

**S.A.V.E. MANDATES
SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION**

**SPACKENKILL UNION FREE
SCHOOL DISTRICT**

**DISTRICT-WIDE
SCHOOL SAFETY PLAN**
Edited for website

January 2013

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PROJECT SAVE
(Safe Schools Against Violence in Education)

DISTRICT-WIDE SCHOOL SAFETY PLAN

Commissioner's Regulation 155.17

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Board of Education recognizes the importance of the participation of district staff and parents in promoting a safe, secure and healthy school environment. In accordance with the Commissioner's regulations, the Board appointed a Health and Safety Committee composed of representation from district officials, staff, bargaining units and parents. The district utilized the input from the safety committee as well as representatives of the insurance company and legal counsel to develop the plan. A review of our safety initiatives over the past several years, consultation with the police and fire departments, and a crisis preparedness drill were used as part of our needs assessment.

The Spackenkill School District supports the SAVE Legislation, and is engaged in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

SECTION 1: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The Spackenkill District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Spackenkill School District Board of Education, the Superintendent of Spackenkill School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

Identification of School Teams

The Spackenkill School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel. The members of the team and their positions or affiliations are as follows:

Michele Moloney	School Business Manager
Tom Keith	Board of Education
Dawn Anemelos	School Resource Officer
Steve Malkischer	High School Principal
Michael Murphy	Middle School Principal
Eileen Sicina	Elementary School Principal
John Farrell	Elementary School Principal
Lori Mulford	Pupil Personnel Director
Marco Lanzoni	Athletic Director
Joanne Klein	STA Representative
David Downes	Director of School Facilities & Operations
Doreen Wright	Director of Transportation
Lisa French	School Lunch Manager
Joan Dwyer	School Nurse
Liz Giancaspro	School Nurse
Jean Nemes	Support Staff Representative
Jeff Bogan	Parent
John Lauffer	Utica National Insurance
Tim Tarpey	Marshall & Sterling Insurance

Concept of Operations

The District-wide School Safety Committee includes representatives from the building level Emergency Response Team. In addition, the School Resource Officer sits on each building level team. This allows for coordination among all of the safety plans.

Safety plans were developed in consultation with team members. The development of these plans also utilized elements of the District's Disaster Preparedness Plan, currently in use, which involved the expertise of the Dutchess County BOCES officials and County of Emergency Management office.

The initial response team to an emergency situation will be at the building level. Notification requirements to the Superintendent of Schools or his/her designee and local officials are also a part of the established procedure. This notification can take place by telephone, email, fax, district-wide radios or messenger. Efforts may be supplemented by county and state resources if deemed necessary.

Plan Review and Public Comment

This plan will be reviewed each year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its initial adoption by the Board of Education. A copy of the plan will be available at the Spackenkill District Office, 15 Croft Road, Poughkeepsie, New York 12603 and, as of January 2013, posted on the district website.

Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provided for the participation of school personnel, students and other interested parties. The plan must be formally adopted by the Board of Education.

While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

SECTION II: RISK REDUCTION - PREVENTION AND INTERVENTION

Risk Reduction/Prevention and Intervention is comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility of the occurrence, or reduce the impact of such emergency should it occur.

Prevention / Intervention Strategies

Program Initiatives

Spackenkill has taken a multi-prong approach to the various safety issues with a strong emphasis on prevention. Along with utilizing the expertise of our social workers, psychologists, guidance personnel and other pupil personnel staff, the district offers the following programs and activities for improving communication among students and between students and staff, and reported potentially violent incidents.

Skills training is offered in social interaction, problem solving, coping, communication, resisting peer influence, understanding values, respect for individual differences, countering bias, anger management, conflict resolution, and peer mediation. Instruction and skills training can be effectively combined using interactive learning strategies found in the following program offerings.

- Collaborative agreement with the Town of Poughkeepsie Police Department to provide the high school with a trained School Resource Officer (SRO)
- Conflict resolution
 - 1 Peer Mediation
 - 2 Youth Against Racism
 - 3 Character Education K-12
 - 4 Life Skills Curriculum
 - 5 Banana Splits (Elementary Level)
 - 6 Leadership Training (High School Level)
 - 7 Pupil Personnel Staff
 - 8 SADD - Students Against Destructive Decisions
 - 9 GSA – Gay Straight Alliance
 - 10 DASA Coordinators – Dignity for All Students Act

Training, Drills and Exercises

It is the policy of the Board of Education that the Superintendent provide for annual school safety training for students and staff. At a minimum, a school day, or portion thereof, shall be designated for this purpose. During the opening week of school there will be program and class time devoted to the following:

- Student Handbook
- Code of Conduct
- Emergency Procedures
- Evacuation Procedures
 - Reporting Procedures for Students and Staff
 - Workplace Safety Training
 - Staff Handbook

- Tornado Drill
- Early Go-Home

The students and staff of the Spackenkill Union Free School District are required to participate in the following drills each year:

- Fire Drills (12 per year, 8 prior to December 31st)
- Intruder Drill - Lock Down Procedure
- Early Go Home Drill
- Tornado Drill
- Sheltering Drill
- Bus Evacuation Drill (3 per year)

The specific procedure for each drill is detailed in the building safety manuals.

Administration and various staff also participate in the following:

- Crisis Preparedness
- Coordinated drill with local emergency responders when feasible
- Table Top drills will be used to simulate various hazard emergencies
- AED Response Team Drills

Evaluation of all drills should be done after each drill. Times for the evacuation of the facility, etc. will be recorded to ascertain if the drills are running in a timely manner. Administrative staff and other observers are placed to evaluate the student and staff participation so that recommendations for improvement can be made.

In light of the previous training conducted in the Spackenkill District, in the spring of 2005, it seemed a proper time to progress to an exercise involving limited role players and a limited response from local emergency services. The ultimate goal of these exercises is to provide a realistic training scenario that will furnish a productive learning environment for the safety committee and school staff without overwhelming said members or creating chaos within the school.

Objectives:

1. Test the response actions of the Spackenkill School faculty and staff in identifying and properly challenging unauthorized persons within the school building.
2. Test the Lockdown procedures as written in the school safety plan for:
 - a. An intruder within the school
 - b. A medical emergency
3. Measure the ability of the school safety team to perform the following actions:
 - a. To utilize the Incident Command System and properly delegate tasks and duties.
 - b. To assess the notification process for appropriate emergency response agencies.

- c. To respond efficiently and provide appropriate care to an unconscious, unresponsive person, or an assaulted person who has slipped into unconsciousness.
 - d. Have personnel in place to meet emergency responders and allow them access to the situation without delay.
4. To identify areas for improvement in the procedures previously mentioned and to establish any need for changes in the Spackenkill Safety Plan.

Another training and exercise component is the continuance of our practice to strive for new strategies in improving communication among administration, staff and students within the district. With the enactment of the SAVE legislation, it's noteworthy that the district has a good foundation on which to build and improve its communication efforts. Furthering our efforts for improved communication, the district implemented an automated phone call system in 2005. This is an automated communication system that calls or emails, per individual preferences, the homes of our students and staff within a matter of minutes, relaying information relative to emergency situations or school closings.

Additionally Spackenkill benefits from:

- Meetings between administrators/SRO and entire student body at the beginning of the year through PE classes to review expectations with regard to DASA, safety and violence.
- Yearly training of peer mediators and ongoing refreshment of skills for those already trained.
- Staff development with respect to diversity and sensitivity.
- Obtaining grants and local assistance which allows ongoing guest speakers and collaborative work between adults and students with regard to respect and communication.
- Extracurricular programs which target conflict resolution (i.e. Youth Against Racism).
- A referral system for students and staff.

Part of Spackenkill's efforts to keep the buildings safe and secure is through the utilization of its staff. Key personnel to this task are the monitors (if appropriate) and the school resource officer. As with other school employees, they undergo a hiring process which includes background checks, fingerprinting and personal interview by the building administrator. The monitors (if appropriate) also undergo orientation and training by the School Resource Office to adequately prepare them for their responsibilities. Additional workshops have been developed to keep the monitors (if appropriate) and other staff current with safety developments and practices. The following lists details the roles and responsibilities of the Monitors and School Resource Officer.

Monitors Roles and Responsibilities (if applicable)

- Responsible for signing everyone in who enters through the one unlocked main entrance
- Responsible for checking the identity of all visitors they do not recognize
- Responsible for roaming the halls; checking for open exits (other than the main entry) that may be open; checking bathrooms and other unsupervised areas; and checking passes which students carry during regularly scheduled class time.
- Notify administrator(s) and School Resource Office (SRO) of any breach of building safety (i.e. unlocked doors/exits).
- Assist with any area of need, support or coverage when necessary.
- Hall monitors must receive training provided by administrators and SRO on the following topics:
 - 1 Distribution of ID tags for staff and students as well as sign in procedures for visitors.
 - 2 How to ask destination and/or location of visit questions.
 - 3 How to clear hallways and ask for passes from students in the halls during class time.
 - 4 Proper procedures for checking exits and bathrooms.
 - 5 Lockdown procedures for the school.
 - 6 SAVE training.
 - 7 Instruction on which situations would warrant assistance from the administrator and/or SRO.

School Resource Officer Role and Responsibilities

- Work closely with the school principal(s), meeting at least on a weekly basis.
- Provide a program of educational leadership to the students, parents and faculty addressing tobacco, alcohol, other drug issues, gang activity, violence diffusion, violence prevention, crime prevention, and safety issues in the school community.
- Act as a communication liaison with law enforcement agencies, provide basic information concerning students on campuses served by the officer.
- Gather information regarding potential problems such as criminal activity, gang activity, student unrest, and identify particular individuals who may be a disruptive influence to the school and/or students.
- Take steps appropriate and consistent with law enforcement officer's duty when a crime occurs.
- Refer students and their families to the appropriate agencies for assistance when a need is determined.
- Refrain from functioning as a school disciplinarian.
- Attend meetings of parent groups and faculty-wide in-service sessions.
- Be available for conferences with students, parents and faculty members to assist with problems related to law enforcement and crime prevention.
- Confer with the school administration to develop strategies to prevent or minimize dangerous situations on or near the campus.

- Promote citizen awareness of law enforcement efforts on campus to ensure the peaceful operation of school related programs and build support with students.
- Whenever possible attend school functions or extracurricular school events.
- File police reports as required by local agency.
- Abide by school board policies and consult with and coordinate activities through the school principal.
- Remain fully responsive to the chain of command of the law enforcement agency in all matters related to employment.
- SRO's are not to be assigned duties regularly assigned to school personnel such as lunchroom or hall duty. Nothing should preclude an SRO from being available in areas where interaction with students is expected.
- When conducting formal police interviews on a school campus with a student, police personnel shall abide by school board policy concerning such interviews.
- SRO attends workshops and training sessions which are state and nationally accredited.

Implementation of School Security

It is the policy of the Board of Education that school buildings in the district be maintained and operated in a manner that promotes a safe, clean and healthy environment in which students can learn. The district shall employ measures to ensure, to the degree practicable, a safe and secure environment. The district shall employ measures, which include but are not limited to, electronic security, physical building security checks and the expertise of a school resource officer.

The following procedures shall be used in addressing school security:

- Doors to all school buildings shall remain locked throughout the day
- The schools will use one or more of the following: hall monitors (if applicable), office staff with visual contact of the front doors, and the School Resource Office to promote safety.
- Use of appropriate technological security systems
- Use of district-wide 2 way radio system
- Weekend building security checks by staff
- Services of off-duty police officers for both building and grounds as well as event security as warranted
- On-duty police walk-through during the day and evening drive-by
- Procedures for lock downs, evacuations and other procedures that promote a secure environment
- Security camera with remote door release at each building

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SECTION III: RESPONSE

Notification and Activation (Internal and External Communications)

It is the policy of the Board of Education that, in the event of a serious violent incident in one of the district schools, that the Superintendent shall determine when and how appropriate notification should be made to school personnel and parents/legal guardians. The building principal or his/her designee shall report the incident to the Superintendent as soon practical. A staff meeting will be held within a reasonable time to inform faculty and staff of the incident. The district will be mindful of the rights of all individuals involved in the incident. The building principal in consultation with the Superintendent will determine the method of communication to be used or whether, due to the nature of the incident, no further communication is needed.

Depending on the emergency, the Superintendent of Schools or his/her designee, building principal, Director of Facilities, or appropriate emergency services official will be the decision maker at a given incident. Information of severe weather, which can be foretold, will be received in the district office via the weather radio. It will be the duty of the building principal or his/her designee to notify staff and students when it is necessary to respond to either internal or external situations. High frequency hand held radios, telephones and/or the intercom system can be used for notification purposes.

In the event of any emergency and subsequent alternate site evacuation community notification is of prime importance, especially if a situation lasted for any extended period of time. It would be safer and convenient for all if there were less children to contain at the alternate site. Therefore, we are encouraging parents to come pick up their children. Parental assistance with maintenance of the children at the alternate site may also be desirable.

A. Parent Notification via:

a. Radio announcements.

The Superintendent, or his/her designee, will notify the previously established radio stations (as detailed under school cancellation) with announcements regarding early dismissal, cancellation of activities, or any other appropriate information as necessary.

b. Television announcements.

The Superintendent, or his/her designee, will notify the previously established television station(s) (as detailed under school cancellation) with announcements regarding early dismissal, cancellation of activities, or any other appropriate information as necessary.

c. School Messenger Emergency Communication System.

In the spring of 2005, the district implemented an automated communication system that calls and emails, per individual preferences, the homes of our students and staff within a matter of minutes, relaying information relative to emergency situations or school closings as quickly as possible.

- B. Emergency Cards:
- a. Should include address where child may be placed in the unlikely event of a “go home” procedure.
 - b. Duplicate sets of emergency cards:
 - 1) Office Set - May be packaged and carried out during emergency.
 - 2) And/or a set for each teacher that must be brought out at every fire evacuation

Situational Responses

Multi-Hazard Response

An emergency caused by an action of a student, teacher, staff member, or visitor which requires an appropriate response by school officials. Guidelines are listed in the building emergency response plan for the following:

- Bomb Threat
- Hostage
- Intruder
- Kidnapped Person
- Fire & Explosion
- Hazardous Material
- Systems Failure
- Medical Emergency/AED

The guiding principals for emergency planning are for the protection of life first, then the preservation of property, including restoration to normal activities. Additionally, the primary goal is always to provide appropriate emergency care until competent medical or parental care is secured.

In each case, the guiding principles for emergency planning are:

- Holding action to contain the situation;
- Keeping children away from the situation;
- Notification of building and central administration;
- Getting word to the proper authorities;
- Restoring normal activity.

If it becomes necessary for school officials to respond to civil disturbances, they may employ one of the following responses:

Evacuation and Sheltering

Upon receipt of an order to evacuate, school officials should take all necessary measures to prepare students for an evacuation. Students and staff will be evacuated by buses which will be sent to a predetermined safe location(s). Students should be permitted to leave school if accompanied by a parent or legal guardian. It will be necessary for the student(s) to be signed out by the parent/legal guardian, the same form of documentation as if school were in session. Arrangements have been made for sheltering students outside of their building with local agencies in close proximity to the school building.

Because the characteristics of each school population vary considerably, the emergency guidelines are of necessity broad. It is the responsibility of school officials to develop specific plans to meet the safety needs of students for whom they responsible. These will be located in the Building Emergency Response Plan. The administration will determine the safest location to house the school population in each situation.

Go-Home Plan

In many emergency situations, school officials are to implement their Go-Home Plans. Schools already have plans for dismissing students early in the event of snowstorms, heating plant failure, etc. School officials should check those plans to assure that they are up to date. In an early dismissal situation, every effort is made to allow one (1) hour for parent notification.

School Cancellation

In the event of an emergency situation occurring before the start of the school day, the Superintendent of Schools will immediately announce his/her decision to cancel school by contacting the local radio and television stations. These stations, as announced at the beginning of each school year, are:

- WEOK/WPDH Radio 1390 AM
- WRWD Radio 107.3 FM
- WKIP Radio 1450 AM
- WSPK/WBNR Radio 1260 AM
- WGNY Radio 1220 AM
- WRNQ Q92 Radio 92.1 FM
- WPKF/WFKP KISS FM Radio 96.1/99.3 FM
- WRKW Radio 92.9 FM
- WHUD Radio 100.7 FM
- WPDH/WCZX Radio 101.5 FM
- WCZX Radio 97.7 FM
- WRRV Radio 92.7 FM
- WBWZ Z-93 Radio 93.3 FM
- WFOX Radio 97.3 FM
- WDST Radio Woodstock 100.1 FM
- WRNN TV-62
- WABC TV

Internet Connections:

- Cancellations.com

Phone Calls:

- The Superintendent will also direct notification of cancellation, or early dismissal, due to weather or other emergency situation to the homes of students and/or staff via the School Messenger Emergency Communication System. This automated system calls or emails, per individual preference, the homes of our students and staff within a matter of minutes, relaying information relative to the emergency situation(s) or school closings as quickly as possible.

Communications

- Local police and fire emergency services are alerted and notified
- Parents are notified via local radio, TV, or School Connects Communication System.

FROM THIS POINT ON, THE FOLLOWING PAGES CONTAIN CONFIDENTIAL INFORMATION