Department of Health. A work and location log sheet will be developed and standardized for all Mt. Sinai School District employees and distributed via email upon notification of closure.
  
- VII. On Site Work Shifts: To the greatest extent possible, all essential workers will report to work utilizing a staggered shift schedule in order to reduce overcrowding. Each department or office will be responsible for coordinating the shifts equally and to the employee's preferences depending on the tasks and deadlines that might be necessary. Employee preferences in hours and days that may depend on available child care and other health impacts of the pandemic will be taken into consideration but will be granted at the discretion of their direct supervisor. For clerical staff who share office space, there must be a minimum of six feet between work spaces if shifts overlap.



- VIII. Personal Protective Equipment: Essential workers will be provided the appropriate Personal Protective Equipment required to perform their duties. Not all employees will be issued the same items as PPE may be different for office workers than for custodial crews. During the covid-19 period, facemasks and hand sanitizers were issued and utilized for entrance into and working in the buildings. Guidance from the Department of Health will be sought in the future for determination of additional items such as gloves or face shields. Each essential staff member will be issued the necessary PPE and will be available on an ongoing basis. Additional PPE will be maintained by the district for distribution as needed should the health crisis be for a prolonged period of time. Availability from suppliers will determine the amount the district can stockpile at any given time as sometimes there are limits and delays in ordering due to backorders. If an employee wants to bring and utilize their own PPE, items that the district is not required to provide, approval by the Superintendent of Schools will be necessary. While it is the responsibility of the district to ensure its essential employee's safety, excessive individual precautions may create a negative work environment and cause undue fear among other employees. In the case of an employee whose fears for their safety are substantiated by valid medical concerns and whose job performance may be hampered by fear of the health crisis, the district should consider allowing that employee to work remotely or be put on a temporary leave of absence. While the above references PPE utilized during the Covid-19 pandemic, depending on a different communicable disease that presents a new health crisis in the future, the district will follow all CDC, DOH, and OSHA guidelines and requirements to safeguard their employees.
- IX. Return to Work Clearance Protocol: While every precaution will be taken to ensure the health and safety of all Mt. Sinai School District employees, the reality of communicable diseases during a global pandemic is that someone in the community or other known person will fall victim to the virus. Every precaution will be taken to mitigate the spread of the virus within our community and work place environments. Every employee will be required to notify their direct supervisor in the event they contracted or came in contact with a person who has contracted the communicable disease. This notification will be at the first possible moment upon diagnosis and before coming into contact with any other employee of the district. The employee's privacy will be protected by HIPPA laws. At no time should this information be kept from the Mt. Sinai School District and if it is found to be that it was intentionally not disclosed, disciplinary action may be pursued by the Superintendent or supervisor. Notification to the Department of Health will be initiated by the Superintendent or designee at which time all directions and clearances to return to work or school buildings/offices will be at their discretion and mandates. Employees who are placed in isolation or on quarantine as part of DOH recommendations and or guidelines will not be penalized in the use of accrued sick time and will revert to telecommuting at such time they are able and before they are permitted to return to work. Federal or state laws or statutes enacted to deal with future health pandemic crisis, such as the FFCRA in 2020, will provide additional guidance related to these measures. Upon the notification of possible illness in a particular office or school building, the common area and spaces shared by other staff members will be disinfected and

sanitized immediately. If feasible, the employees nearest to the infected employee should be relocated for a minimum of 48 hours.

- X. Facilities and Campus Security: For security purposes, only one entrance to the campus will be opened for essential employees to enter and exit. Hours will be limited and communicated to those reporting to work daily. The gate at the 25A entrance will be manned by a member of the custodial crew (or other assigned personnel) to act as gate keeper and scheduled by the appropriate director or other designated person.
  
- XI. Public Review and Plan Availability: This operational plan is a living document in that all areas are subject to review and revision by the Mt. Sinai School District and its employees prior to and even after approval by all parties. Circumstances change and while we may be addressing the issues that arose from the covid-19 health crisis of 2020, there may be unforeseen issues that will have to be addressed in the event of a future situation. Suggestions are welcome by all employees and there will be no retaliatory action taken against any employee who makes a recommendation or suggestion regarding the content of the above outlined plan. This plan will be published on the Mt. Sinai School District website and parts of it will also be incorporated into the District and Building Level Safety Plans as required by section 2801-A of NYS education law. Any employee may report violations of this operational plan to the Department of Labor but the Mt. Sinai School District would like the first opportunity to amend or correct situations where the employee thinks there has been a violation. The Mt. Sinai School District will strive to act in a fair and impartial manner when it comes to the safety and health of its employees.

## Appendix B- Emergency Response Teams

### Emergency Response Team

Name	Primary Contact #	Alternate Contact #
<b>Emergency Services</b>		
Police 6 <sup>th</sup> Precinct	911	631-854-8600
Mt. Sinai Fire Dept.	631-473-2418	
Suffolk County Office of Emergency management	631-852-4900	
Brookhaven Office of Emergency Management	631-451-2363	631-451-6172
NYS Office of Emergency Management	518-292-2275	
NYS Homeland Security	518-457-2200	
<b>Utilities</b>		
Suffolk County Water (24 hour repair)	631-698-9500	
PSEG Outages/24/7 emergencies	800-490-0075	
National Grid Gas Emergency	800-698-9500	631-665-0663 (after hours)
<b>Other Agencies</b>		
Mobile Mental Health Community Response Team	631-952-3333	
Red Cross	631-283-8336	
FEMA	202-646-2500	800-621-FEMA
OSHA	800-321-6742	
Public Affairs	202-282-8010	
Center for Disease Control and Prevention	800-232-4636	www.cdc.gov

### Post Incident Response Team

Name	Primary Contact #	Alternate Contact #
<b>Emergency Services</b>		
Stony Brook University Hospital	631-444-4000	

John T. Mather Hospital	631-473-1320	
St. Charles Hospital	631-474-6000	
Stony Brook University Medical Psychiatric Center	631-632-7830	
Suffolk County Mental Health Clinic	631-854-2552	
Poison Control Center	800-222-1222	
Suffolk Health Department	631-787-2200	
Suffolk County Bureau of Epidemiology and Disease Control	631-854-0333 631-854- 0364	After Hours Reporting: 631-852-4820
St. Louis DeMontfort Church	631-744-8566	
Mount Sinai Congregational Church	631-473-1582	
Infant Jesus Rectory	631-473-0165	
Temple Bethel Emeth	631-928-4103	

**Appendix C – MOU with SCPD Regarding SRO Program**

**Memorandum of Understanding  
between the  
Suffolk County Police Department  
and the  
Mt. Sinai School District**

## **1. Parties:**

This Memorandum of Understanding is entered into by the Mt Sinai School District and the Suffolk County Police Department for the placement of School Resource Officers (SROs) within the School District.

## **2. Authority:**

This agreement is adopted pursuant to N.Y. EDUC. § Law 2801-a (as amended by 2019 Sess. Law News of N.Y. Ch.59 (1509-C)(2019)), which requires schools to define the roles and responsibilities of school personnel, security personnel, and law enforcement officers that are deployed in schools.

## **3. Purpose:**

- a) The SCPD and School District, in order to ensure a successful SRO program, will build a positive relationship between the law enforcement, students, and school employees.
- b) The purpose of the SRO program is to ensure a safe school environment; provide a clear protocol for school officials when responding to non-emergency situations in schools; foster positive interactions between and among students, school officials, and law enforcement; empower educators to respond to conflict in their school; reflect a shared commitment to the philosophy of de-escalation; and support a positive educational and social-emotional climate at the Mt. Sinai School District schools.
- c) The purpose of the agreement is to provide clarity and understanding regarding roles and responsibilities of SROs and to create an MOU that ensures the rights of students per NY Law and the District's Code of Conduct.

## **4. Definitions:**

- a) "Arrest" means placing a person in police custody, with or without the use of handcuffs or other mechanical restraints.
- b) "Code of Conduct" means the document the board of education or the trustees of the District developed, adopts, enforces, and amends, where appropriate, for the maintenance of order on school property, including a school function, which shall govern the conduct of students, teachers, other school personnel, and visitors. The Code of Conduct contains the District's behavioral and discipline policies required by New York law, and is shared with the students and parents. N.Y. EDU. Law § 2801
- c) "Federal Immigration Authorities" or "Federal Immigration Enforcement Agency" means any officer, Employee, or person otherwise paid by or acting as an agent of the United States Immigration and Customs Enforcement ("ICE"), Homeland Security Investigations ("HSI"), Customs and Border Protection ("CBP"), or United States

Department of Homeland Security (“DHS”), or any division thereof, who is charged with immigration law enforcement.

- d) “Parent” means a person in parental relation to the student such as: parents, legal guardian, or other person legally responsible for a student under New York Law. N.Y. EDUC. Law (2005); N.Y. GEN. OBLIG LAW § 5-1551 (2018).
- e) “School Official” means any employee of the District, school board member or New York State Education Department, or any individual school.
- f) “School property” means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of the public school in the District. “School property” also means in or on a school bus, whether owned and operated by the District or by carrier that the district contracts with for the transportation of its students.
- g) “School Resource Officer” (“SRO”) means sworn enforcement officers assigned to schools employed by SCPD who are assigned on a full or part-time basis to work in a District public school.
- h) “Student” refers to a person enrolled in a District public school or program.
- i) “Physical force” and “Use of Force” means the amount of effort required by police to compel compliance by an unwilling subject. “Force” is generally defined along a continuum, from mere restraint to deadly physical force.

## **5. Independent Entities:**

- a) SROs shall be employees of the SCPD and shall be subject to the administration, supervision and control of the SCPD. SROs shall not be employees of the School District. School District and SCPD acknowledge that the SROs shall remain responsive to the chain of command of the SCPD.
- b) Neither the SCPD nor the School District shall be an agent of the other. Neither the SCPD nor the School District shall have the authority to bind the other absent express, written consent to do so.
- c) SCPD shall be responsible for the payment of SRO’s salaries and benefits. SROs shall be subject to all other practices and policies of the SCPD, except as such practices or policies are modified to comply with the terms and conditions of this Agreement.
- d) In their capacity as an employee of SCPD, an SRO shall abide by School District policies applicable to police, visitors, and contractors.

## **6. Overall Roles and Responsibilities of the SRO:**

- a) Provide programs and initiatives to address negative trends which impact youth i.e. drugs, gangs, truancy, etc. (See the SCPD’s Community Relations Bureau landing page for specific programs and initiatives at <http://scpdcrb.suffolkcountyny.gov>).
- b) Perform duties and responsibilities of duly sworn SCPD officers.

- c) Forge and maintain effective relationships with students, faculty, and administration.
- d) Assist school leaders in planning/execution of school safety drills including fire, lockdown, lockout, and reunification in coordination with needs of the school district. Understand School District's Code of Conduct and assist school personnel in observing/reporting infractions.
- e) Plan/assist the district with emergency response for various circumstances
- f) Assist school officials when matters involving law enforcement officers is required.
- g) Observe/evaluate potential threats to the safety of the student body, staff, and/or visitors.
- h) Serve as a visible deterrent to illegal/dangerous activity.
- i) Handle requests for service in/around school, follow up on reports generated at School District, and engage parents/community as requested by school personnel or otherwise required.
- j) Assist in the development of emergency management and incident response systems including mitigation/prevention, preparedness, response, and recovery.
- k) Respond to unauthorized persons on School District property.
- l) Serve as a member of the School District's Threat Assessment Team.
- m) Serve as a member of the School District's District-wide and/or Building Safety Committee(S).
- n) Communicate regularly with School District security.

## **7. SRO Selection:**

- a) The SRO position will be filled according to the SCPD selection process. The SCPD will make the final selection of all SROs.
- b) The parties shall use a collaborative process in the assignment of the SROs. Precinct and Bureau Commander shall assign the SROs in collaboration with the Superintendent of Schools or designee in accordance with the following guidelines:
  - 1. The SCPD will provide the School District with relevant operational information, such as timely notification of SRO leaves and absences, SRO scheduling and availability.
  - 2. The School District shall provide SPCD with relevant operational information such as hours or operation, facilities, and personnel issues.
  - 3. SROs shall be assigned to the School District with the intent of providing qualified SCPD offices who have the job knowledge, experience, training, education, appearance, attitude, communication skills and bearing necessary to perform the unique role of an SRO.
  - 4. In the event the Superintendent or designee believes that an SRO is not effectively performing his/her duties and responsibilities, the Superintendent or his/her designee shall notify the Precinct or Bureau Commander of the



School District's concerns. The Precinct or Bureau Commander shall act in good faith to mutually resolve the School District's concern. In the event the parties are unable to resolve the dispute, the School District may immediately terminate this agreement.

5. In the event the Superintendent or designee or the SCPD receives information that an SRO has been arrested, charges with a crime or accused of sexual abuse, child abuse, corporal punishment, sexual harassment, or violation of project SAVE, the SRO shall be immediately removed by SCPD from the District pending an investigation.
  6. IN the event of the resignation, dismissal, reassignment, or other long term and/or permanent absence of an SRO, the SCPD shall make every effort to provide a replacement SRO within a reasonable time.
- c) SROs shall complete the SCPD SRO Training Course prior to assignment in the School District. If no SROs are available who have completed the SRO Training Course, the School District and SCPD may mutually agree to the assignment of an SRO who will enroll in the next scheduled Course and who has received mutually agreeable in-service training.
  - d) SROs shall receive in-service training when offered by the School District within the hours of SRO service on following topics: education of students identified as requiring special education or plans under Section 504 of the Rehabilitation Act (Section 504); Dignity for All Students Act; race, national origin, ethnic, and gender bias against students which may include a component that provides historical context; trauma management in youth; and de-escalation tactics for working with youth.
  - e) The SRO shall receive training from SCPD in sexual harassment that complies with New York State law.
  - f) Prior to placement in a new school, The SRO shall meet with the school principal and any other Administrator designated by the Principal or Superintendent of Schools, along with the highest ranking staff public safety staff, if any, currently assigned to the school to discuss their respective roles, the school culture, and any other information. Thereafter, the Superintendent of Schools, Principal, and/or their designee shall maintain regular communication with the SCPD and SROs about SRO assignment and physical placement in school building.
  - g) The Superintendent of Schools shall ensure that the SRO is introduced to teacher, parent, and Student representatives at least once per school year to discuss the SRO program and Communicate the roles and responsibilities of SROs within the school district (See Section 11)

## **8. School Resource Officer Training:**

The training provided by the SCPD or School District, as described above, may include the following:

- Intro and Orientation
- Key Elements of the SRO Program
- SAVE and SRO
- Zero Tolerance and Confidentiality
- Presentation Exercise
- Community Policing – TRIAD
- Initiating, Implementing and Promoting the SRO Program
- Presentation Skills and Lesson Planning
- SRO in the Classroom
- School Security and Surveys
- Special Education
- SRO as an Advisor and Communication Skills
- Record Keeping and Activity Reports
- Legal Issues
- School Administration Presentation
- Student Presentations
- Community Involvement

## **9. Operation of the SRO Program:**

### a) SRO Supervision:

The SCPD will have the sole responsibility and authority over the day to day operation and administrative control of the SRO assigned to the School District.

### b) SRO Transportation of Students:

SROs shall not transport students in Police Department vehicles except as necessary to Perform the duties and responsibilities of a SCPD Officer. SRO shall notify the Superintendent of Schools prior to transporting any student and comply with School District Policy/Regulations with respect to the transportation of students unless such Notification will impair the performance of duties and responsibilities of a SCPD Officer Or endanger the health, safety, and welfare of the student or others.

### c) SRO Inquiry with and Questioning of Students:

1. In accordance with District Policy/Regulation, SROs may inquire with students about matters within the scope of their duties as an SRO, provided that an SRO shall neither inquire with nor question students about:
  - i. Immigration status
  - ii. Matters predicated upon a student’s perceived race, nationality, color, religion, sexual orientation, gender identity, or native language; and/or

- iii. Matters unrelated to the School District such as crimes or suspected criminal activity occurring off school grounds and away from school activities.
2. Prior to commencing service, SROs shall meet with the Superintendent or designee and review School District Policy/Regulation with respect to police involvement in searches or interrogations of students. SROs shall abide by such School District Policies and Regulations when questioning a student about in-school criminal or suspected criminal activity.
3. If an SRO is involved in questioning of a student on school premises, whether or not at the request of school authorities, it will be in accordance with all applicable laws and due process rights.
4. SROs shall consult with the Superintendent of Schools or designee should there be any question with respect to the role of the SRO and permissible questioning with the scope of School District Policy/Regulation.
5. SROs shall not ask school officials to question a student for them in an effort to circumvent due process rights. Under no circumstance may the superintendent-designee compel or coerce a student to submit to questioning by SROs.
6. When communicating with students, parents, or guardians the SRO and District shall ensure appropriate language access services are provided when necessary.
7. Pursuant to the Family Educational Rights and Privacy Act (“FERPA”), student education records shall not be released to law enforcement absent a court order or applicable statutory exceptions. 20 U.S.C §1232g(b)(1)(2013).
8. Students, parents, administrators, and school personnel who believe that any SRO has engaged in misconduct may file a complaint with the SCPD Internal Affairs Bureau. Internal Affairs will notify the District’s Superintendent when such complaints are filed.

#### **10. SRO’s Role in Student Discipline:**

- a) The School District shall be responsible for student Code of Conduct violations and routine disciplinary violations. The SRO shall read and understand the Code of Conduct for the School District. The SRO shall have no responsibility for student discipline. All student disciplinary matters must be referred to the Superintendent of Schools or their principal designee.

- b) School officials may not request the intervention of SROs when responding to a normative child and adolescent behaviors, or when a child engages in minor Code of Conduct violations such as:
1. disorderly behavior;
  2. behaving in a rude or disruptive manner;
  3. making excessive noise;
  4. hanging out in school hallways or bathrooms;
  5. violating the dress code or uniform policy;
  6. failing or refusing to provide identification upon request;
  7. using profane, obscene, vulgar, or lewd language gestures or behavior;
  8. use of racial or other slurs;
  9. bullying, verbal abuse
  10. defying school officials or SROs;
  11. cutting class, tardiness, and unexcused absence;
  12. leaving school without permission;
  13. possession or use of items under the Code of Conduct that do not violate the law (i.e. cell phones).
- c) SROs, may upon witnessing a criminal offense, take the student into custody provided that, to the fullest extent practicable in instances not requiring immediate arrest or other immediate action, SROs shall consult with the Superintendent of Schools or designee prior to making any arrest on school grounds or within the scope of his/her duties as an SRO. The School District bears the sole responsibility for enforcing the Code of Conduct and School District policies.
- d) Physical force should never be used against students except in those circumstances where there is an immediate danger of physical injury to the student or another. SROs should only use a physical restraint or a physical restraint device (i.e. hand cuffs or flex cuffs) when a student is being arrested and charged with an offense, or is being detained pursuant to the Mental Hygiene Law.
- e) When SROs arrest a student, school officials shall immediately contact the student's parent/guardian.
- f) In situations where a warrant directs than an arrest of a student be carried out at school, the execution of the warrant shall be coordinated between the Superintendent/designee, SCPD, and SROs. All parties shall make every effort to respect the students' privacy rights, and absent emergency circumstances, the warrant shall not be executed in a public location such as a classroom,

hallway, or cafeteria in order to minimize disruption and exposure to other students.

- g) For children with disabilities, the principal/designee, in collaboration with the special education team at school, will act in accordance with applicable law when a child's behavior, which violates the School District's Code of Conduct, is a manifestation of the child's disability. Whenever they have knowledge of a student's disabilities and accommodations, SROs shall consider the student's disabilities in interactions with the student.

### **11. SRO Uniforms and Weapons:**

SROs will wear the duty uniform designated by the SCPD and carry equipment as directed by the SCPD, to include their service weapon.

### **12. Community, Staff, and Student Engagement:**

- a) All stakeholders/parties involved in the SRO Program will continually work on building and expanding existing community partnerships that help support the mission of safe schools. Those community partnerships will provide resources that can help students get necessary support.
- b) The district will engage with appropriate stakeholders/parties including but not limited to: administration, teachers, students, parents, and community leaders regarding the SRO MOU.
- c) The SRO MOU will be posted on the School District's website and included as part of the school's safety plan as required by N.Y. EDUC. LAW §2801-a (as amended by Sess. Law News of N.Y. Ch.59 (1509-C) (2019)).
- d) The SRO Program will undergo an annual analysis by each school district via meetings between the following parties: the district's Superintendent, The SRO unit commander, SROs assigned with the school district. Additional stakeholders, including but limited to school district faculty, staff, community leaders, students and their families, may participate in the yearly reviews at the discretion of the districts.
- e) SROs shall be introduced to staff and the student body at the commencement of each school year.

### **13. Records and Information:**

- a) It is the understanding of both the School District and the SCPD that confidentiality and a student's right to privacy are of the utmost importance

in the administration of these services. Therefore, student records shall be kept confidential in accordance with all applicable laws and professional standards. The mandate to keep student records confidential includes but is not limited to the requirement that the SRO may not disclose any information obtained from a student record to any other party without the prior consent of the parent, or eligible student, unless otherwise permissible under applicable law. The SRO shall maintain a record of the disclosure of any information obtained from a student record to any party, including but not limited to, the SCPD or other law enforcement agency or officer; and shall provide such record to the School District on a monthly basis.

- b) The School District and SCPD shall abide by the Family Educational Rights and Privacy Act (FERPA). 20 U.S.C. §1232g with respect to the release of student identifiable information. The School District shall provide SCPD with a copy of its Student Records Policy and any other policy or regulation applicable to the release of student identifiable information. The School District shall determine what constitutes “directory information” under FERPA and ensure any disclosures of directory information complies with FERPA.
- c) The SRO shall maintain detailed and accurate records in his or her role at any school at which he or she is assigned and shall submit reports to the School District as required by the Principal of the school. Records created and maintained by SROs for law enforcement purposes shall not constitute School District records and may be disclosed to SCPD and other law enforcement officials.
- d) SROs shall not enter into agreements to share student information outlines in 12.IV with Federal Immigration Authorities except as required by law.
- e) Both the District and SCPD shall provide the public with the following information by posting the information on the agencies’ websites, updated on an annual basis unless stated otherwise:
  - 1. The SRO MOU
  - 2. Training material for SROs
  - 3. Number of SROs assigned in a District

#### **14. Implementation of the MOU:**

- a) Within 30 days of the execution of this MOU, the District’s Superintendent shall ensure that this MOU is distributed to all District teachers, administrators, and other staff.

- b) Within 30 days of the execution of this MOU, the Community Relations Bureau of the SCPD shall ensure that it is distributed to all of its SROs according to their school assignments, and that a briefing about its provisions and their responsibilities under it has been provided.

#### **15. Expenses:**

There is no cost to the School District for stationing a SCPD SRO in their District. If a School District requires additional training for their SRO, the cost of that training will be borne by the School District.

#### **16. Indemnification:**

- a) School District agrees to defend, indemnify, and hold harmless the SCPD, including its officers, employees, or agents, against all claims, losses, damages, liabilities, costs or expenses (including without limitation, reasonable attorney fees and costs of litigation and/or settlement), whether incurred as a result of a claim by a third party or any other person or entity arising out of the services performed pursuant to this Agreement, which SCPD, or its officials, employees, or agents, may suffer by reason of any negligence, fault, act, or omission of the School District, its officials, employees, representatives, subcontractors, assignees, or agents.
- b) School District shall cause the School District's officers, employees, and agents to cooperate with SCPD in connection with the investigation, defense, or prosecution of any action, suit or proceeding, related to the subject matter of this Agreement.
- c) SCPD agrees to defend, indemnify, and hold harmless School District, including its officers, employees, and agents, against all claims, losses, damages, liabilities, costs or expense (including without limitation, reasonable attorney fees and costs of litigation and/or settlement), whether incurred as a result of a claim by a third party or any other person or entity arising out of the services performed pursuant to this Agreement, which School District, or its officials, employees, or agents may suffer by reason or any negligence, fault, act, or omission of the SCPD, its officials, employees, representatives, subcontractors, assignees, or agents.
- d) The SCPD shall cause the SCPD's officers, employees, and agents to cooperate with the School District in connection with the investigation, defense or prosecution of any action, suit or proceeding, related to the subject matter of this Agreement.
- e) The provision of this Section shall survive the termination and/or expiration of this Agreement.

#### **17. Insurance:**

- a) SCPD is self-insured, at its sole expense, for comprehensive general liability coverage, with coverage for sexual harassment, sexual misconduct, discrimination, wrongful discipline, wrongful termination, against any claim for liability, personal injury, or death arising directly or in directly from this Agreement or the performance of its officers or employees in an amount equal to \$1,000,000 per occurrence and \$3,000,000 per aggregate.
- b) SCPD is self-insured, at is sole expense, for statutory Worker's Compensation coverage and employee vehicle use against any claim for liability, personal injury, or death arising directly or indirectly from this Agreement or the performance of its officers or employees.
- c) The District shall maintain insurance to be self-insured, at its sole expense, for comprehensive general liability coverage, with coverage for sexual harassment, sexual misconduct, discrimination, wrongful discipline, wrongful termination, against any claim for liability, personal or injury, or death arising directly or indirectly from this Agreement or the performance of its officers or employees in an amount equal to \$1,000,000 per occurrence and \$3,000,000 per aggregate.
- d) The District shall maintain insurance to be self-insured, at is sole expense, for statutory Worker's Compensation coverage and employee vehicle use against any claim for liability, Personal injury, or death rising directly or indirectly from this Agreement or the performance of its officers or employees.

**18. Assignment; Amendment; Subcontracting:**

This Agreement and the rights and obligations hereunder man not be in whole or part: (i) assigned, transferred or disposed of: (ii) amended; (iii) waived; (iv) subcontracted, without the prior written consent of all parties, and any purported assignment, other disposal or modification without such prior written consent shall be null and void.

**19. Waiver:**

The failure of a party hereunder to assert any of its rights under this Agreement, including the right to demand strict performance, shall not constitute a waiver of such rights.

**20. Termination:**

The MOU may be terminated without cause by either party upon thirty (30) days prior written notice.

**21. Consent to Jurisdiction and Venue; Governing Law:**

Unless otherwise specified in this Agreement or required by Law, all claims or actions with respect to this Agreement shall be resolved exclusively by a court of competent



jurisdiction located in Suffolk County, New York, and the parties expressly waive any objections to the same on any grounds, including venue or *forum non conveniens*. This Agreement is intended as a contract under, and shall be governed and construed in accordance with, the Laws of New York State, without regard to the conflict of law provisions thereof.

**22. Notices:**

- a) Any notice, request, demand or other communication required to be given or made in connection with this Agreement shall be: (a) in writing; (b) delivered or sent (i) by hand delivery, evidenced by a signed, dated receipt, (ii) postage paid via certified mail, return receipt requested, or (iii) overnight delivery via a nationally recognized courier service.
- b) Any notice to the SCPD shall be sent to: the Police Commissioner, SCPD, 30 Yaphank Avenue, Yaphank, New York 11980
- c) Any notice to the School District shall be sent to the attention of the Superintendent of Schools at the address specified on the School District website for administrative offices.
- d) Notice is deemed given or made on the date the delivery receipt was signed by an authorized representative of the party or date indicated in any tracking mechanism as delivered.

**23. All Legal Provision Deemed Included; Severability; Supremacy:**

In the event that any provision of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Unless the application of this clause will cause a provision required by Law to be excluded from this Agreement, in the event of an actual conflict between the terms set forth above the signature page to this Agreement and those contained in any schedule, exhibit, appendix, or attachment to this Agreement, all terms and conditions set forth above the signature page shall control. To the extent possible, all the terms of this Agreement should be read together as not conflicting.

**24. Section and Other Headings:**

The section and other headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

**25. Entire Agreement:**

This Agreement represents the full and entire understanding and agreement between the parties hereto with regard to the subject matter thereof and supersedes all prior agreements (whether written or oral) of the parties relating to the subject matter of this Agreement.

**26. Modifications:**

This Agreement may not be changed orally, but only by an Agreement, in writing, signed by authorized representatives of both parties.

**27. Executory Clause:**

Notwithstanding any other provision of this Agreement, the SCPD and the School District shall have no obligations under this Agreement (including any extension or other modification of this Agreement) to any person unless: (i) all relevant and required SCPD and School District approvals have been obtained, including, if required, approval by the Board of Trustees, and Board of Education; and (ii) this Agreement has been executed by the Police Commissioner and President of the Board of Education.

**28. Term:**

The term of this MOU shall be for five (5) years, commencing on the date the last party has signed the agreement. The SCPD and the School District should review this agreement on an annual basis.

**29. Execution:**

This memorandum may be executed in one or more counterparts, all of which will be considered one and the same document. This Memorandum may be executed by facsimile or PDF signature, each of which will constitute an original for all purposes,

FOR THE SCHOOL DISTRICT:

FOR THE SCPD:

Signed original on file

Signed original on file

\_\_\_\_\_  
Dr. Christine Criscione  
Superintendent  
Mt. Sinai School District

\_\_\_\_\_  
Rodney Harrison  
Commissioner of Police  
Suffolk County

## Appendix D – Emergency Remote Instruction

### Emergency Remote Instruction Plan

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

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

#### ○ **Definitions**

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

#### ○ **Formats and Methods of Remote Instruction**

Remote instruction may be delivered through a variety of formats and methods. Determinations about how to best deliver remote instruction will take into account a variety of factors including, but not limited to, the number of students involved, the subject matter, the students’ grade levels, and technological resources of both the District and students. Consideration will also be given to whether accommodations need to be made for students with disabilities or English language learners. Each

school's Building-level Emergency Response Plan will contain this confidential information in the Continuity of Instruction Plan (COIP) section.

- **Instruction Options**

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

- **Computer and Connectivity Access for Students**

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

- **Minimum Instructional Hours**

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

- **Remote Instruction Support**

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

- **Compliance with District Policies, Procedures, and the Code of Conduct**

Teachers and students are required to comply with any and all applicable District policies, procedures, and other related documents as they normally would for in-

person instruction. Examples include, but are not limited to, the District's policies and procedures for nondiscrimination and anti-harassment, acceptable use, and copyright. Students will also be required to abide by the rules contained within the Code of Conduct and/or engaging in prohibited conduct may result in disciplinary actions as warranted.

- **Privacy and Security of Student and Teacher Data**

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