

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

District-wide Basic School Safety Plan

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education of the Arlington Central School District recognizes its responsibility to adopt and amend a comprehensive district-wide school safety plan and building-level emergency response plans regarding crisis intervention, emergency response and management.

Taken together, the district and building plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of emergencies and violent incidents in district schools.

In accordance with New York State Education Law, Chapter 16, Title II, Article 55, Section 2801-a, the Arlington Central School District shall have the following school safety teams and plans to deal with crisis intervention, emergency response and management:

District-wide Comprehensive School Safety Plan

District-wide School Safety Team

The Board will appoint a district-wide school safety team that includes, but is not limited to: district administrators; building administrators; faculty members; district staff members representing building secretaries, district transportation, district buildings and grounds and school nurses; parent organizations; school safety personnel; individual parents or guardians of students in the district; and students. This team shall be responsible for the development and review of a comprehensive district-wide school safety plan. The plan shall address crisis intervention, emergency response, recovery and management at the district and building-level.

The District Safety Plan and all of our Building-level Emergency Response Plans, when combined, constitute the Arlington Central School District – District-wide Comprehensive School Safety Plan.

A District-wide Comprehensive School Safety Plan (excluding protected information) shall be available for public inspection and public comment, in the district offices for at least 30 days prior to adoption. Our District-wide Comprehensive School Safety Plan will be adopted after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested party by July 1st of every year.

Building-level Emergency Response Plan
Building-level School Safety Team
Building-level Emergency Response Team
Building-level Post Incident Recovery Team

Each Building Principal shall be responsible for appointing a Building-level School Safety Team. Said team shall include representation from teachers, administrators, parent organizations, individual parents or guardians, school safety personnel, other school personnel, local law enforcement officials, local fire department officials, local ambulance and other emergency response agencies. Each building-level school safety team shall be responsible for the development and review of their building-level emergency response plan. The plan shall address preparedness, prevention, emergency response, and recovery at the building level and shall include all procedures required by law and regulation.

Within each building, the building-level school safety team shall designate:

- a) Building-level Emergency Response Team that includes appropriate school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and
- b) Building-level Post Incident Recovery Team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the school community in coping with the aftermath of a serious violent incident or emergency.

The Building Principal shall be responsible for conducting at least one test every school year of all of the emergency response procedures outlined under their Building-level Emergency Response Plan including procedures for sheltering and early dismissal/evacuation.

Team Appointments

The members of all district and building-level teams shall be appointed on an annual basis. In appointing team members, the Board of Education and the Building Principals will make an effort to include other persons beyond those groups identified in law and policy who can contribute to ensuring continuity among the plans.

Annual Review and Report

Each building-level plan shall be reviewed by the appropriate school safety team by April 1st every year and updated or amended as needed. The District-wide School Safety Team shall review the District-wide plan and the building-level plans by May 1st every year, and update or amend it as needed. The Board of Education shall adopt, by July 1st of each succeeding year the District-wide Comprehensive School Safety Plan.

The Superintendent shall have a review conducted each year, of each building-level emergency response plan. The review shall include monitoring that each building is in compliance with the New York State Education Law, Chapter 16, Title II, Section 2801-a - School Safety Plans and Department of Education Commissioner's Regulations § 155.17 - School Safety Plans. The yearly review shall be submitted to the Board of Education along with any amendments, additions or changes that may be recommended.

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SECTION I: PLANNING

A. Purpose

The Arlington Central School District, District-wide Comprehensive Emergency Response Plan was developed under the guidelines found in the S.A.V.E. Legislation. The specific sections of this law are found in the New York State Education Law, Chapter 16, Title II; Article 55, titled: Regulation by Boards of Education of Conduct on School District Property; sections 2802; 2801-a; and 2814. In addition our District-wide and our Building-level Emergency Response Plans **follow the New York State Commissioner of Education’s Regulations for School Safety Plans, regulation 155.17.**

B. Team Identification

District-wide School Safety Team

The Board of Education appointed a district-wide safety team that included the required representatives. The District-wide Safety Team met several times to review and make changes in the District-wide plan for presentation to the Board of Education for their review and approval. **(MEMBERS OF THE SAFETY TEAM – APPENDIX 1)**

C. Concept of Operations

1. The District-wide School Safety Plan will be directly linked to the individual Building-level Emergency Response Plans. Protocols developed in the District-wide School Safety Plan will guide the development and implementation of the Building-level Emergency Response Plans.
2. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building-level Emergency Response Team for that school.
3. Once the Superintendent or Designee is notified, the District-wide Emergency Response Team may be mobilized to respond, depending on the size and type of emergency or incident in the individual school. If district resources other than those available in the affected building are to be used, the District-wide Emergency Response Team will be activated. Local emergency officials will be notified, if appropriate and if not already done so by the Building-level Emergency Response Team.
4. District-wide Emergency Response Team. **(MEMBERS OF THE TEAM – APPENDIX 2)**
5. See the Quick Reference Guide. **(APPENDIX 8)**

D. Plan Review and Public Comment

1. The District-wide Comprehensive School Safety Plan shall be monitored and maintained by the District-wide Safety Team and will be reviewed annually on or before May 1st of each year.
2. The Basic District-wide Comprehensive School Safety Plan, which excludes protected and confidential information, will be made available at the Central Administrative Office for public inspection and comment thirty days prior to adoption. The District-wide Comprehensive School 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. The District-wide Comprehensive School Safety Plan and all the Building-level 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 New York State Education Law, Chapter 16; Article II, Section 2801-a.
4. The Basic District-wide Comprehensive School Safety Plan, which excludes protected and confidential information, shall be made available on the District Web Site and upon request.
5. Full copies of the District-wide Comprehensive School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.
6. Full copies of the District-wide School Safety Plan, with the individual Building-level Emergency Response Plans will be given to all emergency services that will respond to a particular district building. In addition, a full copy of the District-wide Comprehensive School Safety Plan will be given to the New York State Police Troop Headquarters in Millbrook and the Dutchess County Sheriff's Office in Poughkeepsie.
7. Full copies of the combined District-wide Comprehensive School Safety Plan, will be maintained at the Central Office for the District.

E. 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 custodians 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, and will continue to participate in these efforts.

2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and district personnel.
3. Potentially dangerous sites will be checked regularly and inspected by building 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 (flooding)
 - Steep areas near school
 - Unprotected exterior gas/electric, air conditioning supplies or equipment
 - Dangerous and outdated playground equipment.

F. 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 the County Emergency Management Office.
 - b. The Superintendent or Designee contacts local radio and television stations, using the 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.) A message will also be sent to all parents/guardians who have signed up for their school’s “News Flash.”
- 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.

Obtaining Information from Outside the School

The State of New York has developed a web-based system designed to enhance the state’s ability to alert the public in emergency situations and respond after disasters. The system is known as NY-ALERT, which utilizes a single web-based portal (webpage) that integrates numerous gateways for the dissemination of emergency alerts to the public, including schools. NY-ALERT will provide National Weather Service bulletins about severe weather, advisories on road closures, recommended emergency protective actions for fast-breaking incidents and other emergency response information from federal, state and local authorities. This feature will utilize e-mail, facsimile transmissions, cell bursting, short messages service (SMS), web-posting, text message and dial-out voice messaging to rapidly transmit messages.

For information on NY-ALERT, visit <http://www.nyalert.gov/> . Please contact your county emergency management office to inquire on the use of NY-ALERT in your jurisdiction.

3. Procedures for Evacuations:

Procedures for evacuations will be developed by the Building-level Safety Team in conjunction with the District’s Director of Transportation and are found in the Building-level 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-level Emergency Response Plans. The procedures are specific to each school and situation. Shelter-in-place 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-level Emergency Response Plans.

6. 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 8**)

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 9**)

G. Mandatory Reporting

1. The Superintendent shall notify the Commissioner of Education, as soon as possible whenever the emergency plan or building-level school safety plan is activated and results in the closing of a school building in the district, and shall provide such information as the commissioner may require. Such information need not be provided for routine weather emergency days.* {*New York State Department of Education, Commissioner’s Regulations, 155.17 school safety plans, paragraph (h), {Reporting}}

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

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

a. Medical

School Physician
Supervisor of Health and Safety
School Nurses
Emergency Medical Technicians – trained
First Aid trained staff
CPR/AED trained staff

b. Security

- Principals and House/Assistant Principals
- Director and Assistant Director of Facilities and Operations
- Head Custodians
- School Resource Officer
- Trained Hall Monitors
- School Security Monitors

c. Emergency Response

- Principals and House/Assistant Principals
- Members of fire companies
- School Nurses
- School Resource Officers
- Staff with EMT training
- School Security Monitors

d. Post-Critical Incident Response Personnel

- Principals and House/Assistant Principals
- Staff Psychologists
- Guidance Counselors
- Social Workers

e. Department of Buildings and Grounds

- Director and Assistant Directors of Facilities and Operations
- Custodians
- Carpenters
- Electricians
- Plumbers

f. Department of Transportation

- Director and Assistant Directors of Transportation
- Bus Safety
- Drivers

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
- b. Bullhorns
- c. FAX machines
- d. Portable Radios (Walkie Talkies)
- e. Cellular telephones
- f. Networked computers

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

I. Description of procedures to authorize

1. Officials authorized to make decisions and their succession:

Superintendent	Frank V. Pepe, Jr.
Associate Superintendent	L. Edward Lynn
Assistant Superintendent	Barbara J. Donegan
Assistant Superintendent	Christine Lowden
Assistant Superintendent	Robin Zimmerman

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

Supervisor of Health and Safety	Doreen Bischof
Director of Facilities and Operations	Henry Cibelli
Director of Transportation	George Beckwith

3. District personnel assigned to provide assistance:

Medical and psychological services personnel as listed in the individual Building-level Emergency Response Plans.

J. Procedure for annual multi-hazard school safety training for staff and students

1. Each Building-level School Safety Team will conduct training each school year on their Building-level Emergency Response Plan. This training will be included in the various meetings, drills and training sessions conducted by the building principal.
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.

K. Procedure to conduct drills and other exercises to test components of the Emergency Response Plans

1. The Building Principal shall be responsible for conducting at least one test every school year of all of the emergency response procedures outlined under their Building-level Emergency Response Plan. The types of drills to be conducted include:
 - a) Actual Drills:
 - Fire
 - Emergency dismissal/evacuation
 - Hold-in-place
 - Shelter-in-place (weather related)
 - Bus emergency evacuation
 - Lockdown
 - Lockout
 - Medical/AED emergency
 - b) Building-level Emergency Response Team Table-Top Drills:
 - Intruder in the building
 - Weapon in the building
 - Serious violent incident
 - Gas leak
 - Shelter - off-site
 - Power failure
 - Bomb threat
 - c) Communication System Checks
3. Appropriate staff training will be provided to ensure effectiveness.
4. All administrators and Building-level Emergency Response Team members shall complete the “ICS for Schools” training.
(See: <http://training.fema.gov/EMIWeb/is/is100sc.asp>)
5. Schools will keep a record of all building drills, exercises and training. Copies of all training records will be sent to the Assistant Superintendent for Pupil Personnel Services by May 1st annually.

SECTION II: 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 implied and direct threats of violence:

Implied or Direct Threats of Violence

1. Reporting of implied or direct threats of violence to school authorities:
 - a. Students are required to inform school staff about any implied or direct threat of violence to themselves, others or property by students, teachers, other school personnel as well as visitors to the school.
 - b. Staff are required to inform building administration of any implied or direct threat of violence directed at students, themselves, others or property.
 - c. Parents and visitors are encouraged to tell school staff about any implied 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 implied or direct threats of violence:
 - a. The building administrator will investigate, or cause an investigation to be conducted, all reported implied or direct threats of violence and will make the determination for disciplinary measures consistent with the Code of Conduct.
 - b. Serious threats, including implied or direct threats of violent offenses, will require the involvement of the police.
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Threats (implied or direct) placing students, staff and others in imminent danger require an immediate call to the police. (Call 911)
3. Reporting implied or direct threats of violence:
 - a. School administrators must keep a record of implied or direct threats of violence and report them to the Superintendent or designee as well as annually to the State.
(New York State Department of Education, Violent and Disruptive Incident Reports, incident categories (10) intimidation, harassment, menacing, or bullying behavior and no physical contact)

- b. Incidents of implied or direct serious threats of violence, intimidation, etc., require involvement of the police.
- c. District and building administrators or their designee are authorized to call the police to respond to the implied or direct threats of violence.
- d. All incidents that have police involvement shall be reported to the Superintendent.

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

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 by students, teachers, other school personnel as well as visitors to the school.
 - 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 or assistant, will investigate, or cause an investigation to be conducted, on any reported acts of violence, and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious violent incidents (acts), including violent offenses listed in the SAVE, will require the involvement of the police.
 - c. Acts of violence placing students and staff in imminent danger require an immediate call to the police.
 - d. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - e. The following box lists incidents that require the involvement of the police as mandated by SAVE.

Incidents that require involvement of the police as mandated by SAVE:

If a student, school staff member (employee), parent or visitor on school grounds:

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

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

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

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

Threatens to use, or uses, any instrument that appears capable of causing physical injury, serious physical injury or death to another person 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. Pro-active measures to prevent acts of violence:
 - a. The Arlington Central School District will educate students, staff and parents about the importance of school safety. Appropriate information will be communicated to students, parents/guardians, and school district staff.
 - b. Arlington Schools will hold drills that help promote school safety.
 - c. The Arlington School District has developed 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 has developed procedures for anonymous reporting of threats of violence.
4. Removing Violent Individuals:
 - a. Police will be called to remove aggressively dangerous and violent students or individuals at the discretion of the building principal or designee.

- b. District and building administrators, or their designees, are authorized to call police to respond to the act of violence.
- c. Violent adults are to be reported to the authorities immediately and should only be removed from the school building/location/event by the police.
- d. If the school is in session, students and staff should be in lockdown when violent people are in or around the school.

5. Reporting Incidents:

- a. Incidents of serious violence require involvement of the police.
- b. District and building administrators or their designee are authorized to call the police to respond to an act of violence.
- c. School administrators must keep a record of implied and direct threats and acts of violence and report them to the Superintendent or designee as well as annually to the State.*

(* New York State Department of Education, Violent and Disruptive Incident Reports, Incident categories (4) Assault with Serious Physical Injury and (7) Assault with Physical Injury)

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 serious violence will be reported to the police by the building principal or designee.
- 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. The administrator shall request a copy of such a report from the police agency and shall forward a copy to the Superintendent.
- 3. The police agencies that serve the District are as follows:

New York State Police	845-677-7300
Dutchess County Sheriff's Office	845-486-3800
Town of Poughkeepsie Police	845-485-3666

D. Identification of appropriate response to emergencies

1. Quick Reference Guide for Emergencies – (APPENDIX 8)

Emergencies include but are not limited to:

Biological / Chemical Contamination Incident	Hazardous material incident
Armed person or student	High winds/storms
Bomb threat / suspicious package / bomb	Hostage situation
Explosion	Suicide
Fire	Suspicious package

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 be placed on each school's News Flash System and on www.cancellations.com.
- f) Every September, parents of elementary students will provide the school with alternative plans for emergency/early dismissal. Parents should notify the school if the information changes.

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 III: 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: **(Emergencies - dial 911)**

New York State Police	845-677-7300
Dutchess County Sheriff’s Office	845-452-0400
Town of Poughkeepsie Police	845-485-3666
FBI	845-615-1700

b) Fire Departments: **(Emergencies - dial 911)**

Arlington Fire District	845-471-1313
LaGrange Fire District	845-471-1414
Beekman Fire Department	845-724-5280
Pleasant Valley Fire Department	845-635-2117
Union Vale Fire Department	845-677-9262

c) Emergency Medical Services: **(Emergencies - dial 911)**

Arlington Fire District	845-471-1313
LaGrange Fire District	845-471-1414
Beekman Fire Department	845-724-5280
Pleasant Valley Fire Department	845-635-2117
Alamo Ambulance Service	845-471-3700
Northern Dutchess Paramedics	845-876-0338

d) Additional contacts: **(Emergencies – dial 911)**

American Red Cross	845-471-0200
Astor Crisis Services	845-452-2372
Centers for Disease Control (CDC)	770-488-7100
Central Hudson	800-527-2714
Civil Defense	845-486-2080
Dutchess County Emergency Management	845-486-2020
Dutchess County Mental Hygiene Dept. (including Mobile Crisis Unit)	845-485-9700

NYS Homeland Security	518-402-2227
	or - 212-867-7060
Poison Control Center	800-366-6997
	or - 800-222-1222
Medical Director (The Work Place)	845-431-8740
St. Francis Hospital Emergency	845-431-8733
Vassar Brothers Medical Center Emergency	845-431-5680

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-level Emergency Response Plan and the District-wide School Safety 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 that impacts or potentially impacts them.
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 listed in an appendix of this District-wide Comprehensive School 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, Assistant Superintendents, Director of Transportation, Director of Facilities & Operations, and Supervisor of Health & Safety.

Section IV: 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. Buildings in the District will use a Closed Circuit Television / Remote Unlock System to monitor the buildings' front door. School staff will use this CCTV / Remote Unlock to allow access to the building during the entire time the school is in session and students are present.

The front door at the High School will be monitored by a school monitor during the entire school day, while students are in the building. All persons entering the high school will be required to show picture identification and obtain a visitor's pass from the reception office, located in the Main Lobby.
 - 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 if necessary.
 - 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 has a School Resource Officer (SRO) program through the police agencies that service the District in Arlington High School and Arlington Middle School. The District will consider utilizing SRO's in other schools at the discretion of police agencies.

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:
 - Individual and group de-escalation
 - Non-violent conflict resolution skills
 - Understanding youth culture
 - Crime scene management
2. The District has provided training to staff in de-escalation techniques and non-violent conflict resolution training. 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 and expected to wear 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 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 conflict resolution, anti-bullying instruction, social skills development, anger management and components of character education. The curriculum used in the home and career skills classes in grades 6 and 7 and the health curriculum in grade 8 covers many safety related topics for 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 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.
6. The District has implemented procedures for anonymous reporting of threats and acts of violence.
7. 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