

**Arlington Central School District**  
Central Administrative Office  
Canterbury Plaza  
696 Dutchess Turnpike  
Poughkeepsie, New York 12603

**District-wide School Safety Plan**

**Introduction**

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

The Arlington Central School District supports the Project SAVE legislation and has facilitated the planning process. The Superintendent of Schools encourages and advocates on-going, district-wide cooperation and support of Project SAVE.

**Section I: Planning Guidelines**

**A. Purpose**

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

**B. Team Identification**

The Arlington Central School District created a District Safety Team consisting of, but not limited to students, teachers, administrators, parents, school safety personnel, the community, and other school personnel. The District Safety Team met several times during the 2004-2005 school year to review and make changes in the District-wide Safety Plan for presentation to the Board of Education for their review and approval. (APPENDIX 1)

**C. Concept of Operations**

1. The District-wide Safety Plan will be directly linked to the individual Building Emergency Response Plans. Protocols developed in the District-wide Safety Plan will guide the development and implementation of the Building Level Safety and Emergency Response Plans.
2. In the event of an emergency or violent incident, the initial response at an individual school will be by the School Emergency Response Team.
3. District Emergency Response Team (APPENDIX 2)
4. Once the Superintendent or Designee is notified, the District Emergency Response Team will be mobilized to respond, and when appropriate local emergency officials will be notified.
5. See the Quick Reference Guide. (APPENDIX 6)

**D. Plan Review and Public Comment**

1. The District-wide Safety Plan shall be monitored and maintained by the District Safety Team and be reviewed annually on or before July 1 of each year.
2. Pursuant to the Commissioner’s Regulations 155.17 (e) (3), this plan will be made available for public comment thirty days prior to adoption. The District-wide Safety Plan may be adopted by the School Board only after at least one public hearing which provides for the participation by school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education at a public meeting.
3. Building-level Safety Plans and Emergency Response Plans shall be confidential and not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law in accordance with education Law section 2801-a. Full copies of the District-wide Safety Plans and any amendments will be submitted to the State Education Department within 30 days of adoption. Building-level Emergency Response Plans will be supplied to local police, sheriff’s office, state police, local and county fire and emergency medical agencies within 30 days of adoption.
4. Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.
5. Full copies of the combined District-wide Safety Plan, all Building’s Safety Plans, District Emergency Response Plan and all Building’s Emergency Response Plans will be maintained at the Central Office for the District and in each building of the District.

**Section II: General Emergency Response Planning**

**A. Identification of potentially dangerous/hazardous sites**

1. Each school will identify and locate areas of potential emergencies in and around their building. The Director of Facilities and Operations and building custodian will locate and map these sites. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Representatives of Dutchess County BOCES and local fire department personnel have assisted in these efforts.
2. These locations will be listed in each Building-level School Safety Plan and noted on building maps supplied to police, fire, emergency management services, and district personnel.
3. Potentially dangerous sites will be checked regularly and inspected by safety personnel on a regular schedule, at least annually. They include but are not limited to:
  - a. System Sites

Electrical panels/shut-offs	Gas lines/shut-off
Gas appliances	Heating plant
Sewage system	Structural failure
Ventilation/Air Conditioning	Water supply/ shut-off
  - b. Environment Problem Sites

Chemical Storage	Cleaning supplies
Paper supply storage	Industrial arts room
Science rooms and labs	
  - c. Site Considerations
    - Isolated areas near the school
    - Nearby streams, ponds, rivers
    - Steep areas near school
    - Unprotected exterior gas/electric, air conditioning supplies or equipment
    - Dangerous and dated playground equipment.

**B. District Response to Emergency Situations**

1. The District procedure for cancellation:
  - a. The Superintendent makes the determination after consultation with the Director of Transportation, District Administrators, and/or county emergency management personnel.
  - b. The Superintendent or Designee contacts local radio and television stations, using code system in place.

c. The Superintendent or Designee also initiates the telephone chain by calling the designated Assistant Superintendent and Principals. The designated Assistant Superintendent is authorized to follow this procedure if the Superintendent is unavailable.

2. The District procedure for early dismissal:

- a. Superintendent or Designee decides on an early dismissal.
- b. Director of Transportation is notified to supply buses.
- c. Central Office and building administrators are informed.
- d. Staff and students are informed of closing.
- e. Parents are notified of early dismissal through media contacts (radio stations, television, and web site.) Message will also be placed on each school call system and [www.cancellations.com](http://www.cancellations.com)
- f. Parents of elementary students will provide the school with alternative locations to bring their children in the case of an early dismissal if they are generally not home.

3. Procedures for Evacuations:

Procedures for evacuations are found in the Building Emergency Response Plans. The evacuation procedures are specific to each school. They include but are not limited to:

- a. Evacuation before, during, and after school
- b. Evacuation routes (internal and external)
- c. Sheltering sites (internal and external)
- d. Procedures for addressing medical needs
- e. Transportation and pedestrian evacuation plans
- f. Notification and communication procedures (Superintendent and parents)

4. Procedures for Sheltering On-site:

Procedures for Sheltering On-site are found in the Building Emergency Response Plans. The procedures are specific to each school and situation. Duck and cover procedures and weather safety zones are designated in each building.

5. Procedures for Off-site Sheltering:

Each building has identified off-site sheltering facilities to be used in the event of emergencies when transportation is not available. These are included in each of the Building Emergency Response Plans.

6. Procedures for Parental Notification:

Procedures for parental notification include notification of radio and television stations by the Superintendent or designee. As well as posting on the Arlington Central School District web site. ([www.arlingtonschools.org](http://www.arlingtonschools.org)) All schools will have a range of practices used to inform parents of an early dismissal from school. Prior notice of such notification procedures will be provided to parents in writing.

7. Emergencies include but are not limited to:

Biological / Chemical Contamination Incident	Floods
Intrusions	Bomb Threat
Kidnapping	Explosion
Fire	Civil Disturbance
Hazardous Materials	High Winds / Storms
Hostage Taking	School Bus Accidents
Suicide	Suspicious Packages

Information about these can be referenced in the Quick Reference Guide (**APPENDIX 6**).

8. Other emergencies may be caused by national or regional events, including acts of terrorism. District schools will follow the Department of Homeland Security Advisory System (**APPENDIX 7**).

**C. District resources, which may be available for use during an emergency.**

1. The list of District personnel who would be available in emergency situations will be developed by each Building Safety Team, with a copy maintained at the Central Administrative Office. The list may include, but is not limited to the names of the staff members, with the school/office and home telephone numbers:

a. Medical

Nurses  
Emergency Medical Technicians – trained  
First Aid training  
CPR/AED training  
School Physician  
Hospitals

b. Security

Principals and Assistant Principals  
Director and Assistant Director of Facilities and Operations  
Head Custodians  
School Resource Officer  
Trained monitors  
School Security Monitors

c. Emergency Response

Principals and Assistant Principals  
Members of fire companies  
School Nurses  
School Resource Officers  
Staff with EMT training  
School Security Monitors  
Director and Assistant Director of Facilities and Operations  
Head Custodians

- d. Post-Critical Incident Response Personnel
  - Principals and Assistant Principals
  - Staff Psychologists
  - Guidance Counselors
  - Social workers
  - Student Assistance counselors

2. Emergency Equipment

Each Building-level Emergency Response Plan will include a list with the location of emergency equipment available in each school:

- a. Medical Supplies
- b. Medical Equipment

3. Emergency Communication Equipment

Each Building-level Emergency Response Plan will include a list, including the location in the building, of all communication devices available:

- |                     |                        |
|---------------------|------------------------|
| a. Weather Scanners | d. Walkie Talkies      |
| b. Bullhorns        | e. Cellular Telephones |
| c. FAX Machines     | f. Networked Computers |

These resources will be found in the Building-level Emergency Response Plans and on file at the Central Administration Office.

**D. Description of procedures to coordinate the use of district resources and manpower during emergencies.**

1. Officials authorized to make decisions and their succession:

- |                          |                     |
|--------------------------|---------------------|
| Superintendent           | Frank V. Pepe, Jr.  |
| Deputy Superintendent    | Raymond G. Southard |
| Associate Superintendent | L. Edward Lynn      |
| Assistant Superintendent | Barbara J. Donegan  |
| Assistant Superintendent | Christine Lowden    |

2. In the event that no member listed above is available, succession will devolve to:

- |                                       |                 |
|---------------------------------------|-----------------|
| Director of Facilities and Operations | Donald Kipp     |
| Director of Transportation            | George Beckwith |

3. District personnel assigned to provide assistance:

Medical and psychological services personnel as listed in the Building-level Safety Plans.

**E. Procedures for annual multi-hazard schools safety training for staff and students:**

1. The District Safety Team will complete a review of revisions of all Building-level Safety Plans annually and will develop procedures to review the implementation of the plans.
2. All required staff training provided by Dutchess County BOCES will be completed annually (i.e.: Blood-borne Pathogen; Hazardous Materials; Right-to-know)
3. Any required student safety training will be completed by or under the supervision of appropriate District staff.

**F. Procedure to conduct drills and other exercises to test components of the Emergency Response Plans:**

1. The District will conduct periodic drills and other exercises, including tabletop exercises, to test components of the Emergency Response Plan in coordination with local emergency responders and preparedness officials.
2. Types of drills to be conducted include:
 

Fire	Evacuation
Lockdown	Dismissal
Shelter-off-site	Shelter-in-place
Weather related	District Emergency
Preparedness	Bus Emergency Evacuation
Medical / AED Emergency	
Communication System Checks	
Team Table Top Practice	
3. Appropriate staff training will be provided to ensure effectiveness.
4. Schools will keep a record of all building drills, exercises and training on forms provided by the District. Copies of all Training Reports will be sent to the District Safety Team and the Assistant Superintendent for Pupil Personnel Services annually.

**Section III: 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 of violence.**

1. Reporting of threats of violence to school authorities:
  - a. Students are required to inform school staff about any indirect or direct threat of violence to themselves, others or property.
  - b. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.

- c. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
  - d. Students, staff, parents and others will be educated about the importance of reporting threats and the procedures of reporting.
2. Investigating threats of violence:
- a. The building administrator will investigate reported threats of violence and will make the determination for disciplinary measures consistent with the Code of Conduct.
  - b. Serious acts, including violent offenses in accordance with SAVE Requirements, will require the involvement of police personnel.
  - 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. All incidents that have police involvement shall be reported to the Superintendent on forms supplied by the District.
3. Reporting Incidents:
- a. School administrators must keep a record of serious threats and acts of violence and report them immediately to the Superintendent or designee and annually to the state.
  - b. Incidents of violence, serious threats, intimidation, etc., may require involvement of the police.
  - c. District and building administrators are authorized to call the police to respond to the threat or act of violence.

**B. The District has developed the following safety and security procedures to protect students, staff and visitors from acts of violence:**

- 1. Reporting acts of violence to school authorities.
  - a. Students are required to inform school staff about acts of violence towards themselves, others or property.
  - b. Staff are required to inform administration of any act of violence to students, themselves, others or property.
  - c. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.

- d. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.
2. Investigating acts of violence:
- a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
  - b. Serious acts, including violent offenses according to the *SAVE Requirements, noted in the box below*, will require the involvement of police personnel.
  - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
  - d. Acts of violence placing students and staff in imminent danger require an immediate call to the police.

*Incidents that Require Involvement of Police as Mandated by SAVE:*

*Commits an act of violence upon a teacher, administrator or other school employee*

*Commits an act of violence against another student while on school district property*

*Commits an act of violence against any person lawfully upon school district property*

*Possesses or displays a gun, knife, explosive or incendiary bomb, or other dangerous weapon*

*Threatens to use any instrument that appears capable of causing physical injury or death while on school property*

*Knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee or any person lawfully upon school district property.*

*Knowingly and intentionally damages or destroys school property*

3. Proactive Security Measures:
  - a. The Arlington Central School District will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
  - b. Arlington Schools will hold drills that help promote school safety.
  - c. The Arlington School District will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
  - d. The District will continue to investigate security devices and strategies to make schools as safe as possible.
  - e. The Arlington Central School District will develop procedures for anonymous reporting of threats of violence.
4. Removing Violent Individuals:
  - a. Police will be called to remove aggressively dangerous and violent students at the discretion of the building principal or designee.
  - b. Violent adults are to be reported to the authorities immediately and should only be removed by police.
  - c. Students and staff should be in lockdown mode when violent people are in or around the school.
  - d. District and building administrators, or their designee, are authorized to call police to respond to the threat or act of violence.
5. Reporting Incidents:
  - a. School administrators must keep a record of serious threats and acts of violence and report them immediately to the Superintendent or designee and annually to the state.
  - b. Incidents of violence, serious threats, intimidation, etc., may require involvement of the police.
  - c. District and building administrators are authorized to call the police to respond to the threat or act of violence.

**C. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident.**

**In an EMERGENCY, police should be contacted by dialing 911**

1. Incidents of violence will be reported to the police by the principal or designated building administrator based on his or her professional judgment.

2. The procedure for reporting violent incidents to the police is for the building principal or designee to call the police agency assigned to the school.
3. The police agencies that serve the District are as follows:

New York State Police	677-7300
Dutchess County Sheriff's Office	486-3860
Town of Poughkeepsie Police	485-3666

**D. Identification of appropriate response to emergencies**

1. A District Emergency Response Plan will be developed by appropriate staff members.
2. Quick Reference Guide for Emergencies – (**APPENDIX 6**)

Emergencies include but are not limited to:

Biological / Chemical Contamination Incident	Floods
Armed Student	Intrusions
Armed Intrusion	Assault – Serious
Physical Injury	School Bus Accidents
Assault with a weapon or dangerous instrument	Serious Physical Injury
Bomb Threat	Explosion
Kidnapping	Suspicious package
Fire	Civil Disturbance
Hazardous Materials Incident	High Winds / Storms
Hostage Situation	Building collapse
Suicide	

**E. Procedures for contacting parents, guardians and persons in parental relation to the students of the District in the 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 buses
  - c) Central Administration and Building Administrators are informed
  - d) Staff and students are informed of closing
  - e) Parents are notified of early dismissal through media contacts (radio stations, television, web site.) Message will also be placed on each school call system and [www.cancellations.com](http://www.cancellations.com).
  - f) Parents of elementary students will provide the school with alternative locations to bring their children in the case of an early dismissal if they generally are not home.
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.

**Section IV: Communication with Others**

**A. Arrangements for obtaining assistance during emergencies from local emergency organizations, agencies and local government agencies.**

1. The Arlington Central School District has worked closely with police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives are included on each school's Building-level Safety Team, and have provided technical assistance for the development of the Building-level Emergency Response Plans. Emergency mental health services can be accessed from county and regional mental health agencies.

2. List of Assisting Agencies:

- |    |   |                                  |              |
|----|---|----------------------------------|--------------|
| a) | Police Agencies                           | <b>(Emergencies dial 911)</b>    |              |
|    | i)  | New York State Police            | 845-677-7300 |
|    | ii)                                       | Dutchess County Sheriff's Office | 845-452-0400 |
|    | iii)                                      | Town of Poughkeepsie Police      | 845-485-3666 |
| b) | Fire Departments                          | <b>(Emergencies dial 911)</b>    |              |
|    | i)  | Arlington Fire District          | 845-471-1313 |
|    | ii)                                       | LaGrange Fire District           | 845-471-1414 |
|    | iii)                                      | Beekman Fire Department          | 845-724-5280 |
|    | iv)                                       | Pleasant Valley Fire Department  | 845-635-2117 |
|    | v)  | Union Vale Fire Department       | 845-677-9262 |
| c) | Emergency Medical Service                 | <b>(Emergencies dial 911)</b>    |              |
|    | i)  | Arlington Fire District          | 845-471-1313 |
|    | ii)                                       | LaGrange Fire District           | 845-471-1414 |
|    | iii)                                      | Beekman Fire Department          | 845-724-5280 |
|    | iv)                                       | Pleasant Valley Fire Department  | 845-635-2117 |
|    | v)  | Alamo Ambulance Service          | 845-471-3700 |
|    | vi)                                       | Northern Dutchess Paramedics     | 845-876-0338 |
| d) | St. Francis Hospital Emergency            |                                  | 845-431-8220 |
| e) | Vassar Brothers Medical Center Emergency  |                                  | 845-431-5680 |
| f) | Poison Control Center                     |                                  | 800-366-6997 |
| g) | American Red Cross                        |                                  | 845-471-0200 |
| h) | Civil Defense (LEPC)                      |                                  | 845-486-2080 |
| i) | School Physician (Dr. Clare)              |                                  | 845-297-8400 |
| j) | Dutchess County Mental Hygiene Department |                                  | 845-485-9700 |
| k) | Astor Mobile Crisis Unit                  |                                  | 845-452-2372 |

**B. Obtaining assistance from government officials:**

1. The arrangements for obtaining assistance during emergencies from local emergency organizations, agencies and local government agencies are in the Building District Emergency Management Plan and the District Preparedness Plan.
2. Key officials in local government that can help to develop plans and assist in emergency situations are listed in **(APPENDIX 4.)**

**C. System for informing all educational agencies within the Arlington Central School District of a disaster or emergency:**

1. The Superintendent or Designee shall inform all educational agencies within Arlington Central School District boundaries of an emergency or disaster.
2. The list of educational institutions located within the District, their school population and staff numbers; their transportation needs; the name, title, business telephone number, home telephone number, FAX number of key officials of said educational institutions; will be made an appendix of this District-wide Safety Plan and updated annually by the first day of each new school year. Copies of the information will be maintained in the Offices of the Superintendent, Deputy Superintendent, Assistant Superintendents, Director of Transportation and Director of Facilities and Operations. **(APPENDIX 3)**
3. The procedure to inform each educational institution located inside the Arlington Central School District in the event of an emergency or disaster is for the Superintendent to authorize emergency calls to each educational institution.

**Section V: Prevention and Intervention Strategies**

**A. Procedures related to building security:**

1. Schools will use a single point of entry system.
  - a. All doors are locked from the inside to prevent entrance, except the main entrance.
  - b. No door shall be locked to prevent emergency exit.
  - c. Main entrances are to be monitored and all visitors must sign-in and sign-out.
  - d. All visitors may be required to show picture identification when they sign-in. All visitors are to be issued and required to wear identification while in any District school building during the school day. Visitor access is restricted to specific locations.
  - e. Staff members will wear visible identification badges on their outer most garment.

- f. Any individual not wearing identification is to be directed to the main entrance sign-in and sign-out area by all staff.
  - g. Should any individual refuse to show, or not possess proper identification, or refuse to wear the required identification they shall be refused admittance to the school building and the police contacted.
  - h. Individuals picking up a student must have prior parent/guardian authorization and must show picture identification if not known by the staff monitoring student pick-up.
2. The high school and middle school buildings have monitors whose duties include, but are not limited to: monitor entrances, move students between classrooms, patrol hallways, supervise cafeterias, supervise parking lots, direct visitors to the appropriate office, and check restrooms. The monitors are under the supervision of the building principal.
  3. The District may use School Security Monitors in addition to the school monitors. School Security Monitors are members of the staff of the building. They are responsible for the safety and security of the students, staff, visitors, building and school grounds. Their duties include, but are not limited to: monitoring all persons seeking admission to the school building; inspecting identification of all visitors, patrolling the school building and grounds; monitoring any security system operated in the school building; responding to all reports of fire, medical emergencies, and any other unusual occurrence in the school building or on school grounds. School Security Monitors may also be assigned to any extra-curricular function at the direction of the building administrator.
  4. Elementary buildings do not have monitors dedicated solely to student supervision and security. Main entrances and visitor sign-in stations in elementary buildings are to be monitored by office staff.
  5. The District will, during each annual review of the District-wide Safety Plan, evaluate the School Resource Officer program which is available through the police agencies that service the District. Should evaluation of the data collected and reviewed indicate a change in the safety and security of any building, the district will consider instituting a School Resource Officer Program.

**B. Procedures for disseminating informative materials regarding early detection of potentially dangerous behavior:**

1. The Superintendent shall determine the procedure for the dissemination of information regarding early detection of potentially violent behavior.
2. Students, staff, parents and community members shall receive information regarding early detection of potentially violent behavior. **(SEE APPENDIX 5)**

**C. Appropriate Prevention and Intervention Strategies:**

1. Training for school security personnel and monitors working in a security capacity includes:
  - a) Individual and group de-escalation
  - b) Non-violent conflict resolution skills
  - c) Understanding youth culture
  - d) Crime scene management
2. The District has provided training to staff in de-escalation techniques and non-violent conflict resolution training through Dutchess County BOCES. It is recommended that each building have some staff trained in non-violent crisis intervention.
3. Training is provided during conference days, summer in-service programs, and after school seminars.
4. Procedures relating to building security including utilization of staff and security equipment:
  - a. All district schools have night alarms.
  - b. Selected areas in the schools, including computer rooms, have specialized alarm systems.
  - c. All staff members will be provided with picture ID cards.
  - d. The District will periodically investigate other security equipment and measures, such as surveillance CCTV cameras.
5. Strategies to improve communication among students and between students and staff, to promote conflict resolution, anger management, character education, and social skill development; and process for reporting potentially violent incidents:
  - a. Arlington High School has peer mediation, conflict resolution, and diversity programs available to students on a co-curricular, extra-curricular, and counseling basis. The health curriculum and family & consumer science course provide for the same safety components, including anger management and social skill development.
  - b. The middle schools have a variety of school safety related programs. These programs include peer mediation and conflict resolution, anti-bullying instruction, social skills development, anger management and components of character education. The Lions-Quest curriculum is used in the home and career skills classes in grades 6 and 7, and the health curriculum covers many safety related topics for eighth grade students. There is also a promotion of safety activities through the many extra-curricular activities offered in all three schools.
  - c. The Arlington District elementary schools have a wide range of programs that impact school safety. They are delivered through the

curriculum and with extra-curricular activities. These programs include peer-mediation and conflict resolution, anti-bullying instruction, social skill development, anger management and components of character education. Over 100 teachers have been trained in the Lions Quest program which is utilized in many classrooms. The District implements character education programs that comply with Project SAVE, including Positive Behavior Interventions and Supports (PBIS) and Responsive Classroom initiatives.

- d. Building Safety Teams will develop programs and strategies that encourage student-to-staff communication.
- e. The District will implement procedures for anonymous reporting of threats and acts of violence.

6 Staff training programs needed to meet SAVE requirements:

- a. The District provides annual training to staff in violence prevention and intervention, including but not limited to in-service programs, conference days, and workshops. Two hours of instruction on issues of school safety is provided to all employees each year.
- b. This training may include, but is not limited to:
  - De-escalation training
  - Warning signals for violence
  - Non-violent conflict resolution
  - Emergency Response Team training
  - Mediation
  - Mentoring
  - Social skill development
  - Character education
  - Others

***BOARD OF EDUCATION ADOPTION: JUNE 27, 2006***