

**Storefront Academy Charter Schools**

**District Level**

**Safety Plan**

Commissioner's Regulation 155.17

## Introduction

This Safety Plan is a District-wide School Safety Plan developed for Storefront Academy Charter Schools. School Administration has developed this plan and it will be modified as needed each Academic year in August. As requested, the planning process will include meetings with parents, local police liaison, school security, school staff, and students.

Our goals in creating and implementing our School SAVE Safety Plan are:

- To create an atmosphere and set practices that prevent violence or unsafe conditions
- To create/implement a plan that will minimize the effects of serious violent incidents and emergencies
- To have an effective response plan for all predictable safety concern situations
- To produce a document that can be used as the basis for informing and training all school constituents regarding keeping our school safe

## The School Safety Team

TITLE	ROLE	CPR/AED
DOO	Head of School/School Safety Team Head	CERTIFIED
SOUTH BRONX PRINCIPAL	Member (2 nd designee)	CERTIFIED
HARLEM PRINCIPAL	Member (2 nd designee)	CERTIFIED
OPERATIONS MANAGER	Member (3rd designee)	CERTIFIED
NURSE	Member	CERTIFIED
SECURITY	Members	

## **Section I: General Considerations and Planning Guidelines**

### **A. Purpose**

The Storefront Academy Charter Schools District-wide School Safety Plans are developed pursuant to the commissioner’s Regulation 155.17. A School Safety Team was created and charged with developing and maintaining a School District-wide School Safety Plan.

### **B. School Safety Team**

The Storefront Academy Charter School has a School Safety Team that addresses all safety, emergency response, and post-incident response planning and execution activities. The School Safety Team is comprised of, but not limited to, representatives from different departments of school personnel.

### **C. Concept Of Operations**

As charter schools are also school districts in and of themselves, the Storefront Academy Charter School District-wide Safety Plan and Building-level Emergency Response Plan are one in the same document. The plans are developed by the School Safety Team, following District-wide Safety Plan guidelines distributed by NYSED, and in consultation with the NYC Charter School Office and Department of Education Charter school office. In the event of an emergency or violent incident, the initial response to all emergencies at the School will be by the School Emergency Response Team. As necessary, the Storefront Academy Charter School Board of Directors and/or local emergency officials will also be notified. Existing county and state resources will be called upon for assistance as possible/required through existing protocols

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

We will include representatives of all key school constituents and interested parties in the development and review of this plan. The Board will formally adopt the final plan. This plan will be reviewed periodically during the year and will be maintained by the School Safety (Emergency Response) Team.

### **E. Strategies for Improving Communications**

Every morning, teachers begin the day with morning meetings, during which students are allowed to express their thoughts and concerns and share “their mood

meters.” Teachers are trained to establish a positive school and classroom culture, to reward students when they show thoughtfulness and respect, and to address even minor incidents of disrespect. Teachers and Principals must supervise bullying “hot spots” (lunch, recess, bathrooms) and create ways to report potentially violent incidents safely. Storefront Academy encourages students and parents to immediately report potentially violent incidents, bullying, or harassment to teachers, leaders, or any other adult.

## **Section II: Risk reduction/ Intervention Strategies**

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

#### **Bullying Prevention**

Storefront Academy Academy believes that all scholars have a right to a safe and healthy school environment. We must promote scholarly habits, including mutual respect, tolerance, and acceptance.

Experiences during the early school years lay the foundation for ongoing peer relationships. Storefront Academy implements the Social Emotional Learning (SEL) social emotional curriculum school wide. This comprehensive, researched program includes a bullying prevention unit that engages scholars starting in kindergarten. The SEL includes training and resources for school staff, classroom lessons, games, and activities.

Storefront Academy will not tolerate behavior that infringes on the safety of any scholar. A scholar shall not intimidate, harass, or bully another scholar through words or actions. Such conduct includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Storefront Academy expects scholars and/or staff to immediately report bullying incidents to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to scholars on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off school premises, and during a school-sponsored activity.

Teachers should discuss this policy with their scholar's age-appropriate ways and assure them they need not endure any form of bullying. Scholars who bully violate this policy and are subject to disciplinary action up to and including expulsion.

**The Scholar Code of Conduct includes, but is not limited to:**

- Any scholar who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Scholars are expected to immediately report incidents of bullying to the principal or designee
- Scholars can rely on staff to promptly investigate each complaint of bullying thoroughly and confidentially.
- If the complainant scholar or the scholar's parent feels that an appropriate resolution of the investigation or complaint has not been reached, the scholar or the scholar's parent should contact the principal or the Dean of Students. The school system prohibits retaliatory behavior against any complainant or participant in the complaint process.

**The procedures for intervening in bullying behavior include, but are not limited, to the following:**

- All staff, scholars, and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying confidential and the investigation results. Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

**Conflict Resolution**

Part of a healthy environment is the freedom to disagree openly. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

Storefront Academy will incorporate conflict resolution education and problem solving techniques into the curriculum and school wide programs. This is crucial in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing

values and cultures within the school community, and helping ensure a safe and healthy learning environment.

Storefront Academy will provide training to develop student's knowledge, attitudes, and skills to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Scholars have expectations to follow while on school grounds when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off school premises.

**The Scholars Code of Conduct includes, but is not limited to, the following:**

- Scholars are to resolve their disputes without resorting to violence.
- Scholars are encouraged to help fellow students resolve problems peaceably.
- Scholars can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
- Scholars needing help in resolving a disagreement or scholars observing conflict may contact a teacher, counselor or other school staff member.
- Students involved in a dispute will be referred to a conflict resolution session with a trained counselor. Other staff will keep the discussions confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure school safety, maintain order, and discipline students.

**Training, Drills and Exercises**

- Plans are produced for the following situations:
  - Fire drill
  - Soft and Hard Lockdowns
  - Intruder alerts
  - Rapid Dismissals
- The school will review details of its Safety Plans with all faculty and staff prior to the first day of school annually, ensuring all are clear on all roles and responsibilities as well as logistics. Staff will sign off on having reviewed and understood School Safety Plans.
- The school will review all emergency response plans with students within the first 2 weeks of school, to ensure all students understand expectations for their action/behavior and that of the entire school community.
- At least two school staff will be trained in CPR and the use of the AED (defibrillator)

- The School will conduct the mandated actual safety (fire and intruder alert) drills as follows: fire drills conducted as per the DOE protocol per semester, and one intruder alert drill in September/October and another drill in February/March.
- School security personnel/contract agency will participate in the review of the School Safety Plan as needed,

### **Implementation of School Security**

School Security roles at Storefront Academy Charter School is expected to be as follow:

School Security: one dedicated security guard, located as follows:

- During the school day, one security guard will be located at the front entrance door.
- School staff will monitor hallways before and after school, and during class times as needed.
- Security cameras located throughout the school building will be used to continuously monitor hallways, stairwells, and other areas (not including classrooms or restrooms).

The front doors of the school will be locked between the hours of 8:15 AM-10:15 AM.

- All school visitors will be required to show identification upon entering the school building, and to wear a visitor name tag while in the school.
- As appropriate, visitors will check-in in at the main office and the school staff member will be notified.
- The visitor will be escorted to their destination by a staff member as appropriate.

The Principal, Assistant Principals, and Operations Associate will be provided with walkie-talkies to use in the event of an emergency drill or actual occurrence to ensure a means of communication

‘Student Emergency Contact’ Binder with Emergency Contact sheets for each student will be in the main office.

An updated School Staff contact list (with cell phone numbers) will be maintained by the Operations Team and placed within the School ‘Emergency/Safety’ Binder.

The School will have security cameras located in all hallways and stairwells.

This binder will also contain:

- a list of all local emergency contact names and numbers (police, fire, hospital, Board members)
- Emergency Contact Information for all School Staff
- Demographic sheet of the school (# of students, # of staff, organization chart)

Potential Emergency Site	Related Potential Emergency Situation
School building- stairwells, gym, cafeteria, hallways, restrooms	Student confrontation, medical illness, emotional distress
Recess park/playground	Student confrontation, medical illness, emotional distress
Off-site Field Trips	Student confrontation, medical illness, emotional distress
School buses (Monitored by DOE once off site)	Student confrontation, medical illness, emotional distress

### **Code Blue: AED/CPR**

All trained and certified responders (ONLY) will report to the location identified in the Code Blue Announcement.

- Check the scene for safety; check the ill person
- Call 911 immediately
- Check for breathing for 5-10 seconds
- If no breathing, begin CPR with Chest compressions (rate of 100 per cycle)
- Use AED as soon as available
- Turn on AED, follow directions, apply pads to the chest.
- Do NOT stop CPR until AED is ready for use
- Continue CPR/AED until EMS arrives

### **Lockdown- Response**

## **LOCKDOWNS**



Type	Definition	Actions
<b>Soft Lockdown</b>	<p>Implies that there is no identified imminent danger.</p> <p><b>AP announcement:</b> “Attention: We are in “CODE( internal code word)”</p>	<ul style="list-style-type: none"> <li>● No one leaves their classroom</li> <li>● No one leaves the building</li> <li>● All doors closed and locked</li> <li>● Teachers continue teaching with heightened awareness</li> </ul>
<b>Hard Lockdown</b>	<p>Implies that imminent danger is known and no one will engage in any building sweep activity</p> <p><b>AP announcement:</b> “Attention: We are in “CODE( internal code word)”</p> <p>We will announce once the code red is lifted</p>	<ul style="list-style-type: none"> <li>● No one leaves their classroom</li> <li>● No one leaves the building</li> <li>● All doors closed and locked</li> <li>● All privacy screens are up on the window</li> <li>● Lights are turned off</li> <li>● Teachers and students move away from any window or line of sight</li> <li>● Everyone is silent</li> <li>● Wait to be told the drill has concluded</li> <li>● Take attendance and account for <b>missing students by contacting Principal/ Assistant principal immediately following the drill</b></li> </ul>
<b>Shelter- In</b>	<p>Shelter- In implies that a potentially dangerous situation exists outside of the building, so no one will be permitted to enter nor leave the premises</p> <p><b>AP announcement:</b> “Attention: This is a shelter-in.”</p> <p>We will announce once the shelter in is lifted</p>	<ul style="list-style-type: none"> <li>● Increase situational awareness</li> <li>● Conduct business as usual</li> <li>● The shelter-in directive remain in effect until hearing the message: “the shelter-in has been lifted”</li> </ul>
<b>Evacuation</b>	<p>Used during fire drills also</p> <p>Please see the assigned staircase down below</p> <p><b>AP announcement:</b> “Attention: This is an evacuation.”</p> <p>OR FIRE ALARM</p>	<p><b>Teachers must:</b></p> <ul style="list-style-type: none"> <li>● Grab the evacuation folder (with attendance sheet and Assembly cards).</li> <li>● Lead students to the evacuation location as identified on Fire Drill Posters.</li> <li>● Always listen for additional directions</li> <li>● Take attendance and account for</li> </ul>

		<p>students.</p> <ul style="list-style-type: none"> <li>● Report injuries, problems, or missing students to school staff and first responders using the Assembly Card method.</li> </ul> <p><b>Students must:</b></p> <ul style="list-style-type: none"> <li>● Leave belongings behind</li> <li>● Form a single file line</li> <li>● In cold weather, students should be reminded to take their coats.</li> <li>● Students without winter coats will be taken to safe, warm locations as quickly as possible.</li> </ul>
--	--	--

### Procedures for Bomb Threats

A person receiving a bomb threat by telephone or other means or who finds a suspicious device on school property shall inform the Director of Operations and/or Principal/Assistant Principal immediately.

Upon learning of the bomb threat, the Principal/Assistant Principal shall alert local law enforcement, utility companies, and the Board Members.

Upon learning of the bomb threat, the Director of Operations, Principal/Assistant Principal, in consultation with law enforcement shall:

- Evaluate the credibility of the threat
- Decide whether to direct a search of the building; and
- If so, decide whether the search should be conducted while the building is occupied or after it has been evacuated. In so doing, the Principal shall resolve all doubts in favor of finding the threat credible, a search necessary, and prior evacuation necessary.

After deciding which course of action to follow, the Director of Operation, Principal/Assistant Principal shall activate the school safety, response team.

## Evacuation

The Director of Operations and/or Principal/ Assistant Principal, in consultation with the school safety response team, shall decide on the extent to which the building will be evacuated. The decision shall be either:

- To assemble all building occupants in one location, such as the gymnasium;
- To evacuate just a portion of the building;
- To evacuate the entire building to a particular site or sites no less than 300' from the building; or
- To dismiss students and/or staff for the balance of the day

Principal/Assistant Principal will inform staff immediately of the decision to evacuate.

Staff is not to touch any object found to be suspicious and report it to the Principal/Assistant Principal/ School Safety Team who will report it to law enforcement.

## After a Bomb Threat

1. **Investigation.** The Principal/Assistant Principal, and all other school personnel, shall cooperate with law enforcement personnel involved in investigating a bomb threat.
2. **Discipline.** Any student involved in the making of a bomb threat, in addition to any penalty imposed by law, shall be subject to disciplinary action by the school, up to and including expulsion subject to the school's student discipline policy.
3. **Civil liability.** Storefront Academy reserves the right to bring suit against anyone responsible for a bomb threat and to seek restitution and other damages permitted by law.
4. **Lost time.** Any school time lost as a result of a bomb threat shall be made up on days and at times determined by the School Board.
5. **Counseling.** The Principal/ Assistant Principal, in consultation with appropriate guidance, shall assess the effect of the bomb threat on all staff and students and refer them appropriately for any counseling
6. **Evaluation.** Within one week following the conclusion of the school's response to a bomb threat, the Principal shall convene the bomb threat response team to evaluate the school's response and need for any changes

## Response to Acts of Violence

In the event of actual violence by any member of the school community or person on school grounds, the school will follow the procedure below:

- Injured parties will be provided with medical attention as necessary
- Offending individuals will be contained by building security until local law enforcement arrives.
- Principal/Assistant Principal and School Safety Team will determine the level of threat
  - ❑ The immediate area will be isolated or evacuated
  - ❑ Activate lockdown procedures
  - ❑ Local law enforcement notified

**For all Situations:**

- Parents – The principal/Assistant Principal will determine with consultation with the leadership/safety teams if and when parents need to be informed.
- Media – The principal/ Assistant Principal will determine with consultation with the Board if and when media needs to be informed.
- The school safety team will convene within 48 hours to conduct a situation debrief/postmortem. Feedback from staff, students, security, etc... will result in future plan updates as necessary.

Protective Action Options

<b>Situation</b>	<b>Plan</b>
School Cancellation	<ul style="list-style-type: none"> <li>● Monitor situation that may warrant school cancellation(Principal/Assistant Principal)</li> <li>● Make cancellation determination</li> <li>● Inform families/students, staff, and Board</li> </ul>
Early Dismissal	<ul style="list-style-type: none"> <li>● Monitor situation</li> <li>● Principal/Assistant Principal make early dismissal determination and time</li> <li>● Contact school transportation providers</li> <li>● Inform families/students and staff</li> <li>● Retain any personnel on site until all students dismissed Evacuation (before during, and after school hours)</li> </ul>
Evacuation (before during, and after school	<ul style="list-style-type: none"> <li>● Determine level of threat</li> </ul>

hours)	<ul style="list-style-type: none"> <li>● Contact transportation providers</li> <li>● Evacuate staff and students</li> <li>● Report any missing persons to Principal</li> <li>● Contact families/students</li> </ul>

### **Disaster Mental Health Services**

Disaster Mental Health Resources will be coordinated directly by Storefront Academy Charter School.

After the recovery stage of any incident, the school safety team will conduct an internal post mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the safety plan will be made as appropriate.

Members of the social-emotional team are available as needed for the school community for any counseling services.

### **Building-level Emergency Response Plans**

Are created for each campus, South Bronx and Harlem, and private and for viewing internally.