

## SAFE SCHOOLS

The Board of Education is committed to the prevention of violence against people or property in the schools or at school activities, whether by students, staff or others. A positive school climate supports school safety through the professional use of resources. Staff members who implement this or any other Board policy will receive the full support of the Board and the administration.

### *Comprehensive District-Wide Safety Plan*

The RCSD District-Wide School Safety Team is responsible for development and distribution of the Comprehensive District-Wide Safety Plan that includes:

- a) procedures for responding to implied or direct threats of violence by students, teachers, other school personnel as well as visitors to the school including threats by students against themselves, which for purposes of this section shall include suicide;
- b) procedures for responding to acts of violence made by students, teachers, other school personnel as well as visitors to the school against themselves, including consideration of zero-tolerance policies for school violence;
- c) appropriate prevention and intervention strategies including: (i) collaborative arrangements with state and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, as well as being trained to de-escalate potentially violent situations, and are effectively and fairly recruited; (ii) non-violent conflict resolution training programs; (iii) peer mediation programs and youth courts; and (iv) extended day and other school safety programs;
- d) procedures for contacting appropriate law enforcement officials in the event of a violent incident;
- e) procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident and/or in the event of an implied or direct threat of violence by such student against themselves, which for purposes of this section shall include suicide;
  - The Superintendent or his designated staff is required to notify parents, guardians or persons in a parental relation, in a timely manner, of situations that raise significant concerns for student safety, including but not limited to the arrest or conviction of staff members for legal offenses that represent a threat to children. The method, content and timing of notification should reflect cooperation with legal authorities, protection of employee rights, and demonstration of good communications practice.
- f) procedures for school building security, including where appropriate the use of school safety officers and/or security devices or procedures;

- g) procedures for dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors, to teachers, administrators, school personnel, persons in parental relationship to students of the district, students and other persons deemed appropriate to receive such information;
- h) outline for annual school safety training for staff and students, along with local and state reporting mechanisms; For example: the district must certify to the commissioner that all staff have undergone annual training on the Emergency Response Plan, and that the school safety training includes components on violence prevention and mental health, such training may be implemented and conducted in conjunction with existing professional development and training; provided however that new employees hired after the start of the school year shall receive training within 30 days of such hire or as part of a district's existing new hire training program, whichever is sooner;
- i) procedures for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- j) strategies and procedures for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence; and
- k) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity.
- l) the designation of the Superintendent or Superintendent's designee, 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 be responsible for ensuring the completion and yearly updating of Building-level Emergency Response Plans.

### ***Building-Level Emergency Response Plan***

Building-level Emergency Response Plans are developed by the Building-level Emergency Response Teams. The teams are appointed by the principals. The plans are not posted or distributed, with the exception of distribution of the plans to staff, local emergency responders and state police, 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. The plans include the following:

- a) procedures for response to emergency situations, such as those requiring evacuation, sheltering and lockdown-including, at a minimum, evacuation routes, shelter sites and procedures for addressing medical needs, transportation and emergency notification of parents and guardians;
- b) establishment of internal and external communication systems in emergencies;
- c) definition of the chain of command in a manner consistent with the national interagency incident management system/incident command system;
- d) coordination of the emergency response plan with the state-wide plan for disaster mental health services to assure that the district has access to federal, state and local mental health resources in the event of a violent incident;
- e) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan; and
- f) procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property.

### ***Adoption and Distribution of the Plans***

The District-Wide Safety Plan and Building-level Emergency Response Plans are reviewed by the appropriate team on at least an annual basis and updated as needed. The District-Wide Plan may be adopted only after at least one public hearing that provides for participation of school personnel, parents, students and other interested parties. A copy of the Building-Level Emergency Response Plans, are available to the Rochester Police Department and Rochester Fire Department.

RCSD Building-Level Emergency Response Plans are maintained confidentially and under article 6 of the Public Officers Law or any other provision of law are not available for public distribution.

### ***District and Building-level Teams***

District-Wide School Safety Team: the District-Wide Emergency Response Team and the Emergency Management Advisory Council includes but is not limited to representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel, along with community organizations and emergency response agencies. The Board of Education, encourages students to participate, provided however, no strategies or portions of the confidential Building-Level Emergency Response Plans are shared with students.

Building-level Emergency Response Team: Building-level Emergency Response Teams are appointed by the building principals. The teams include but are not limited to representatives of teacher, administrator, and parent organizations, school safety personnel and other appropriate

school personnel, community members, law enforcement officials, and fire officials, or other emergency response agencies, and any other appropriate representatives.

Building-level Post Incident Response Team: Building-level Post Incident Response Teams are appointed by the building principals. The teams include but are not limited to appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident.

### **Fire and emergency drills.**

The principal or administrator is responsible to insure staff and students receive instruction and training, including drills, so that they may in a sudden emergency be able to respond appropriately in the shortest possible time and without confusion or panic.

Rochester City School District school buildings will conduct a minimum of 12 annual drills each year:

- 8 of the 12 drills will be evacuation drills (2 of the 8 evacuation drills will be using an alternative egress).
- 4 of the 12 annual drills are required to be lockdown drills.
- 6 of the 12 drills must be completed by December 31<sup>st</sup> each year. The remaining drills must be completed by April 1<sup>st</sup>.

Drills will announced and unannounced and will be held during the school day and at different times of the school day. Students are required to receive instruction on how to safely evacuate during their eating periods or assemblies.

Summer programs are required to complete 2 evacuation drills. 1 of the drills is required during the first week of the program.

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 building administrator will require the 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.

Reference:

New York State Education Law 2801-A

New York State Education Law Section § 807.1 and § 807.1.a

May 2016, New York State Department of Education, Field Memo from Assistant Commissioner, Office of Student Support Services, Renee Rider  
[http://www.p12.nysed.gov/sss/documents/NewSafetyLegis\\_FieldMemoFINAL.pdf](http://www.p12.nysed.gov/sss/documents/NewSafetyLegis_FieldMemoFINAL.pdf)

August 2016, New York State Department of Education, Field Memo from Assistant Commissioner, Office of Student Support Services, Renee Rider  
[http://www.p12.nysed.gov/sss/documents/Memo\\_UpdateSafetyLegRegAug2016FINAL.pdf](http://www.p12.nysed.gov/sss/documents/Memo_UpdateSafetyLegRegAug2016FINAL.pdf)

Cross Reference:

1240, Visitors to the Schools	5311, Student Rights and Responsibilities
1520, Public Conduct on School Property	5312.1, Drug and Alcohol Abuse
5153-R, Student Safety Transfers	5312.2, Dangerous Weapons in School
5305, Eligibility for Extracurricular Activity	5313-R, Penalties Regulation

Note: Prior policy, Policy Manual, Comprehensive School Safety Plan (December 7, 1995), revised; Amended December 16, 2010 pursuant to Resolution No. 2010-11: 434; Amended July 29, 2013 pursuant to Resolution No. 2013-14: 83; Amended November 17, 2016 pursuant to Resolution No. 2016-17: 370.