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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.

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

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

G. 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
School buildings refer to prior arrangements made

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

Early detection of 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 counselors.

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 incorporate

report vandalism and unsecured areas to building administrator or his/her designee

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.

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 agencies.

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.

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.

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.

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 pan

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

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 Instruction 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.

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.