

## **COMSEWOGUE SCHOOL DISTRICT**

In response to Governor George E. Pataki's Safe Schools Against Violence in Education (SAVE) legislation, the Comsewogue School District has developed a comprehensive school safety plan and code of conduct that provide the tools for ensuring a more effective and safe learning environment for its students and staff. This plan, which is designed to prevent and minimize the effects of a serious violent incident and emergency, addresses crisis intervention, emergency response and management and codes of conduct for the maintenance of order on school grounds.

Attached is a summary of the entire legislation that includes the Safety and Code of Conduct.

The following materials are to be placed on file with either the Commissioner of Education or the local and state law enforcement officials.

1. District wide code of conduct
2. Board of Education Policy statements on violence
3. District wide safety plan
4. Building level school safety plans
  - a. Emergency disaster plans
  - b. Copies of Go Home plan, sheltering, evacuation, and lock down
  - c. Special required plans [bomb, intruder, kidnap, hostage]
  - d. School Emergency Response Team
  - e. Post Incident response Team

The Comsewogue School District recognizes the need to plan for the safety and security of its students, staff and visitors. Comsewogue School District has approached meeting the requirements for Project SAVE by considering four (4) General content areas. These areas are:

General Emergency Response Planning  
Responding to Threats of / or Acts of Violence  
Communications with Others  
Prevention and Intervention Strategies

## COMSEWOGUE DISTRICT SAFETY AND SECURITY PLAN

The Comsewogue School District has prepared the following comprehensive plan to meet the requirements enacted into law on July 24, 2000. The legislation is predominantly known as Project Save. In addition to the safety and security areas of attention we have adopted several new policies to be in compliance with the legislation and the Commissioner's regulations.

On 2/8/01 the Comsewogue School Board of Education created the following committees: District Wide Safety Committee and the District Wide Code of Conduct Committee.

At the 2/8/01 Board of Education Meeting the following persons and the group they represent were appointed to the committees:

### **District Wide Safety Committee & Code of Conduct**

#### **Representation:**

1. High School Principal
2. Middle School Principal
3. Boyle Principal
4. Terryville Principal
5. Clinton Principal
6. Norwood Principal
7. Assistant Superintendent
8. School Business Administrator
9. Director of Operations
10. Security Supervisor
11. Coordinator of Maintenance
12. Teacher Representative
13. CSEA Representative
14. Part-time Union Representative
15. Board of Education Representative
16. Parent Representative
17. Student Representative
18. Eastern Suffolk BOCES Safety Representative
19. NYSIR Representative

With respect to Board of Education Policy the following items or areas have been reviewed and where necessary, existing policy has been amended or new policy created.

	<b><u>Policy #</u></b>
1. Implied or direct threats of violence	<u>3410</u>
2. Responses to acts of violence	<u>3410</u>
2. Involvement of Law Enforcement with violent acts	<u>7330</u>
3. Parental or guardians of children and their notification in the event of a violent act	<u>Code of Conduct</u>
4. School building security	<u>Code of Conduct</u>
5. Early detection of potentially violent behaviors and the notification of appropriate groups	<u>Code of Conduct</u>
6. Annual school safety training	<u>5670, 5680, 7310</u>
7. Designation of an individual to represent the District for the receipt and distribution of student information received from the Criminal Courts.	<u>5670, 5671</u>

	<u>Policy #</u>
8. The safe evacuation of students, staff, visitors and other personnel from the buildings in the event of a serious or violent incident.	<u>Code of Conduct</u>
9. Empowering the building principal to create a building level safety team.	<u>8210</u>
10. Establish parameters for involvement of personnel, students and or visitors with respect to a crime scene	<u>Code of Conduct</u>
11. A code of conduct and the consequences for violations	<u>Code of Conduct</u>

The Board of education has prepared and mailed a plain language copy of the code of conduct to all persons acting in a parental role for the students.

Date of Adoption of Code of Conduct 6/4/01.

Date of Adoption of Safety Plan 6/4/01.

Date of Public Hearing to review Code of Conduct and Safety Plan 5/3/01.

The building level administration has been charged with the responsibility of implementing the following procedures:

1. Responses to implied or direct threats of violence
2. Communications with law enforcement officials responding to violence
3. Notification of parents or guardians of students involved or affected by violent acts
4. Training of building security, hall monitors, and staff on prevention and intervention techniques.
5. Training for students and staff on prevention and intervention techniques.
6. Bomb threats, intrusions, hostage situations and kidnappings.
7. A school emergency plan for serious or violent incidents
8. Transportation of the students in the event of a school closing due to a serious or violent incident
9. Method to provide for the medical treatment, safe evacuation and transportation of those students with handicapping conditions.
10. Designation of an emergency response team
11. Established a chain of command for decision making during a serious or violent incident
12. Establish a primary and alternate command post to disseminate directions
13. Develop agreements with area, village, township, county, state and federal groups to share mental health resources in the event of a serious or violent incident.
14. Conducting drills and practicing various aspects of evacuation go home, sheltering or lock down plans or emergency drills and evaluating the results.
15. Classroom security from the beginning of the day, through the day and at the close of the day
16. Building entrance security for visitors
17. Building security for outside groups after school and over weekends
18. Standard emergency evacuation kits
19. Instruction in the preservation of a crime scene for police investigation
20. Discussion and review of the code of conduct with the entire student body
21. Develop and test a communications procedure to inform all schools of a given situation. This could be a line of communication chart of a simple telephone chain with alternate personnel listed.
22. The use of "table top" drill exercises on a regular basis to simulate emergency situations.

# **District Wide Safety Plan**

## **General Emergency Response Planning**

As has been stated at SED, the Comsewogue School District has reviewed and updated its existing documents and programs designed to mitigate emergency situations. The Comsewogue School District has had each building prepare a set of emergency disaster plans which have been and will continue to be the basis of our planning. These plans are designed to provide a basic approach to a spectrum of emergency situations. They cover incidents ranging from civil disturbance to loss of electrical power to epidemics. Each incident has several consistent components. For each incident the required plan components are:

- Pre emergency planning
- Persons authorized to take immediate action
- Persons to be notified
- Sequential responses or actions to be taken
- Persons responsible for those actions to be taken
- Necessary resource those people will need

These plans (Appendix A) are reviewed and updated on an annual basis by the administration. Included in these plans are basic principles to be followed for special situations such as:

- Bomb threats
- Hostage situations
- Intruders in a building
- Kidnapping

In addition to these plans each building has developed a lock down and a lockout plan which would be instituted when necessary, a sheltering plan both on site and offsite for the students, and plans for a Go Home drill and an early dismissal drill to get the students to their home residence prior to the end of the school day. All evacuation drills provide for the requirements of those students with special needs.

In addition to these prepared plans, we have attempted to identify those geographic areas or business sites that could create potential hazardous situations for the students, staff and visitors of the District. We have identified the following areas:

- Railroad Stations, rail crossings and Right-of-Ways, Location Route 112.
- NYS Highway and overpasses, Location Route 347 & Route 112.
- LIPA Transmission lines and power substations, Location Port Jefferson.

We would work closely with the Office of Suffolk County Emergency Preparedness and State agencies to help facilitate the containment of the problem and the possible evacuation of the endangered students.

We have inventoried our district resources (personnel & equipment) that would be or could be available in an emergency situation. This information will be reviewed annually and our resource list will be included in the building emergency kits.

Each building level has developed its own emergency response plan, a School Emergency Response Team and a Post Incident Response Team.

The School Emergency Response Plan will provide for the following:

1. Safe evacuation of all persons in case of a serious or violent incident or other emergencies. Evacuation routes, shelter sites, and procedures for addressing medical needs, transportation and emergency notification of persons in a parental relationship are included.
2. School Emergency Response Team [school personnel, local law enforcement, representatives from emergency response agencies, others deemed appropriate] has been established.
3. Post Incident Response Team [school personnel, medical personnel, mental health counselors, and others deemed appropriate] has been established.
4. Law enforcement officials and first responders have access to floor plans, schematics, school maps and roadmaps of the immediate area.
5. Internal and external communication systems.
6. A school/district chain of command system.
7. Coordination of the school safety plan and the statewide plan for disaster response.
8. Mental health services to ensure the school has access to federal, state and local mental health resources in the event of a violent incident.
9. Training [Incident Command System] and practical exercises in the various types of incidents, utilizing tabletops, drills and field exercises.
10. Training in the preservation of evidence at a crime scene.

### **Responding to Threats and Acts of Violence**

The BOE of the Comsewogue School District has reviewed its existing policies on student violence and has either revised existing language to meet the new requirements or developed new policy statements and directed the administration to implement necessary procedures relative to the policy.

#### **Policy # 3410, 3411, 7360, 7361**

The following is the statement of Policy and procedures for responding to implied or direct threats of violence by students, teachers, school personnel and visitors.

#### **Policy # 3410, page 4 of 7; Policy 5670**

The following is the statement of Policy and Procedures for responding to acts of violence by students, teachers, school personnel and visitors for school violence.

#### **Policy # 3410, page 4 of 7; Policy 5670**

The Comsewogue School District has engaged or is in the process of utilizing appropriate prevention and intervention strategies such as:

1. Student mediation programs
  - Peer Mediation
  - Verbal/Sexual Harassment Training
  - Project Self-Esteem (K-1)
  -
2. Anti-violence Drugs, Alcohol Awareness Program
  - "Perfection on Wheels"
  - DARE
  - DARE Parent Nights
  - Kid Kare (K-2) Introductory Safety Course (DARE Officer)
  - Mock DARE (Grade 3) (DARE Officer)
3. Tolerance, Self Awareness & Diversity Program
  - Bias Awareness Workshops (Suffolk County Police Dept. - 6<sup>th</sup> Precinct)
  - STARE (Grade 4) Stop Anti-Semitism and Racism Everywhere, modeled after "A World of Difference." (DARE Officer)

4. Arrangements are being made to ensure security personnel are adequately trained including how to diffuse or deescalate a potentially violent situation.
5. We are planning various extended day programs to provide a safe and secure environment for students.

The following is the BOE policy and building procedures for contacting appropriate law enforcement officials in the event of a violent incident:

**Policy # 3410**

The following is the BOE policy for contacting parents, guardians or persons in parental relation to students in the event of a violent incident.

**Policy # Code of Conduct**

The BOE recognizes that it needs to provide and maintain a safe and secure learning environment for the students, teachers, staff and visitors. To provide for such an environment the District uses the following:

- Security Guard services for the High School through Securitas. These security personnel work from 7 a.m. -3:30 p.m. to provide coverage of our buildings and grounds.
- Night security personnel who provide district-wide coverage as well as as coverage at special school functions.
- Door and building monitors at every school during school hours to ensure that visitors are properly identified when on school premises.
- Security devices, such as two-way radios, are used at each building to enhance communication among staff.

In their building level plans, building administration has included procedures for inspecting their facility prior to and after the school day and after evening activities.

The Comsewogue School District has included in their annual staff development plan a training component to provide instruction on prevention and intervention safety training for both staff and students.

### **Communication with Others**

- The District has arrangements with the local emergency responders and fire department to provide for emergency assistance if needed.
- We have a communication system that is reviewed and updated annually for contacting all schools with respect to an emergency in any one of them.
- The district maintains emergency contact cards on all of the students and emergency contact information on all employees working in the district.
- SCPD have been contacted and involved in our emergency planning process. Periodically local law enforcement officials are asked to visit our schools and familiarize themselves with the facilities and the geographical surroundings.
- A current telephone directory of all County and State offices for emergency response help has been maintained, checked and annually updated.
- All verbal agreements with other school districts or county organizations for assistance has been confirmed in writing by the appropriate parties.
- Each building has developed a detailed floor plan with all utility cutoffs clearly labeled.
- The District developed a basic street map of all building entrances and exits, parking areas, and bus drop-off/pick-up locations for each facility and the approximate relationships between the buildings.

## **Prevention and Intervention**

It is BOE policy to provide a safe and secure educational environment.

- To help achieve this we have reviewed our existing school visitor procedures; taken a security assessment of the building; and where appropriate installed electronic or mechanical security devices.
- The Comsewogue School District is very aware of the need to identify as early as possible, those individuals who are candidates for potentially violent behaviors. The district will continue to provide each of its buildings with district resources and district wide personnel to review situations stemming from environmental factors, community factors, peer factors and family factors that appear to have potential negative effects on students. Each building is expected to use existing personnel resources and develop its own plan of review for students who fall into these categories.
- All personnel responsible for the safety of students are to receive additional training not only to monitor student behavior but to also be able to deescalate a potentially violent situation.
- Annually all staff will be given additional training on prevention and intervention techniques of violent behavior.
- Each building is to develop their own system for providing a conduit or means of sharing of information between students and staff in a non-confrontational manner on potentially violent behavior.

The Comsewogue School District will continue to support those student programs that are effective in the prevention of student violence.

### **APPENDIX**

- B. List of all schools, and their addresses and main telephone numbers.
- C. List of all staff assigned to each building and their telephone numbers