



Farmingdale School District

Board of Education Meeting
February 3, 2021

EXECUTIVE SESSION, 6:00 P.M.
Virtual Meeting

It is anticipated that upon a majority vote of the total membership of the Board, a motion to meet in Executive Session to discuss specific litigation, collective bargaining, and personnel issues in accordance with Open Meetings Law will be considered. Following the Executive Session the Board will hold a virtual meeting approximately 8 p.m.

PUBLIC MEETING, 8:00 P.M.
Virtual

Welcome to this evening's meeting of the Board of Education.

Pursuant to Executive Order 202.1 (and subsequent orders closing District schools) issued by the Hon. Andrew M. Cuomo, Governor of the State of New York, signed March 12, 2020, and due to the concerns of the Board of Education for the Health and Safety of the community emanating from the current COVID 19 pandemic, there will be no in-person public access to the aforementioned board meeting and instead the meeting will be live streamed and recorded. Access to the live stream can be had by accessing the school district's website for a link that will bring you to a youtube site and the recording of the meeting can be accessed on www.farmingdaleschools.org. In addition, the public participation portion of the meeting shall be suspended by board resolution.

PLEASE KNOW THAT THE BOARD OF EDUCATION IS INTERESTED IN ENCOURAGING MEMBERS OF THE PUBLIC TO SHARE THEIR IDEAS, COMMENTS AND QUESTIONS. YOU MAY SEND YOUR FEEDBACK AND QUESTIONS TO US THROUGH OUR EMAIL ACCOUNT: BOE@FARMINGDALESCHOOLS.ORG. QUESTIONS WILL BE PUBLICLY ADDRESSED AT NEXT WEEK'S BOARD MEETING. THANK YOU FOR YOUR ANTICIPATED COURTESY AND COOPERATION.

Call to Order

Pledge of Allegiance

Superintendent's Update

- Monthly Update

Board of Education Minutes

Motion made by _____, seconded by _____ to approve the minutes of

1. Minutes of Jan 13, 2021 Board Meeting

Board Correspondence

Board Committee Reports

Motion made by _____, seconded by _____ that the Consent Agenda consisting of Items I (a-j), II (a-e) and III (a-d) be approved as a whole with action recorded separately.

I. Business Report

a. Acceptance for File of Financial Reports

1. Acceptance of the Claims Auditor Report - December 2020
2. Acceptance of the Extra Curricular Report - December 2020
3. Acceptance of the Revenue and Expenditure Report - December 2020
4. Acceptance of the Treasurer's Report - December 2020

b. Approval of Contracts and Agreements

1. Approval of a Special Education SEDCAR Contract
 2. Approval of Special Education and General Education Contracts
 3. Approval of Health & Welfare Services Agreement for Resident Students Attending Non Public Schools Outside of the District for the 2020/21 School Year (Jericho)
 4. Approval of an Agreement with Grammarly, Inc. for the 2020/21 School Year
 5. Approval of an Agreement with Yale University for the RULER Program - Howitt Administration
 6. Approval of an Agreement with Yale University for the RULER Program - HS Administration
- c. Approval of Tuition Rates for Non-Resident Students Attending Public Schools for the 2019/20 School Year
 - d. Acceptance of Donation to the Community Assistance Fund from the Farmingdale Federation of Teachers Retiree Chapter
 - e. Approval of Declaration of Obsolete Equipment - February 2021
 - f. Approval of Transfer of Funds - February 2021
 - g. Acceptance of Funds and Increase the 2020/21 Budget for Participation in PTA Arts-in-Education
 - h. Acceptance of Funds and Increase the 2020/21 Budget for the All County Art Exhibition
 - i. Acceptance of Funds and Increase the 2020/21 Budget for NYSSMA Participation
 - j. Approval of Change Order #2 with Construction Consultants of Long Island, Inc., for labor, equipment and the removal and disposal of excess material as required for the excavation, backfill and compaction of the competition pool and public pool work associated with the Aquatic Center at Howitt Middle School

II. Items for Action

- a. Acceptance of the Recommendation of Honorees on the Farmingdale Wall of Fame for 2021
- b. Approval of the Revised Districtwide Shared Decision Making Plan
- c. Approval of a Revised Addendum to a September 9, 2020 Memorandum of Agreement
- d. Approval of a Revised Addendum to an October 7, 2020 Unaffiliated Memorandum of Agreement
- e. Approval of a Stipulation of Settlement & Release Agreement with Employee Named in Executive Session

III. Superintendent's Report

- a. Personnel Items -- Instructional
- b. Personnel Items -- Non-Instructional
- c. Approval of the Committee on Preschool Special Education Placements Report and Acceptance for File of Said Report
- d. Approval of the Committee on Special Education Placements Report and Acceptance for File of Said Report

IV. Items for Discussion and Action

Motion made by _____, seconded by _____ to accept and approve

1. Approval of the District Calendar for 2021- 2022

V. Items for Discussion

1. Draft Policy and Regulation #5500, Student Records
2. Draft Districtwide School Safety Plan

Adjournment

Mary E. Rogers, District Clerk

Board of Education

50 Van Cott Ave
Farmingdale, NY 11735

Meeting: 02/03/21 08:00 PM
Department: Assistant Supt for Human Resources and Admin

Category: Discussion and Action

Prepared By: Marie Lovisa

Initiator: Glen A Zakian

Sponsors:

DOC ID: 6831

SCHEDULED**DISCUSSION AND ACTION (ID # 6831)****Approval of the District Calendar for 2021- 2022**

RESOLVED, that the Farmingdale Union Free School District Board of Education adopt the school district calendar for the 2021 - 2022 school year in accordance with Board Policy 4110.



FARMINGDALE SCHOOL DISTRICT

September 2021 - August 2022

September 1 Supt.'s. Conference Day
September 2 First Day of School
September 6 Labor Day
September 7 & 8 Rosh Hashanah
September 16 Yom Kippur

October 11 Columbus Day
November 2 Supt.'s. Conference Day and Election Day
November 11 Veterans' Day
November 25 & 26 Thanksgiving Recess
December 23 - 31 Holiday Recess

January 17 Martin Luther King, Jr. Day

February 4 Supt.'s. Conference Day
February 21 - 25 Winter Recess

April 15 - 22 Spring Recess

May 27 - 30 Memorial Day Weekend

June 20 Juneteenth Holiday Observed

June 24 Last Day of School (Rating Day)



SCHOOLS CLOSED



SUPT.'S. CONFERENCE DAYS



MAKE-UP DAYS

Three (3) make-up days are designated if required as follows:

Day (1) - Friday, May 27

Day (2) - Friday, April 22

Day (3) - Thursday, April 21

183 Days

BOE Approval: February 3, 2021

SEPTEMBER 2021 (18)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021 (20)						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021 (19)						
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DECEMBER 2021 (16)						
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JANUARY 2022 (20)						
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30	31					

FEBRUARY 2022 (15)						
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27	28					

MARCH 2022 (23)						
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APRIL 2022 (15)						
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MAY 2022 (20)						
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JUNE 2022 (17)						
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JULY 2022						
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31						

AUGUST 2022						
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Attachment: 2021-2022 CALENDAR 1-PG BOE 2-3-21 (6831 : Approval of the District Calendar for 2021 - 2022)

Board of Education

50 Van Cott Ave
Farmingdale, NY 11735

Meeting: 02/03/21 08:00 PM
Department: Assistant Supt for Human Resources and Admin

Category: Policy

Prepared By: Marie Lovisa

Initiator: Glen A Zakian

Sponsors:

DOC ID: 6829

SCHEDULED**DISCUSSION ITEM (ID # 6829)**

Draft Policy and Regulation #5500, Student Records

STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights ~~will shall~~ be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the District's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The District will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, pursuant to ~~Chapter 56 of the Laws of 2014~~ **Education Law § 2-d**, the District will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student personally identifiable information (PII) to ensure that the contractors comply with the law in using appropriate means to safeguard the data.

The Superintendent of Schools ~~is shall be~~ responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the District.

Definitions

Authorized Representative: an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs activities relating to educational programs.

Disclosure: to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means to any party except the party identified as the party that provided or created the record.

Education Record: means those records, in any format, directly related to the student and maintained by the District or by a party acting on behalf of the District, except:

- (a) records in the sole possession of the individual who made it are used only as a personal memory aid and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- (b) records of the District's law enforcement unit;

- (c) records relating to an individual who is employed by the District, and is not a student of the District, that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee, and are not available for use for any other purpose;
- (d) ~~records of a student who is 18 years of age or older, that are records made, maintained, or used only in connection with treatment of the student or created or maintained by a physician, psychiatrist, psychologist or other recognized professional/paraprofessional acting in that capacity;~~ records related to an eligible student in connection with treatment used, created or maintained by a physician, psychiatrist, psychologist, other professional or paraprofessional acting in that capacity and disclosed only to those individuals providing treatment;
- (e) records created or received after the individual is no longer a student in attendance;
and
- (f) grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if he or she needs to review a student's record in order to fulfill their ~~his or her~~ professional responsibilities.

Personally identifiable information (PII): as it pertains to students, is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parents' name and/or address, a biometric record, etc. This term is fully defined in federal regulations at 34 CFR 99.3.

School official: a person who has a legitimate education interest in a student record who is employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks.

Third party contractor: is any person or entity, other than an educational agency which includes schools, school districts, BOCES, or the State Education Department, that receives student data or teacher or principal PII data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of such educational agency, or audit or evaluation of publicly funded programs. This includes educational organizations that receive student or teacher/principal PII from a school district to carry out responsibilities under Educational Law §211-e (for persistently lowest achieving schools or schools under registration review) and is not an educational agency. This also

includes not-for-profit corporations or other nonprofit organizations, other than an educational agency.

Annual Notification

At the beginning of each school year, the District will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and New York State Law and the procedures for exercising those rights. A "Parents' Bill of Rights for Data Privacy and Security" will be posted on the District website and included in any agreements with third-party contractors. The notice and "Bill of Rights" may be published in a newspaper, handbook or other school bulletin or publication. The notice and "Bill of Rights" will also be provided to parents, guardians, and students who enroll during the school year.

The notice and the Parents' Bill of Rights will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the District to comply with FERPA and its regulations; and/or file a complaint regarding a possible data breach by a third party contractor with the district and/or the New York State Education Department's Chief Privacy Officer for failure to comply with state law.

The annual notice will inform parents/guardians and students:

1. that it is the District's policy to disclose personally identifiable information from student records, without consent, to other school officials within the District whom the District has determined to have legitimate educational interests. The notice will define 'school official' and 'legitimate educational interest.'
2. that, upon request, the District will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes.

4. that the District, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent. **The District will not sell directory information.**
5. that, upon request, the District will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.
6. of the procedure for exercising the right to inspect, review and request amendment of student records.
- 7. that the district will provide information as a supplement to the 'Parents' Bill of Rights' about third parties with which the district contracts that use or have access to personally identifiable student data.**

The District may also release student education records, or the personally identifiable information contained within, without consent, where permitted under federal law and regulation. For a complete list of exceptions to FERPA's prior consent requirements see accompanying regulation 5500-R, Section 5.

The District **will** ~~shall~~ effectively notify parents, guardians and students who have a primary or home language other than English.

In the absence of the parent or eligible student exercising their right to opt out of the release of information to the military, the District is required to, under federal law, release the information indicated in number five (5) above.

~~The Parents' Bill of Rights for Data Privacy and Security shall state in clear and plain English terms that:~~

- ~~1. A teacher, principal or student's personally identifiable information cannot be sold or released for any commercial purposes;~~
- ~~2. Parents have the right to inspect and review the complete contents of their child's education record;~~
- ~~3. State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred;~~
- ~~4. A complete list of all student data elements collected by the State is available for public review at: <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx> or~~

~~by writing to Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234; and~~

- ~~5. Teachers, principals and Parents have the right to have complaints about possible breaches of data addressed. Complaints should be directed to the Office of the Superintendent, 50 Van Cott Avenue, Farmingdale, NY 11735; or Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.~~

Directory Information

The District has the option under FERPA of designating certain categories of student information as "directory information." The Board directs that "directory information" include a student's:

- Name
- Address
- Electronic address
- Telephone number
- Date and place of birth
- Major course of study
- Participation in school activities or sports
- Weight and height if a member of an athletic team
- Dates of attendance
- Enrollment status and grade level
- Degrees and awards received
- Most recent school attended
- Photograph

Information about a homeless student's living situation will be treated as a student educational record, and will not be deemed directory information. A parent/guardian or eligible student may elect, but cannot be compelled, to consent to release of a student's address information in the same way they would for other student education records. The district's McKinney-Vento liaison will take reasonable measures to provide homeless students with information on educational, employment, or other postsecondary opportunities and other beneficial activities.

Social security numbers or other personally identifiable information will not be considered directory information.

Students who opt out of having directory information shared are still required to disclose their student ID cards.

Once the proper FERPA notification is given by the District, a parent/guardian or student will have 14 days to notify the District of any objections they have to any of the "directory information" designations. If no objection is received, the District may release this information without prior approval of the parent/guardian or student for the release. Once the student or parent/guardian provides the "opt-out," it will remain in effect after the student is no longer enrolled in the school District.

The District may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

Cross-ref:

1120, School District Records

4321, Programs for Students with Disabilities Under IDEA and Part 89

5550, Student Privacy

5151, Homeless Students

8635, Information and Data Security, Breach and Notification

Ref:

Family Educational Rights and Privacy Act, as amended, [20 USC 1232g](#); [34 CFR Part 99](#)

No Child Left Behind Act, [20 USC §7908](#)(Military Recruiter Access)

[10 USC §503](#)as amended by §544 of the National Defense Reauthorization Act for FY 2002

[Education Law §§ 2-a; 2-b; 2-c; 2-d; 225;](#)

[Public Officers Law §87\(2\)\(a\)](#)

[Arts and Cultural Affairs Law, Article 57-A](#)(Local Government Records Law)

[8 NYCRR 185.12](#)(Appendix I) Records Retention and Disposition, Schedule ED-1 for Use by School Districts and BOCES

"Guidance for Reasonable Methods and Written Agreements,"

http://www2.ed.gov/policy/gen/guid/fpco/pdf/reasonablemt_d_agreement.pdf

Parents' Bill of Rights for Data Privacy and Security, July 29, 2014:

<http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf>

Family Policy Compliance Office website: <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Adoption date: July 5, 1995; Reaffirmed: January 14, 2015

STUDENT RECORDS REGULATION

It is recognized that the confidentiality of student records must be maintained. The terms used in this regulation are defined in the accompanying policy. The following necessary procedures have been adopted to protect the confidentiality of student records.

Section 1. Pursuant to the Family Educational Rights and Privacy Act (FERPA) and state law it ~~is~~ **shall** be the policy of this school District to permit parents/guardians and eligible students to inspect and review any and all official records, files and data directly related to that student, including all materials that are incorporated into each student's cumulative record folder.

The rights created by FERPA and state law transfer from the parents/guardians to the student once the student attains eligible student status. However, districts can disclose information to parents of eligible students under certain circumstances, including when the student is a dependent under the IRS tax code, when the student has violated a law or the school's rules regarding alcohol or substance abuse (and the student is under 21); or when the information is needed to protect the health or safety of the student or other individuals.

Section 2. Parents/guardians or the eligible student will have an opportunity for a hearing to challenge the content of the student's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Section 3. A letter ~~will~~ **shall** be sent annually to parents/guardians of students currently in attendance and students currently in attendance informing them of their rights pursuant to FERPA and state law, and will include a Parents' Bill of Rights. ~~See Exhibits 5500-E.1 and 5500-E.5.~~ The District ~~will~~ **shall** effectively notify parents, guardians and students who have a primary or home language other than English.

Section 4. To implement the rights provided for in sections 1 and 2, the following procedures are adopted:

1. A parent/guardian or an eligible student who wishes to inspect and review student records ~~must~~ **shall** make a request for access to the student's school records, in writing, to the Building Principal. Upon receipt of such request, once the district verifies the identity of the parent/guardian or eligible student, arrangements ~~will~~ **shall** be made to provide access to such records within 45 days after the request has been received. If the record to which access is sought contains information on more than one student, the parent/guardian or eligible student will be allowed to inspect and review only the specific information about the student on whose behalf access is sought.
 - a. Before providing access to student records, the district will verify the identity of the parent/guardian or eligible student.

- b. The district may provide the requested to the parent/guardian or eligible student electronically, as long as the parent/guardian or eligible student consents. The district will transmit personally identifiable information (PII) electronically in a way that maintains its confidentiality, using safeguards such as encryption and password protection.
2. A parent/guardian or an eligible student who wishes to challenge the contents of the student's school records must ~~shall~~ submit a request, in writing, to the Building Principal identifying the record or records which they believe to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student together with a statement of the reasons for their challenge to the record.
 3. Upon receipt of a written challenge, the Building Principal will ~~shall~~ provide a written response indicating either that they ~~he/she~~:
 - a. finds the challenged record inaccurate, misleading or otherwise in violation of the student's rights and that the record will be corrected or deleted; or
 - b. finds no basis for correcting or deleting the record in question, but that the parent/guardian or eligible student will be given an opportunity for a hearing. The written response by the Building Principal shall be provided to the parent/guardian or eligible student within 14 days after receipt of the written challenge. The response will shall also outline the procedures to be followed with respect to a hearing regarding the request for amendment.
 4. Within 14 days of receipt of the response from the Building Principal, a parent/guardian or eligible student may request, in writing, that a hearing be held to review the determination of the Building Principal.
 5. The hearing will ~~shall~~ be held within 10 days after the request for the hearing has been received. The hearing will be held by the Superintendent of Schools, unless the Superintendent has a direct interest in the outcome of the hearing, in which case the Superintendent will designate another individual who does not have a direct interest in the outcome of the hearing to hold the hearing.
 6. The parent/guardian or eligible student will ~~shall~~ be given a full and fair opportunity to present evidence at the hearing. The parent/guardian or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
 7. The Superintendent or other individual designated by the Superintendent will make a decision in writing within 14 days after the hearing.
 8. After the hearing, if the Superintendent or the individual designated by the Superintendent decides not to amend the record, the District will inform the parent/guardian or eligible student that they have the right to place a statement in the record commenting on the

contested information or stating why **they** he/she disagree with the decision of the District. Any statement placed in the record will be maintained with the contested part of the student record for as long as the record is maintained. Further, the statement will be disclosed by the District whenever it discloses the portion of the record to which the statement relates.

Section 5. Except to the extent that FERPA authorizes disclosure of student records without consent, student records, and any material contained therein which is personally identifiable, are confidential and will not be released or made available to persons other than parents/guardians or eligible students without the prior written consent of the parents/guardians or eligible student.

Exceptions to FERPA's prior consent requirement include, but are not limited to disclosure:

1. To other school officials within the District who have been determined to have legitimate educational interests.
2. To officials of another school, school system or post-secondary institution where the student seeks or intends to enroll.
3. To authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, the U.S. Attorney General, or state and local education authorities in connection with an audit or evaluation of a federal- or state-supported education program or in compliance with legal requirements related to those programs.
4. In connection with the student's application for or receipt of financial aid.
5. To state and local officials or authorities in compliance with state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are being released.
6. To organizations conducting studies for, or on behalf of, education agencies or institutions, in order to develop tests, administer student aid, or improve instruction.
7. To accrediting organizations to carry out their accrediting functions.
8. To parents of a dependent student, as defined by the Internal Revenue Code.
9. To comply with a judicial order or lawfully issued subpoena, including ex parte court orders under the USA Patriot Act. Prior to complying with a judicial order or subpoena, the District will make a reasonable effort to notify the parent/guardian or eligible student, unless the District has been ordered not to disclose the existence or content of the order or subpoena, or unless the parent is the subject of a court proceeding involving child dependency or child abuse and neglect matters, and the order is issued in context of that proceeding.

10. In connection with a health or safety emergency, the District will disclose information when, taking into account the totality of circumstances, a determination is made that there is an articulable and significant threat to the health or safety of the student or other individuals.
11. To teachers and school officials in other schools who have legitimate educational interests in the behavior of the student when the information concerns disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
12. To provide information that the District has designated as "directory information."
13. To provide information from the school's law enforcement unit records.
14. To a court, when the District is involved in legal action against a parent or student, those records necessary to proceed with the legal action.
15. To the U.S. Secretary of Agriculture, its authorized representatives from the Food and Nutrition Service, or contractors acting on its behalf, to monitor, evaluate and measure performance of federally-subsidized school food programs, subject to certain privacy protections.
16. To any caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan, where the agency or organization is legally responsible for the care and protection of that student, not to be redisclosed except as permitted by law.

The District will use reasonable methods to provide access to student educational records to only those authorized under the law and to authenticate the identity of the requestor. The District will use an array of methods to protect records, including physical controls (such as locked cabinets), technological controls (such as role-based access controls for electronic records, password protection, firewalls, encryption, and administrative procedures) **and administrative procedures**. The District will document requests for and release of records, and retain the documentation in accordance with law.

In accordance with Education Law § 2-d, if the District enters into a contract with a third party that calls for receipt of student **personally identifiable information** ~~teacher, or principal data~~ by the contractor, the agreement **will** ~~shall~~ include a data security and privacy plan that includes a signed copy of the Parents' Bill of Rights and addresses the following, among other contractual elements:

1. training of third party officers, employees, or assignees regarding confidentiality requirements;
2. limiting access to **PII** ~~education records~~ to those individuals who have a legitimate educational interest **or need to access to provide the contracted services**;

3. prohibiting the use of **PII** education records for any purpose other than those authorized under the contract;
4. **prohibiting the disclosure of PII without the prior written consent of the parent/guardian or eligible student, unless it is to a subcontractor in carrying out the contract, or unless required by statute or court order, in which case they must provide notification to the District unless notice is prohibited by statute or court order;** ~~not disclosing any personally identifiable information to any other party; without the prior written consent of the parent or eligible student; or unless required by statute or court order and the party provides a notice of the disclosure to the New York State Education Department, Board of Education, or institution that provided the information no later than the time the information is disclosed, unless providing notice of the disclosure is expressly prohibited by the statute or court order;~~
5. maintaining reasonable administrative, technical and physical safeguards to protect **PII** ~~the security, confidentiality and integrity of personally identifiable student information in its custody;~~
6. using encryption technology to protect **PII** data while in motion or in its custody to prevent unauthorized disclosure; ~~as specified in Education Law Section 2-d~~
7. breach and notification procedures.

The District will, via written agreements, designate authorized representatives who have access to educational records. The written agreement will specify how the work falls within the exception, what personally identifiable information is to be disclosed, how the educational record will be used, and that the records will be destroyed by the authorized representative once they are no longer needed for that purpose or the agreement expires.

Section 6. Whenever a student record or any material contained therein is to be made available to third persons, other than those covered by the exceptions authorized by FERPA, the parent/guardian or eligible student must file a written consent to such action. The written consent must specify the records to be released, the reasons for such release, and to whom. If the parent or eligible student so requests, the District will provide **them** ~~him or her~~ with a copy of the records disclosed. In addition, if the parent of a student who is not an eligible student so requests, the District will provide the student with a copy of the records disclosed.

Section 7. Unless specifically exempted by FERPA, all persons requesting access to such records will be required to sign a written form which indicates the legitimate educational interest that such person has in inspecting the records. Such form will be kept with the student's file and will be maintained with the student's file as long as the file is maintained.

Additional Rights Under New York State Law Related to the Protection of Student Data and Third Party Contractors

New York State Law offers parents additional rights beyond FERPA in regard to third party contractors and student personally identifiable information (PII). The District will ~~shall~~ post on its website and distribute a "Parents' Bill of Rights for Data Privacy and Security." The "Parents' Bill of Rights" will ~~shall~~ establish the following:

- Educational purpose: The use of student PII ~~personally identifiable information~~ is for educational or related purposes only.
- Transparency: Disclosure of third party contracts and their privacy provisions.
- Authorization: Assurance that proper authorization will be secured prior to the release of PII ~~personally identifiable information~~.
- Security: A description of the measures in place to protect PII ~~personally identifiable information~~, without compromising the security plan.
- Data Breach Notification: An explanation of the procedures in the event of a data breach.
- Complaint Procedure: The District offers a complaint procedure in the event that a parent suspects a breach of student data by a third-party contractor and provides information about lodging a complaint with the New York State Education Department's Chief Privacy Officer.

See Policy 8635 (and Regulation 8635-R), Information and Data Privacy, Security, Breach and Notification for more information on data security and breaches of PII and the Parent's Bill of Rights for Data Privacy and Security.

Retention and Disposition of Student Records

The Board has adopted the Records Retention and Disposition Schedule ED-1 issued pursuant to [Article 57-A of the Arts and Cultural Affairs Law](#), which contains the legal minimum retention periods for District records. The Board directs all District officials to adhere to the schedule and all other relevant laws in retaining and disposing of student records. In accordance with [Article 57-A](#), the District will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The District will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

Adoption date: July 5, 1995; Reaffirmed: January 14, 2015

Board of Education

50 Van Cott Ave
Farmingdale, NY 11735

Meeting: 02/03/21 08:00 PM
Department: Assistant Supt for Human Resources and Admin

Category: Discussion

Prepared By: Marie Lovisa

Initiator: Glen A Zakian

Sponsors:

DOC ID: 6830

SCHEDULED**DISCUSSION ITEM (ID # 6830)**

Draft Districtwide School Safety Plan

2021 UPDATED DRAFT

FARMINGDALE U.F.S.D.

Districtwide

School Safety Plan



(This Safety Plan Template has been developed by Nassau BOCES for the exclusive use of Nassau County School Districts participating in the Nassau BOCES Health & Safety Training and Information Service. The Plan was written in order to comply with the requirements of the New York State Safe Schools Against Violence in Education (SAVE) legislation. This Plan should be customized as necessary to reflect individual school districts compliance efforts. This Plan is a general, overarching document that can be shared with the public and posted on school district websites by October 15th of each school year as required by law. Parts of the Plan which may include names, contact information and personal information can be redacted for posting purposes. This Plan can also serve as a document for both in-district personnel and the public to better understand the overall requirements of the SAVE legislation. This contrasts to the Building Level Emergency Response Plan which details specific emergency response procedures, and as such, is a confidential document which cannot be shared with the public, cannot be foiled and is protected under law.)

50 VAN COTT AVENUE, FARMINGDALE, NY 11735-3742

TABLE OF CONTENTS

DISTRICTWIDE SCHOOL SAFETY PLAN

	<u>Page Number</u>
Policy Statement.....	5
Elements of the Districtwide School Safety Plan.....	7
Public Health Emergencies – Communicable Diseases.....	8
School District Chief Emergency Officer.....	9
Districtwide School Safety Team.....	9
Responsibilities of the Districtwide Safety Team.....	9
Building Level Emergency Response Team.....	10
• Emergency Response Team.....	10
• Post Incident Response Team.....	11
Risk Reduction/Prevention and Intervention Strategies.....	11
Training, Drills and Exercises.....	11
Emergency Drills (2020-2021 School Year).....	12
Implementation of School Security.....	13
Vital Educational Agency Information.....	14
Early Detection of Potentially Violent Behavior.....	14
Hazard Identification.....	15
Responses to Violence.....	15
• Incident Reporting.....	15
• Investigation.....	16
• Follow-Up.....	16
• Evaluation.....	16
• Disciplinary Measures.....	16
• Code of Conduct.....	17
Emergency Response Protocols/Notification and Activation – (Internal and External Communication).....	17
• Bomb Threats.....	18
• Hostage Taking.....	18
• Intrusions.....	18
• Kidnapping.....	19
Responses to Acts of Violence Including Suicide Threats (Implied or Direct Threats).....	19

Responses to Acts of Violence (Actual).....	20
Response Protocols.....	20
Emergency Assistance and Advice from Local Government.....	20
District Resources Use and Coordination.....	21
Protective Action Options.....	21
• School Cancellation.....	21
• Early Dismissal.....	21
• Evacuation.....	21
• Sheltering.....	21
○ Shelter-In-Place-Weather Related.....	21
○ Shelter-In-Place-Generic/Non-Specific Bomb Threat.....	21
○ Shelter-In-Place-Specific Bomb Threat.....	21
• Hold-In-Place.....	21
• Lockdown.....	21
• Lockout.....	21
National Terrorism Advisory System (NTAS).....	21
• NTAS Advisories.....	21
• Bulletin.....	21
• Elevated Threat Alert.....	22
• Imminent Threat Alert.....	22
Recovery- School District Support for Buildings.....	22
Disaster Mental Health Services.....	22
Forms and Recordkeeping.....	22
2020-2021 Districtwide School Safety Team.....	24
2020-2021 Hazard Identification Table.....	25
2020-2021 Telephone Numbers of Key Educational Officials	26
2020-2021 School Building Chain-of-Command Table.....	27
Appendix A.....	28
• Districtwide Health & Safety Team Minutes.....	28
• Districtwide School Safety Team Meeting Attendance.....	29
Appendix B.....	30
• Communicable Disease-Pandemic Plan.....	30
○ Prevention/Mitigation.....	30
○ Essential Position/Titles.....	31
○ Protocols Allowing Non-Essential Employees to Telecommute.....	31
○ Technology & Connectivity for Students-Mandatory Requirements.....	31
○ Mobile Device Delivery.....	32

○ Staggering Work Shifts of Essential Employees – Reducing Overcrowding.....	32
○ Protection (Preparedness).....	32
○ Obtaining and Storing Personal Protective Equipment.....	35
○ PPE & Face Covering Availability.....	35
○ PPE Supply Management.....	35
○ Response.....	36
○ Preventing Spread, Contact Tracing and Disinfection-Confirmed Covid-19 Case Requirements & Protocols.....	38
○ CDC and NYSDOH Recommendations.....	38
○ Return to School After Illness.....	39
○ Staff Absenteeism.....	39
○ Employee Assistance Program (EAP).....	40
○ Medical Accommodations.....	40
○ Facilities: Cleaning and Sanitizing.....	41
○ DWO Custodial Cleaning Assignments Districtwide.....	42
○ Disinfecting.....	43
○ Hand Sanitizing.....	43
○ Trash Removal.....	44
○ Documenting Precise Hours/Work Locations of Essential Workers.....	44
○ Emergency Housing for Essential Employees.....	44
○ Recovery.....	45
Appendix C.....	46
• School District (K-12) Pandemic Influenza Planning Checklist.....	47
• Farmingdale School District Contact Tracing Form.....	50
• Covid-19 Notification Flowchart (Farmingdale).....	51
• Flowcharts for Covid-19 Decision Making.....	52
• Essential Employees Worksheets.....	56

***Farmingdale Union Free School District
Districtwide School Safety Plan***

Policy Statement

The Districtwide School Safety Plan (as required by the SAVE Law – Safe Schools Against Violence in Education – Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of both students and staff and allows for input from the entire school community. This particular component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies that may occur in the school district and its component school buildings.

The Board of Education has appointed, under the direction of the Superintendent of Schools, a Districtwide School Safety Team to develop, implement and maintain all provisions of the Plan. This Plan incorporates all Building Level Emergency Response Plans that have been developed by the Building Level Emergency Response Teams appointed by the Building Principals. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the school building Emergency Response Team. Upon activation of the school building Emergency Response Team the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies. The local BOCES Health & Safety Office will assist in development of protocols for accessing these services.

The Districtwide School Safety Team reviewed and approved the Districtwide School Safety Plan. The Districtwide School Safety Plan was made available for public comment 30 days prior to its adoption and provided for participation of the entire school community. By September 1st of each school year, the Districtwide and Building Level Plans are formally adopted by the School Board after at least one public hearing. As required by law, the Districtwide School Safety Plan is posted on the school district website by October 1st of each school year and will be reviewed annually by the Districtwide School Safety Team by September 1st of each school year. Building Level Emergency Response Plans will be updated by September 1st of each school year by the Building Level Emergency Response Team and filed with both State and Local Police by October 1st of each school year.

Compliance Requirement	Date Achieved
Board of Education Appoints District-Wide School Safety Team	7/8/2020
Districtwide School Safety Team reviews/approves Districtwide School Safety Plan	6/3/2020
School Board has at least one public hearing on Districtwide School Safety Plan	6/3/2020
School Board establishes 30-day public comment period	6/3/2020- 7/8/2020
School Board adopts Districtwide School Safety Plan	7/8/2020
Districtwide School Safety Plan posted on website	7/9/2020
Building Level Emergency Response Team reviews/approves Building Level Emergency Response Plan	See chart below
School Board adopts Building Level Emergency Response Plan	6/3/2020
Building Level Emergency Response Plans entered into SED Business Portal (State Police filing)	See appendix
Building Level Emergency Response Plan filed with local police	See appendix

	NS	AA	SEM	WWP	HMS	FHS
Building Level Emergency Response Team reviews/approves Building Level Emergency Response Plan	9/22/20	10/8/20	9/22/20	9/23/20	8/10/20	9/11/20
School Board adopts Building Level Emergency Response Plan	9/22/20	9/22/20	9/22/20	9/22/20	9/22/20	9/22/20
Building Level Emergency Response Plans entered into SED Business Portal (State Police filing)	9/29/20	9/1/20 Resubmitted 10/26/20	Resubmitted 10/28/20 Waiting to be accepted	Submitted 10/1/20 Accepted 10/26/20	9/30/20	Submitted twice. Recent submission was November 3rd Waiting to be accepted
Building Level Emergency Response Plan filed with local police	2/3/20	9/1/20	9/29/20	10/5/20 Officer Delmore	9/30/20	9/30/20

The school district refuses to tolerate violence or threats of violence on school grounds and, by implementation of this Plan, will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reporters of incidents of violence will not be discriminated against.

A copy of the Districtwide Plan is also available upon request at central administration in the office of the Superintendent of Schools. Although the Building Level Emergency Response Plans are linked to the Districtwide School Safety Plan, in accordance with Education Law Section 2801-a, the Building Level Emergency Response Plan will remain confidential and not be subject to disclosure. This will further ensure safety at the Building Level and reduce the potential for planned sabotage.

Elements of the Districtwide School Safety Plan

- Identification of sites of potential emergencies
- Designation of the school district Chief Emergency Officer
- Plans for responses to emergencies including school cancellation, early dismissal, evacuation and sheltering
- Responses to an implied or direct threat of violence
- Responses to acts of violence including threats made by students against themselves, including suicide
- Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day and other school safety programs
- Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies
- Plans for identification of district resources and coordination of such resources and manpower available during an emergency
- Designation of the Chain-of-Command (Incident Command)
- Plans to contact parents and guardians including when students make threats of violence against themselves
- School building security
- Dissemination of information regarding early detection of potentially violent behavior
- Plans to exercise and conduct drills to test the Building Level Emergency Response Plan including review of tests
- Annual school safety training for staff and students
- Protocols for bomb threats, hostage taking, intrusions and kidnapping
- Strategies for improving communication and reporting of potentially violent incidents
- A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity

- Information about the school district including population, staff, transportation needs and telephone numbers of key school officials
- A system of informing all educational agencies within the school district of a disaster
- Documentation and record keeping

Public Health Emergencies – Communicable Disease

Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.** The Plan must include the following at a minimum:

- A list and description of positions and titles considered essential with justification for that determination.
- The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.
- Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.
- Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Details on this Plan are included in Appendix C (Communicable Disease - Pandemic Plan).

School District Chief Emergency Officer

The **Superintendent of Schools** is the **Chief Emergency Officer** and through designated personnel will provide:

- Coordination of communication between school staff/law enforcement/first responders
- Assistance in the selection of security related technology and procedures for its use
- Coordination of safety, security, and emergency training for school staff
- Assistance in required evacuation and lock-down drills completion as required by law
- Assurance that all school district staff understands the Districtwide School Safety Plan
- Assurance that the Districtwide School Safety Plan and Building Level Emergency Response Plans are completed, reviewed annually and updated as needed

Districtwide School Safety Team

The Districtwide School Safety Team was appointed by the School District Board of Education and will always include the representation noted below at a minimum. (Please refer to the chart on page for specific Safety Team member names.) The major function of the Districtwide School Safety Team is to create the Districtwide School Safety Plan. The Team will meet routinely and is scheduled to meet during the 2020-2021 school year on 10/15/20, 12/10/20, 2/4/21, and 4/8/21. Minutes will be kept at each meeting and attendance documented (Appendix A is a sample).

Administrators
Teacher Aide & Monitor Reps
Architect or Engineer Reps

Clerical & Custodial Reps
Facilities Director Rep
Nassau BOCES Health & Safety Liaison
Nassau/Suffolk Police Reps
Nurse Rep
Parent/Teacher Organizations Reps

Public Library Rep
Risk Control Services Rep
School Board Member Reps
School Psychologist
School Security Rep
South Farmingdale Fire Dep
Teacher Rep
Transportation Rep
Bus Driver

Responsibilities of the Districtwide School Safety Team

The Districtwide School Safety Team or designated team will act as a Threat Assessment Team with the responsibility to assess the vulnerability of the school district to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the Districtwide School Safety Plan to determine its success in violence prevention. Some of the Team's primary responsibilities will include:

- Recommending training programs for students and staff in violence prevention, suicide prevention and mental health. Annual training will be completed by September 15th and may be included in existing professional development. New employees will receive training within 30 days of hire.
- Dissemination of information regarding early detection of potentially violent behavior.
- Developing response plans to acts of violence and address threats made by students against themselves, including suicide. Will also address methods for contacting parents/guardians when students make threats of violence against themselves.
- Communicating the Plan to students and staff and providing written information about emergency procedures by October 1st of each year.
- Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (VADIR; OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
- Making recommendations necessary for change.
- Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or Districtwide Safety Team Sub-Committee or Building Level Emergency Response Team.
- Recommending improved security measures based on school building inspection results.
- Conducting annual school building climate survey of students and staff to identify the potential for violent incidents.
- Reviewing survey results and recommending actions that are necessary.

Building Level Emergency Response Team

The Building Level Emergency Response Team is appointed by the School Building Principal. The major focus of this team is to create, monitor, and update the Building Level Emergency Response Plan. This team, at a minimum, will include the following representation:

- Teacher
- Administrator
- Parent Organization
- School Safety Personnel
- Community Members
- Law Enforcement
- Fire Officials
- Ambulance
- Others

The **Building Level Emergency Response Team** is responsible for selecting the following:

- **Emergency Response Team** (Core group of actual responders not to be confused with the Building Level Emergency Response team which is a larger team for the purposes of planning and monitoring) which has the following representation:

- School Personnel
- Law Enforcement Officials
- Fire Officials
- Emergency Response Agencies
- **Post-Incident Response Team** (Individuals who can assist in the medical and psychological aftermath of a violent incident or emergency) which has the following representation:
 - Appropriate School Personnel
 - Medical Personnel
 - Mental Health Counselors
 - Others (Psychologists, Social Workers, etc.)

Risk Reduction/Prevention and Intervention Strategies

Program Initiatives in the Farmingdale School District include:

- Non-violent conflict resolution training programs
- Peer mediation programs
- Extended day and other school safety programs
- Mentors for students concerned with bullying/violence
- An anonymous reporting process for school violence and are investigating other on-line violence reporting systems
- As part of the process of exercising emergency plans (lockdown, sheltering, evacuation, etc.) all students are educated on the reasons for testing emergency plans and are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations
- Safety Stations have been established throughout all school buildings.
- The Fire Department conducts annual training in all school buildings.
- PBIS (Positive Behavior Intervention System) - proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.
- PREPARE (Participate, Reflect, Evaluate, Positive, Amend, Restore, Educate) – formally I.S.S.; a program that will meet student needs, providing both a therapeutic and individualized approach to school discipline.
- Implementation of Restorative Practices – High School Administrators, Deans, and Social Workers trained in Restorative Practices; students participate in restorative circles and conflict resolution mediations.

Training, Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. After each drill/exercise or real event, teachers in each classroom will review the purpose of the drill with students. Based on the determination of the Districtwide School Safety Team and the Building Level Emergency Response Team the following methods are used:

- Early Go-home drill
- Live drill including shelter-in-place, hold-in-place, evacuation, lockdown, and lockout
- Live drill for specific responses (hostage taking, bomb-threat, etc.)
- Situational drills
- Tabletop exercises
- Emergency Response Team exercises
- Building pre-clearance searches

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. The school district, at least once every school year, shall conduct one test of its emergency response procedures under each of its Building Level Emergency Response Plans including sheltering, lockdown, or early dismissal. Education Law Section 807 requires eight (8) evacuation and four (4) lockdown drills to be completed in each school building every school year. De-briefings will occur after every drill or actual event.

Emergency Drills (2020-21 School Year) Education Law 807

12 Drills:

4 Lockdowns; 8 Evacuations

September	}	8 drills before Dec. 31st
October		
November		
December		
January	}	4 drills remainder of school year
February		
March		
April		
May	}	2 drills over summer
June		
July		
August		

Implementation of School Security

School safety personnel will help carry out the Districtwide School Safety Plan and may include anyone in the school community. These individuals have received appropriate annual training as required under the Regulation. Such training has been conducted in cooperation with the Police Department. These individuals are not to be confused with school security guards whom we employ and are regulated under the New York State Security Guard Act that requires specific training, fingerprinting and background checks. All our Security Guards receive 8-hours of pre-assignment and 16-hours of in-service training along with an additional 8-hours of annual refresher training. Our security guards are also individually licensed.

The district provides hall coverage using three different classes of employee. Coverage is provided by certified teachers as part of their duty assignment. The second category of individuals used for hall duty are school monitors. This is a Nassau County Civil Service Department title. The last category of employee used in this capacity is Security Aide. This title is used at all schools and in a Districtwide mobile capacity. All Security Aides are regulated under the New York State Security Guard Act that requires specific training, fingerprinting and background checks. All our Security Aides receive 8-hours of pre-assignment and 16-hours of in-service training along with an additional 8-hours of annual refresher training. Individuals who serve as Security Aide are uniformed with the appropriate Security Aide designation. These individuals report directly to the Building Administration, but are also provided with supervision and training through the Office of Districtwide Operations. The district now utilizes security guards to provide coverage in the evenings.

The policies related to school building security and safety are detailed in the Building Level Plan. A specific individual is assigned to the main entrance in each of the school district's buildings. All entry to the buildings must be through the main entrance. An appropriate staff member is assigned to the entrance.

Appropriate school building security measures and procedures have been determined by the Districtwide School Safety Team and Building Level School Safety Team after review of school building procedures and practices, security surveys, and Building Level occupant surveys. Based on these findings we have implemented the following security measures:

- Security Aides and School Monitors receive staff development in September.
- The School District has had a security audit/assessment of all school buildings conducted by the Nassau County Police Department in conjunction with our Building Level Emergency Response Team in October.
- Visitor badge/sign-in procedures – Limited access vestibules are used to assess and vet all visitors. All visitors sign in and are issued a "visitor badge" upon entry to a building. Visitors are escorted by school staff to their destination point and escorted again as they return to their exit point. They will return their "visitor badge" and collect their personal identification. Personal identification will be held until visitors leave the building. Anyone inside the building without a badge will be immediately questioned by building staff.
- Video surveillance has been upgraded in all buildings including additional cameras, updated VMS software, 24/7 access to video surveillance footage via application.

- Currently, students in one elementary school and all students at the secondary level are required to carry school issued ID at all times. This will be expanded in September 2020 to include all students districtwide.
- High School students are required to swipe in with ID at designated kiosks upon entry and is monitored by school staff.
- School staff is required to display school issued ID at all times.
- Regular security audits/evaluations.
- Random searches may be considered if deemed necessary.
- Designated doors have been alarmed and marked “NO EXIT” in all buildings.
- Panic buttons, hardened doors installed with automatic closure upon activation.
- Escorting visitors in our buildings.
- Use of RAVE app to quickly communicate with first responders and share pertinent information.
- We will employ any other methods deemed necessary and constantly review our current practices.

Vital Educational Agency Information

Each Building Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials (See 2019-2020 Telephone Numbers of Key Educational Officials).

Early Detection of Potentially Violent Behavior

The Districtwide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of 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 staff will take place on Superintendent’s Conference Days and students will receive training during Health education classes.

- An explanation of what constitutes school violence and a description of the school Code of Conduct, written information on early detection of potentially violent behavior, and a summary of the Code of Conduct
- A description of the school district’s Violence Prevention Program and Safety Plan
- 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 use of security equipment and safety procedures and how to diffuse hostile situations
- How to summon assistance in the event of an emergency
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping
- How to recognize suicidal tendencies and changes in behavior
- Post-incident procedures including medical follow-up and the availability of counseling and referral

Other methods for informing parents and students include:

- YES Community Counseling Center
- Gang awareness programs with parental involvement
- School social worker outreach
- School counselor involvement
- Anger Management programs
- Mailings to parents on violence prevention and early recognition
- Conflict resolution programs Nassau County and Suffolk County Police Departments Programs

Hazard Identification

As part of each Building Level Emergency Response Plan, each Building Level School Safety Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern may include locations delineated in the 2020-2021 Hazard Identification Table.

Responses to Violence (Incident Reporting, Investigation, Follow-Up, Evaluation, Disciplinary Measures, and Code of Conduct)

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented through the School Safety and Educational Climate (SSEC) Summary Data Collection Form as part of the Dignity for all Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR). With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program.

Relationships have been established with the Nassau County and Suffolk County Police Departments and other emergency response agencies at the building level. Representatives from these agencies are invited to participate on Building Level School Safety Teams.

Incident Reporting

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander.

- Report it to the Nassau County Police Department and/or Suffolk County Police Department.

- Secure the area where the disturbance has occurred.
- 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.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per School Building Emergency Response Plans.
- Provide incident debriefing to students/staff as needed. Notify parents as needed.

Investigation

After the incident has occurred, the School Building Principal/Administrator or designee will conduct a detailed investigation. It is the purpose of the abovementioned individual to focus on facts that may prevent recurrence, not find fault. The individual conducting the investigation will:

- Collect facts on how the incident occurred
- Record information
- Identify contributing causes
- Recommend corrective action
- Encourage appropriate follow-up
- Consider changes in controls, policy and procedures

Follow-up

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation

The Districtwide School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will be reviewed to ensure they include the potential for different types of incidents throughout the district. Professionals will be utilized from local law enforcement and private consultants as necessary.

Disciplinary Measures

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings, grounds, and facilities and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members. The Code of Conduct was updated, made available for comment on July 8, 2020, and posted on our website on July 9, 2020.

Emergency Response Protocols Notification and Activation (Internal and External Communication)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on School-Building Safety Teams. These individuals and appropriate means of contact are documented in the Building Level Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building- Level Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the Districtwide School Safety Team.

The Superintendent of Schools recognizes his responsibility to notify all educational agencies within the school district of a disaster and has established the notification list delineated in 2020-2021 Telephone Numbers of Key Educational Officials.

In general, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building or other mass notification system. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses is included in each School Building Emergency Response Plan specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building Level School Safety Team will be responsible for reviewing and updating these responses and communicating them to students and staff. The following emergency situations are of prime importance:

Due to the confidential nature of the following actions, specifics may not be mentioned below. School Building Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency.

Bomb Threats

All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the Building Level Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. The *FBI Bomb Threat Call Checklist* will be available at phone reception areas.

Hostage Taking

The Building Level Emergency Response Plan for *Missing/Abducted/Kidnapped Student* procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call 911.
- The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

Intrusions

The Building Level Emergency Response Plan hazard specific procedures will be followed in the event of an intrusion. In general, the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
- The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.
- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and Dial 911 or other appropriate emergency notification.
- If the situation escalates, plain language will be utilized to notify all building occupants to lockdown according to pre-defined procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.

- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

Kidnapping

Details provided in Building Level Emergency Response Plan procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, when a student has already been documented as present, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- During school hours, when a student has not arrived at school, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent, he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The School Superintendent will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, when a student has not arrived at home, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

Responses to Acts of Violence Including Suicide Threats (Implied or Direct Threats)

Response actions in individual buildings will include:

- Implementation of the Incident Command System
- Use of staff trained in de-escalation techniques
- Inform building Principal or designee
- Determine level of threat with Superintendent or designee, if necessary
- Contact law enforcement agency, if necessary

- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team if necessary

Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System
- Determine the level of threat
- If necessary, isolate the immediate area and hold in place or evacuate, if necessary
- Inform building Principal/Superintendent or designee
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures

Response Protocols

Response protocols to specific emergencies will vary but usually will include the following:

- Implementation of Incident Command System
- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents via ParentLink, email blasts, texts
- Procedures to notify media
- Debriefing procedures

**(See 2020-2021 School Building
Chain-of-Command Table)**

Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency, the Incident Commander will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Nassau County and/or Suffolk Police Departments, Nassau County Office of Emergency Management, Nassau County Department of Mental Health, Nassau BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district's resources, the Nassau County Office of Emergency Management will coordinate with State and Federal agencies and assist in

all post-incident response. These contacts are clearly delineated in the School Building Level Plans.

District Resources Use and Coordination

School Building Level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command. (See 2020-2021 School Building Chain-of-Command Table)

Protective Action Options

Due to the confidential nature of the following actions, specifics are not mentioned below. School Building Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency. These options become available when conditions warrant.

- **School Cancellation:** School Superintendent or Designee – conditions warrant making a decision not to open schools
- **Early Dismissal:** School Superintendent or Designee – conditions warrant returning students to their homes
- **Evacuation:** Principal or Designee – conditions in the building are unsafe warranting relocation
- **Sheltering:** Principal or Designee – conditions warrant movement to a safe place in the building
 - **Shelter-In-Place** – weather related
 - **Shelter-In-Place** – generic/non-specific Bomb Threat
 - **Shelter- In-Place** – specific Bomb Threat
- **Hold-In-Place:** Principal or Designee – conditions warrant isolation of a specific area of the building – usually short term
- **Lockdown:** Principal or Designee – the most serious situation for a school – a threat is in the building
- **Lockout:** Principal or Designee – a threat exists outside the school building or in the vicinity

National Terrorism Advisory System (NTAS)

NTAS advisories – whether they be Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Bulletin:

Describes current developments or general trends regarding threats of terrorism.

Elevated Threat Alert:

Warns of a credible terrorism threat against the United States.

Imminent Threat Alert:

Warns of a credible, specific, and impending terrorism threat against the United States.

Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The *If You See Something, Say Something™* campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terroristic activity, and to follow the guidance provided by the advisory and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

Recovery – School District Support for Buildings

The School Building Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- Superintendent of Schools or Designee
- Assistant Superintendent for Administration
- Assistant to the Superintendent for Business
- Director of Facilities
- Transportation Coordinator
- Food Service Director
- Head Nurse
- Others as deemed necessary

Disaster Mental Health Services

A Districtwide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services as outlined in our Safety Plan. Depending on the scope of the situation, the Nassau County Office of Emergency Management may be contacted to help coordinate a County or State-Wide effort.

Forms and Recordkeeping

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program along with training staff on our Plan. This will allow us to monitor its success and update the program as necessary. The following

forms, resources, and training materials have been developed for this purpose and will be located in the School Building- Level Emergency Response Plan.

- Emergency Procedures Notification
- FBI Bomb Threat Call Checklist Model
- Incident Report Form
- Parent/Guardian Notification
- Post Emergency/Post-Test Review Form
- Go-Bag
- Emergency Exercise Design and Evaluation
- Parent/Student Reunification Procedures
- School Safety Audit Checklist
- NYS Police Threat Assessment
- Search Team Training
- Verbal De-escalation Techniques
- Lockdown – Quick Guide
- Lockout – Quick Guide
- Shelter-in-Place – Quick Guide
- School Climate Survey

www.nassauschoolemergency.org under the **Safety Plans** tab.

**FARMINGDALE UNION FREE SCHOOL DISTRICT
2020-2021 DISTRICTWIDE HEALTH & SAFETY TEAM**

NAME	AFFILIATION
Paul Defendini	Superintendent of Schools
Glen Zakian	Assistant Superintendent for Human Resources & Administration
Michael Motisi	Assistant to the Superintendent for Business
Victoria LoRusso	Assistant Principal, Albany Avenue Elementary School
Christopher Peterson	Assistant Principal, Northside Elementary School
Anjany Smar	Assistant Principal, Stanley D. Saltzman East Memorial Elementary School
Jennifer DeHayes	Assistant Principal, Woodward Parkway Elementary School
Cheryl K. DePierro	Assistant Principal, Weldon E. Howitt Middle School
Arlene Martinez	Assistant Principal, Farmingdale High School
Suzanne D'Amico Kathy Lively	Board Members
Rosemary Pimental	Central Clerical Support Staff
Robert Rindos	CSEA Clerical/Custodial
Lisa Bell Antoinette Camisa	CSEA Teacher Aides and School Monitors
Nelson Dominguez Martin Dar Conte	Districtwide Operations
Frank Hebron	Farmingdale High School Dean
Esther Hernandez-Kramer	Farmingdale Federation of Teachers
Ehsan Elminabawy	Farmingdale High School Student
Christa Lucarelli	Assistant Director - Farmingdale Public Library
Saverio Belfiori	H2M Architects & Engineers
Stephanie Curcio	Nassau BOCES Health & Safety Liaison
Officer Todd Atkin Officer Michael Bilardello Officer David Brohman Officer Michael Cammarata	Nassau County Police Department
Michael Drance, ARM, CPSI, Manager	NYSIR Risk Control Services
Lisa Klein	PTA
Arlene Soete, Director	St. Luke's Lutheran Nursery School
Dawn Esposito, RN	School Lead Nurse
Joseph S. Volpe, Ph.D.	School Psychologist
Thomas Mastakouris, Fire Commissioner	South Farmingdale Fire Department
Officer Jeanne Osias Officer Elisa McVeigh	Suffolk County Police Department Suffolk County Police Department/Homeland Security
Marc Medina, Transportation Supervisor	Transportation Dept.
Joseph LoGuercio, Operations Manager	Educational Bus Company
Diane Sabino, Safety Supervisor	Educational Bus Company

2020-2021 HAZARD IDENTIFICATION TABLE

Location	Potential Hazard
Main & Front Streets	Railroad Station
Main & Front Streets	Railroad Crossing
Main & Motor Avenue	Railroad Crossing
Staples St. off Route 109	Railroad Crossing
Major Thoroughfares	<ul style="list-style-type: none"> • Route 110 • Route 109 • Southern State Parkway • Hempstead Turnpike • Conklin Street • Broadway Avenue • Linden Street
Republic Airport	Air Traffic

2020-2021 TELEPHONE NUMBERS OF KEY EDUCATIONAL OFFICIALS

**(Information removed due to
confidential nature)**

2020-2021 SCHOOL BUILDING CHAIN-OF-COMMAND TABLE

School Building	IC #1	IC #2	IC #3
Farmingdale High School	Samuel Thompson, Ed.D.	Arlene Martinez	Jed Herman
Howitt Middle School	Michael Gavalas	Cheryl K. DePierro	Giulia Marano
Albany Avenue Elementary School	Joseph Valentine	Victoria LoRusso	Teresa Busto
Northside Elementary School	Michael Febbraro	Christopher Peterson, Ed.D.	Dorothy Cantos
Saltzman East Memorial Elementary School	Patricia O'Regan	Anjany Smar	Stephanie Fiorentino
Woodward Parkway Elementary School	Patrick Kloczek, Ed.D.	Jennifer DeHayes, Ed.D.	Janet Dieso

APPENDIX A

Districtwide AP School Safety Team Minutes

Districtwide General School Safety Team Minutes

**(Information removed due to
confidential nature)**

FARMINGDALE SCHOOL DISTRICT
Districtwide School Safety Team Meeting
Attendance Example
October XX, 20XX

Required Attendance

Representative	Name	Absent/Present	Reason for Absence	Contact Information
School Board Member (s)				
Teacher Representative				
Administrator (s)				
PTA Rep.				
School Safety Personnel				
Student				
Others				

Additional Attendance

Organization or School	Name	Title	Contact Information

Agenda

1. Districtwide Safety Plan Review
2. Incident Review
3. Principal Reports
4. Status of Exercises/Drills Training

APPENDIX B

Communicable Disease - Pandemic Plan

Our Districtwide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our Districtwide School Safety Plan that also incorporates our Building Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the Districtwide School Safety Plan. The Districtwide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building Level Emergency Response Team. **Effective April 1, 2021**, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.** The Plan addresses the required components in the sections as noted below:

Prevention/Mitigation

- We will work closely with the Nassau County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
 - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Nassau County Department of Health, Bureau of Infectious Diseases, 240 Old Country Road, Mineola, N.Y. 11501.
 - Public Health Consultation and Immediate Reporting: 516-227-9639
 - If a positive case is identified, we report the case to that County's Department of Health.
 1. **Nassau County cases** can be reported via phone: 516-227-9639 or via fax: 516-227-9632 or 516-227-9570.
 2. **Suffolk County cases** are reported by email: suffolkcountyny.force.com/public/request/dohscvsc/details. If more than 10 contacts are associated with a positive case in Suffolk County, then a separate list of contacts are emailed to schoolcovidalert@suffolkcountyny.gov.
 - Weekend/after-hours Consultation and Reporting: 516-742-6154
 - Suffolk County after hour number: 631-852-4820
- The Nassau County Department of Health will monitor county-wide cases of communicable disease and inform school districts as to appropriate actions.

- The Assistant Superintendent of Human Resources, will help coordinate our pandemic planning and response effort. He will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the Districtwide School Safety Plan.
- The following positions will be vital members of the Pandemic Response Team: Superintendent, Assistant Superintendent for Innovation and Organizational Development, Assistant Superintendent for Human Resources and Administration, Assistant Superintendent for Teaching & Learning, Assistant to the Superintendent for Elementary Education, Assistant to the Superintendent for Business, Human Resources Administrator, Head Nurse and building nurses, Director of Facilities, Maintenance Supervisor, School Lunch Manager, Transportation Supervisor, Public Information Officer. Other non-traditional individuals may also be required to be part of the Team. The Pandemic Response Team will review and assess any obstacles to the implementation of the Pandemic Response Plan.
- The school district emphasizes hand-washing and cough/sneezing etiquette through educational campaigns as part of our Health curriculum. In addition, we have signage around all buildings that promotes proper hygiene and social distancing protocols. We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, emails, phone calls, postings and direct mailings for this purpose.

**Essential Positions/Titles –
See Essential Employees Worksheet in APPENDIX C.**

Protocols Allowing Non-Essential Employees to Telecommute

- **Ensure Digital Equity for Employees/Teachers**
 - Mobile Device Assessments
 - Surveyed staff to determine who needed devices at home to maintain operational functions as well as instructional services
 - Conducted a cost analysis of technology device needs
- **Internet Access Assessments**
 - Surveyed staff to determine the availability of viable existing at-home internet service
 - Conducted a cost analysis of internet access needs
- **Providing Mobile Devices and Internet Access**
 - Developed procurement processes for, ordered, configured, and distributed appropriate technology devices to those determined to be in need.
 - Developed procurement processes to provide appropriate internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial internet options were provided for anyone in need.

Technology & Connectivity for Students - Mandatory Requirements

Gained the knowledge of the level of access to devices and high-speed broadband all students have in their places of residence, and provided every student and teacher with broadband access to meet their educational/teaching needs:

- Addressed the needs to provide devices and internet access to students who did not have sufficient access
- Provided multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models

Mobile Devices Delivery

Technology offers schools and districts increased options for continued learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments
 - Identify students' technology needs to include adaptive technologies
 - Use the Asset Tracking Management System procedures to check out all mobile devices
 - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.

Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, Farmingdale School District is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy for students:
 - High school level (9-12th grades) – 50 % A/B Days
 - 8th grade – 50 % A/B Days
- Forming employee work shift cohorts to limit potential contacts
- Limit employee travel within the building
- Arrival and dismissal times are staggered by the drop off/pick up times of the buses
- Alternate work-days or work weeks
- Limit or eliminate visitors to the building

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency. **Actual information can be found in Appendix C, Essential Employee Worksheets, page 53.**

Protection (Preparedness)

We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Nassau and Suffolk Police Departments, Farmingdale Fire Department,

Educational Bus Company to attend our Districtwide School Safety Team Meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

The *Districtwide Command Center* will be at Howitt Middle School with the alternate at Farmingdale High School, and will be activated at the direction of the Superintendent. We have established our **Districtwide Incident Command Structure** as follows:

- Farmingdale High School – Sam Thompson, Principal 516-434-5210
- Howitt Middle School – Michael Gavalas, Principal 516-434-5410
- Albany Avenue Elementary School – Joseph Valentine, Principal 516-434-5510
- Northside Elementary School – Michael Febraro, Principal, 516-434-5610
- Saltzman East Memorial Elementary School – Patricia O'Regan, Principal, 516-434-5710
- Woodward Parkway Elementary School – Patrick Kloczek, 516-434-5810

Building Level Command Posts and Incident Command Structures are defined in the Building Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems.

- The Superintendent has designated each building Principal as a COVID-19 Safety Coordinator of each school, whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinators shall be the main contact upon the identification of positive COVID-19 cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

School/Program	COVID-19 Safety Coordinator/Administrator	Contact Number
FHS	Samuel Thompson	516-434-5210
HMS	Michael Gavalas	516-434-5415
AA	Joseph Valentine	516-434-5510
WWP	Patrick Kloczek	516-434-5810
NS	Michael Febraro	516-434-5610
SEM	Patricia O'Regan	516-434-5710
Administration	Glen Zakian	516-434-5110

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; school postings; general mailings; e-mails; special presentations; phones and cell phones, texting; and the public media (Farmingdale Observer, News12, Z&E Communications). The school district Public Information Officer (PIO), Shannon Shaw, has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with the Assistant Superintendent for Innovation & Organizational Development to assure proper function of all communication systems including text messaging (English and Spanish), email messages (English and Spanish), phone calls, website postings (English and Spanish), Talking Points (used to communicate with non-English speaking parents), and ParentLink. This coordination will also help assure that as many redundant communication systems as possible are available.

- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - Overall Operations – we have defined the following decision-making authority for the district: Superintendent, Assistant Superintendent for Teaching & Learning, Assistant Superintendent for HR & Administration, Assistant Superintendent for Innovation & Organizational Development, Assistant to the Superintendent for Elementary Education, Assistant to the Superintendent for Business. Our primary communication will be through our telephone system, cell phones, hand-held radios, e-mail, district automated phone notification system, and ParentLink. These systems are accessed and utilized by the Superintendent, Assistant Superintendent for Innovation & Organizational Development and his office support staff including our Public Information Officer. Our Principals have their own building ParentLink account for specific building related updates.
 - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain Purchasing, Accounts Payable and Payroll responsibilities. There are two employees in each of those departments to maintain essential job functions.
 - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Maintenance Supervisor II or back-up designee will communicate with building administrators and key maintenance staff members to maintain all district facilities. If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building functions and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. Only products approved by the school district will be utilized.
 - Human Resources and Administration will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by the Assistant Superintendent for Human Resources and Administration.
 - The Human Resources Administrator continually provides cross-training of staff to ensure that essential responsibilities can be maintained. A comprehensive procedural binder delineates all job titles and functions within the Human Resources Department for cross training backup. This binder provides a step by step explanation of all necessary steps for each job.
 - The following Human Resources employees are considered essential employees: Personnel Clerk, Senior Typist Clerk, Senior Account Clerk, two Typist Clerks.
 - Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc.
 - Working with administration and local officials, the Superintendent's Cabinet will help to decide if schools need to be closed.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented and utilize daily, in combination as necessary, are:

- Hard copy, self-directed lessons
- Use of Chromebooks by staff and students
- On-line instruction; on-line resources; on-line textbooks
- Synchronous and asynchronous learning modalities
- Communication modalities for assignment postings and follow-up: telephone, cell phone, cell phone mail, text messages, e-mail; automated notification systems; website postings, SCHOOLGY virtual platform, Google Meets and Remind App for texting.

Obtaining and Storing Personal Protective Equipment (PPE)

PPE & Face Covering Availability

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the district is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Parents will also be encouraged to provide face coverings for students, however, face coverings will be provided for any student that cannot provide their own.

PPE Supply Management

The Facilities Department is working with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible.

Disposable Face Covering Supplies					
Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students	100 Masks per Week	1200	600	300	1 Disposable Mask per Week per Student (supplements parent provided)
Teachers/Staff	500	6000	3000	1500	5 Disposable Masks per

					Week per Teacher
Nurse/Health Staff	1000	12,000	6000	3000	10 Disposable Masks per Week per School Nurse

PPE for High Intensity Contact with Students				
<i>Item</i>		1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves		10	120	10 per Week per Staff
Disposable Gowns		10	120	10 per Week per Staff
Eye Protection		2	n/a	2 Re-usable per Staff
Face Shields		2	n/a	2 Re-usable per Staff
Waste Disposal Medium		1	n/a	1 Unit per Staff Total
KN-95 Respirators*		10	120	10 per Week per Staff

Response

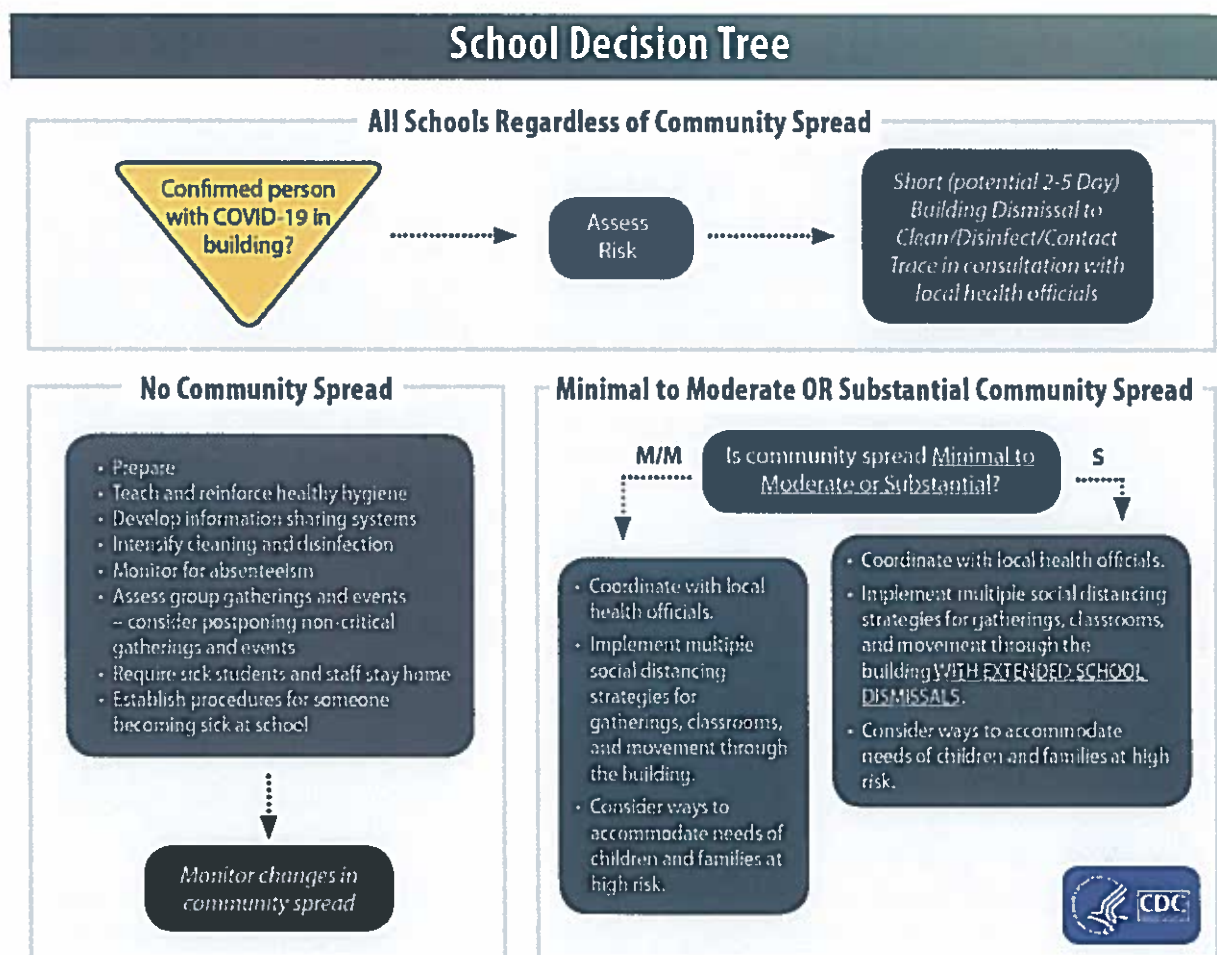
The Pandemic Response Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Nassau County Department of Health and other experts. Each Building Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the district and building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The Public Information Officer (PIO) will work closely with the Assistant Superintendent for Innovation & Organizational Development to re-test all communication systems to assure proper function.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our Districtwide School Safety Plan as it specifically applies to pandemics.
- The Assistant to the Superintendent for Business will meet with staff to review essential functions and responsibilities of back-up personnel. The Maintenance Supervisor II will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Maintenance Supervisor II will meet with staff and monitor the district's ability to maintain essential functions as well as reviewing essential building procedures with the Principals and command chain. Sanitizing procedures will be reviewed with teachers. The Maintenance Supervisor II will work closely with the Assistant to the Superintendent for Business or designee to implement different phases of the Plan as necessary.

- The Human Resources Administrator will meet with staff to review essential functions and responsibilities of back-up personnel as well as monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from local and state authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- If the decision is made to close a school building the school district will notify the NYS Education Department.

Preventing Spread, Contact Tracing and Disinfection Confirmed COVID-19 Case Requirements & Protocols

Instructional programs must be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. CDC has provided the following decision tree to help schools determine which set of mitigation strategies may be most appropriate for the current situation:



CDC and NYSDOH Recommendations

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred
- Opening outside doors and windows to increase air circulation in the area
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas

- Once the area has been appropriately cleaned and disinfected it can be reopened for use
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection
- Refer to DOH's **Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure** for information on "close and proximate" contacts
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Return to School After Illness

Schools must follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms
- It has been at least three days since the individual has had a fever (without using fever reducing medicine) and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. **Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings**.

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 10 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

Staff Absenteeism

- Instructional staff will call into the Frontline Education (formerly known as AESOP) when they are absent due to illness. Substitutes will be provided as necessary and as requested.

- The instructional departments will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.

Employee Assistance Program (EAP)

- The Human Resources Department will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

Medical Accommodations

- The Human Resources Department will continue to handle medical and COVID-19 accommodations. Requests for COVID-19 accommodations should be sent to gzakian@farmingdaleschools.org.
- If a student or staff member tests positive for Coronavirus the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works. The information below is provided by the New York State Contact Tracing Program.

Our Farmingdale School District Nursing Staff has been trained via the Johns Hopkins Bloomberg School of Health in Contact Tracing. Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from the Farmingdale School District, PLEASE answer the phone. Answering the phone will keep your loved ones and community safe. A contact tracer will:

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a Nurse from the Farmingdale School District will work with you to identify and reach out via phone and text to anyone you've been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, if you become sick yourself, you have not infected many others along the way. This is how we stop the spread!

We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record.

Facilities Cleaning and Sanitizing

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Districtwide Operations Department

Custodial Cleaning Assignments Districtwide

Schedule for Univent filter replacement each school year: August, December & April

<p><u>Classrooms:</u></p> <ul style="list-style-type: none"> • Empty Trash Receptacles (Daily) • Sweep Floors (Daily) • Spot Mop (As Needed) • Mop & Sanitize Disinfect Floors (Daily) • Clean Door & Glass (Daily) • Clean Smartboards (Daily) • Wipe Down Windowsills (Weekly) • Wipe/Dust A/C Units (Weekly) • Wash A/C Filters (Weekly) • Disinfect & Replenish Toiletries in Bathrooms (Daily) • Disinfect Desktops (Daily) • Disinfect Desk Barriers (Daily) • Vacuum Vent Covers (Monthly) • Dust Bookshelves & Open Cabinets (Weekly) • Dust Computers (Weekly) • Sanitize Keyboards and mouse (Daily) • Replace Lightbulbs (As Needed) • Clean Windows (Monthly) • Secure/Lock Doors (Daily) • Vacuum Rugs (Daily & Shampoo Yearly) 	<p><u>Gang/Staff Bathrooms:</u></p> <ul style="list-style-type: none"> • Empty Trash Receptacles (Daily) • Clean & Sanitize Walls (Daily) • Clean & Sanitize Baseboards (Daily) • Clean & Sanitize Mirrors (Daily) • Clean & Sanitize Sinks (Daily) • Clean & Sanitize Urinals (Daily) • Clean & Sanitize Toilets (Daily) • Clean & Sanitize Chrome Fixtures (Daily) • Replenish Toiletries (Daily) • Sweep Floors (Daily) • Mop & Sanitize Floors (Daily) • Clean Windows (Daily)
<p><u>Stairwells:</u></p> <ul style="list-style-type: none"> • Sweep (Daily) • Spot Mop (Daily) • Mop & Sanitize (2-3 Times per Week) 	<p><u>Cafeteria:</u></p> <ul style="list-style-type: none"> • Empty Trash Receptacles (Daily) • Sweep Floors (Daily) • Mop Floors (Daily) • Dust/Vacuum Vents (Monthly) • Clean Walls (As Needed)
<p><u>Hallway/Corridors:</u></p> <ul style="list-style-type: none"> • Sweep (Daily) • Spot Mop (Daily) • Clean Water Fountains (Daily) • Empty Trash Receptacles (Daily) • Mop & Sanitize Floors (2-3 Times per Week) • Zamboni Floors (Weekly) • Replace Lightbulbs (As Needed) • Secure Exterior Doors (Continuous) 	<p><u>Health Office:</u></p> <ul style="list-style-type: none"> • Empty Trash Receptacles (Daily) • Sweep Floors (Daily) • Mop Floors (Daily) • Wipe Down & Disinfect Cots (Daily) • Clean, Disinfect & Replenish Bathrooms (Daily) • Dust Windowsills (Weekly) • Clean Windows (Weekly) • Dust/Vacuum Vents (Monthly)
<p><u>Gymnasiums:</u></p> <ul style="list-style-type: none"> • Empty Trash Receptacles (Daily) • Sweep Floors (Daily) • Mop & Sanitize Floors (2-3 Times per Week) • Dust/Vacuum Vents (Monthly) • Clean Walls (As Needed) • Clean Bleachers (After Every Event & Thorough Cleaning Weekly) 	

Disinfecting

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted after each period
- Regular cleaning and disinfection of restrooms will be performed
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Administration
- Additional paper towels are available in other designated spaces

Upon request, Facilities Services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- Bus seats and handrails (performed by bus drivers between routes)
- Buttons on vending machines and elevators
- Classroom desks, chairs, shields, floors, teacher's desks, light switches, Smartboards/markers
- Door handles and push plates
- Handles on equipment
- Handrails
- Kitchen and bathroom faucets
- Light switches
- Lunchroom tables and chairs
- Shared computer or piano keyboards and mice
- Shared desktops
- Shared telephones

Hand Sanitizing

- Hand sanitizer dispensers will be located and installed in approved locations
- Hand sanitizer bottles will be distributed to staff as approved by Central Administration

- Farmingdale School District ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5

Trash Removal

- Trash will be removed daily
- Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary
- Covers/lids have been removed from trash receptacles

Documenting Precise Hours/Work Locations of Essential Workers

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified, it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. Currently our maintenance personnel who move among buildings are tracked via daily emails by the Districtwide Operations Department. The movement of Teachers/Teacher Aides among buildings is tracked by Building Administrators and Office Support Staff in each building. Our plan to track such individuals can be found in Appendix C, Essential Employee Worksheets, page 54.

Emergency Housing for Essential Employees

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. However, we have canvassed local hotels/motels so we may be prepared for an unanticipated need and should be able to access the following if necessary:

- i. Residence Inn Garden City (516-742-2500)
- ii. Garden City Hotel (516-747-3000)
- iii. La Quinta (516-705-9000)
- iv. Hyatt Place (516-222-6277)
- v. Hampton Inn (516-227-2720)
- vi. Long Island Marriott Uniondale (516-794-3800)
- vii. Hilton Garden Inn Westbury (516-683-8200)
- viii. Courtyard by Marriott Westbury (516-542-1001)
- ix. Holiday Inn Westbury (516-997-5000)
- x. Red Roof Plus Garden City (516-794-2555)

Nassau County School Districts have also established school building shelter sites across the County in cooperation with the Nassau County Office of Emergency Management which may be utilized in the event of any emergency situation. If deemed necessary, school districts will work closely with Office of Emergency Management to determine housing options. Both Farmingdale High School and Howitt Middle School can be used as temporary shelters.

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 from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building Level Post-Incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The Districtwide School Safety Team and Building Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the Superintendent's Office, Human Resources and Administration Office, Office of Teaching and Learning, Office of Innovation & Organizational Development, and the Office of Elementary Education will be vital to this effort. The Districtwide School Safety Plan and Building Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

APPENDIX C

- **School District Pandemic Influenza Planning Checklist**
- **Farmingdale School District Contract Tracing Form**
- **Flowcharts for COVID-19 Decision Making**
- **Essential Employee Worksheets**

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST

Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

I. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.



1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.





Farmingdale School District

COVID 19 Preliminary On-Site Investigation (FAX to Nassau County Dept. of Health at 516-227-9669)

School Building _____

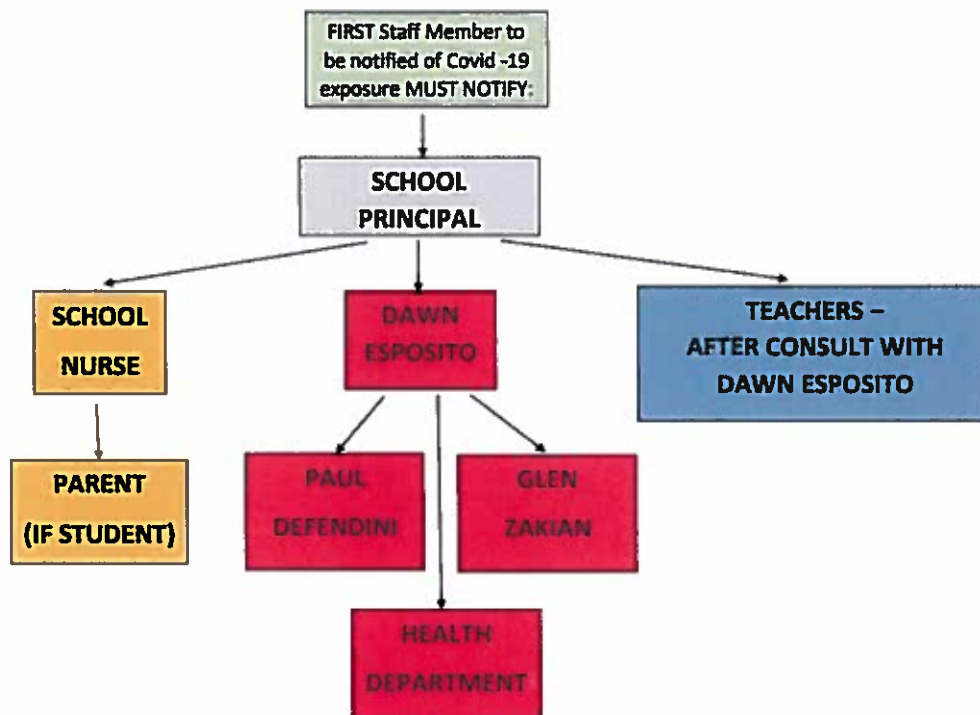
Today's Date _____

Individual Completing Form _____

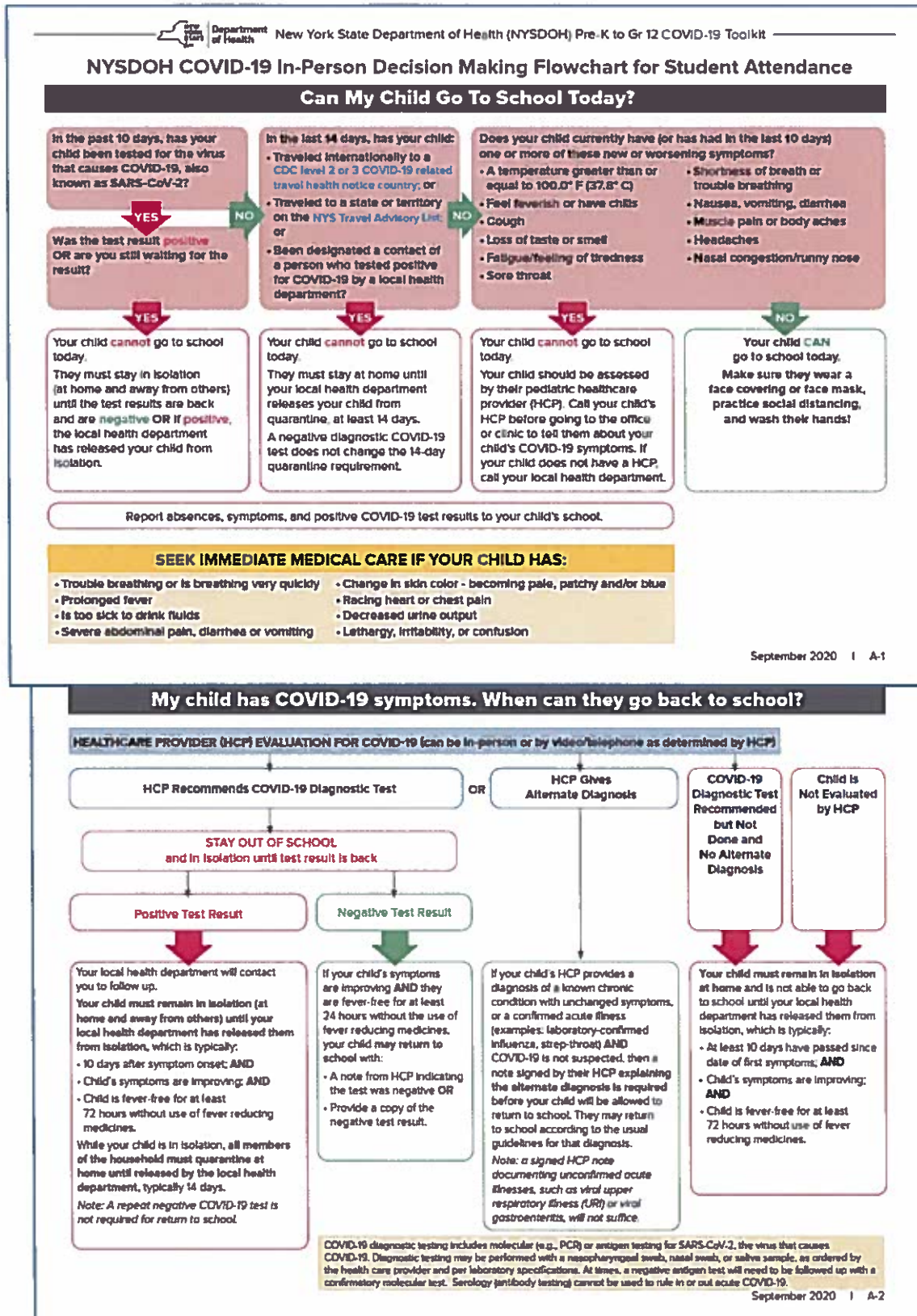
Telephone # _____

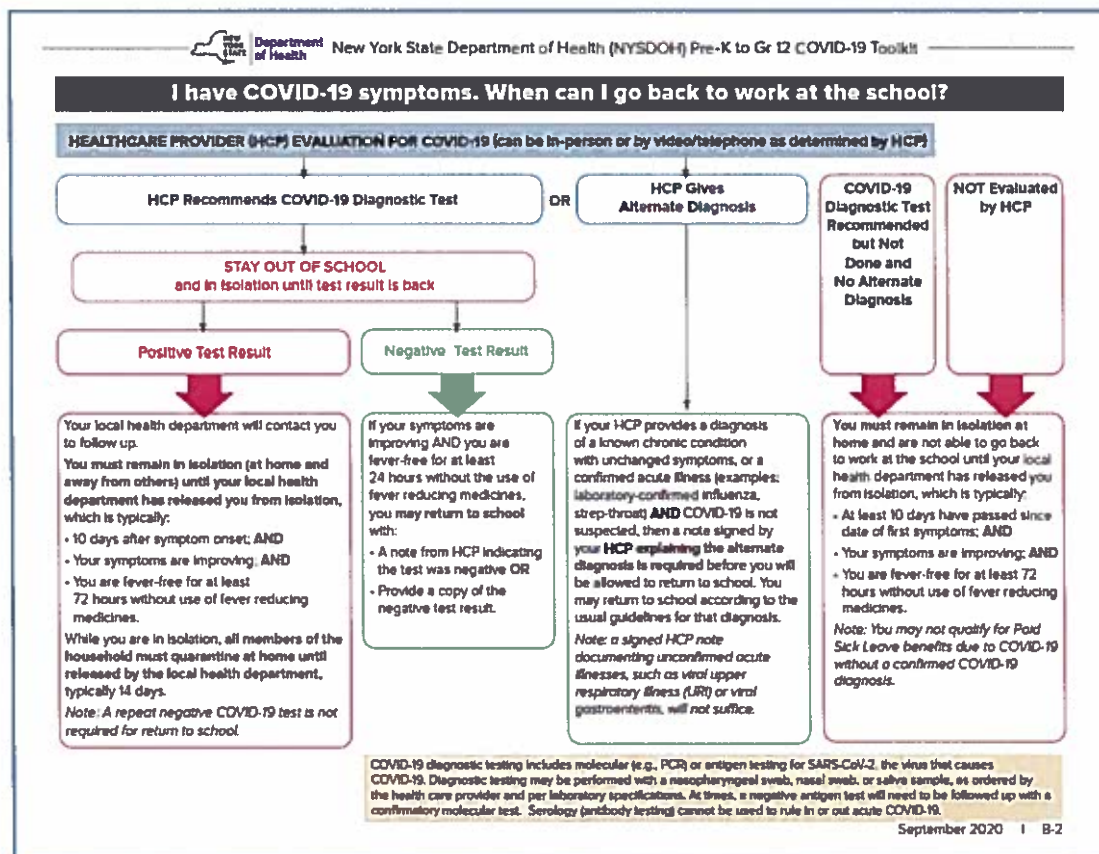
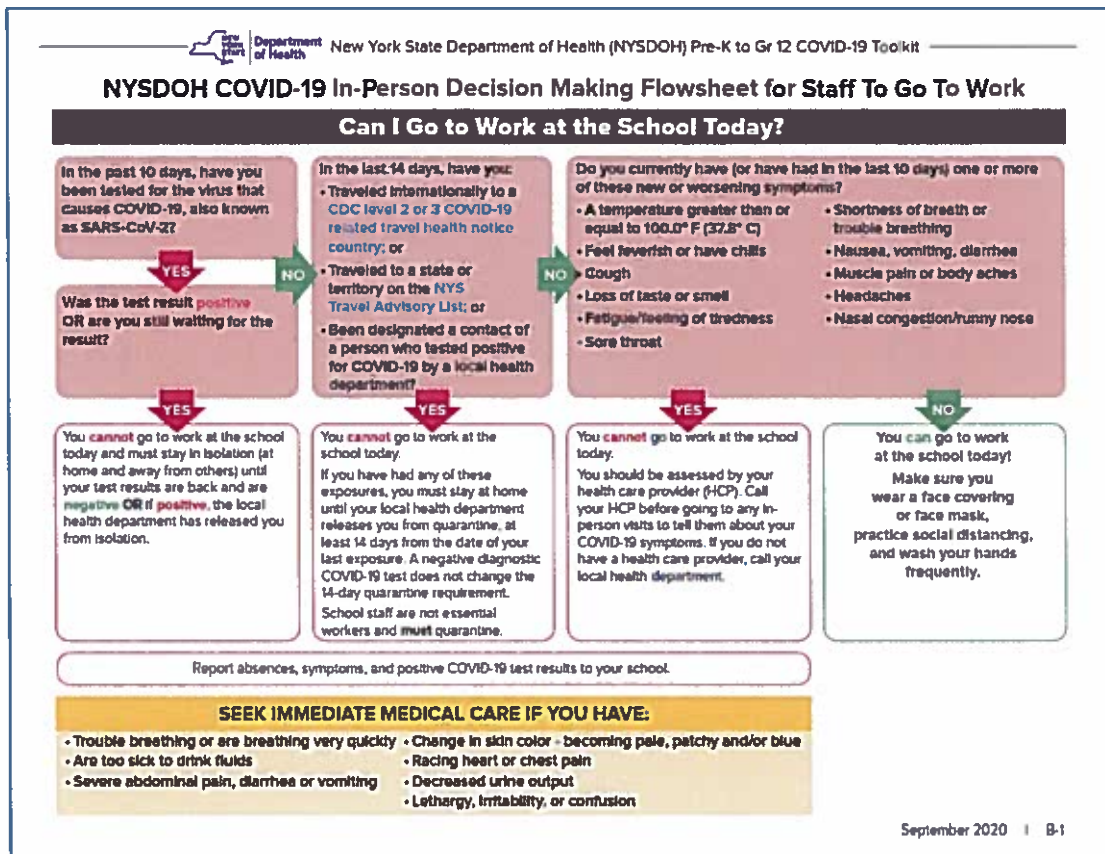
Name of Person Testing Positive: _____			Position: _____	
Last date individual was in the school building: _____				
Date of Birth: _____		County of Residence: _____		
Telephone #: _____		Please highlight - case was: <i>Asymptomatic</i> or <i>Symptomatic</i>		
Documentation of Lab Confirmed Positive? YES <input type="checkbox"/> NO <input type="checkbox"/>		Date of Test: _____		
Laboratory Conducting Test: _____		Telephone #: _____		
<p align="center">Name of <u>Students</u> in Close Contact (less than 6 feet for more than 10 minutes) Include all contacts for 2 days prior to initial test if Asymptomatic. If Symptomatic, 2 days prior to symptoms. If no contacts, please write NO CONTACTS across the page.</p>				
NAME	SCHOOL	D.O.B.	TELEPHONE	EXPOSURE LOCATION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
<p align="center">Name of <u>Staff</u> in Close Contact (Less than 6 feet for more than 10 minutes) Include all contacts for 2 days prior to initial test if Asymptomatic. If Symptomatic, 2 days prior to symptoms. If no contacts, please write NO CONTACTS across the page.</p>				
NAME / POSITION / LD. #	SCHOOL	D.O.B.	TELEPHONE	EXPOSURE LOCATION
1.				
2.				
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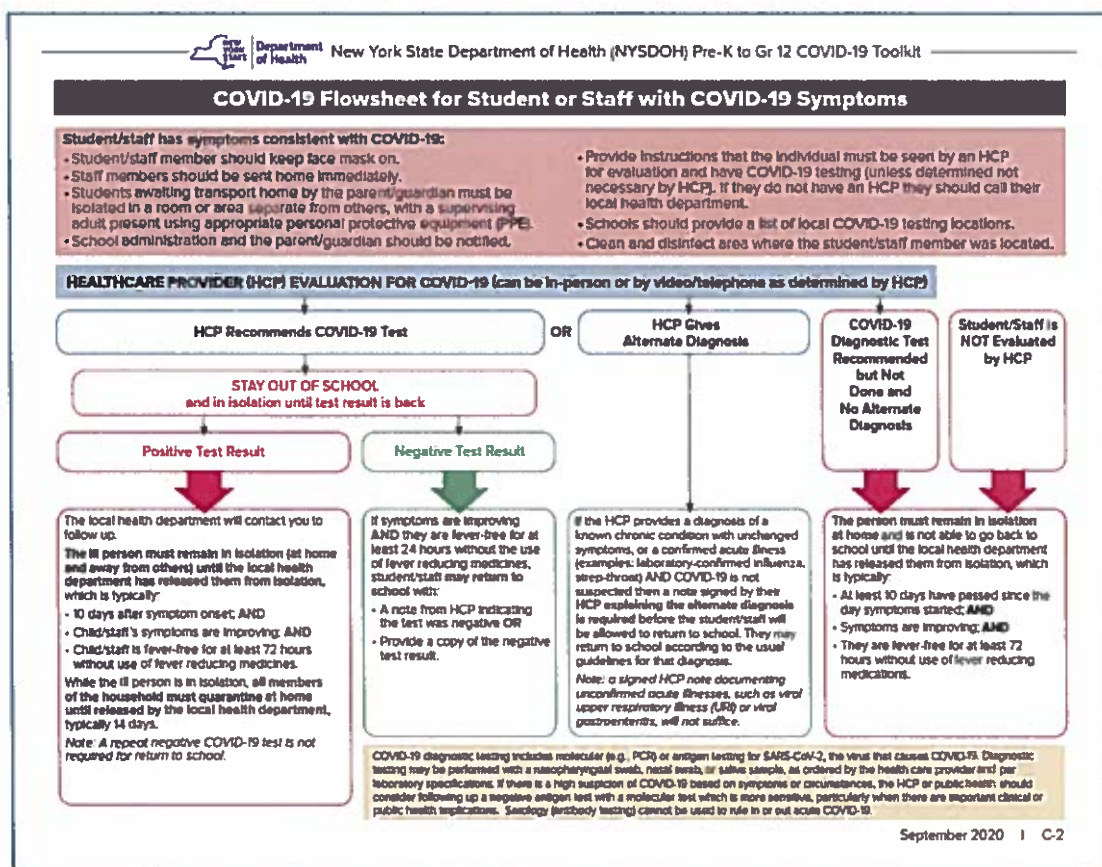
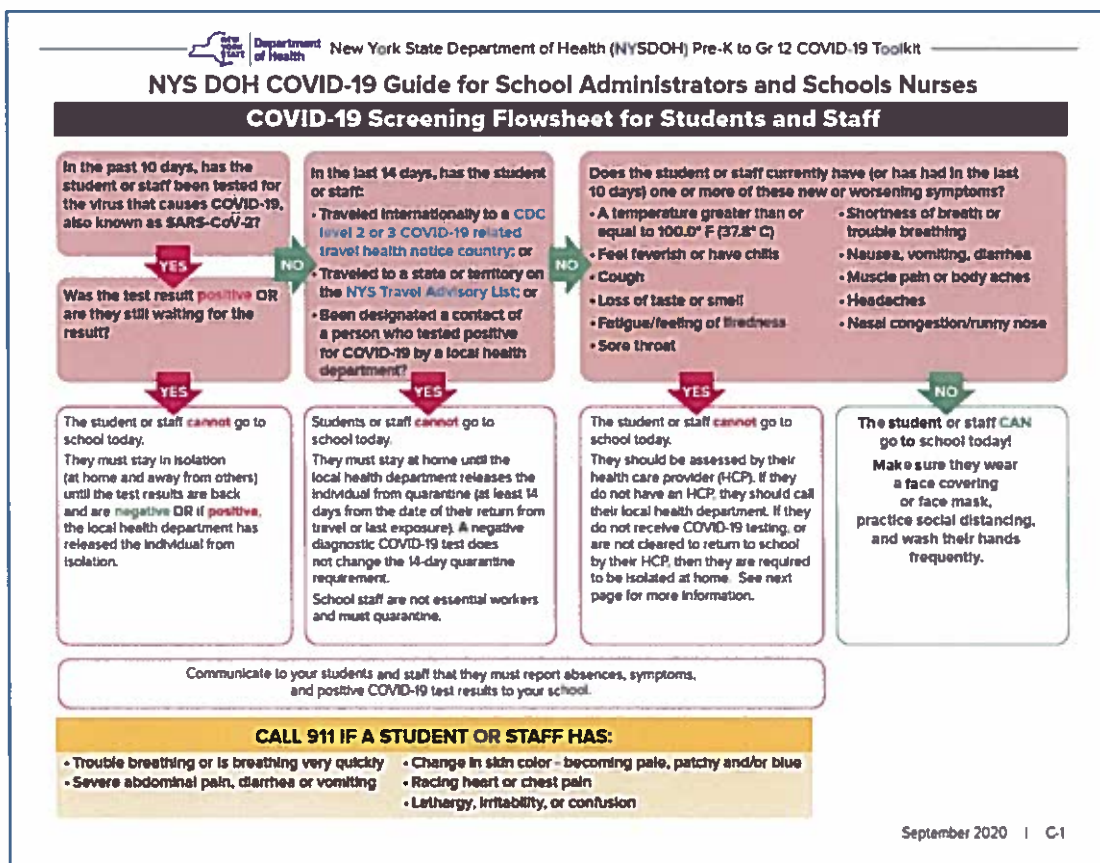
COVID – 19 NOTIFICATION FLOWCHART

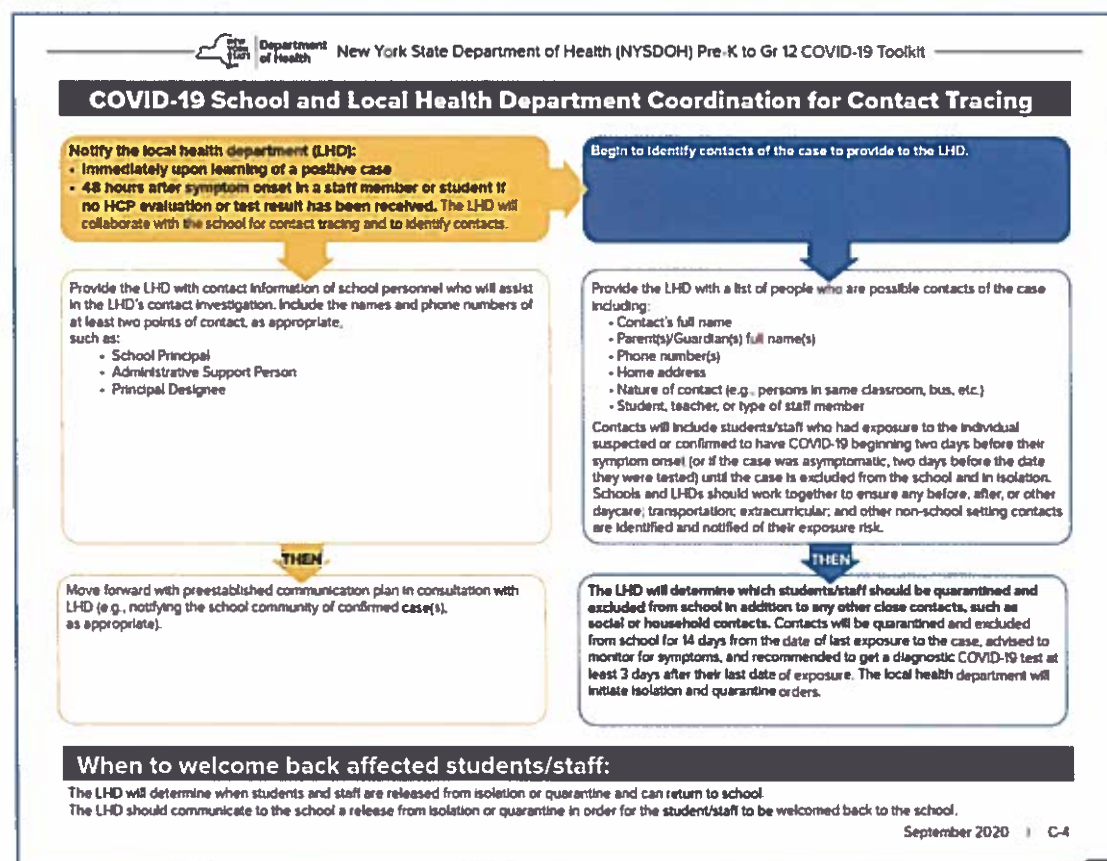
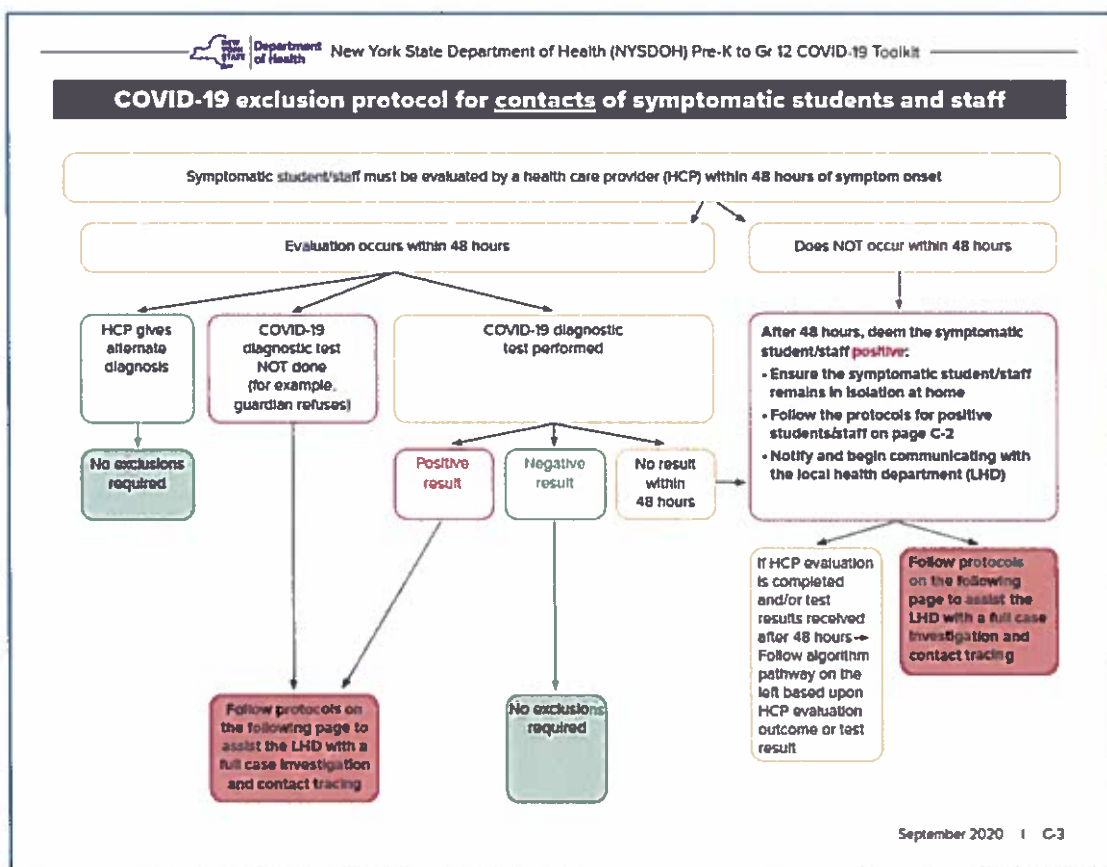


Flowcharts for COVID-19 Decision Making









Essential Employee Worksheet

In the event of a government ordered shutdown similar, to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below for your department utilizing the following guide:

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** – brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Essential Employees				
Title	Description	Justification	Work Shift	Protocol
Superintendent	Provide support to Board of Education	Supports BOE and all operations of school district	as needed	
Superintendent's Office – Principal Typist Clerk	Provide support to Superintendent	Provide direct support to Superintendent and all operations of school district	as needed	
Superintendent's Office – Assistant District Clerk	Support Board of Education	Maintain communication with Board of Education regarding BOE Meetings. Prepare confidential information including Board Agendas & weekly updates		
Superintendent's Office – Senior Typist Clerk	Provide support to Superintendent's Office	Generate Purchase Orders, payment of invoices; order supplies and various items for district ceremonies	8:00-4:00	
Assistant Superintendent for HR & Administration	Support Superintendent and Board of Education	Districtwide Supervisor of Health & Safety	8:00-4:00; as needed	
Human Resources – Administrative Assistant	Assist and support the Assistant Superintendent for HR & Administration	Maintain full employment across district's employee categories; maintain appropriate payroll levels (steps, education level); align district policies with State Education Dept. regulations, federal employment laws with all facets of recruitment, selection & employment; adherence to policies, BOE, state and federal regulations and laws; strategic alignment of resources to instructional programs	8:00-4:00; as needed	
Human Resources – District Clerk	Support the Board of Education	Maintain communication with community regarding Board of Education (BOE) Meetings;	as needed	

		provide minutes of BOE Meetings; organize and oversee preparation, count, and certification of school district budget vote		
Assistant Supt. HR & Administration – Stenographic Secretary	Clerical support for Assistant Superintendent for HR & Administration	Board Motions; vendor contracts; policies for monthly BOE Meetings; coordinates policy committee; create district events calendar; coordinate the district's CRDC federal reports and state reports	8:00-4:00	
Assistant Supt. HR & Administration – Senior Typist Clerk	Support Assistant Superintendent for HR & Administration	DW Safety Plan liaison, district insurance policies/renewals; accident reporting; incident reporting; coordination of litigation information for attorneys	7:30-3:30	
Human Resources-Personnel Clerk, Senior Typist Clerk, Typist Clerks (2)	Provide support to Assistant Superintendent for HR & Administration	Manage personnel records; maintain attendance records for district employees; hiring protocols	7:30-3:30 8:00-4:00	
Human Resources – Senior Account Clerk	Provide support for HR Administrative Assistant, Asst. Supt. of HR & Administration	Benefits Coordinator for all active and retired employees	7:30-3:30	
Assistant Superintendent for Innovation & Organizational Development; Information Technology Department	Support Superintendent and Board of Education	Oversight of all technology and student management systems and data collection	8:00-4:00; as needed	
Stenographic Secretary	Support Assistant Superintendent for Innovation & Organizational Development	Daily support of Technology and & Operations throughout district; software technology purchasing;	8:30-4:30	
Senior Typist Clerk	Support Assistant Superintendent for Innovation & Organizational Development	Communications; newsletters; ordering supplies for Print Shop; furniture ordering; Legislative Action Committee scheduling, prepare agenda/minutes; organize trip to Albany	7:30-3:30	
Public Information Officer	Support Assistant Superintendent for Innovation & Organizational Development	Support districtwide communication efforts	8:00-4:00	

Information/Technology - AV/Technical Services personnel:	Support Assistant Superintendent for Innovation & Organizational Development; Maintain computer systems	Support and troubleshoot network; support Chromebooks and instructional machines and administrative machines, Smartboards, sound systems	as needed	Electronic web based ticket system
Information Technology – Typist Clerk	Support Assistant Superintendent for Innovation & Organizational Development	Help Desk; Ticket issuance; Maintain Emails system & NVision; Support Copy Center at FHS	7:30-3:30	
Information Technology – Programmer Analyst	Support Assistant Superintendent for Innovation & Organizational Development; Programmer	Maintain Student Systems Infinite campus and others; State reporting; any adhoc reporting	8:00-4:00	
Information Technology – Senior Typist Clerk	Support Assistant Superintendent for Innovation & Organizational Development	Maintain attendance reporting system; manage Student Reports and manage Student Record System (Infinite Campus)	7:30-3:30; 8:00-4:00	
Information Technology – Chief Data Analyst	Support Assistant Superintendent for Innovation & Organizational Development	Analyze/upload state reports for district; Manage student reports and student record system (Infinite Campus)	7:00-3:30; 8:00-4:00	
Information Technology - Technology Specialist	Support Assistant Superintendent for Innovation & Organizational Development	Webmaster for district; manage application accounts for teachers and students; support students/teachers/administration	8:00-3:00	
Information Technology - Instructional Coach for Digital Learning	Support Assistant Superintendent for Innovation & Organizational Development	Staff development and support of students, teachers, parents, administrators & staff on information technology systems	8:00-3:00	
Assistant Superintendent for Teaching & Learning	Support Superintendent & Board of Education	District level Supervisor Special Education, PPS, UPK and High School Curriculum & Instruction	8:00-4:00; as needed	
Teaching & Learning – Stenographic Secretary	Support for five Administrators	Direct support for Assistant Superintendent for Teaching & Learning and Curriculum Directors	8:00-4:00	
Teaching & Learning – Senior Typist Clerk (2)	Support for five Administrators	Direct support for Assistant Superintendent for Teaching & Learning and Curriculum Directors;	7:30-3:30; 8:00-4:00	
Teaching & Learning – Senior Stenographer -	Support for five Administrators	Direct support for Assistant Superintendent for Teaching & Learning and Curriculum Directors;	8:00-4:00	

Teaching & Learning - Curriculum Directors	Oversee PPS and Teaching and Learning	Maintain the learning process, guidance, and Special Education functions	7:30-3:30; 8:00-4:00	
Assistant to the Supt. for Elementary Education	Assist and support the Assistant Superintendent for Teaching and Learning for 4 Elementary Schools & Middle School	Oversees all Teaching & Curriculum for Elementary Education	8:00-4:00; as needed	
Assistant to the Supt. For Elementary Education – Senior Typist Clerk	Support the Assistant to the Supt. For Elementary Education	Keep records for gifted & talented students grades 3-8; ordering for elementary coaches and teachers; coordinates for Project Read teachers and payroll; attendance for Principals and Assistant Principals for elementary schools and Howitt Middle School; requisitioning and budgeting	8:00-4:00	
Special Education - Director of Special Education/PPS	Provides support to administrators for mandated services	Supervision of all Special Education/PPS services in the district; supervise approximately 1,100 students aged 3-21	7:30-3:30	
Special Education - Chairperson of Preschool/Primary	Supervision of all Special Education/PPS services in the district; supervise approximately 1,100 students aged 3-21	Provides support to administrators for mandated services	7:30-3:30	
Special Education – Preschool/Primary Typist Clerk	Provide Support to Special Education Chairperson of Preschool/Primary	Support administrators; schedule CSE meetings; facilitate state education reporting; respond to requests for Independent Education Plans	7:30-3:30	
Special Education- Chairperson Grades 5-8	Supervision of all Special Education/PPS services in the district; supervise approximately 1,100 students aged 3-21	Provides support to administrators for mandated services	7:30-3:30; 8:00-4:00	
Special Education- Chairperson Grades 9-12	Supervision of all Special Education/PPS services in the district; supervise approximately	Provides support to administrators for mandated services	7:30-3:30; 8:00-4:00	

	1,100 students aged 3-21			
Special Education- 7 full time clerks/2 per diem clerks	Provide support to Administrators and mandated services	Provide support to Administrators and mandated services	7:30-3:30; 8:00-4:00	
DW Psychologist	Provide psychological support for district students	Supports the social and emotional needs of students	7:50-2:50	
Business Office- Assistant to the Superintendent for Business	Support the Superintendent	Support business operations and instructional operations of the district	7:30-3:30; as needed	
Business Office – Principal Typist Clerk	Support the Assistant to the Superintendent for Business	Supports various department managers and employees; coordinates confidential and time sensitive information for business operations including monthly BOE Agendas, weekly BOE Updates, budget related documents; attendance for all departments; submits budget materials to various publications, Nassau County and Town of Babylon, maintains budget calendar; maintains department website	7:30-3:30	
Business Office - School Business Administrator (SBA) and District Treasurer	Support Business Office operations	Supports Budget, financial statements, Payroll, Accounts Payable, Accounts Receivable, & Purchasing Dept.	7:30-3:30	
Business Office - Account Clerk per diem	Support SBA	Accounts Payable	9:00-2:00	
Business Office - Senior Account Clerks (4)	Support SBA	Payroll, Accounts Payable, Purchasing	7:30-3:30	
Business Office - Principal Account Clerk	Support SBA	Payroll	7:30-3:30	
Business Office - Accountant	Supports SBA	Accounting responsibilities	7:30-3:30	
Business Office - Purchasing Agent	Support business operations	Coordinates purchasing districtwide	7:30-3:30	
Business Office – Deputy Treasurer	Support School Business Administrator (SBA)	Approve and sign checks (Payroll, A/P)	as needed; whenever SBA is absent	
Transportation - Transportation Supervisor	Oversees & maintains Transportation Department operations. Supports any transportation issues that arise; delivers food to	State mandated delivery of food and Wi-Fi technology	7:00-3:30; as needed	

	displaced/homeless students			
Transportation -Senior Typist Clerk	Keeps the department up to date on all invoices;	Support Transportation Supervisor	7:30-3:30; as needed	
Transportation - Bus Dispatcher	Drives bus to deliver food to displaced/homeless students	Assist Transportation Supervisor	8:00-4:00; as needed	
Transportation - School Bus Driver	Deliver food and technology 5 days a week	Assist Transportation Supervisor	7:30-4:00	
Food Services – Director	Oversee food service operations	Provides access to meals	7:00-3:00	Timesheets; employee attendance records at Food Services office in HS; Alessandro Palumbo or Dorothy Brzezinski
Food Services - Account Clerk	Food services billing, payment, and payroll	Provides access to meals	7:00-3:00	
Food Services - Head Cook	Prepares meals for food service operation	Provide access to meals	7:00-3:00; as needed	
Food Services - Assistant Cook	Prepares meals for food services	Provides access to meals	7:00-3:00; as needed	
Districtwide Operations - Facilities	Director of Facilities III	Oversight of all facilities	7:00-3:00; 24/7 as needed	
Districtwide Operations – Facilities Senior Account Clerk	Provide support to the Director of Facilities (Districtwide Operations - DWO)	Financial: generate Purchase Orders and payment of invoices for day to day operations	7:00-3:00	Daily using emails
Districtwide Operations – Operations	Maintenance Depts., Custodial Depts., Grounds Depts.	Operations and Maintenance of all buildings and facilities in the school district (Maintenance, Custodial, and Grounds Depts.; Contractors related to Operations and Maintenance	7:00-3:00; 24/7 as needed	Martin DarConte
Districtwide Operation - Senior Typist Clerk	Support Assistant Superintendent for Innovation & Organizational Development	Daily support of Technology and & Operations throughout district	7:30-3:30	
Districtwide Operations – Security	Security Aides	Health and safety of students and employees and safeguarding district property	24 hours/7 days; 7-3; 3-11; 11-7; 9pm-1am; as needed	Rich Godwin/Nelson Dominguez

Districtwide Operations – Courier	Support DWO and Director of Facilities	Mail courier; postal & district mail	8:00-4:00; as needed	
Student Registration – Clerk Typist Bilingual	Support the Assistant to the Superintendent for Business	Student enrollment, monthly student enrollment reports, maintain home schooled students reports, maintain homeless student records, translation assistance; verification of all private school forms for Transportation;	7:30-3:30	
Student Registration – Senior Typist Clerk	Support the Assistant to the Superintendent for Business	Student registration and residency records retention; student teacher placement and student home tutoring	7:30-3:30	
Nursing Staff – Head Nurse and Nurses	Support the Superintendent, Assistant Superintendent HR & Administration, Principals	Oversight of all student medical records, and general well-care for all district members; contact tracing	7:00-3:00; as needed	
Health Office Staff – (Senior Typist Clerk and Teacher Aide)	Support Nurses in High School and Northside	Follow nurses' directives	7:00-3:00; 9:00-3:30; as needed	
Principals	Support Superintendent	Support cabinet directives; management and control of buildings/staff	7:30-3:30; as needed	
Assistant Principals	Support Superintendent and Principals	Support cabinet directives; management and control of buildings/staff	7:30-3:30; as needed	
Building Office Staff	Direct support of building administration	Office management; phone response	6:30-2:20; 7:30-3:30; 8:00-4:00	