



**Community Partnership  
Charter School Education Corporation  
Beginning with Children Foundation**

**185 Broadway, 2nd Floor  
Brooklyn, NY 11211**

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## **District-Wide School Safety Plan**

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**Beginning with Children Charter School 2  
Community Partnership Charter School  
Community High School**

*Fall 2023*

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## **Purpose**

This document is Community Partnership Charter School Education Corporation's (CPEC) District-wide Project SAVE School Safety Plan – with the confidential details of the Building Level Plan stored and available upon request in accordance with Project SAVE requirements. CPEC developed this safety plan to implement response protocols, strategies, and safety practices that prevent violence and unsafe school conditions and is responsive to emergency situations. The Plan was developed in adherence to safety plan guidelines distributed by the New York State Education Department. Handbooks and policies follow regulations as set forth by city, state, and federal education regulations. Plans are created to respond to the following multi-hazard situations: Fire, Intruder Alert, Bomb Threat, Medical Emergency, Gas Leak, Civil Disturbance, and will include plans for Lockdown, Shelter-In, Evacuations, School Closure and Early Dismissals.

CPEC schools facilitate regular training for staff to discuss school safety concerns and prepare for emergency situations. Emergency response drills are scheduled to facilitate organized and effective use of these plans in the case of an actual emergency. The initial response to all emergencies will be led by the on-site (Building Level) School Safety/Crisis Leadership Team. Upon activation of the School Safety/Crisis Leadership Team, local emergency officials and the Board of Trustees will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols as required. The School Safety/Crisis Leadership Team members will also serve on the Emergency Response Team, Post Incident Response Team and Recovery Team.

## **Site Information**

### **Network**

#### **Community Partnership Charter School Education Corporation / Beginning with Children Foundation**

185 Broadway, 2nd Floor, Brooklyn / 11211

212-750-9320 / [info@bwcf.org](mailto:info@bwcf.org)

### **School Sites**

#### **Beginning with Children Charter School 2 - Lower 84K037 / CSD 14**

215 Heyward Street, Brooklyn / 11206

718-302-7700 / [info@bwcf.org](mailto:info@bwcf.org)

Co-Principal: Mike Ferrara - [mferrara@bwccs2.org](mailto:mferrara@bwccs2.org)

Co-Principal: Yvette Ferrara - [yferrara@bwccs2.org](mailto:yferrara@bwccs2.org)

Director of Operations: Michael Copeland - [mcopeland@bwccs2.org](mailto:mcopeland@bwccs2.org)

#### **Beginning with Children Charter School 2 - Middle 84K037 / CSD 14**

11 Bartlett Street, Brooklyn / 11206

718-599-2924 / [info@bwcf.org](mailto:info@bwcf.org)

Co-Principal: Edwin Santiago - [easantiago@bwccs2.org](mailto:easantiago@bwccs2.org)

Co-Principal: Eloise Cummings - [ecummings@bwccs2.org](mailto:ecummings@bwccs2.org)

Director of Operations: Lauren Hernandez - [lahernandez@bwccs2.org](mailto:lahernandez@bwccs2.org)

**Community Partnership Charter School - Lower 84K702 / CSD 13**

241 Emerson Place, Brooklyn / 11216

718-399-3824 / [info@cpcsschool.org](mailto:info@cpcsschool.org)

Principal; Derrick Dunlap - [ddunlap@cpcsschool.org](mailto:ddunlap@cpcsschool.org)

Director of Operations: Rosa Johnson - [rojohanson@cpcsschool.org](mailto:rojohanson@cpcsschool.org)

**Community Partnership Charter School - Middle 84K702 / CSD 13**

114 Kosciusko Street, Brooklyn / 11216

718-636-3904 / [info@cpcsschool.org](mailto:info@cpcsschool.org)

Principal: Janna Tsimprea / [jtsimprea@cpcsschool.org](mailto:jtsimprea@cpcsschool.org)

Director of Operations: Ruth Alexandre / [ralexandre@cpcsschool.org](mailto:ralexandre@cpcsschool.org)

**Community High School 84K037 / CSD 14**

250 Jay Street, Brooklyn / 11201

917-893-3999 / [hsinfo@communityhsbk.org](mailto:hsinfo@communityhsbk.org)

Principal: Esosa Ogbahon / [EOgbahon@communityhsbk.org](mailto:EOgbahon@communityhsbk.org)

Director of Operations: Dominique Artamin / [dominique.artamin@communityhsbk.org](mailto:dominique.artamin@communityhsbk.org)

**External Supports Contact Information**

<b>Title</b>	<b>Name</b>	<b>Email</b>
Senior Director of Operations and Compliance	Pascale Artamin	<a href="mailto:partamin@bwcf.org">partamin@bwcf.org</a>
Chief Financial Officer	Geri Licurse	<a href="mailto:glicurse@bwcf.org">glicurse@bwcf.org</a>
Chief Schools Officer	Amy Kolz	<a href="mailto:akolz@bwcf.org">akolz@bwcf.org</a>
Superintendent	Esosa Ogbahon	<a href="mailto:eogbahon@bwcf.org">eogbahon@bwcf.org</a>

**Plan Review and Public Comment**

Pursuant to Commissioner’s Regulation, Section 155.17(c)(3), a summary of this Plan will be made available for public comment at least 30 days prior to its adoption. The Plan will be formally adopted by the Board. To ensure student safety, the plan will be considered ‘in effect’ until such time as a full public review can be conducted and the Plan approved.

**In accordance with Amendment to Section 155.7, certain sections of our Safety Plan with response action detail and private contact information will remain confidential and shall 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 Building-Level Safety Plan will be supplied to both local and State Police within 30 days of adoption.**

This Plan will be reviewed periodically during the year and will be maintained by the Senior Director of Operations & Compliance.

### **Implementation of School Security Policies and Protocols**

CPEC schools co-located in New York City Department of Education buildings are supported by NYPD school safety officers or agents. CPEC schools in private spaces contract with a licensed New York State private security service agency. Security staff enforce school safety and visitor management procedures.

- CPEC school staff and students check-in at the designated school entrance supervised by Operations and/or private security staff.
- CPEC Visitors check-in at security for building entry, and all visitors entering the building are required to provide at least one (1) item of valid photo identification (e.g., Driver's License), as well as proof of COVID-19 vaccination.
- Visitors are required to sign-in upon building entry. Logbooks must be maintained at the site for a period of three years. Main entrance signage directs visitors to stop at the security desk to sign in and to show photo identification.
- Visitors remain in the waiting area located in the lobby until a staff person arrives to direct the visitor to their destination in the building.
- A staff person directs visitors back to the lobby where security staff signs them out of the school building.

### Closing Procedures

Building hours of operation for PreK-8th grade sites range from 7:30 AM - 5:30 PM, Monday-Friday. Building hours of operation for grades 9-12 are 8:30 AM - 5:30 PM. Beginning at 7:00 AM, all staff may enter the building via the main school entrance. Staff are directed to contact a member of the operations team or school leader if access is required outside of building hours. Security staff remain on duty while students and staff are in the building. After the dismissal of the final program in operation within the building and upon departure of administrative personnel, a member of the Security Team conducts a total building sweep to ensure conditions are safe and secure, and all students have left the building. Security on duty confirms the building has been secured on a daily basis before leaving for the day.

### **Maintenance of Vital Education Agency Information**

CPEC schools collect and maintain vital educational information, including student enrollment, the number of staff, and teaching locations. The Directors of Operation are responsible for assessing

transportation needs. The office assistants maintain and update listings of home and work telephone numbers for key personnel throughout the school. Updated School Staff contact lists are maintained by Community Partnership Charter School Education Corporation and CPEC school sites. CPEC schools ensure updated rosters are kept in the school “Emergency/Safety” Binder. This list includes Emergency Contact Information for all school staff and students. Staff locations can also be found on the websites for each school: [www.bwccs2.org](http://www.bwccs2.org), [www.cpcsschool.org](http://www.cpcsschool.org), and [www.communityhighschoolbk.org](http://www.communityhighschoolbk.org). This binder includes a list of all local emergency contact names and numbers for police, fire, hospital.

### **Drills / Exercises / Training / Prevention Strategies**

CPEC schools create a positive, safe learning environment for students by adhering to established prevention and intervention strategies. School leadership partner with their NYPD’s local precinct, local emergency responders and medical personnel to establish good working relationships. Safety officers and staff are trained and aware of building safety protocols and location of life saving AED/CPR equipment. Schools will ensure security staff are experienced and fully trained to fulfill their duties, including training in de-escalating potentially violent situations. Annually and on an ongoing basis, schools will update and review safety plans with school staff - ensuring plan logistics, roles, and responsibilities are clearly communicated. Annually, each school will ensure one safety team member attends DOE school safety training. Schools will ensure staff receive multi-hazard, violence prevention/intervention and threat assessment training through a combination of full-scale drills and staff development programs. School leadership will review emergency response plans with students to ensure all are prepared and trained to respond in case of emergency. Schools will schedule, with the assistance of the New York State Department of Education, training programs for staff responsible for emergency response and recovery protocols. School Incident Commanders will organize, schedule, and document the training programs that are provided to school personnel. Training programs provide:

- Incident Command System (ICS) training, focusing on individual roles.
- Information on the characteristics of hazards and their consequences and the implementation of emergency response actions, including protective measures, notification procedures, and available resources.
- Emergency personnel training for the variety of skills necessary to help reduce or eliminate hazards and to increase their effectiveness in responding to and recovering from emergencies of all types.
- Additional specialized training and refresher training in responding to crisis situations.
- School specific training based upon special needs populations.

In accordance with Education Law § 2801, the school will conduct twelve safety drills each school year. Safety drills will be conducted at different times of the day, including during non-instructional and after-school hours. All drills must be scheduled and shared with the Incident Command Team before the start of the school year.

- Twelve safety drills will be conducted annually.
  - Eight safety drills will be conducted by December 31st of each year.
  - Evacuation: 8 annually
- Lock down drill: 4 annually

- Three bus drills will be completed annually by April 30th of each year.
  - 1st completed within the first seven days of school
  - 2nd completed between November 1st and December 31st
  - 3rd one completed between March 1st and April 30th

### **Early Detection of Potentially Violent Behaviors**

CPEC Schools have policies and procedures for dissemination of information regarding the early detection of potential violent behaviors. In accordance with Section 155.17(c)(1)(iii), all teachers and non-instructional staff members are provided with School Violence Prevention training at the beginning of each school year. Updated training in this area will be provided annually.

Informative materials are distributed on an ongoing basis at staff meetings throughout the school year. Staff development is conducted during Professional Development Days and/or Summer Institute Professional Development in order to develop awareness and provide training for staff regarding this issue. This material is also available to caregivers and the community during various meetings.

### **Emergency Response Protocols**

CPEC has established protocols for school responses to emergencies. General procedures include determination of the level of threat, monitoring of the situation, adjustment of response with the initiation of early dismissal, sheltering or evacuation-as necessary and contacting personnel at the local NYPD Precinct.

Schools will provide violence de-escalation and early warning sign identification training to all staff. An incident report will be completed by the Principal or his/her designee immediately after each emergency incident in order for response protocols to be reviewed, assessed and modified as needed.

The Principal and Director of Operations for each school site have been authorized to afford maximum protection that is reasonably attainable for all students, staff and facilities. This includes the development and implementation of a building level safety plan for the protection of all students, staff, and the physical assets of the school.

Building Level Safety Plan development are guided by four principles:

1. Holding action designed to contain the situation
2. Keeping children and staff isolated from the situation
3. Communication with the proper authorities; and finally
4. Restoring normal activities.

### **Soft Lock-Down Procedure**

Soft Lock-Down emergencies will be reported in person or by phone to the Principal and/or Director of Operations. The caller will provide the location of the threat and nature of the emergency. For example, "Attention: there are two parents fighting on the second floor. I repeat, there are two parents fighting." Immediately upon notification, the Principal and/or Director of Operations will

make an announcement twice on the school's PA system; for example: *"Attention: We are now in Soft Lock-Down. Take proper action."* The school-wide announcement will alert the Emergency Response Team who will immediately take the appropriate next steps.

**Teachers are trained to:**

- Quickly retrieve students in the hallway directly outside of their classrooms.
- Lock the classroom door
- Pull down classroom shades and block visibility inside.
- Keep students quiet and out of sight.

The Soft Lock-Down directive will remain in effect until hearing the "All Clear" message *"The Soft Lock-Down has been lifted"* followed by specific directions.

**Hard Lock-Down Procedures**

Hard Lock-Down emergencies will be reported in person or by phone to the Principal and/or Director of Operations. The caller will provide the location of the threat and nature of the emergency. For example, *"Attention: there is a man roaming the halls yelling about choking a 'Wendy'."* Immediately upon notification, the Principal and/or Director of Operations will make an announcement twice on the school's PA system; for example: *"Attention: We are now in Hard Lock-Down. Take proper action."* The school-wide announcement will alert the Emergency Response Team who will immediately take the appropriate next steps.

*\*Hard lockdown* implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Security, will take appropriate lockdown action and await the arrival of first responders.

**Students are trained to:**

- Move out of the line of sight and maintain silence

**Teachers are trained to:**

- Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off
- Pull Shades and move away from the line of sight and maintain silence.
- Wait for First Responders (fire, police or EMT) to give further instruction.

In a Hard Lockdown, **no one other than a first responder can give the 'All Clear' signal.** The Hard Lockdown will remain in effect until that signal is given by a first responder.

**Students and teachers who are in shared spaces are instructed to seek safe haven in the closest possible lockable space, as outlined below:**

Scholars and staff in the multi-purpose room (cafeteria) and in the gym must enter the nearest lockable room or classroom.



### Shelter-In Procedure

Shelter-In emergencies are reported in person or by phone to the Principal and/or Director of Operations. The caller must provide the location of the threat and nature of the emergency. For example, "Attention: there are gunshots being fired on East New York Avenue. I repeat, there are gunshots being fired on Flushing Avenue." Immediately upon notification, the Principal and/or Director of Operations will make an announcement twice on the school's PA system; for example: "Attention: This is a shelter-in. Secure the exit doors." The school-wide announcement will alert the Emergency Response Team who will immediately take the appropriate next steps.

When the danger outside of the building is a gun and the school is in a shelter-in, a security guard and other staff are assigned to building entry and exit locations to ensure no one is able to enter or leave the building.

### Hold Procedure

A Hold is initiated when there is a condition inside the school building, and the immediate need to address the condition requires staff, students, and visitors to remain in place and conduct business as usual until the "All Clear" is announced. Hold might be initiated to manage an incident in the building that does not place the school community in danger, or whenever directed by First Responders. Hold does not replace a soft or hard lockdown. The Building Response Team and School Safety Agents will sweep the building. Anyone found in the restrooms, hallways, stairwells, or the lobby will be taken to a designated area until the "All Clear" announcement is made. Announcements must be made to remind everyone to disregard any "end of class" signals. No one may enter or leave their room or office until the announcement is made indicating that the "All Clear" has been issued and the building can return to regular operation. During a Hold, anyone entering the school must be informed of the Hold. If students are returning from lunch, they must be escorted to a designated area where they can remain, with proper supervision, until the "All Clear" announcement is made.

CPEC school Building Level Safety Plans include the school's response plans for categories of emergencies.

<b>Civil Disturbances</b> Bomb Threat Intruder in the Building Hostage Kidnapped Person	The first person aware of the situation will immediately notify the Principal or Director of Operations. He/she will notify the police. If it becomes necessary to respond to civil disturbances, the Incident Commander or an appropriate designee will conduct a threat assessment and implement a response, including a shelter-in, lock down, evacuation, or early dismissal and will relinquish authority to the police upon their arrival and assist as requested.
<b>Environmental Problems</b> Air Pollution Drought Earthquake Flood	Emergencies caused by naturally occurring or man-made environmental problems require an appropriate response by school officials. The guiding principles for response are protection of life first, then the preservation of property, including restoration to normal activities. The fire department, local police, State

Oil/Gasoline Spill Radiological Incident Storms <i>(Snow/Ice/Wind/Hurricane/Thunderstorm/Lightning Storm/Tornado)</i> Toxic Material Spill Water Contamination	Emergency Management Office, Federal Emergency Management Office and/or environmental specialists will communicate, evaluate, and make the necessary arrangements with the Principal or his/her designee and the Director of Operations, for control, clean up, remediation, and disposal of any materials, if needed. The appropriate responses include the use of sheltering, lock down, evacuation or early dismissal protocols.
<b>Fire and Explosion</b> False Fire Alarm Fire Explosion	The guiding principles for emergency planning are protection of life first, then preservation of property, including restoration of normal activities. If it becomes necessary to respond to fire and/or explosion, the Principal or a designee may rely on one of the following responses: shelter, lock down, or evacuation.
<b>Systems Failures</b> Electrical Failure Energy Loss or Governmentally Imposed Fuel Shortage Heating System Failure (Loss of Heat) Roofing System Failure (Leak) Sewage System Failure Water System Failure Gas Leak Structural Failure	A failure or malfunction may be minor, temporary in nature, and readily or easily corrected, or may be major, create emergency conditions, and involve extensive or extended corrective work. The appropriate responses include the use of sheltering, lock down, evacuation or early dismissal protocols.
<b>Medical Emergencies</b> Allergic Reaction, Animal Bite Bleeding, Blow to the Head, Broken Bones, Burns, Choking, Diabetic Shock, Drowning, Electric Shock, Epidemic, Epileptic Convulsions, Food Poisoning, Head Lice, Heart Attack, Respiratory Arrest, School Bus Accident, Fire Shock Chemical/Toxic Exposure	A medical emergency is the result of a minor or major illness or injury to an individual(s) and can be of such severity as to be life threatening or merely cause the victim discomfort or pain. The guiding principles are to provide appropriate emergency care until competent medical or caregiver care is secured. Emergency care is not authorized beyond the treatment that will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of a caregiver or legal guardian. Emergency information sheets are requested from caregivers, and /or legal guardians, and physicians annually. Schools request information about medical conditions, allergies, daily medication needs, and other special conditions which require special medical attention during the school day.
<b>Implied or Direct Threats of Violence</b>	Schools enforce the School Code of Conduct policy, which governs conduct while on school campuses (whether or not an individual's

	<p>presence is authorized), including property under the control of the school and used in its teaching, administration, and cultural, recreational, athletic and/or other programs and activities. A copy of the Code of Conduct is available in the school main offices. The Principal or his/her designee will immediately investigate the report of an implied or direct threat. Investigations will include interviewing witnesses to the threat, including students and/or staff as appropriate. If the threat's degree of severity is determined to be minor, the individual implying or issuing the threat will be provided with a warning. If the threat's degree of severity is determined to be major, the local law enforcement agency will be notified and asked for their assistance in completing the investigation and addressing the implied or direct threat. If the individual is a student, his/her caregiver or guardian will be contacted by the Principal or his/her designee. In all cases the incident is documented as per school incident report protocols.</p>
<p><b>Acts of Violence</b></p>	<p>The Incident Commander will be notified immediately of all implied or direct threats in a manner that attempts to ensure the safety of all students and adults in the building. The level of threat will be determined based on the gathered information. The Incident Commander will contact local law enforcement officials if necessary. The situation will be monitored closely until the threat passes or local law enforcement officials take control and may also involve initiating the procedures for a building lockdown or "shelter-in" procedure and contacting area police agencies for assistance.</p>
<p><b>Suicide</b></p>	<p>All threats of suicide are considered serious. In emergency situations, 911 is called. School leadership staff are required to investigate all heard or learned of threats in order to gather information for emergency response. The Principal, school counselor or psychologist will assess risk of self harm and alert appropriate medical and mental health authorities/take the student to the ER. School staff will provide parents with mental health resources including referrals and mental health contact numbers.</p>
<p><b>Missing Child</b></p>	<p>The staff member who cannot locate the child immediately alerts the Principal or Director of Operations.  The Incident Commander immediately calls a Shelter-In to prevent any students from leaving the building.  After 5 minutes without finding the child, the following actions must be taken simultaneously:  The Principal engages a Soft Lockdown</p>

	<p>The Director of Operations instructs security to review camera footage</p> <p>The Director of Operations instructs office staff to check attendance records to ensure the student was in school and didn't leave early</p> <p>After 5 additional minutes in a lockdown if the student is not found, the following actions must be taken:</p> <p>Student emergency contacts are called to ensure they have not been picked up</p> <p>The police are called, if emergency contacts have not picked-up the child</p> <p>Prior to police arrival, prepare appropriate video footage for officers to review</p>
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### Emergency Agencies & Services

School Building Response Team Incident Commanders will contact local emergency officials to review emergency procedures, to verify contact protocols and information, and to coordinate their involvement in School Safety drills. Schools are directed to call 911 for all emergencies necessitating police, fire and ambulance response. The Incident Commander, Principal, or his/her designee will be the individual responsible for initiating contact and begin emergency response protocols by contacting personnel at the local NYC Police Precinct.

Other available resource persons are contacted as needed - Emergency Numbers are listed below:

Chemtrec	800 262-8200
National Response Center -Oil & Toxic Chemical Spill	800 424-8802
National Pesticide Service Center	800 858-7378
American Red Cross	800 564-0277
Poison Control Center	800 336-6997
Domestic Violence I Child Abuse Hotline	800 942-6906
Suicide Hotline (adolescent)	800 621-4000
Teen Hotline I Help Line	800 767-6336
Department of Environmental Conservation	800 457-7362
Gas Odors	800 942-8274

### Procedures to Coordinate Resource Use

A list of all emergency response equipment and resources are listed in each school Building Level Safety Plan. The list includes the emergency equipment available such as batteries, food supplies, water, fire extinguishers, etc. For emergencies requiring transportation, the school will call 911 and request assistance.

School buildings are equipped with:

- a public announcement system
- video surveillance cameras are installed at two locations: B2 MS [11 Bartlett Street], B2 LS [215 Heyward Street] and CHS [250 Jay Street]. *\*Community Partnership Charter Schools are co-located in Department of Education buildings and do not have cameras installed.*
- a cafeteria and/or gymnasium to be used for additional sheltering purposes
- landline telephone communication throughout the building
- hand-held radio communication

Notification to the Principal and the Director of Operations will allow the activation of emergency response protocols and for all resources and facilities to be allocated and used in the event of an emergency. During certain conditions, the nature of the emergency may demand that classes be dismissed or canceled. An evacuation may arise in case of an unforeseen emergency such as a fire, gas leak, bomb scare, act of war, act of terrorism or any other situation where the administration of the school determines students and/or staff are in danger. Students and staff may require transport to an alternate location. Schools identify primary, secondary, and tertiary evacuation sites in their Building Level Safety Plan. Students and staff will report to the off-sheltering site. Building occupants will be required to evacuate to a location off school grounds in order to ensure their safety.

If an EVACUATION is called, the following is the procedure to be implemented:

- Schools create and post evacuation routes for every room occupied by students and staff, including rooms that may be used intermittently throughout the day. Procedures are followed prior to the decision to evacuate the school/site. Egress routes are utilized to facilitate building occupants leaving the building quickly and safely as per predetermined procedures to evacuate the school/site.
- The Incident Commander, Principal or her/his designee will make the decision to evacuate.
- The Director of Operations or her/his designee will notify the local police and fire departments, if and as appropriate.
- The Director of Operations or his/her designee will notify the appropriate official(s) at the off campus alternative site(s).
- Teachers will assemble students at the designated assembly site outside the evacuated school building.
- Teachers/staff will be dispatched to the alternative site(s) to prepare receiving areas.
- Teachers will walk students to the designated alternative site, take attendance, and report attendance to the Director of Operations and his/her designee.
- Dismissal from alternate site locations - a staff member assigned to monitor the entrance of the alternate site location will direct parents and guardians to correct pick-up areas. the Director of Operations or his/her designee will inspect the site to ensure all children have evacuated. Upon final building inspection, school personnel will be released by the Director of Operations or his/her designee on a need basis.

## School Cancellation / Early Dismissal Response Plans

CPEC has established responses for emergencies, including the cancellation of classes, early dismissal, evacuation, and sheltering for schools.

- **Before 6AM** - If severe blizzard, heavy snow storm, ice conditions or flooding occur during the night which make driving hazardous, and such conditions are known by 6 AM, a "No School" announcement will be made via text alerts and calls to caregivers. The Chief Schools Officer, in consultation with the Superintendent, will make the decision to cancel or dismiss school. The Chief Schools Officer is responsible for notification to School Principals. School principals and/or his/her designee will text/email teachers to notify them of the cancellation.
- **Dismissal during the school day** - If during the school day, weather or another situation threatens and/or develops that would jeopardize the health and safety of students, the school may be closed earlier than the usual dismissal time. In that event, the caregivers will be notified that students are being released. Caregivers will then expect their children to arrive home before the regular arrival time.

## Incident Report Procedures

The complete and accurate reporting of school-related injuries or other incidents where the safety of a student or adult was in jeopardy, is necessary to support both the prevention of future incidents and the sharing of information with appropriate authorities. Proper notification and reporting must be followed when a school-related incident of this nature has occurred. Incidents can occur on or near school property (e.g., in front of the building). They can also occur off school property when they have a nexus to the school, e.g., involving students or staff from the school.

An *incident report* should be written each time any of the following criteria are met:

- Alleged sexual misconduct of any kind involving students
- Alleged staff misconduct against a student
- On-campus injury that requires medical attention beyond what is provided and documented by the school nurse
- The missing student protocol is deployed
- Verbal threat of litigation or actual notice of litigation against the school
- Police are called to the building
- Anything that would cast a negative light on the school if reported in the media

When an incident that meets any of the criteria above occurs, the Principal and/or Director of Operations must be notified immediately. The principal must call or text the Superintendent and/or Chief Schools Officer immediately about the alleged incident. The school's electronic Incident Report Form should be submitted within 24 hours of the incident.