

**City School District of New Rochelle
District-wide School Safety Plan**

Introduction:

On July 24, 2000, Governor George E. Pataki signed into law the most comprehensive legislative plan in the nation, entitled Project SAVE (Safe Schools Against Violence in Education), to promote a safer and more effective learning environment within New York State's schools. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools. 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.

Purpose:

The City School District of New Rochelle has developed this District-Wide School Safety Plan to prevent and/or minimize the effects of serious violent incidents and emergencies, to respond effectively to crises and to facilitate coordination with local resources in the event of such incidents or emergencies.

This District Safety/Emergency Response Plan was developed pursuant to NYS Education Law §2801-a and 8 NYCRR §155.17. The District-wide School Safety Team was charged with the initial development of this District-Wide School Safety Plan and the ongoing review and revision of the plan.

The Superintendent or his representative shall be designated as the district chief emergency officer responsible for coordinating communication between school staff and law enforcement and first responders, and ensuring staff understanding of the district-level safety plan. The chief emergency officer shall also be responsible for ensuring the completion and yearly updating of building-level emergency response plans.

Identification of the District-Wide School Safety Team

The City School District of New Rochelle has created a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, teachers, administrators, parent organizations, school safety personnel, and other school personnel. The team members are:

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|-------------------------------|--|
| Jeff White | Assistant Superintendent of Business |
| Bruce Daniele | Director of Security |
| Carl Thurnau | Director Environmental Services |
| Michael Tromblee | Director of Technology |
| | School Administrator- Secondary Level |
| | School Administrator-Ward - Elementary Level |
| Martin Daly, or FUSE designee | FUSE Representative |
| Scott Rubins | Teacher |
| Brooke Belchan | Medical Director |
| | PTA Representative |
| TBD | Board of Education Representatives |

TBD	Student Representative
Commissioner, or his designee	NRPD Representative
Commissioner Louis Demeglio, or his designee	NRFD Representative

Identification of School Building Safety Teams

Each building principal shall appoint members of the building safety team which should include but not be limited to representatives of teacher, administrator, school safety and other school personnel, community members, and local first responders.

Operational Concepts

The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.

In the event of an emergency or violent incident, the initial response to all emergencies at the individual school will be coordinated by the School Building Safety Team.

Upon the activation of the School Building Safety Team, the Superintendent of Schools or his/her designee and the Director of Security will be notified and, where appropriate, local emergency officials will also be notified.

Efforts may be supplemented by County and State resources through existing protocols.

Plan review and public comment:

This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.

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

While linked to the District-wide School Safety Plan, School Building Emergency Response Plans shall be confidential and shall not be kept confidential, including but not limited to the floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area, and shall not be disclosed except to authorized department or school staff, and law enforcement officers.

Each board of education shall ensure a copy of its district-wide safety plan is filed with the commissioner and all amendments to such plan be filed with the commissioner no later than thirty days after their adoption. A copy of each building- level emergency response plan shall be filed with the appropriate local law enforcement agency and with the state police within thirty days of adoption.

Identification of potentially dangerous/hazardous sites

1. District personnel have identified and located areas of potential emergencies in and around each building. These sites have been mapped or outlined for each building.
2. Fire inspection done annually by New Rochelle Fire Department with District staff
3. Individual School Safety Plans have identified information such as electrical panels, gas lines, and water supply lines.
4. Potentially dangerous sites are checked regularly by district staff. An annual visual inspection is done by an outside facilities management group with a comprehensive inspection done every five years. These include but are not limited to:
 - a. Systems Sites (Work order system used to schedule repairs & address deficiencies)
 - b. Environmental Problem Sites (potential flooding areas, roof leaks, sidewalks, heating and cooling systems, sidewalks, mold, and roof top units)
 - c. Site Considerations-New Rochelle High School
 1. List of chemicals used in Science labs updated each year
 2. Fine Arts Department-kilns
 3. Pool-chlorine storage
 4. Kitchen-cooking, grease storage
 - d. Site Consideration-Cliff Street
 1. Storage and removal of used oil and other hazardous materials
5. In the case of Central Administration, the following are identified as potential issues that would impair normal operations:
 - a. Power failure/loss of utilities
 - b. Very busy street: North Avenue
 - c. Location next to police station and municipal offices
 - d. Off-site considerations-reliance on City of New Rochelle officials

District Resources

District resources which may be available for use during an emergency:

School security	576-4186
District Physician/Health Services	576-4264/4265
Environmental Services	576-4222/4223
Pupil Personnel Services	576-4274/4275

AED trained staff located in City Hall:
Brooke Belchan, Medical Director/School Physician
Derrick Buford, Custodian

Prevention/Intervention

The City School District of New Rochelle has implemented strategies for prevention of violent incidents and for identifying and reducing risks, as well as anticipating and responding to emergencies including weather or loss of utilities or services

1. Training will be provided during Superintendent’s Conference days, faculty meetings, and other after school or summer periods.
2. All school staff are required to participate in annual training on the emergency response plan by September 15th of each school year or within 10 days of hire, and this school safety training shall include components on violence prevention and mental health. The District must certify that this training has been completed.
3. All security staff and general school aides are required to annually participate in 8 hours of approved professional training related to their job to maintain their NYS Security license. Other training topics include:
 - a) Non-violent crisis intervention training
 - b) Bullying prevention
 - c) Incident reporting
4. School building safety and security equipment
 - a) All district schools have alarm systems
 - b) Surveillance cameras are used in the secondary school buildings
 - c) All school buildings have safety equipment to assist in the event of a weather emergency or evacuation-- hand- held stop signs, reflective vests, flashlights, LED lanterns, weather radio
 - d) All elementary school buildings have keyless entry and buzzer/camera systems on the main door.
 - e) Evacuation of students/staff with mobility issues.
5. All schools have a range of programs to promote a positive school climate and positive youth development. Principles of civility and responsible citizenship are also integrated throughout the pre-k-Grade 12 curriculum. The following programs are a sample of the programs implemented to address behaviors and risk factors that can lead to violence.
 - a) RtI (Response to Intervention) and PBIS (Positive Behavioral Interventions & Supports)
 - b) Olweus Bullying Prevention Program
 - c) Peer Mediation
 - d) Child Lures
 - e) BEST Buddies
 - f) Character Education
 - g) SADD (Students Against Destructive Decisions)
6. All schools have at least one AED with locations posted at entrances to buildings. Nurses, Physical Education teachers, coaches and select custodians are trained in CPR/AED.
7. Staff members wear identification badges so they can readily be identified. Entrance to the Board of Education/administrative offices is secured by a trained security guard and written visitors records are kept.
8. Each school building uses a sign in/sign out process with name tags for visitors to control the access to buildings.

9. The following proactive security measures have been implemented:
- a) All schools have monitored entrances
 - b) Visitors are required to carry Identification, and to sign in and out.
 - c) All schools will educate students, staff and parents about the importance of school safety.
 - d) All schools will hold drills that help promote school safety. Such drills shall be held at least 12 times in each school year, eight of which required drills shall be held between September first and December thirty-first of each year. Drills shall be conducted at different times of the school day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or an assembly.
 - Fire/Evacuation drills-8 per year
 - e) - Lock Down (Intruder)-4 per year - Each school will maintain records of all School Safety Team Meetings and building drills and report this information annually to the District Safety Team.
 - f) All schools will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.

Training, Drills, and Exercises

- 1. All security staff and general school aides hold NYS Security Guard licenses. State law requires training, fingerprinting and background checks for all licensed Security Guards.
- 2. All security personnel are hired through the civil service process with job descriptions and acceptable training and experience outlined in the employment postings. Job descriptions are included in **Appendix 1**.
- 3. As required by Section 807 of the Education Law, each school principal must instruct and train their students on how to exit the building in the shortest possible time without confusion or panic. The instruction must include drills or rapid dismissals. Eight (8) fire/evacuation drills must be held each school year, four of which shall be held prior to December 31. Instruction must be given to pupils in the procedure to follow in the event that a fire occurs during the lunch period, unless at least one drill is held during the lunch period. Summer schools must hold at least two drills, one of which must be held during the first week of the summer session.
- 4. As required by SAVE legislation (155.17), each school district shall, at least once every school year, conduct one test of its emergency plans, including sheltering or early dismissal, not to occur more than 15 minutes earlier than the regular dismissal.
- 5. In the case of after-school programs, events or performances which are conducted within a school building and which include persons who do not regularly attend classes in such school building, the principal or other person in charge of the building shall require the teacher or person in charge of such after-school program, event or performance to notify persons in attendance at the beginning of each such program, event or performance, of the procedures to be followed in the event of an emergency so that they may be able to respond in a timely, orderly manner.

Responding to Threats and Acts of Violence

- A. The district has developed the following safety and security procedures to protect students, staff and visitors from indirect and direct threats and acts of violence.
 - 1. Reporting of threats and acts of violence to school authorities
 - a. Students are required to inform school staff about any threat or acts of violence to themselves, others or property.
 - b. Staff are required to inform administration of any threat of violence to students, themselves, others or property.
 - c. Building principals are required to notify the Superintendent’s office and Director of Security.
 - d. Parents and visitors are encouraged to tell school staff about any indirect or direct threats and acts of violence towards students, themselves, others or property.
 - e. Students, staff, parents and others will be educated about the importance of reporting threats and the procedures of reporting.
 - 2. Investigating threats and acts of violence
 - a. The building administrator will investigate reported threats and acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts will require the involvement of police personnel. (violent offenses in accordance with SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Threats placing students, staff and others in imminent danger require an immediate call to the police.
 - e. Allegations of bullying, harassment, and discrimination should be reported to the Dignity Act Coordinator at the building level for investigation.
 - f. All schools will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students through Pupil Personnel Services staff and/or building based teams.
 - 3. Report Incidents
 - a. School administrators must keep record of serious threats and acts of violence and report them annually to the state through the VADIR system.
 - b. Incidents of violence, serious threats, intimidation, etc., may require involvement of the police.
 - c. Ordinarily district and building administrators are authorized to call the police to respond to the threat or acts of violence. In case of imminent danger, any staff member is authorized to call 911.

- d. Public Information office will handle all contacts with media.
 - e. Public Information office will provide information to building staff that can be given to parents and concerned others.
 - f. As required by SAVE legislation and the Dignity for All Students Act, incidents of violence as well as material cases of bullying, harassment, and discrimination will be reported to New York State on an annual basis through the VADIR(Violent and Disruptive Incident Report) and Report of incidents concerning school Safety and the Educational Climate.
4. Removing Violent Individuals
- a. Aggressively dangerous and violent students should only be restrained by qualified staff (CPI Nonviolent Crisis Intervention Training certified). Police or Crisis Team (Saint Vincent’s Hospital Behavioral Health Evaluation & Referral Services) should be called to remove the student.
 - b. Violent adults are to be reported immediately, the authorities called and only removed by police.
 - c. Schools should be in **lock down** mode when violent people are in the school.
 - d. Schools should be in **lock out** when violent/dangerous people or situations occur around the school.

5. Situational Responses

Responses to Threats-direct or implied

Threats may be received in various forms: by telephone, written messages, email Messages`, or the discovery of a suspicious package/device in the school or on the school grounds.

- In the event of a direct bomb threat, contact Police at 911 immediately.
 - a. Initiate the evacuation of the building. Exit routes altered if indicated by specific threat.
 - b. Provide as much information as possible to law enforcement. Minimize the handling of any documents or materials to avoid damaging the evidence.
 - c. Work with law enforcement to determine the time required for the investigation so that plans can be made to shelter the students in an alternate site or to dismiss students for the remainder of the school day.
- In the event of an implied/indirect threat
 - a. Contact Police, 911.
 - b. Law Enforcement will conduct a threat assessment in consultation with School Administration to determine the next steps.

- c. If indicated, initiate the full/partial evacuation of the building using the standard evacuation procedures.
 - Upon discovery of a suspicious package/device, contact Police at 911 immediately.
 - a. Provide as much information as possible to law enforcement
 - b. If decision is made to evacuate the entire building or a specific area, announce the evacuation and use the standard evacuation procedures with exit routes altered as required.
 - Anyone receiving information about an abduction/kidnapping must immediately notify the school building administrator.
 - a. Contact Police, 911.
 - b. Provide as much information as possible to law enforcement.
6. Identification of appropriate responses to emergencies
- a. The Procedures Manual has been developed to provide consistent responses to emergencies across the school district. This manual includes guidance as to when to contact the police or other emergency services. (**Appendix 2**)
The following emergency procedures are outlined:
 - 1. Abduction/Kidnapping
 - 2. Bomb Threat
 - 3. Bus Accident
 - 4. Criminal Offenses (Suspected/Potential)
 - 5. Death of Student or Staff
 - 6. Evacuation
 - 7. Fire/Explosion in the Building
 - 8. HAZMAT-Hazardous Materials
 - 9. Intruder/Dangerous Person
 - 10. Medical Emergencies (injuries and illness)
 - 11. Severe Weather-Shelter in Place
 - 12. Suicide
 - 13. Violent Behavior-Student
 - 14. Violent Behavior-Large Group Altercation
 - 15. Terrorism
 - b. The School Health Services Department has developed and distributed the following resources: Health Services Manual; Procedures for Administration of Medication in School and Nursing Procedures and Tasks Performed in School; First Aid Manual; and the Emergency “To Go” Bag. The NYSED School Health Guidelines binder is also available as a resource and

located in the Health Services Department and in each School Health Office.

Descriptions of these materials as well as a current list of Health Services Department staff and a listing of staff who have received CPR/AED trained staff are presented in **Appendix 3**.

- c. The Pupil Services department revised and distributed the **Crisis Intervention Manual** in 2010 which provides a guide for school administrators and pupil services personnel who are responsible for direct and indirect provision of supports and services in times of crisis. A description of this manual as well as a current list of District Social Workers and School Psychologists can be found in **Appendix 4**.

Communication with Others

- A. Arrangements for obtaining assistance during emergencies from local emergency organization, agencies and local government agencies.
 1. City School District of New Rochelle has worked with police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Providers have given approval to the City School District of New Rochelle to rely on local personnel, resources and facilities in emergency situations. Our plan provides for accessing emergency mental health services in the event of an emergency or violent incident from Southern Westchester BOCES, Westchester County, and regional mental health agencies.
 2. Local list of governmental agencies and community services:
 - City of New Rochelle- Noam Bramson, (914) 654-2150
 - New Rochelle Fire Chief-Louis DiMeglio, (914) 654-2212
 - New Rochelle Police Commissioner, , (914) 654-2300
 - New York State Police Troop K, (845) 677-7300
 - Westchester Disaster/Emergency Services (914) 231-1900
 - Westchester County Health Department (914) 813-5000
 - Westchester Co. Dept. of Community Mental Health (914) 995-7485
 - American Red Cross/Westchester (914) 946-6500
 - Con Ed emergency: (800) 752-6633
 - Poison Control Center: (800) 222-1222
 - BOCES Health, Safety & Risk Management: (914)345-8500 Edgar Glascott
 - New Rochelle Youth Bureau (914) 654-2045
 - St. Vincent's Hospital Behavioral Health Evaluation &

Referral Services (888) 689-1684 or (914) 925-5320

Obtaining Advice and Assistance from Government Officials

1. The arrangements for obtaining assistance during emergencies from local emergency organizations, agencies and officials responsible for implementation of Article 2-B of the Executive law have been made.
2. Key officials in local government that can help to develop plans and assist in emergency situations are listed above.

B. System for informing all educational agencies of a disaster or emergency; certain information about each educational agency located within the City School District of New Rochelle's boundaries.

1. The Superintendent or his designee shall inform all educational agencies within the City School District of New Rochelle's boundaries of disaster.
2. The list of educational institutions located within the district, the school population and staff numbers, their transportation needs and cell phone, home phone and personal e-mail address numbers of key officials of each school will be kept updated annually.
3. The procedure to inform each school in the event of an emergency situation is, the superintendent will authorize emergency calls to each educational agency.

C. Procedures for contacting parents, guardians and persons in parental relation to the students of the district in event of a violent incident or early dismissal.

1. The district procedure for early dismissal is as follows:
 - a. Superintendent or his/her designee decides on an early dismissal.
 - b. Transportation Director is notified to supply busses.
 - c. Central and building administrators are informed.
 - d. Staff and students are informed of closing.
 - e. Parents are notified of the planned early dismissal through multiple contacts (District Calendar, Blackboard ConnectEd message alert system, District website www.nred.org www.nredlearn.org and School websites, Emergency Outreach messages, text messages)
 - f. Parents are notified about unplanned early dismissal or violent incidents through the ConnectEd message alert system, parents of all students will receive a phone call to regular and emergency phone numbers. When phone calls fail to contact the parent or emergency number, the elementary and middle school student will remain under the supervision of school personnel until parents are notified and pick up the student, or the regular end of the school day, whichever comes first.

- g. Parents of high school students are notified through ConnectEd message alert system and then students are dismissed from school.
- 2. Parents will receive information about the threat or act of violence that determined an early dismissal in their child’s school as soon as is practical. This information is limited to information the school is legally permitted to disclose.
- D. Procedures for contacting parents, guardians and persons in parental relation to the students of the district in event of a school cancellation due to weather or other emergency prior to the school opening.
 - 1. Parents are notified through multiple contacts (Blackboard ConnectEd message alert system-phone/email messages; District website www.nredlearn.org and School websites; messages posted on District Twitter and Facebook page; announcements through local media; and Cablevision EDUC Channel 77 and Verizon Channel 30 in New Rochelle.

Leadership: Incident Command

Effective teams require clear leadership and chain of command. Congruent with the federal Incident Command System the District has designated the Superintendent as the Incident Commander. This leadership role can be delegated when necessary, to a “designee.”

Incident Command Post

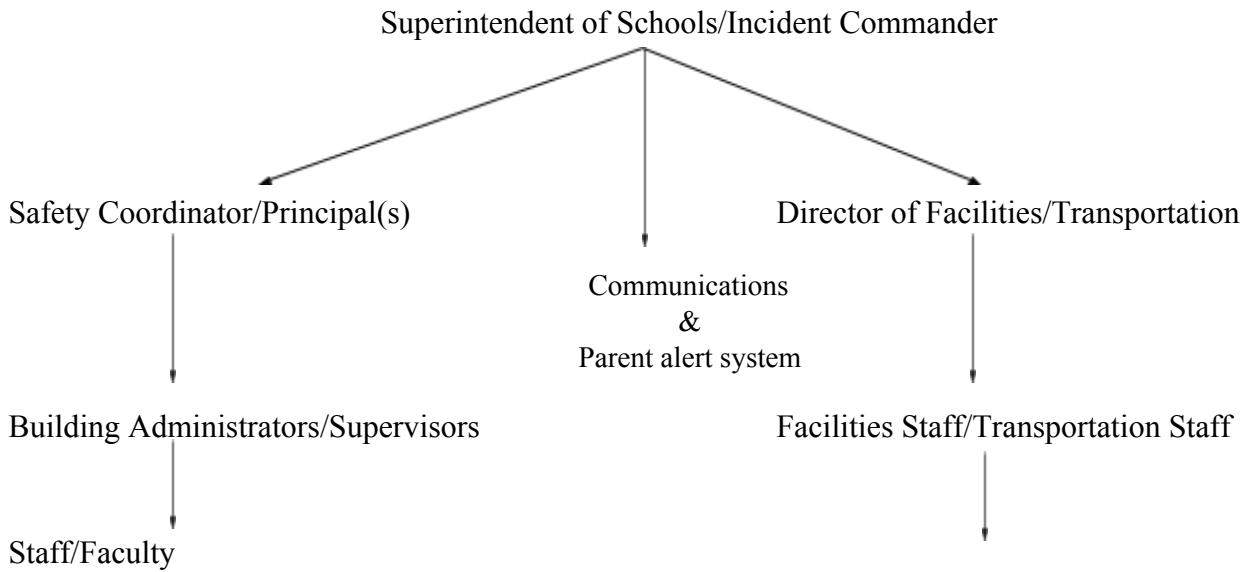
Primary: Superintendent/designee **Secondary:** Director of Security
 (Command Post should have access to multiple telephone lines, electric power, water, PA system if possible, maps/plans, portable 2 way radios, megaphones, etc.)

Incident Command System: Roles/Responsibilities

Incident Commander	Superintendent of Schools/Building Principal/AP
Safety Officer	Director of Security
Deputy Incident Commander	Cabinet Members
Public Information Officer	District Communications & Media Specialist
Planning and Intelligence	Principals and Director of Curriculum/Instruction
Operations	Assistant Superintendent of Business or designee
Recorder	District Clerk/Administrator’s clerical
Logistics	Director-Environmental Services & Grounds/Transportation Coord.
Administration/Finance	Assistant Superintendent of Business or designee
Local Law Enforcement	New Rochelle Police Department
Emergency Response	Fire Department/ Sound Shore Hospital

Incident Commander (IC): Sets the incident objectives, strategies, and priorities; has overall responsibility for the incident response; and coordinates and manages all ICS functions.

Decision Making Process



Threat reported to Administrator

NYS Police
Threat Assessment Model
2007

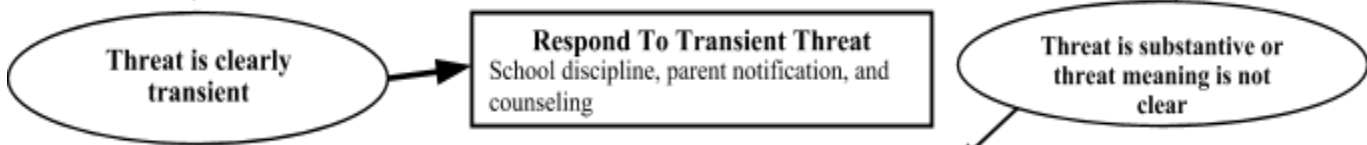
- Assemble School Safety Team**
- Conduct threat assessment – assign central point of contact
 - Include Director of Security/Consult law enforcement
 - Immediately ask “How much time do we have?”
 - Decide how to handle “student of concern” pending the outcome of the threat assessment (should allegations be unfounded)

Evaluate Threat

- Utilize an “integrated systems approach” relying on information from all who interact with student
- Consider facts that drew your attention to the student, situation and target—obtain first-hand, specific accounts of the threat by interviewing recipients, witnesses and student who made the threat—document/photography/record all
- Establish/maintain contact with student
- Obtain/consider information about the student: identifiers, background information, current life situation and circumstances. Consider the circumstances in which the threat was made, student’s intentions, motives and target selection.

- ~~Base your threat assessment upon facts rather than characteristics or “traits”~~
- Decide whether threat is clearly transient or substantive**
- Is there information to suggest that this student is on the path to an attack?
 - Has any pre-attack behavior been identified?
 - Is the student engaging in behavior that indicates furthering a plan or building capacity for a violent attack?
 - Consider whether the student *poses* a threat or simply *made* a threat.

- Has the student broken a law? Contact law enforcement.



Respond To Transient Threat
School discipline, parent notification, and counseling

Decide whether substantive threat is **plausible** or **imminent**.

Plausible

Imminent

- Respond to plausible threat**
- Immediate precautions to protect potential victims.
 - Contact law enforcement if threat involves possible crime
 - Notify potential victim and parents/guardians
 - Notify “student of concern’s parents/guardians
 - Connect student to services & support systems

- Respond to imminent threat**
- Immediately contact law enforcement
 - Take immediate precautions to protect potential victims
 - Emergency response as appropriate (lockdown, lockout, shelter-in-place)
 - Notify “student of concern’s parents/guardians
 - Initiate mental health evaluation procedures
 - Discipline student as appropriate

Appendix 1 Job Descriptions for Security Department

Appendix 2 Emergency Procedures Manual

Appendix 3 Health Services Department Resources- Information, list of
Medical Department staff & list of CPR/AED trained staff

Appendix 4 Pupil Services Resources-Description of Crisis Intervention
Manual & list of District Social Workers and School Psychologists

Appendix 1-Job Descriptions for Security Department

DIRECTOR OF SECURITY
City School District

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for directing, planning and implementing a comprehensive security program for a school district. Work is performed under the administrative direction of a higher ranking employee with considerable leeway allowed for the exercise of independent judgment in implementing the general policies and objectives of the security program. General supervision is exercised over the work of security employees; does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Develops and administers organizational and administrative procedures designed to maintain program activities in an efficient and effective manner;
Trains security personnel in conducting surveillance and investigations;
Responsible for the recruiting, training and evaluation of subordinate employees; i.e., general school aides; Conducts all in-house investigations relative to larcenies, burglaries, assaults, drugs, etc;
Oversees the investigation of all incidents on school property involving school personnel, students or general public;
Oversees, coordinates and directs the planning, development and implementation of a security program for the City School District;
Plans and directs a regular program of safety and loss prevention, inspections of school property;
Reviews and keeps abreast of federal, state and local policies, rules and regulations which may affect the security program;
Ensures compliance with federal, state and local laws, rules and regulations regarding school property and facilities;
Prepares reports in matters relating to security, safety, and drug usage and loss prevention, as needed;
Establishes and interprets policies and procedures for all activities undertaken by school security personnel;
Will assume other duties as directed by the Board, Superintendent and/or Assistant Superintendents.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of modern principles and practices of security, law enforcement, drug awareness and prevention, safety and loss prevention; thorough knowledge of laws, rules and regulations governing actions on school property; good knowledge of scientific methods of crime detection and criminal identification; good knowledge of the proper methods and procedures used in making investigations, analyzing, find and implementing corrective action; good knowledge of modern principles of supervision and management; ability to establish and maintain an effective relationship with the public, employees, department heads, school personnel; law enforcement agencies; ability to instruct and direct subordinates in security, loss prevention and safety procedures; ability to express oneself clearly and concisely both orally and in writing; ability to deal courteously and tactfully with the public in enforcing laws or rules; resourcefulness; . initiative; integrity; neatness of appearance and physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

A) Graduation from a regionally accredited New York State college or university with a Bachelor’s degree in criminal justice, police science of a closely related field of study structured to prepare individuals for work in the field of law enforcement; **AND** four years of work experience in law enforcement, two of which shall have been in a supervisory capacity; **OR**
B) Graduation from a regionally accredited New York State college with an Associate’s degree as described in (A) above; **AND** six years of work experience in law enforcement, three of which shall have been in a supervisory capacity; **OR**
C) Graduation from high school or possession of an equivalency diploma issued by the State Education Department of New York; **AND**, Eight years of the experience noted in (A) above, four of which shall have been in a supervisory capacity.

Amended 1/28/97

SCHOOL SECURITY OFFICER
CITY SCHOOL DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Director of Security performs various duties related to the safety, health and welfare of the students and the security of the school building. This is responsible work calling for the exercise of good judgment and exceptional ability to relate well with children. A School Security Officer must be firm yet courteous and congenial in exercising his/her influence on students. The work is performed in accordance with the regulations set by the Director of Security. May be designated to assume the responsibilities of the Director of Security in his/her absence; does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Assists the Director of Security in all in-house investigations relative to larcenies, burglaries, assaults, drugs, etc.;

Assists in the investigations of all incidents on school property involving school personnel, students, or general public;

Instructs regularly scheduled programs of safety and loss prevention inspections of school property set forth by the Director of Security;

Maintains effective working relationships with the school personnel, law enforcement agencies and the public;

Reviews and keeps abreast of federal, state, and local policies, rules and laws which may affect the security program;

Enforces school regulations relating to student behavior as established by the school principal;

Checks school building before students report to school and at the end of the day to ensure that no unauthorized individual is on the premises;

Assists in supervision of cafeterias and corridors;

Participates in conference with parents when necessary;

Participates in meetings with law enforcement agents and represents school district when required at hearings;

Assists school staff in all matters relating to discipline;

Prevents the admittance of unauthorized persons.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Ability to be firm yet courteous with children; ability to relate well with children; through knowledge of modern principles and practices of security, law enforcement, drug awareness and prevention, safety and loss prevention; through knowledge of law, rules and regulations governing actions on school property; good knowledge of scientific methods

of crime detection and criminal identification; good knowledge of the proper methods and procedures used in making investigations, analyzing, finding and implementing corrective action; ability to carry out directives from the Director of Security in security, loss prevention and safety procedures; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

Completion of high school or possession of an equivalency diploma issued by the State Education Department of New York plus two (2) years of experience in a public or private law enforcement agency and some experience working with children

Amended 8/27/96

GENERAL SCHOOL AIDE
CITY SCHOOL DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the School Security Officer and a building principal, performs various duties related to the safety and welfare of the students and the school building. This is responsible work calling for the exercise of good judgment and ability to relate well with children. A General School Aide must be firm yet courteous and congenial in exercising his/her influence on students. The work is performed in accordance with the regulations set by the principal of the school; does related duties as required.

EXAMPLES OF WORK: (Illustrative only)

- Assists in promoting regular class attendance by checking on students reported not in class, but on the school premises;
- Controls entry in and out of the building and maintains entry and exit log;
- Assists in keeping order in cafeterias, corridors and common areas of the school premises;
- Participates in meetings with school officials and local government agencies and at related hearings;
- Tours school building and grounds, including lavatories and parking areas, to prevent misuse of school property by students;
- Provides security at sporting events and other extracurricular events;
- Assists the police department when needed to maintain order outside the building.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good general intelligence; ability to be firm yet courteous with children; ability to relate well with children; command of the English language; alertness; tact and courtesy; good judgment; honesty and integrity; sense of responsibility; neatness of appearance and physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an

equivalency diploma issued by the State Education Department of New York; **AND** Two years of full time paid experience working with children in a public or private facility; **OR** Two years of full time paid experience 'as a security guard.

SPECIAL REQUIREMENTS: Possession of a New York State Security Guard License prior to appointment.

Amended 5/24/05

Appendix 2: Emergency Procedures Manual- This District developed template provides an outline of procedures to be used at each School Building. The introduction section and evacuation directions are specific to each school building.

Specific emergency procedures including plans for internal and external communication for handling the following situations:

- Abduction
- Bomb threat
- Bus Accident
- Criminal Offenses (suspected/potential)
- Death of a student/staff
- Evacuation procedures
- Fire/Explosion in the building
- Hazardous Materials
- Intruder-Dangerous Individual in school building/school environment
- Medical Emergencies
- Severe Weather-shelter in place
- Suicide (threats and/or attempts)
- Terrorism
- Violent Behavior of a Student
- Violent Behavior-Large Group Altercation

Appendix 3- Health Services Department Resources

Health Services Manual

This manual, published in 2008, serves as a resource for School Nurses. The manual developed by a committee consisting of the Medical Director, Nurse Practitioner, School Nurses, and the Principal Clerk. Each section has a white page with text describing Department, District and State Procedures and blue attachments consisting of forms and other resources. The manual was distributed to the Superintendent and Cabinet; PPS Leadership Team, Public and Private School Principals; and to Public and Private School Health Offices. The Table of Contents is found on **page 20**.

“Procedures for Administration of Medication in School and Nursing Procedures and Tasks Performed in School”

This manual, published in 1997, revised and redistributed most recently in 2011, serves as a resource for School Nurses. The manual was developed by a committee consisting of the Medical Director, Pediatric Nurse Practitioner, and School Nurses. It outlines the guidelines necessary for students to receive health practitioner prescribed prescription and over the counter medications in school. In addition, it outlines the guidelines for non-patient specific medication administration of oxygen and epinephrine for emergency situations. This manual is an extension of the guidelines mandated by the New York State Education Department. The manual was distributed to the Superintendent and Cabinet, PPS Leadership Team, Public and Private School Principals, and to Public and Private School Health Offices. The Table of Contents is found on **page 21**.

First Aid Manual

This manual, initially published in 2002, and updated in 2009, serves as a resource for Teachers and Staff. The manual was developed by a committee consisting of the Medical Director, Nurse Practitioner, School Nurses, and the Principal Clerk. The information includes guidelines for a variety of medical conditions, emergencies, acute and chronic injuries and illnesses.

The manual is located in each School Health Office, Main Office, classroom, and on the eChalk District Resources/Health Services Department web page. The manual is distributed to new teaching staff at the beginning of each school year. Staff members are informed that the 2009 updated information is published on the web page. The Table of Contents for the manual is found on **page 22** and is arranged in alphabetical order for easy access.

Emergency “To Go” Bag

The Emergency “To Go” Bag is located in each School Health Office and the Health Services Office. The bags were developed in 2007. The bag contains first aid supplies and emergency medications that may be needed in case an emergency occurs outside of the school building. The School Nurse is responsible for

taking the bag out of the building during fire drills, emergency drills, and any school emergency in which students and staff is evacuated.

The School Nurse is responsible for making sure all supplies are in the bag and that the expiration dates have not been reached. The Health Services Offices resupplies the Health Offices as needed. The contents of the Emergency “To Go” Bags are outlined on **page 23**.

NYSED School Health Guidelines Binder

This binder was assembled in July 2003 by the Health Services Office and serves as a resource for the Health Services Department and School Health Offices. It outlines the policies, procedures, and guidelines that the New York State Education Department requires of school districts and their Health Offices. The information is categorized for easy access to the information.

The manual is located in the Health Services Department and each School Health Office. The Table of Contents for the manual follows:

- Health Appraisals
- Pre-Kindergarten Resource Manual
- Hearing Screening
- Vision Screening
- Scoliosis Screening
- Immunizations
- Communicable Diseases
- Communicable Diseases Child Care
- Medications in Schools
- Non-Patient Specific Orders
- Emergency Procedures
- Selection Classification
- AEDs
- Nursing Tasks
- Health Service Personnel
- Records Retention
- Diabetes/Glucagon

HEALTH SERVICES MANUAL

SCHOOL HEALTH SERVICES
AED'S - AUTOMATIC DEFIBRILLATORS
ANNUAL REPORT
ASSESSMENT / TRIAGE / NURSING TREATMENT OF STUDENTS AND STAFF
ASTHMA
BOARD OF EDUCATION POLICIES AND PROCEDURES
BUDGET / EQUIPMENT / SUPPLIES
CARE PLANS / INDIVIDUAL HEALTH CARE PLANS / MEDICAL MANAGEMENT PLANS
CHILD STUDY TEAM / PUPIL PERSONNEL SERVICES TEAM / INSTRUCTIONAL SUPPORT TEAM
COMMUNICABLE DISEASES / OUTBREAK NOTICES
CONFIDENTIAL LIST
CPS – CHILD PROTECTIVE SERVICES
CRISIS MANUAL
DENTAL
DEPARTMENT MEETINGS / FACULTY MEETINGS / CASE CONFERENCES
DIABETES
EATING DISORDERS
EDUCATION LAW – ARTICLE 19, §900
EMERGENCY “TO GO” BAGS
FIRST AID MANUAL
FOOD ALLERGIES/BEE STING ALLERGIES/EPIPEN®
FORMS
FUNCTIONAL BEHAVIORAL ASSESSMENT (FBA) / BEHAVIORAL INTERVENTION PLAN (BIP)
HEALTH SCREENINGS
HIPAA
HIV/AIDS
HOME INSTRUCTION
IMMUNIZATIONS
INCIDENT REPORTS, BITING INCIDENTS, WORKER’S COMPENSATION
JOB DESCRIPTIONS
KINDERGARTEN REGISTRATION / INTAKE PROCEDURES
LICE
MEDICAID
MEDICAL TRANSPORTATION
MEDICATION ADMINISTRATION IN SCHOOL
MOBILITY AIDES
NEWSLETTER ARTICLES
NURSING STUDENTS
NYS ED GUIDELINES
NY STATEWIDE SCHOOL HEALTH SERVICES CENTER
ORIENTATION
OSHA BLOODBORNE PATHOGENS STANDARD EXPOSURE CONTROL PLAN AND PROCEDURES
OXYGEN TANKS
PERSONNEL PROCEDURES
PHYSICAL EDUCATION
PHYSICAL EXAMINATIONS/MEDICAL CLEARANCE FOR INTERSCHOLASTIC SPORTS
PROFESSIONAL LICENSES
PUBERTY EDUCATION
REFERRALS
RESIDENCY FORMS

SEIZURES/SEIZURE DISORDERS

SOURCES OF HEALTH CARE

SPECIAL EDUCATION / CSE /§504 PROCEDURES

STANDING ORDERS - STANDING MEDICATION ORDERS

TECHNOLOGY, IEP DIRECT, ESCHOOL, ECHALK, ED DATA

TRIPS WORK PLAN – SAMPLE HEALTH OFFICE YEARLY WORK PLAN

**Procedures for Administration of Medication in School and Nursing Procedures and
Tasks Performed in School**

Introduction

Requirements for Administration of Medication in School

Requirements for Nursing Procedure Tasks in School

Storage of Medication

Change/Discontinuation/Addition of Medications

Documentation of Medication Administration

Medication Error

Self-Administration of Medication

Self-Directed Medication Under Supervision

Controlled Substances

Disposal of Medication

Emergency Medication/Non-Patient Specific Medication Orders

Non-FDA Sanctioned Requests, Herbal Remedies, Dietary Supplements and Natural Products

Emergency Building Evacuation and Medication

School Trips

Record Retention

Attachments:

CSD Documents:

Board of Education Policy 5500-Medication Administration

Superintendent's regulation 550-Medication Administration/Nursing Procedures

Authorization for Administration of Medication in School (form H42A)

Self-Medication Release (form H42B)

Physical Examination Report (form H1)

Standing Medication List

NYSED Documents:

Administration of Medication in the School Setting (April 2002)

Provision of Nursing Tasks (along with FAQ) (March 1995)

Non-patient Specific Orders (February 2001)

Medication Disposal Recommendations (October 2008)

New Policy for Stocking Albuterol Metered Doses Inhalers (MDIs)

Written and Online:

Guidelines for Use of the First Aid Manual
How to Call 911 – “Active the EMS System”
School Health Offices
Principles of First Aid
Abdominal Pain
Abrasions, Cuts & Scratches
Amputations of Fingers, Toes or Parts of Limbs
Anaphylactic Shock – Severe allergic reaction
Asthma
Automobile Accidents
Bee Sting
Bleeding (Internal)
Bleeding (Severe)
Blisters
Bruises or Contusions
Burns
Chest Injuries
Open Chest Injuries
Closed Chest Injuries
Choking
Common Cold
Concussion in Young Athletes
Conjunctivitis
Dental Emergencies
Diabetes
Dislocated Joints
Drug Intoxication
Earache
Electric Shock
Epilepsy and Seizure Disorders
Eye Injuries
Fainting
Fractures
Headache
Head Injury
Heart Attack
Heat Exhaustion
Heat Stroke
Impaled Object
Insect Bites
Menstrual Cramps (Dysmenorrhea)
Mouth Injuries

Poisoning
Poison Ivy, Oak and Sumac
Shock
Spinal Injuries
Splinters
Sprains & Strains
Suicide
Tick Removal
Transporting the Injured Victim
Unconsciousness
Appendix- Good Samaritan Law

Online Version Only:

AED
Alcohol Intoxication
MRSA
Substance Abuse
Vomiting

Nausea and Vomiting
Nosebleed

Emergency “To Go” Bags Checklist

Item	Required Quantity	Quantity on Hand
Abdominal Surgical Pads	3	
Adhesive Bandage Strips – Assorted Sizes	1 box	
Albuterol Metered Dose Inhaler	1	
Alcohol Pads	12	
Antiseptic Wipes	12	
Ammonia Inhalant Ampules	4	
Bacitracin Ointment	12	
Bandage Scissors	1	
Blanket (Silver, Emergency)	1	
Cake Mate Gel	1	
Cloth Tape, 1”	1 roll	
Cold Packs (Instant, Disposable)	2	
Confidential List	1	
Conforming Stretch Gauze, 2”	3 rolls	
Drapes, 2-ply	2	
Drinking Cups, Plastic	6	
Elastic Bandage Rolls, 3”	2	
Emergency Cards		
Emesis Basin	1	
EpiPen	1	
EpiPen, Jr.	1 – Elementary Only	
Eye Pads	2	
Face Mask	2	
Face Shield	2	
First Aid Manual	1	
Forms (Daily Log, Incident Report, Epinephrine Administration)	2 of each	
Gauze Pads, 3”x3”	12	
Gloves, Vinyl, Latex-free, Disposable	6 pairs / 12 each	
Ocular Irrigation Solution	1	
Pen	1	
Pencil	1	
Penlight	2	
Red Hazardous Waste Bags	2	
Safety Goggles	1	
Saline Solution, 250 ml.	1	
SAM Splint	1	
Slings	Elementary – 1 Small, 1 Med.	
Slings	Secondary – 1 Med. 1 Large	
Steri-Strips, 1/4”	2 packages	

Stethoscope, Latex-free	1	
Tongue Depressors	6	
Tooth Saver	1	
Tourniquets, Latex-free	2	
Tweezers	1	
Water	1 bottle	
Whistle on Lanyard	1	
Yearbook(s)	1	

HEALTH SERVICES DEPARTMENT

OBTAINING ASSISTANCE DURING AN EMERGENCY

HOW TO CALL 911 – “ACTIVATE THE EMS SYSTEM”

[For Cardiac emergencies, a trained staff member should remove the closest AED from the cabinet, and bring it to the side of the victim.]

1. From Public School telephones: **Dial 9 – 911**
From cell phones: **Dial 911 – This will call the State Police**

2. When speaking with the EMS operator:

- a. Identify yourself, state the name of your school.
 - b. Calmly state the problem, general age, and gender of the victim.
 - c. If there is more than one victim, give an estimated number.
 - d. Give the school address and location(s) within the school of victim(s) and your telephone number.
3. If one or more of the victims is unconscious, not breathing, or bleeding profusely, state that you have a life-threatening situation and need EMS URGENTLY.

DO NOT HANG UP until the operator has repeated your location to you and told you that EMS has been dispatched.

4. A responsible person should remain at this telephone, in the event that the EMS operator needs to call back or EMS arrives and needs assistance finding the victim(s).
5. If possible and it is safe to do so, send a staff member to the door to let EMS in and bring the EMS rescuers to the site of the emergency.
6. Alert the Main Office/Principal and Health Office when 911/EMS has been called. Once the situation is under control, call the Health Services Office at 576-4264 to alert the Medical Director of the emergency.

AWH/mmi

HEALTH SERVICES DEPARTMENT

AED (ADVANCED EXTERNAL DEFIBRILLATOR)

An AED is a portable electronic device that can detect a life threatening heart rhythm and attempt to correct them. They are designed for easy use so a layperson can use them.

**** Always call 911 and tell the EMS operator you have a “Cardiac emergency.” **
From a school telephone, dial 9-911. From a cell phone, dial 911.**

Never leave the patient – one person remains with the victim; another person goes for help.

All schools have at least one AED.

- AED locations are posted at entrances to the school buildings.
- AED locations are listed in each School Building Safety Plan.

Staff trained in CPR/AED includes School Nurses, P.E. Teachers, Coaches, and select Custodians.

- Trained staff is listed in each School Building Safety Plan.

Use of AED:

- When the AED case opens, it alarms so that other staff members are alerted to go to the scene of the emergency.
- The staff member who finds the victim should send someone to the Health Office and/or the Gym to get one of the Nurses or P.E. teachers, or, after school hours, a Custodian.
- Anyone else who arrives at the scene and is certified in CPR/AED (i.e., a visitor to the building who is an EMT or other health care provider) may also utilize the AED.
- When turned on or opened, **the machine will instruct the user on what to do.** Follow the voice prompts.
- All supplies needed are stored within the AED case.

Draft of City School District of New Rochelle Safety Plan

**2017-
18**

New Rochelle School District
Health Services Department

2017-2018
Dr. Brooke Balchan, M.D.

(914) 576-4264
(914) 632-3371 Fax

PUBLIC SCHOOLS	NURSES	E-MAIL	HEALTH OFFICE	FAX
			914/576-	914/576-
Barnard	Cruz, Juana	jcruz@nredlearn.org	4391	4625
	Goubeaud, Kristina	kgoubeaud@nredlearn.org	8058	
Columbus	Petrescu, Liora	lpetrescu@nredlearn.org	4410	8291
	Kliner, Rosalyn	rkliner@nredlearn.org	4410	
Davis	Pritz, Nancy	npritz@nredlearn.org	4422	4225
	Seltzer, Andrea	asetzer@nredlearn.org	4422	
Jefferson	Archer, Susan	sarcher@nredlearn.org	4429	4631
	Yacker, Rhonda	ryacker@nredlearn.org		
Trinity	DeGeorge, Sharon	sdegeorge@nredlearn.org	4663/4671	4266
	Klion-Wolloch, Nora	nwolloch@nredlearn.org	4663/4671	
Ward	Trozzi, Kim	ktrozzi@nredlearn.org	4453	
	Murphy, Karla	kmurphy@nredlearn.org	4453	4263
Webster	Kaphan, Robin	rkaphan@nredlearn.org	8411	4479
Works at Campus also	Conroy, Gail	gconroy@nredlearn.org	738-1264	
ALMS	Fricke, Alison	africke@nredlearn.org	4331	4784
	Martin, Maureen	mmartin@nredlearn.org	4331	
IEYMS	Lawrence, Kate	klawrence@nredlearn.org	4368	633-3962
	Schepp, Elise	eschepp@nredlearn.org	4369	
NRHS	Marino, Nina	nmarino@nredlearn.org	4574	632-4232
	Goubeaud, Kristina	kgoubeaud@nredlearn.org	4575	
	Vetrano, Diane	dvetrano@nredlearn.org	4292	
	Miceli, Wendy	wmiceli@nredlearn.org	4575	
Campus	Rosenbluth, Julie	jrosenbluth@nredlearn.org	4397/4393	4647

Appendix 4-Pupil Services Resources

The **Crisis Intervention Manual** was revised in 2010 by members of the School Psychology and School Social Work staff of the Department of Pupil Services to serve as a guide for school administrators and personnel who are responsible for direct and indirect provision of supports and services in times of crisis. This manual provides important resource information related to various crises and the appropriate responses our schools provide in such instances. Each school has been provided with copies of this manual.

Remember – there are different kinds of crises. Not all require mobilization of entire teams, and not all affect entire school buildings.

The chapters outlined in the Table of Contents below provide a ready reference for specific types of crises and appropriate interventions. Materials have been developed, adapted or “adopted” by the team. Much has been gathered over time from a variety of professional sources and represents current best practices in crisis intervention. With overlap in some categories, staff should select appropriate materials in a given situation.

CITY SCHOOL DISTRICT OF NEW ROCHELLE

CRISIS INTERVENTION MANUAL

A RESOURCE GUIDE TO CRISIS INTERVENTION IN THE SCHOOLS

TABLE OF CONTENTS

INTRODUCTION

SECTION I – Checklist/Team List

SECTION II – Sample Letters

SECTION III – Reactions to Crisis/Coping Skills

SECTION IV – Classroom Activities and Resources

SECTION V – Resources for Parents

SECTION VI – Suicide

SECTION VII – Follow Up Materials

SECTION VIII – Natural Disasters

SECTION VIV – Referrals

SECTION X – Interview Questions

SECTION XI – Bibliographies

**Department
of Pupil
Services
School
Social
Worker’s
Schedule
2017-2018**

